

## CHORLEYWOOD PARISH COUNCIL

### MINUTES of the meeting of the PARISH COUNCIL held in the, Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 10<sup>th</sup> February 2015

#### MEMBERSHIP & ATTENDANCE

**Chairman:** \* Tony Edwards

**Councillors:** Jo Clarke \* Ken Morris  
\* John Copley \* Alison Preedy  
Harry Davies David Raw  
\* Barbara Dickens \* Martin Trevett  
\* Barbara Green \* Steve Watkins  
\* Raj Khiroya \* Jane White  
\* Rodney Kipps \* Jenny Wood  
\* Jill Leeming \* Jackie Worrall

\*Denotes Member present

**Officers Present:** Mrs C James – Deputy Clerk  
Mrs M Putman – Admin Officer  
Miss L Hamilton – Admin Officer

#### 14/58 PUBLIC FORUM

There were five members of the public present

Gregory Hill from Friends of Chorleywood Common made comment relating to the plans from the Cricket Club which they had been invited to comment on, stating that they recognize the Cricket Club as a long standing user of the Common and can support the planned footprint and elevation but wished to reserve judgement on the materials and finishes.

With regard to the proposed Pedestrian crossing at the traffic lights at the junction of the A404 and Common Road, Mr Hill stated that FOCC wholeheartedly support the idea and had made a small contribution to the costs.

Mr Hill also felt the Saw Mill idea planned for the Easter Weekend was good.

#### 14/59 REPRESENTATIONS FROM THE DISTRICT AND COUNTY COUNCILLORS

There were no representations received.

#### 14/60 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Harry Davies. Cllrs Jo Clarke and David Raw were absent.

#### 14/61 DECLARATIONS OF INTEREST

Declarations of Interest were received from:

Cllr Martin Trevett on the Community Plan

Cllr Jackie Worrall had not attended Friends of Chorleywood Common meetings on Open Spaces items

Cllr Barbara Green on the A404 crossing on the grounds that her husband was a Governor at St Clements Dane School

Cllr Rodney Kipps on the Royal British Legion

Cllr Raj Khiroya on the Cricket Club

#### 14/62 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the meeting dated 9<sup>th</sup> December 2014.

These were duly signed by the Chairman

#### **14/63 MATTERS ARISING**

**14/51 Questions under Standing Order 9 – Start time of Meetings** – Cllr Steve Watkins sought clarification on when the start time of meetings would be discussed. It was agreed that this was to be covered under the debate on Standing Orders and Financial Regulations which was to be the subject of an Extra Ordinary meeting yet to be arranged

**14/53 Standing Orders** Cllr Martin Trevett raised the issue of the legislation that would allow Council meetings to be recorded and felt that this should be covered in the review of Standing Orders.

**14/54 The cost of the Water Bill for the Hollybush Hall** was stated to still be under investigation by Affinity Water

With the agreement of the Council Agenda Item 13 Cricket Club Advisory Committee was brought forward.

8.10PM Cllr Raj Khiroya left the meeting for the item about to be discussed.

#### **14/64 CRICKET CLUB ADVISORY COMMITTEE**

Cllr Barbara Green summarised the meeting of the Cricket Club Advisory committee that had been held to date. The background information in the report was highlighted in terms of the sub-standard nature of the existing pavilion which does not meet ECB regulations. An initial increase in footprint of 47 sq m over the existing footprint had been reduced to 26 sq m, a percentage increase of 11%. The plans had yet to go forward to Planning at TRDC. The Planning committee's position given the Council's role as Landlords of the Common would be that the application would be called in.

The Council

RESOLVED

To approve the plans in principle with the external design and finishes and the footprint subject to the finalised application.

This was proposed by Cllr Barbara Green, seconded by Cllr Martin Trevett and carried unanimously.

8.24pm Cllr Raj Khiroya came back into the meeting

#### **14/65 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman asked that the four Councillors Cllrs Harry Davies, Jo Clarke, Ken Morris and Raj Khiroya still to respond to the request for comments on Standing Orders make their replies to Cllrs Barbara Green and Jackie Worrall, copied to the Clerk

**A404 Crossing:** Following Cllr Martin Trevett's comments re the A404 crossing, the chairman advised that the Clerk had gone back to Herts County Council and had confirmed Members and Officers are committed to progressing the crossing in the new financial year. Support had also been received from County councillor Chris Hayward, CAIRs (although they do not support the Park and Stride idea) and Friends of the Common. Responses were awaited from Christchurch and Clement Danes PTA. The total Funding necessary was understood to be £69,000. The Chairman advised that he had undertaken a survey one morning between 8.15 and 8.45 and counted 145 children crossing at the traffic lights.

The Chairman's Diary of events

**17<sup>th</sup> December** – The Chairman and one of the Officers had distributed biscuits at the Lunch Club which had been well received

**23<sup>rd</sup> December**- Fundraising for the Chairman's Charity undertaken outside Budgens had raised £332

**13<sup>th</sup> January 2015** - The Chairman had been part of the interviews for the appointment of the new Caretaker at the War Memorial Hall and temporary cover for the Bullsland Hall caretaker.

**18<sup>th</sup> January** – Indoor car boot sale at the War Memorial Hall had raised £340.

**26<sup>th</sup> January** – the Chairman had attended a Dementia meeting

**2<sup>nd</sup> February** – The Chairman had attended a meeting at the War Memorial Hall led by County Councillor Chris Hayward on the Flooding of Green Street which had come up with no decisive answers.

**4<sup>th</sup> February** – The Chairman had met with Geoff Axtell of CAIRs regarding the A404 Crossing.

#### **14/66 QUESTIONS UNDER STANDING ORDER 9**

No questions under Standing Order 9 had been received.

#### **14/67 CLERKS REPORT**

**Saw Mill** – Members asked that they be made aware of where the mobile Saw Mill will be on the Common

**Training** – Cllr Jane White advised that she had been unable to attend the training course on Commons Heritage run by the Chilterns Conservation Board.

The Council

RESOLVED

To note the report

#### **14/68 COMMITTEE REPORTS**

**Cricket Club Advisory Committee 10<sup>th</sup> December 2014** –as this had been covered by the Agenda item taken earlier in the meeting there was no further discussion and therefore Cllr Raj Khiroya did not need to leave the meeting.

**Planning 16<sup>th</sup> December 2014** – Cllr Jackie Worrall presented the minutes of the committee meeting.

**Play Area Advisory Group 17<sup>th</sup> December 2014** – Cllr Barbara Green updated members on the progress made at the first meeting.

**Planning 6<sup>th</sup> January 2015** – Cllr Jackie Worrall presented the minutes of the committee meeting noting one error of the date of the meeting.

**Play Area Advisory Group 7<sup>th</sup> January 2015** – It was noted that the Criteria table presented as part of the minutes had not been used when a play area in Chorleywood had been considered previously and was felt to be a good idea

**Cricket Club Advisory Committee 12<sup>th</sup> January 2015** - as this had been covered by the Agenda item taken earlier in the meeting there was no further discussion and therefore Cllr Raj Khiroya did not need to leave the meeting.

#### **Open Spaces 13<sup>th</sup> January 2015**

**Rural Payments Agency** – it was noted that more information had been provided and the outcome of this was awaited.

**Cattle signs** – The proposal of whether the signs would be removed or covered up was still under discussion

**Lecterns** – Members were advised that two of the lecterns were now in place.

**Play Area Advisory Group 19<sup>th</sup> January 2015**– Cllr Barbara Green advised Members that this meeting of the Group had shortlisted four sites for further consideration as detailed in the minutes and surveys had been requested. The Ecological survey would not take place until later in the Spring. It had hoped that the cost of these surveys would be available for this meeting which had not been the case and they would now be put to the next meeting of the Full Council. Consultation with residents of Grovewood was raised and members advised that this would take place as part of the planning process.

**Village Halls Trust 20<sup>th</sup> January 2015 –  
Recommendation - War Memorial Hall Refurbishment:**

The Council  
RESOLVED

That Tender A is approved for Phase two of the War Memorial Hall refurbishment at a cost of £71200 including £5,000 contingency(budget £72,000)

This was proposed by Cllr Rodney Kipps, Seconded by Cllr Tony Edwards and carried unanimously

**Policy and Resources 27<sup>th</sup> January 2015 –**

**Recommendation 1 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Following discussion about the timing of the proposed extraordinary meeting

The Council  
RESOLVED

That the views of the 4 councillors who had not yet responded are sought and the standing orders would then be discussed at an Extra Ordinary meeting of the Full Council to be called between March and May.

This was proposed by the Chairman Cllr Tony Edwards and unanimously approved.

**Recommendation 2 PRECEPT 2015/16**

The four options presented to the Policy and Resources Committee were re-presented to the Full Council with Option 2 that the precept be set at £413040 or £67.93 per band D property equivalent to an increase of £1.57 per year or 3p per week recommended. Cllr Martin Trevett wished to propose again the option that had already been defeated at the Policy and Resources Committee of no increase.

The Council  
RESOLVED

That the precept be set at £413040 or £67.93 per band D property equivalent to an increase of £1.57 per year or 3p per week.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Tony Edwards and approved by 11 votes for, two against and one abstention.

It was noted that quotes were being sought for the planned replacement Parish Council Notice Boards.

**Planning 3<sup>rd</sup> February 2015 –**

**Community Plan** – Cllr Jane White outlined the background to the request for funding from the Council to cover additional printing costs of the questionnaire and publication of the results.

The Council  
RESOLVED

That an amount of £2,100 be extended to the Community Plan project, to cover the unexpected additional printing costs of the questionnaire, in the expectation that this will be repaid if, and when, grant-funding becomes available.

This was proposed by Cllr Steve Watkins , Seconded by Cllr Raj Khiroya and carried with 13 votes for and one abstention.

The second part of this – to ask for the sum of £1,800 to be made available as a fall back provision to the Community Plan project was not confirmed.

The Council  
RESOLVED

That highlights of the results would be put in Chorleywood Matters, with more detail to appear on the website

This was proposed by Cllr Barbara Green, seconded by Cllr Tony Edwards and carried unanimously.

**RECOMMENDATION 2. Speed Restriction in Dog Kennel Lane.**

**The Council  
RESOLVED**

To recommend to Herts County Council the alternative solution suggested by Cllr Barbara Dickens to:

Leave existing Green track sign opposite the allotments

Put up a sign in same place as above sign stating single track with passing places.

At Berry Lane end sign stating – single track road with no passing places.

At end of Dog Kennel Lane and Chorleywood Road signage saying Not suitable for H.G.V's.

No speed signs along Common

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

**Herts Buses** – it was agreed that a response would be made from the Planning Committee.

Cllr Martin Trevett left the meeting at 9.56pm.

**14/69 ACCOUNTS FOR PAYMENT**

The Committee  
RESOLVED

To approve the payments and direct debits

Chorleywood Village Halls

- Cheques £8,781.05
- Direct Debits £499.15
- Debit Card Payments £0.00

Total £9,280.20

Parish Council

- Cheques £83,222.00
- Direct Debits £641.83
- Debit Card Payments £0.00

Total £83,863.83

**14/70 PLAY AREA ADVISORY GROUP**

This item had been withdrawn as the survey estimates were not available.

**14/71 CRICKET CLUB ADVISORY COMMITTEE**

This agenda item had been taken earlier in the meeting.

**14/72 MEMBERSHIP OF THE COUNTRY LAND ASSOCIATION**

The Council  
RESOLVED

To defer consideration of membership of the Country Land Association (CLA) to the Annual meeting when Fees and memberships are discussed and when it would be hoped to have more information available on the specific benefits of membership to Parish Councils.

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

**14/73 COMMUNITY PLAN**

Cllr Jane White ran through the high level analysis of the results so far of the Community Plan Questionnaire

**14/74 INTERNAL AUDIT REPORT 2014/15 (INTERIM UPDATE)**

The Council  
RESOLVED

To accept the audit report with congratulations to the Clerk and Officers for a job well done.

This was proposed by Cllr Rodney Kipps, seconded by Cllr Tony Edwards and unanimously agreed.

**14/75 CALENDAR OF MEETINGS**

The Council  
RESOLVED

To accept the Calendar of meetings subject to the planning dates being discussed and agreed at the next Planning committee.

**14/76 EXCLUSION OF PRESS & PUBLIC**

The Council  
RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.

Cllrs Jackie Worrall and Rodney Kipps left the meeting at 10.12pm

**14/77 CONTRACT AND SERVICE LEVEL AGREEMENT FOR THE PROVISION OF POLICE COMMUNITY SUPPORT OFFICERS**

The Council  
RESOLVED

That the contract and Service Level Agreement for the provision of Police Community Support Officers with Hertfordshire Constabulary be renewed

This was proposed by Steve Watkins, seconded by Cllr Ken Morris and approved with one abstention.

**14/78 POLICY & RESOURCES MINUTES CONFIDENTIAL PART 2 27.01.15 ROYAL BRITISH LEGION LEASE AND CRICKET CLUB LEASE**

Access to the minutes of this agenda item is denied until further notice.

**14/79 CLOSURE**

The meeting have started at 8.00 pm, closed at 10.23 pm

These minutes have been checked by the Chairman.

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

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

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

## **CHORLEYWOOD PARISH COUNCIL**

### **FULL COUNCIL MEETING**

### **Agenda Item 9**

**Date: TUESDAY 7<sup>TH</sup> APRIL 2015**

**Subject: Deputy Clerks Report**

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**Training** – Cllrs Edwards and Watkins with the Deputy Clerk attended a seminar on the New Local Council Award Scheme run by the HAPTC and NALC Associations.

**Village Day** – applications have gone out to stall holders and applications are coming in daily. Meetings have taken place with a view of obtaining sponsorship for new exhibits. As previously advised the Dog show run by Oscar Pet Foods is not able to go-ahead this year, however an alternative is being followed up and Officers are hopeful that there will still be a dog show on Village Day. A number of other events have also booked in for the arena and we have received the first application for an advert in the guide.

**Affinity Water** – Following meeting with Affinity Water regarding the failed re-instatement works to Common Gate Road and Clements Road, it was agreed that the Rangers would carry out the reinstatement works to our specification and would charge Affinity Water for the Labour and materials. The original quote has initially been rejected and further negotiation is taking place.

**Easter Event on the Common, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> April** – Following the disappointment that the Saw Mill has broken down and will not be repaired in time for the event, the Rangers have stepped in and a number of woodland craft demonstrations are now planned. A scavenger hunt has been arranged with an Easter theme, to encourage children to explore this side of the Common. It is also hoped that the Childrens Centre will be joining us on the second day. It will no longer be necessary to close the horse track for this week as the saw mill is not going to be there but notices will be put in the area to warn of the Rangers in the area using Chainsaws. Publicity has already gone out for the event and is already generating interest. The posters will need to be amended to reflect the new event and the new event will continue to be publicised. Given the limited resource in the office we do need some volunteers to be available for the event. So far we have two Councillors who have offered their time and we would welcome more to share the load.

**Easements** – One easement has reached conclusion and the appropriate easement and solicitors charges received. The other ones are in progress. All funds raised through easements are ring fenced into the Commons Account for remedial works.

**Chorleywood Matters** – The bumper Spring issue of Chorleywood Matters hit the streets at the start of the week and all deliveries should have been completed by the end of Tuesday 31<sup>st</sup> March. Please let the office know if you or any one you know has not received their copy.

**Demolition of the Guide Hut** – To facilitate the eventual demolition of the Guide hut, the power serving the hut first needs to be disconnected. A number of failed attempts to do this have taken place and the next attempt is to take place on the 2<sup>nd</sup> April near to the hut.

**Annual Reports** – Committee Chairman and those representing the Council on outside bodies will be asked for their reports shortly – please start thinking about these now as they need to be published just after the Easter Break.

#### **Dates for your diary**

- Annual Reports due by Friday 15<sup>th</sup> April
- Woodland Crafts and Scavenger Hunt Easter Event on the Common – 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> April
- Village Day 11<sup>th</sup> July

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**REPORT OF THE PLANNING COMMITTEE MEETING  
ON TUESDAY 24<sup>th</sup> MARCH 2015  
MEMBERSHIP AND ATTENDANCE**

Chairman: \*Cllr Jane White  
Councillors: Cllr Harry Davies  
\*Cllr Barbara Dickens  
\*Cllr Tony Edwards (ex officio)  
\*Cllr Rodney Kipps  
\*Cllr Alison Preedy  
\*Cllr David Raw  
\*Cllr Steve Watkins (ex officio)  
\*Cllr Jackie Worrall

\*Denotes members present

Officers Attending: \* Ms M Putman

There were no members of the public present.

**PART 1 MINUTES**

**14/ 158 APOLOGIES FOR ABSENCE**

There was one apology for absence received:- Cllr Harry Davies

**14/159 DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**14/160 APPROVAL OF THE MINUTES**

The Committee  
RESOLVED

That the minutes of the meeting of the 3<sup>rd</sup> March 2015 be approved as a true and correct record.

**14/161 MATTERS ARISING**

Cllr Jane White advised the Committee that she had looked at the Buckinghamshire 'Replacement Minerals and Waste Local Plan documentation. The documentation had no impact on Chorleywood so there was no representation required from Chorleywood Parish Council.

Cllr Jane White requested that appeal results are added on the planning agendas, under Planning Decisions.

Cllr Jane White advised that planning application 14/0186/FUL - 10 Solesbridge Close - erection of an attached dwelling was refused on appeal.

Cllr Jackie Worrall requested the Planning Enforcement Officer investigate The Hive., regarding an alleged change of use. One side of the property looks like a shop and the other section looks like a coffee shop. We request clarification on the permitted class of the premises. The latest information is that the premises are due to open in two weeks.

Cllr Jackie Worrall advised the Committee that when she attended the Flooding meeting at the War Memorial Hall the members of Herts County Council were surprised that there was information on the flooding problems that had occurred in Chorleywood previously. In 1997 a flood alleviation project had been carried out in parts of Chorleywood in conjunction with Thames Water and Herts County Council. The Officers went into the office loft and found documentation relating to alleviation scheme within Chorleywood. There are various draining points in Chorleywood and it is possible further piping could be laid to drain away the water from Green Street, by joining into the existing scheme.

Cllr Jackie Worrall is very kind taking the maps and documentation to Herts County Council on Wednesday 24<sup>th</sup> March, 2015

**14/162 LETTERS OF OBJECTION/EXPLANATION**

There were no letters of objection received.

**14/163 PLANNING APPLICATIONS**

The Committee

RESOLVED

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

**14/164 PLANNING APPEALS**

The Planning appeal was noted

**14/165 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES**

The Committee

RESOLVED

To note the tree applications.

**14/166 PLANNING APPLICATIONS DECISIONS RECEIVED**

The Committee

RESOLVED

To note the planning decisions received for the period ending 13<sup>th</sup> March, 2015

**14/167 URGENT ITEMS**

**Notice of Publication of Inspector's Report on the West London Waste Plan.**

The Committee noted the report.

**14/168 COMMUNITY PLAN**

Cllr Jane White advised the Committee that new Government funding had been opened up and she will keep the Committee updated on her application for funding.

Cllr Jane White advised that the Community Plan Committee were continuing to discuss the results of the Community Plan questionnaire, with a view to drawing up policies and aims over the next few months. .

An overview of the results from the questionnaire have been published and positioned in the centre page of Chorleywood Matters, which will be delivered week commencing 30<sup>th</sup> March, 2015. Cllr Jane White said she felt the page looked informative and well produced, and thanked Cllr Jackie Worrall and others for producing such a professional looking document.

The PCSO's had taken on board the request from residents from the questionnaire regarding speeding in Chorleywood and had set up a speed test in both Green Street and Blakettswood Drive.

**14/169 LICENCE APPLICATION**

None to report

**14/170 TRANSPORT**

Cllr Jackie Worrall advised the Committee that she had received an e-mail from District Councillor Chris Hayward regarding the three way pedestrians crossing between the A404 and Common Road.

£10,000	Cllr Chris Hayward confirmed this amount from his locality budget towards the crossing.
£10,000	Contribution from Chorleywood Parish Council.
£37,000	Section 106 monies

There will also be a contribution from Friends of Chorleywood Common.

Cllr Barbara Dickens requested that members of Chorleywood Parish Council revisit the 'Have your say' web site regarding funding for bus services, response date closure is 10<sup>th</sup> April, 2015.  
[www.hertsdirect.org/busconsult](http://www.hertsdirect.org/busconsult).

**14/171 CLOSURE**

The meeting having started at 8.00pm and finished at 8.53pm

These minutes have been read and agreed by the Chairman.

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

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

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

**REPORT OF THE OPEN SPACES COMMITTEE**  
**HELD ON 10<sup>TH</sup> MARCH 2015**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** \* Barbara Green

**Councillors** \* Jo Clark  
\* Barbara Dickens  
\* Tony Edwards (ex officio)  
Raj Khiroya  
\* Jill Leeming  
\* Alison Preedy  
Martin Trevett  
\* Steve Watkins (ex officio)

\* Denotes members present

**Officers present** Claire James - Deputy Clerk  
Laura Hamilton – Admin Officer

There were four members of the public present.

**Recommendation 1 PERMISSIVE PARKING AREA SCHEME CONTRACT RENEWAL 15-16**

The Committee

RESOLVED to recommend

That the contract for the Permissive Parking Area Scheme be renewed for the forthcoming year at the same level as the current year.

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

**14/66 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Raj Khiroya and Martin Trevett.

**14/67 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**14/68 APPROVAL OF THE MINUTES**

The Committee

RESOLVED

That the minutes of the meeting held on 13<sup>th</sup> January 2015 which had been discussed at Full Council with no changes made, be approved as a true and correct record.

**14/69 MATTERS ARISING FROM THE MINUTES**

**14/61 Letter from Rural Payments Agency:** The Deputy Clerk updated Members with the information that the Rural Payments Agency had advised of an extension to their planned response date to the issues raised.

Standing orders were suspended at 8.03pm to take an address to the Committee on Agenda Items 13 - Bins and 15- Pond Creation from a Member of the public.

The meeting was reconvened at 8.07pm

**14/70 FINANCIAL COMPARISON STATEMENT 2014/15**

**Line 220 Maintenance of the Horse Track** – the underspend on this was understood to be an allowance put aside for the correction of the damp area on the track.

**Line 227 Litter Bins** – Members were advised that the purchase of two covered litter bins was planned.

The Committee

RESOLVED

To note the report.

**14/71 OPEN SPACES OFFICER'S REPORT**

**Christ Church Cemetery – Maintenance contract.**

The Committee

RESOLVED

To accept the increase of £123.92 in the annual Parish contribution to the charges for the maintenance of Christchurch Churchyard, noting the shared arrangements suggested.

This was proposed from the Chair by Cllr Barbara Green and carried unanimously.

**Trees next to the Railway line** The Common Ranger clarified the location of the trees in question in the report from London Underground and explained the issues. Members agreed that Conservation Area consent would be required. Discussion took place on the best way to deal with the area and whether to fell or coppice, acknowledging the proximity of the trees to the London Underground track.

The Committee

RESOLVED

To coppice those trees identified for reduction and to request a quote for the work from LU using their Contractors who are skilled and insured for work adjacent to railway lines.

This was proposed from the Chair by Cllr Barbara Green and carried unanimously.

**Resurfacing works:** The resurfacing works to the Cricket Club Permissive parking area and War Memorial Permissive parking area, the track leading to Cherry Tree Cottages and the area outside the Alms Houses is usually undertaken every two years. Members asked the Clerk to consider whether there was anything more long term that could be done with money put aside each year for this purpose. In the meantime it was agreed that the resurfacing works were undertaken now according to the quotes received. It was suggested that for the rebuilding of the wall into the War Memorial Hall permissive parking area, the builder undertaking the refurbishment works in the Summer be approached.

The Committee

RESOLVED

To undertake the resurfacing works as per the estimates received to the value of £2650, seeking a contribution to the works from the Alms Houses. Any remaining budget to be carried over for the work on the tarmac ramps to the War Memorial Hall permissive parking area.

This was proposed from the Chair by Cllr Barbara Green and carried unanimously.

**Bee Hives at the Allotments:** Concern was raised about introducing more bees on the allotments until feedback was received from the trial of the hives being placed at the Swillett allotment site. It was also agreed that during this time the Allotment Officer would seek feedback from bee keepers to ascertain how many hives can be placed in a given area.

The Committee

RESOLVED

That the hives at the Swillett be trialled for a year during which time no further hives would be introduced.

**Mobile Saw Mill and closing of a section of the horse track:** Members asked that the signs advising of the closure, for Health and Safety reasons, of the section of the horse track near where the saw mill would be operating could include a map to show the area affected.

**Red List:** The Common Ranger briefed Members on the Red list for vascular plants for England which identifies how threatened each plant is, highlighting the need for surveys to be undertaken more frequently than at present. Options for people undertaking such studies were discussed but it was agreed that a certain level of skill and knowledge was required. It was suggested that money needed to be budgeted for surveys.

The Committee

RESOLVED

That the Common Ranger and Clerk bring forward a proposal to the next meeting for a rolling programme of surveys, with estimates of the funding required and how the programme might be achieved.

This was proposed from the Chair by Cllr Barbara Green and carried unanimously.

**Equipment:** The continued use of Smart water on equipment would be followed up with the PCSO's.

The Committee

RESOLVED

To note the report.

## **ALLOTMENTS**

### **14/72 OCCUPATION**

The Committee

RESOLVED

To note the occupation

### **14/73 WAITING LISTS**

The Committee  
RESOLVED  
To note the details on the waiting list.

**14/74 ALLOTMENTS CONDITIONS OF TENANCY**

The Committee  
RESOLVED  
That the banning of the use of carpets to suppress weeds on the allotments be a separate condition of tenancy, and that a late payment charge of £10 be introduced for tenants who do not pay their tenancy fees by the due date, with one month's notice being given, unless there were extenuating circumstances.

This was proposed from the Chair by Cllr Barbara Green and carried unanimously.

**LAWN CEMETERY**

**14/75 INTERMENTS**

The Committee  
RESOLVED  
To note the number of interments that had taken place.

**COMMON AND GROVEWOOD**

**14/76 ICE CREAM CONCESSION ON CHORLEYWOOD COMMON**

The Committee  
RESOLVED  
To accept the tender received for the Ice Cream Concession on the Common for the next two years.

This was proposed from the Chair by Cllr Barbara Green and Carried unanimously.

**14/77 FITNESS CLASSES ON THE COMMON**

The Committee  
RESOLVED  
That licence fee for fitness classes on the Common be kept at the current rate if a yearly invoice was issued. This facility should be offered to both of the current licenced users and any future licence holders.

This was proposed from the Chair by Cllr Barbara Green and carried unanimously.

**14/78 BINS AT SHEPHERDS BRIDGE PERMISSIVE PARKING AREA**

The Committee  
RESOLVED  
To move both the litter bin and dog bin to the area suggested by the Common Ranger and highlighted in the report.

This was proposed from the Chair by Cllr Barbara Green and carried unanimously.

**14/79 PERMISSIVE PARKING AREA SCHEME CONTRACT RENEWAL 15-16**

See Recommendation 1

**14/80 POND CREATION – CAPITAL WORKS FOR HIGHER LEVEL STEWARDSHIP**

The options and issues with the creation of a new pond on the Common were discussed with reference to local knowledge and maps. It was agreed that historical records would be looked at to find a pond that had been recorded previously which could be restored. It was acknowledged that to get access to some of the maps required, payment may be required. It would be left with the Parish Ranger to progress this with the help of the other Officers and Councillors as required.

**GENERAL**

**14/81 HEALTH AND SAFETY**

Members noted that there was nothing to report

**14/82 CLOSURE**

The meeting having commenced at 8.00 pm closed at 10.07pm.

Signed      Agreed by the Chairman by email      Date .....29.03.15.....

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

Signed.....      Date.....

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**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE  
MEETING ON TUESDAY 17<sup>th</sup> MARCH 2015**

**MEMBERSHIP AND ATTENDANCE**

Chairman: \*Cllr Rodney Kipps

Members: - \*Cllr John Copley  
\*Cllr Harry Davies  
\*Cllr Tony Edwards (ex officio)  
Cllr Raj Khiroya  
Cllr Ken Morris  
\*Cllr Alison Preedy  
\*Cllr Steve Watkins (ex officio)  
\*Cllr Jenny Wood

Also in attendance: Alan Manson – Surveyor  
Yvonne Merritt – Treasurer  
\* Michelle Putman – Secretary  
\* Claire James – Deputy Clerk

**RECOMMENDATION:**

**Indoor Car Boot dates.**

The proposed dates for the Indoor Car boot sale :- 25<sup>th</sup> October, 2015, 22<sup>nd</sup> November, 2015  
17<sup>th</sup> January, 2016, 21<sup>st</sup> February, 2016 and 20<sup>th</sup> March, 2016.

The Village Halls Committee would request that additional help from all Councillors at the  
Indoor Car Boot Sale and a rota will be set up for each Sunday.

The Committee

RESOLVED to recommend to Full Council

The dates for the Indoor Car Boot Sales and that additional assistance is required from all  
Councillors to run these events.

This was proposed by Cllr Rodney Kipps, Seconded by Cllr Steve Watkins and unanimously  
agreed.

**14/39 APOLOGIES FOR ABSENCE**

There were two apologies for absence received: Cllr Raj Khiroya, Cllr Ken Morris

**14/40 DECLARATION OF INTEREST**

There were no declarations of interest received.

**14/41 APPROVAL OF THE MINUTES**

The Committee

RESOLVED

The minutes of the meeting dated 20<sup>th</sup> January, 2015 were approved as a true and correct  
record,

**14/42 MATTERS ARISING**

Cllr Steve Watkins asked for the latest update on the Wi-fi in the hall. He was advised that  
we are awaiting installation of the box for the Wi-fi in the hall,

**SECRETARY'S REPORT****War Memorial Hall****Table Top Sale**

The Secretary advised that the table top sale in March raised £322.60. The total amount raised for all three indoor sales came to £1,067.65, less a minimal amount for expenses. It was felt that the sales should continue from October 2015 to March 2016 and the dates will be going to Full Council for confirmation and a request for further help from Councillors. See Recommendation to Full Council.

**Demolition of the Guide Hut.**

It was agreed that Power Networks had permission to disconnect the power cable within the site.

**24<sup>th</sup> – 26<sup>th</sup> July Booking**

The Committee agreed that the hirers would not be able to use lpg gas inside the hall. Should the weather be inclement then they would have permission to use a gazebo located behind the Royal British Legion Hall.

**New Year's Eve Booking**

The Committee agreed that the charges for hiring the hall on New Year's Eve would be at the double rate and subject to one of the caretakers prepared to work.

**Toilets**

The Committee felt that we need to investigate the option of changing the flush to a single flush to see if this would eliminate the back up of paper in the toilets. The Secretary will investigate and get prices and speak to the plumbers, This was proposed by Cllr Alison Preedy, Seconded by Cllr Tony Edwards and unanimously agreed.

**Brownies Sleepover**

The Committee were advised that the sleepover in the War Memorial Hall did not take place due to H&S checks.

**Wall Lights**

The Committee felt that under the circumstances it would be more beneficial to order two light covers which would incur only one delivery charge and there would be a spare cover in case of any further breakages. This was proposed by Cllr Steve Watkins, Seconded by Cllr Alison Preedy and unanimously agreed.

**Removal of the large Western Red Cedar outside War Memorial Hall**

The Committee were advised that the tree removal would commence on Wednesday 18<sup>th</sup> March with the work being done by Love and Stileman. The Committee were advised that all users of the Royal British Legion had been moved to either the Bullisland Hall or the War Memorial Hall while works take place.

**HOLLYBUSH HALL**

Talkwood Productions had requested a discount for a week's block booking. The Committee decided that as other users of the halls were not given a discount for block booking that unfortunately a discount would not be approved for Talkwood Productions hire.

**14/44    TREASURER'S REPORT**

The Committee  
RESOLVED  
To note the report.

**14/45    CLOSE**

The meeting having commenced at 8.00 pm, closed at 8.39 pm

**Signed .....Agreed via e-mail.....      Date .....24<sup>th</sup> March, 2015.....**

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

**Signed .....      Date .....**

# Planning Applications Considered

Applications considered on 24-3-15

**1 15/0300** 24/03/15

Mr L Main  
14 Brushwood Drive  
Chorleywood

Demolition of existing rear conservatory and construction of part single storey, part two storey rear extension  
Delegated Decision  
FUL Application  
Planning Officer: Denis Toomey

The Committee had no Objection to this application

**2 15/0306** 24/03/15

Mr L Cameron  
The Forge  
13 Chalfont Lane  
Chorleywood

Removal of car port to front of dwelling, construction of single storey rear extensions and front porch, creation of basement level to rear.  
Delegated Decision  
FUL Application  
Planning Officer: Denis Toomey

The Committee had no Objection in principle to this application.

Request that steps are taken to protect the trees/roots and the impact on the water table

**3 15/0330** 24/03/15

Mr and Mrs Dawson  
79 Highfield Way  
Rickmansworth

Single storey rear extension and alterations to fenestration.  
Delegated Decision  
FUL Application  
Planning Officer: Jake Shields

The Committee had no Objection to this application

# Planning Applications Considered

Applications considered on 24-3-15

**4 15/0334**

24/03/15

Mr C Owen  
4 Dove Park  
Chorleywood

Conversion of garage into habitable accommodation, first floor front extension and alterations to flat roof of existing garage and front porch extension.

Delegated Decision

FUL Application

Planning Officer: Denis Toomey

The Committee had no Objection in principle.

Would request that Three Rivers District Council's off street parking policy is enforced.

**5 15/0387**

24/03/15

Mr D Unwin  
Bullscroft Farm  
North Hill  
Chorleywood

Retention of temporary dwelling

Delegated Decision

FUL Application

Planning Officer: Suzanne O'Brien

The Committee had no Objection to this application on condition that the owner adheres to the temporary dwelling remaining for only 2 years whilst work is completed on the new dwelling and the temporary dwelling is not allowed to be made permanent.

**6 15/0418**

24/03/15

Mr and Mrs G Proctor  
21 Highfield way  
Rickmansworth

Demolish existing rear dormers and erect new first floor rear extension with hipped roof dormers.

Delegated Decision

FUL Application

Planning Officer: Jade Clifton Brown.

The Committee had no Objection to this application

# Planning Applications Considered

Applications considered on 24-3-15

**7 15/0427** 24/03/15

Mr J Ray  
1 Hillside Road  
Chorleywood  
New replacement UPVc windows to front elevation  
Delegated Decision  
FUL Application  
Planning Officer: Suzanne O'Brien

If the new application is just for a change of materials and subject to the Conservation Officers report regarding the use of materials - the Committee would have no objection subject to the Conservation Officers report being met. .

**8 15/0446** 24/03/15

Mr R Patterson  
47 Chestnut Avenue  
Chorleywood  
Single storey extension to join replacement garage to house, single storey rear extension and erection of porch.  
Delegated Decision  
FUL Application  
Planning Officer: Suzanne O'Brien

The Committee had no Objection to this application

**9 15/0466** 24/03/15

Mr P McCloskey  
Dalilea  
Sarratt Lane  
Loudwater  
Erection of detached double garage to front of dwelling  
Delegated Decision  
FUL Application  
Planning Officer: Suzanne O'Brien

The Committee had Objection to this application on the following grounds and wish to CALL IN, unless the Officers are minded to refuse this application.

- \* The size and scale of the garage
- \* The location of the garage is located very close to the next door neighbour.
- \* The garage should be 1 metre from the dividing boundary.
- \* Poor quality of plans to determine if the garage is one or two storey.

# Planning Applications Considered

Applications considered on 24-3-15

**10 15/0478**

24/03/15

Mr S Hayes  
High Ash Farm  
49 Bullsland Lane  
Chorleywood

First floor rear extension, alterations to existing rear fenestration and extension to raised patio to rear.

Delegated Decision  
FUL Application  
Planning Officer: Suzanne O'Brien.

The Committee had no Objection to this application

**11 15/0494**

24/03/15

Mr Hammond  
South Lodge  
Dog Kennel Lane  
Chorleywood

Construction of single storey rear conservatory  
Delegated Decision  
FUL Application  
Planning Officer: Rob Morgan.

The Committee were unable to comment on this application as there were no plans available.  
If the new application is just for a change of materials and subject to the Conservation Officers report regarding the use of materials - the Committee would have no objection subject to the Conservation Officers report being met.

**12 15/0497**

24/03/15

Mr Ryan & Mrs Stevens  
24 Wyatts Close  
Chorleywood

Single storey front, side and rear extensions, loft conversion and alterations to roof including increase in ridge and eaves height and extension to ridge and insertion of dormers to front, side and rear.  
Delegated Decision  
FUL Application  
Planning Officer: Rob Morgan.

The Committee had no Objection to this application

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 31<sup>st</sup> March 2015**

**MEMBERSHIP & ATTENDANCE**

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

**Councillors:** **Harry Davies**  
\* **Barbara Green**  
\* **Raj Khiroya**  
\* **Rodney Kipps**  
\* **Martin Trevett**  
\* **Steve Watkins**  
**Jane White**  
\* **Jackie Worrall**

\*Denotes members present

**Officers Present:** \***Claire James – Deputy Clerk**  
\***Michelle Putman – Admin Officer**

There was one member of the public present

**RECOMMENDATION**

**1 LOCAL COUNCIL AWARD SCHEME**

Cllrs Tony Edwards and Steve Watkins together with the Deputy Clerk had attended a briefing session on the new Local Council Award scheme which had replaced the previous Quality Council Award Scheme

The Committee

RESOLVED to recommend

That the Council applies for Foundation Award accreditation initially.

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

**2 CHORLEYWOOD IN BLOOM**

Lyn Sutherland gave a brief presentation on the progress made with the Chorleywood in Bloom project. She had worked with Councillors and Officers to move the project forward. Following visits to a high proportion of shops and Businesses in the Village it was evident that there was a lot of enthusiasm for hanging baskets and tubs to brighten up the village centre. Members were shown photographs of other towns and villages with floral displays using both hanging baskets and tubs. Examples were given of the different types of baskets and tubs and the costs appropriate to each option discussed.

It was felt that expectations had been raised, which had been further endorsed by the feedback from the Community Plan in which 64% of those commenting on what people wanted to make the Village better had chosen hanging baskets and troughs. These expectations were unlikely to be met by the existing budget allocation to Chorleywood in Bloom. Members discussed moving budget from the Christmas Lights to Chorleywood in Bloom. It was noted that the contract for the Christmas lights was up for renewal this year. It was felt that there may be more competition now in this market which may lead to better prices for a new contract. The Deputy Clerk advised that a

number of quotes were currently being sought. It was also noted that sponsorship may well be forthcoming, particularly for the tubs for which the unit price was higher. TRDC have advised that planning permission is not required for the Hanging Baskets but permission did need to be sought from Herts Highways for the tubs/troughs.

Members thanked Lyn Sutherland for her efforts on behalf of the Parish Council and acknowledged the assistance of Cllrs Steve Watkins and Jenny Wood to Lyn.

The Committee

RESOLVED to recommend

That a further £1100 be allocated to Chorleywood in Bloom bringing the total budget to £2100

This was proposed by Cllr Martin Trevett, seconded by Cllr Jackie Worrall and carried unanimously.

#### **14/53 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Harry Davies and Jane White.

#### **14/54 DECLARATIONS OF INTEREST**

Cllr Tony Edwards – Agenda Item 11 Purchase of a Defibrillator Box

#### **14/55 APPROVAL OF MINUTES**

The Committee

RESOLVED

That the minutes of the meeting dated 27<sup>th</sup> January 2015 which had been taken at Full Council with no amendments, be approved as a true and correct record.

#### **14/56 MATTERS ARISING FROM THE MINUTES**

**Recommendation 1 Review of Standing Order and Financial Regulations.** The Extra Ordinary Full Council meeting had now been agreed for the 21<sup>st</sup> April at 7.30pm and it was hoped that the Agenda and papers would be issued well in advance so that all Members had plenty of time to consider this important topic.

#### **14/57 FINANCIAL COMPARISON STATEMENT**

In response to a Member's request, endorsed by other Members, the Financial comparison statements to the end of the financial year, i.e. covering the extra week not covered by the report to this Committee, would be made available to Members for the forthcoming Full Council the next week.

The Committee

RESOLVED

To note the financial comparison statement.

#### **14/58 QUARTERLY CASH BOOK**

The Committee

RESOLVED

To note the quarterly cashbook figures.

**14/59 RISK MANAGEMENT AND EFFECTIVENESS OF INTERNAL AUDIT**

Members requested an update on the new HR contract at the next Policy and Resources Committee. Members considered all aspects of the Risk Management and were satisfied that the Parish has the right processes in place.

The Committee  
RESOLVED  
To accept the report.

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

**14/60 LOCAL COUNCIL AWARD SCHEME**

See Recommendation 1

**14/61 BUILDING ON CHORLEYWOOD IN BLOOM**

See Recommendation 2

**14/62 NOTICE BOARDS**

Further quotes had been obtained for the replacement notice boards as requested at the last Policy and Resources committee. Members were also advised that the Residents Association were only prepared to fund £700 to the cost, noting also that this had yet to be presented as a formal proposition to the Residents Association Committee. The size of the board was considered in relation to the space available in the location of the current board and concern expressed that it might obstruct access. It was noted that there were other boards in the village owned by TRDC and Cllr Martin Trevett undertook to discuss with TRDC whether the Parish could share use of these boards. The Deputy Clerk was also asked to confirm the legal requirements of the Council with respect to the display of notices. Given the high cost of the quotes received it was agreed that more basic options needed to be looked at again

The Committee  
RESOLVED  
That further options of more basic notice boards be explored and options reported back to the next Policy and Resources committee.

**14/63 PURCHASE OF A DEFIBILLATOR BOX**

The Committee  
RESOLVED  
To purchase a box to be placed on the outside of the War Memorial Hall as part of the refurbishment works at the Hall in the summer. The placing of other boxes would be reconsidered as funding becomes available.

This was proposed by Cllr Barbara Green, seconded by Cllr Raj Khiroya and carried with all in favour with one abstention by Cllr Tony Edwards.

**14/64 CILCA UPDATE**

There was nothing to report on this agenda item at this meeting.

**14/65 HEALTH AND SAFETY**

The committee  
RESOLVED  
To Note the report

**14/66 CLOSURE**

The meeting having started at 8.00 pm, finished at 9.40 pm

These minutes have been checked by the Chairman.

Signature .....Agreed with the Chairman by Email ..... Date.....02/04/15.....

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

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

# Parish Council Direct Debits list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
dd-11/02/15	3936	11/02/15	£158.72	£26.45	£132.27	P & R Bt Payment Services	Internet services –Office
dd-16/02/15	3937	16/02/15	£236.92	£39.49	£197.43	P & R E.on	Elec-South Lodge-17/12/14-01/02/15
dd-16/02/15	3938	16/02/15	£22.80	£3.80	£19.00	P & R Bt Payment Services	Fax Line-Office1/2/15-28/02/15
dd-16/02/15		16/02/15	£259.72	£43.29	£216.43		
<b>Totals</b>			£678.16	£113.03	£565.13		

# Village Halls Direct Debits

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
dd-16/02/15	827	16/02/15	£21.08	£1.00	£20.08	WMH E.on	Hollybush Elec-01/02/15-01/03/15
dd-16/02/15	828	16/02/15	£23.90	£1.14	£22.76	WMH E.on	Bullsland- Elec31/12/14-01/02/15
dd-16/02/15	829	16/02/15	£352.85	£58.81	£294.04	WMH E.on	WMH-Gas-22/12/14-01/02/15
dd-25/02/15	830	25/02/15	£22.80	£3.80	£19.00	WMH Bt Payment Services	telephone
<b>Total</b>			£420.63	£64.75	£355.88		

# Parish Council Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
408870	3876	09/02/15	£369.54	£61.59	£307.95 P & R	Ricoh Uk Ltd	photocoping
408871	3877	09/02/15	£112.39	£18.73	£93.66 OS	Travis Perkins Trading Co Ltd	Postcrete
408872	3878	10/02/15	£641.34	£106.89	£534.45 OS	Falon Nameplates Ltd	Memorial Plaque -Q966 Davies
408873	3879	10/02/15	£641.34	£106.89	£534.45 OS	Falon Nameplates Ltd	Memorial plaque- Q847-Murphy
408874	3880	10/02/15	£641.34	£106.89	£534.45 OS	Falon Nameplates Ltd	Memorial Plaque-Q849 hogg (Rann)
408875	3881	10/02/15	£540.00	£90.00	£450.00 OS	Love & Stileman	Tree Work-Rear of Morewood Gate, Berry Lane
408876	3882	10/02/15	£250.00	£0.00	£250.00 P & R	Turbervilles	Dementia Friendly Chorleywood
408877	3883	10/02/15	£4,597.50	£766.25	£3,831.25 CNCL	Alan manson	Phase 1 Refurbishment of Toilets-Final Account
4088778	3884	10/02/15	£442.80	£73.80	£369.00 P & R	Auditing Solutions	Audit Service- Interim visit- 27/01/15
408879	3885	10/02/15	£76.00	£0.00	£76.00 P & R	Fleming P	Website Maintenance
408880	3886	10/02/15	£4,200.00	£700.00	£3,500.00 P & R	Festive Impact Lighting	Chirstmas Lighting Chorleywood 2014
408881	3887	10/02/15	£30.00	£0.00	£30.00 P & R	Mills Window Cleaning Services	Window Cleaning of Parish Office
408882	3888	17/02/15				Merritt Y D	
408883	3889	17/02/15				James.C	Salary
408884	3890	17/02/15				Putman.M	Salary
408885	3891	17/02/15				Hamilton L	Salary
408886	3892	17/02/15	Total Salaries February £11,724.87			Goddard.A	Salary
408887	3893	17/02/15				Palmer P	Salary
408888	3894	17/02/15				Watts C	Salary
408889	3895	17/02/15				Watts L	Salary
408890	3896	17/02/15	£4,088.44	£0.00	£4,088.44 OS	Inland Revenue	Tax & NI
408891	3897	17/02/15	£4,450.49	£0.00	£4,450.49	Hertfordshire County Council	Superannuation
408892	3898	17/02/15	£7,875.00	£1,312.50	£6,562.50 CNCL	Alan manson	Phase 2 Extensions & Alterations-Interim Account
408893	3899	17/02/15	£433.80	£72.30	£361.50 OS	District Enforcement Ltd	Patrol dec14-Jan 15
408894	3900	27/02/15	£342.14	£57.02	£285.12 P & R	Ricoh Uk Ltd	Photocopying charge 01/11/4-31/01/14
408895	3901	27/02/15	£16,407.60	£2,734.60	£13,673.00 CNCL	Geo Brown Implements Ltd	New Front Mower-LK15 DVG
408896	3902	27/02/15	£47.55	£0.00	£47.55 P & R	Broker Network	Insurance add of LK15DVG
408897	3903	27/02/15	£310.80	£51.80	£259.00 OS	Falon Nameplates Ltd	Q974
408898	3904	27/02/15	£519.00	£86.50	£432.50 OS	JRB Enterprise	Dog Bags
408899	3905	27/02/15	£290.40	£48.40	£242.00 OS	TBS Hygiene Ltd	collection of dog waste-jan-15
408900	3906	27/02/15	£64.00	£0.00	£64.00 P & R	TRDC	Caddy Sacks
408901	3907	03/03/15	£70.07	£11.68	£58.39 P & R	Minatol Limited	White Roll- Rangers
408902	3908	03/03/15	£52.00	£0.00	£52.00 P & R	Fleming P	Website Updates
408903	3909	03/03/15	£378.90	£63.15	£315.75 OS	Falon Nameplates Ltd	Hand- Mem Plaque
408904	3910	03/03/15	£310.80	£51.80	£259.00 OS	Falon Nameplates Ltd	Mckinna-Mem Plaque
408905	3911	09/03/15	£310.80	£51.80	£259.00 OS	Falon Nameplates Ltd	Youngman F-092 Mem Plaque
408906	3919	10/03/15	£31.80	£5.30	£26.50 OS	Falon Nameplates Ltd	Mem Plate Mikinna
408907	3912	09/03/15	£111.60	£18.60	£93.00 OS	District Enforcement Ltd	Patrol Dec 2014
408908	3913	09/03/15	£150.00	£0.00	£150.00 P & R	Neopost	postage credit
408909	3914	09/03/15	£834.16	£139.03	£695.13 P & R	Close Invoice Finance LTD	Quartley Bill March-May 15
408910	3915	09/03/15	£251.82	£41.97	£209.85 OS	Geo Brown Implements Ltd	Service b to Vech

# Parish Council Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details	
408911	3916	09/03/15	£16.32	£2.72	£13.60	P & R	Hertfordshire County Council	Bandages & Cutlery
408912	3917	09/03/15	£19.08	£3.18	£15.90	P & R	Hertfordshire County Council	Copier paper
408913	3918	10/03/15	£16.92	£2.82	£14.10	P & R	Hertfordshire County Council	Bleach & Paper
408914	3920	17/03/15				P & R	Watts L	Salary
408915	3921	17/03/15					Hamilton L	Salary
408916	3922	17/03/15					James.C	Salary
408917	3923	17/03/15					Merritt Y D	Salary
408918	3924	17/03/15	Total Salaries March £11,823.83				Watts C	Salary
408919	3925	17/03/15					Palmer P	Salary
408920	3926	17/03/15					Goddard.A	Salary
408921	3927	17/03/15					Putman.M	Salary
408922	3928	17/03/15	£4,146.67	£0.00	£4,146.67	OS	Inland Revenue	Tax & NI
408923	3929	17/03/15	£4,289.05	£0.00	£4,289.05		Hertfordshire County Council	Superannuation
408924	3942		£0.00	£0.00	£0.00	P & R	Cheque Not Issued	Viod Cheque
408925	3930	17/03/15	£149.49	£8.07	£141.42		Petty Cash	
408926	3931	17/03/15	£633.09	£105.52	£527.57	OS	Valuation Office Agency	2 Chorleywood Bottom
408927	3932	17/03/15	£18.00	£3.00	£15.00	OS	New Road Service Station	Puncture Repair RTV
408928	3939	17/03/15	£277.98	£0.00	£277.98	CNCL	War Memorial Hall	Vat Repayment
408929	3941		£0.00	£0.00	£0.00	P & R	Cheque Not Issued	void Cheque
408930	3940		£2,543.09	£0.00	£2,543.09	P & R	Came & Company	Motor Insurance
408931	3943		£310.80	£51.80	£259.00	OS	Falon Nameplates Ltd	Mem Plaques-Q75
408932	3944		£2,220.00	£370.00	£1,850.00	P & R	WDG Research	Commuinty Plan Research
408933	3945		£1,533.60	£255.60	£1,278.00	P & R	Blitz Advertising Ltd	Chorleywood matters- Spring 15
408934	3946		£6.00	£0.00	£6.00	OS	TRDC	Land Reg Search for Grovewood
408935	3947		£0.00	£0.00	£0.00	P & R	Cheque Not Issued	void cheque
408936	3948		£112.80	£18.80	£94.00	P & R	The Ultimate Promotion Company Ltd	Uniform
408937	3949		£164.76	£27.46	£137.30	P & R	The Ultimate Promotion Company Ltd	Uniform
408938	3950	26/03/15	£0.00	£0.00	£0.00	P & R	Cheque Not Issued	Void Cheque
408939	3951		£30.00	£0.00	£30.00	P & R	Mills Window Cleaning Services	Office Windows-March
408940	3952		£492.66	£82.11	£410.55	OS	Butler Fuels	Fuel for Tank
408941	3953		£658.20	£109.70	£548.50	OS	Geo Brown Implements Ltd	maintenance of vech
408942	3954		£232.32	£38.72	£193.60	OS	TBS Hygiene Ltd	Dog Waste Collection
Total			£91,292.95	£7,862.99	£83,429.96			

# Chorleywood Village Halls Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
W403340	802	10/02/15	£35.00	£0.00	£35.00	WMH Mills Window Cleaning Services	Window cleaning WMH
W403341	803	10/02/15	£34.32	£5.72	£28.60	WMH Hertfordshire County Council	Paper & Envelopes
W403342	804	10/02/15	£70.02	£11.67	£58.35	WMH Hertfordshire County Council	Bleach, Floor polish, gloves, face masks
w403343	805	25/02/15				Arnold M	Salary
w403344	806	17/02/15				Sears Derek	Salary
w403345	807	17/02/15	Total Salaries February £2,415.30			Putman.m	Salary
W403346	808	17/02/15				Watts Mrs L	Salary
W403347	809	17/02/15	£481.52	£0.00	£481.52	WMH Inland Revenue	Tax & NI
W403348	810	17/02/15	£785.27	£0.00	£785.27	WMH Hertfordshire County Council	Superannuation
W403349	812	27/02/15	£98.95	£16.49	£82.46	WMH Bt Payment Services	Internet Services-WMH
W403350	813	27/02/15	£19.80	£3.30	£16.50	WMH Nelson	New Cultery pot for DW
W403351	811	27/02/15				WMH Mr J Ruth	Salary
W403352	814	10/03/15	£6.96	£1.16	£5.80	WMH Hertfordshire County Council	Blue Cloths
W403353	815	10/03/15	£6.48	£1.08	£5.40	WMH Hertfordshire County Council	Fillor Pplish
W403354	816	17/03/15				WMH Watts Mrs L	Salary
W403355	817	17/03/15				Sears Derek	Salary
W403356	818	17/03/15	Total Salaries March £2,550.07			Arnold M	Salary
W403357	819	17/03/15				Putman.m	Salary
W403358	820	17/03/15	£472.14	£0.00	£472.14	WMH Inland Revenue	Tax & NI
W403359	821	17/03/15	£762.86	£0.00	£762.86	WMH Hertfordshire County Council	Supperannuation
W403360	822	17/03/15	£58.66	£2.82	£55.84	WMH Petty Cash	Petty Cash
W403361	831					WMH Mr J Ruth	Salary
W403362	832		£250.56	£41.76	£208.80	WMH Bibby Factors Solutions	Cleaner for Halls
W403363	833		£35.00	£0.00	£35.00	WMH Mills Window Cleaning Services	WMH Window cleaning
W403364	834		£1,920.00	£320.00	£1,600.00	WMH Love & Stileman	WMH Tree Works
Total			£10,002.91	£404.00	£9,598.91		

**Date: TUESDAY 7<sup>TH</sup> APRIL 2015**

**Subject: REQUEST FOR PLAY AREA ECOLOGICAL SURVEY COSTS**

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**Committee Member:** Cllr Barbara Green

**Officer Contributions:** Clerk

**Status:** Public

**Wards affected:** All

**Enclosures:** None

**Contact for further information:** Cllr Barbara Green,

## **1. RECOMMENDATIONS**

1.1 That the Council considers the funding of the environmental surveys for the four shortlisted sites supported by the Play Spaces Advisory Group at a total cost of £850.

1.2 That any money be taken from reserves.

## **2. RELEVANT PREVIOUS DECISIONS**

### **Extra Ordinary Meeting of the Full Council 28<sup>th</sup> October 2014 14/46**

The Council  
RESOLVED

To set up a working party made up of Cllrs Green, Preedy, Trevett and Watkins.

A representative from Chorleywood Mums, Chorleywood Residents Association, Friends of Chorleywood Common, Friends of Chorleywood House Estate, A Three Rivers District Councillor.

Members also discussed the advantages of having substitutes, and

The Council  
RESOLVED

That voluntary organisations could nominate a substitute. For continuity the substitute to attend all meetings but could not take part or vote unless they were the official representative.

This was proposed by the Chairman and unanimously approved.

The Council  
RESOLVED

That the Clerk act in the role of secretary for the Play Area Working Party

This was proposed by Cllr Preedy, seconded by Cllr Watkins and carried with 10 in favour with one abstention.

Members also considered the terms of reference for the Working Party, which was agreed should be approved by the Council.

The Council

## RESOLVED

That the terms of reference for the Play Area for Chorleywood Working Party be

1. The Working Party is charged with the investigation of all matters pertaining to looking at all possible sites in Chorleywood for both formal and informal play equipment. These will include, but not be confined to possible sites, areas within those sites, planning and other legal matters.
2. Where needed, the Working Party will seek advice from Parish Rangers, from external sources such as CMS, Three Rivers District Council, the Planning Authority, DEFRA the Police Authority and any other appropriate source.
3. The Working Party is not a decision making body but will report available options to the Full Council.
4. The Advisory Committee does not hold a budget and cannot approve any expenditure.

The Advisory Committee shall consist of nine members:

- Four Parish Council nominees
- One representative from
- Friends of Chorleywood Common
- Chorleywood Mums Representatives
- Chorleywood Residents Association
- Friends of Chorleywood House Estate
- District Councillor

5. It shall elect from its members a Chairman and the Clerk of the Council shall keep the Minutes, conduct correspondence and prepare reports for the Full Council
6. A quorum shall consist of 7 members including at least one member from each group being present. In the event of absence from meetings, substitution will be permitted from an approved list.

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

3.1 None Specific

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

4.1 None Specific at this time

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

- 5.1 The Parish Council owns three of the sites under consideration, if one of these becomes the preferred choice the Parish Council will have to, as part of the process consider leasing the land to be used for the play space to the District Council.
- 5.2 There is currently no budget for any surveys to be carried out on the Common. Moneys would need to be taken from reserves. There is however a benefit for any survey carried out on Parish Council Land especially from outside bodies.
- 5.3 In response to a question asked regarding the effect of separating out one site from the costings, Officers have been advised that this would make little difference to the total as the work will be undertaken as a piece and much of the time allocation and all of the travel costs would be the same were one site removed from the list.

### **6. LEGAL ISSUES**

- 6.1 The Working Group are aware that if the preferred choice is on Chorleywood Common the District Council will have to apply to the Planning Inspectorate for permission under Section 38 of the Commons Act 2006.

### **7. BACKGROUND INFORMATION**

## 7.1 **Background:**

The Play-Space Advisory Group was set-up following an Extraordinary Full Council Meeting on 28<sup>th</sup> October 2014. The composition of the group and the terms of reference were agreed and since that time three meetings have taken place. The main focus of these meetings has been to identify possible sites for a new play-space in Chorleywood. A set of criteria were drawn up with which to assess each site and a number of site visits were arranged. In total 8 sites were considered and each of these was visited by the group and assessments made based on the criteria agreed.

## 7.2 **Current Situation:**

On the basis of these visits and assessments of the criteria for each site, a short-list of 4 possible sites was agreed,

- Grovewood,
- Site 13 on the Common,
- Site 15 on the Common,
- Chorleywood House Estate site 1

The Advisory Group subsequently agreed that for each of these four sites, expert advice should now be sought from three sources,

- a) The TR Anti-Social Behaviour Team/Police Crime Prevention Team for safety/police reports.
- b) The TRDC Leisure Officers for Play-Spaces for general advice on location, access, and other relevant factors.
- c) The Countryside Management Service for ecological/environmental reports.

The Brief for each of these reports has been produced and includes itemising advantages and disadvantages, and where possible for each disadvantage, to both quantify the risk compared to the norm and to suggest ways in which problems might be mitigated.

TRDC has agreed to cover the cost of additional officer time to complete the first two reports and letters were issued accordingly.

However, TRDC considers that the Parish Council should meet the cost of reports from CMS.

For the CMS ecological/environmental reports, All work will be undertaken by CMS staff under HCC approved H&S policy and insurances. The report will not make recommendations regarding site choice but will provide data and an explanation of this to inform a decision.

## 7.3 **The Case for Parish Council Funding to pay for CMS Reports:**

The purpose of this report is to put forward a case for the Parish Council to fund the ecological and environmental reports to be carried out by CMS. The brief which has been outlined for these reports requests that CMS identify any significant flora, fauna, ecological or environmental factors, assess their level of importance, suggest where possible any ways of mitigating the impact of a play-space on any of these, and consult with Herts. Biological Records Office.

Below I have tried to highlight the reasons why I feel the Parish Council should consider funding these reports.

- a) Three of the four possible sites under investigation are on land owned by the Parish Council. In this respect, information on these sites would provide a 'bank' of useful knowledge for the Parish Council.
- b) Clearly it is important that this specialist information is obtained, particularly for those sites on Chorleywood Common, in order to assess the risks to any special plants, grasses or wildlife.
- c) This expert input will provide a level of protection for the Parish Council against any potential accusations of damage or misuse of the sites identified.

- d) Without this expert information further consideration of suitable sites for a play-space will be seriously compromised.
- e) If the Parish Council is committed to finding a suitable site then I suggest that this expert advice must be sought and funded.
- f) Should none of the sites ultimately go forward these surveys will be a valuable undertaking and record.

**Cllr Barbara Green**