

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge,
Rickmansworth Road, Chorleywood, on Tuesday 30th June 2015**

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

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|---------------------|-----------------|------------------|
| 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: Yvonne Merritt – Clerk
Claire James – Deputy Clerk
Michelle Putman – Admin Officer
Laura Hamilton – Admin Assistant

15/04 PUBLIC FORUM

There were four members of the public present.

The Council heard representations from

Robert Mann on Play Area Site 13
Mrs S Wybar on Chorleywood Matters

15/05 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no representations received.

15/06 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Harry Davies, Barbara Dickens, Jill Leeming, Steve Watkins.

15/07 DECLARATIONS OF INTEREST

Cllr Trevett advised members that with respect to the P&R Recommendation 3 - Land and Property Acquisition from TRDC, as had been recorded at the meeting on the 23rd June 2015, he would be declaring an interest at TRDC when it was discussed there which allowed him to take part in discussions on the subject at Parish Level.

There were no other declarations of interest.

15/08 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the

Full Council meeting dated 7th April 2015
Extra Ordinary Full Council meeting dated 21st April 2015
Extra Ordinary Full Council meeting dated 4th June 2015
These were duly signed by the Chairman
and
To note the minutes of the
Annual Parish Meeting dated 5th May 2015 and
Annual Meeting dated 5th May 2015

15/09 MATTERS ARISING FROM THE PREVIOUS MEETING

Extra Ordinary Full Council 21.4.15 Minute 14/93 Standing Orders: Cllr Jackie Worrall offered her apologies on the lack of progress on the update of Standing Orders following this meeting. Members understood that she had been understandably otherwise occupied due to a house move. The Clerk advised Members that the old Standing Orders were still on the Website and would be updated as soon as the revised ones were available but reminded them that the Council were working to the new ones.

15/10 CHAIRMAN'S ANNOUNCEMENTS

17th April 2015 The Chairman had met with the Residents Association with the Vice Chairman and Deputy Clerk

15th June 2015 the four sponsored Planters had been planted in the Village as part of Chorleywood in Bloom. This had been preceded by the installation of the Hanging Baskets in the Village. The Chairman expressed his thanks to Lyn Sutherland who had been instrumental in the delivery of the project.

22nd June 2015 The Chairman and the Clerk had met with Alan Manson to appoint him as co-ordinator for the forthcoming building work at the War Memorial Hall.

27th June 2015 The Chairman had attended the Launch of Dementia Friendly Chorleywood at the Buzz in the Village. David Gauke MP for South West Herts, Eric Bishop Chairman of TRDC and Ann Shaw OBE Leader of TRDC were present at the launch.

In response to a Member's question, the Chairman advised that the meetings with the Residents Association covered what the Parish Council was doing and the direction it was taking.

The Chairman took the opportunity to remind all members that Village Day was fast approaching and volunteers were required to man the Parish Council Stall. Any Members that were available to help to let the Admin Assistant know. He also asked if anyone was able to help on the Chairman's Charity stall to let him know.

Planning Committee: At the Annual meeting on the 5th May 2015 membership of the Committees had been agreed, however the Planning Committee was one vacancy. Due to a change in his District responsibilities, Cllr Raj Khiroya was now in a position, and had expressed his wish, to be considered for the Planning Committee.

The Council

RESOLVED

To add Cllr Raj Khiroya to the membership of the Planning Committee for 2015/6.

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

15/11 QUESTIONS UNDER STANDING ORDER 9

There were no questions received under Standing Order 9

15/12 CLERKS REPORT

Training: The Clerk and one of the Parish Rangers had recently attended a Fire Marshalls training course and were now both qualified Fire Marshalls. They would be undertaking Risk Assessments of the Tractor Sheds, Office and Hall venues in due course. The Clerk advised that she was also due to meet with the Fire Brigade later in the week for a Fire Safety Inspection of the War Memorial Hall.

War Memorial Hall Refurbishment: Members were advised that the Council had to formally appoint a Client Design Manager (CDM) for the refurbishment works as the Clerk was not qualified to oversee structural work. The Council would not usually go out to tender as the Council has a surveyor who was paid an honorarium and was very familiar with the building. It was confirmed that he would also oversee the management aspect of the works.

The Council

RESOLVED

To appoint Alan Manson as the Client Design Manager (CDM) for the War Memorial Hall refurbishment works.

This was proposed by Cllr Jane White, seconded by Cllr Martin Trevett and carried unanimously.

Demolition of the Guide Hut: The Clerk has some concerns about the intention to carry out the necessary works at the same time as the War Memorial Hall refurbishment works were taking place.

Shepherds Bridge: The Clerk and Common Ranger had met with London Underground (LU) to discuss a Schedule of Conditions for work being undertaken to the bridge by LU. It was confirmed that the work was to strengthen the bridge and no work was planned with respect to pedestrian access improvements. Members were advised that the Bridge had recently been repainted. The Parish Office had received a complaint from a member of Public who had got paint on the car. The Clerk had however advised them that it was not the Council that had painted the Bridge. LU had also since confirmed it was not them so it was unknown who had undertaken the painting. It was noted that there was additional signage planned which may address the pedestrian issues.

Chorleywood Library Volunteers (CLV): The Clerk advised Members that she had received a request to hold the funds for the CLV which the Auditors had confirmed was acceptable. The CLV had now approached the Council with a request to use the Parish Office as a post box for the CLV. Members expressed support for the CLV. It was noted that under the terms of their set up the CLV were required to nominate a Charity to receive any residual funds should the organisation fail and that they had nominated the War Memorial Hall charity.

The Council

RESOLVED

That the Parish Office could be used as a post box for the CLV

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

15/13 COMMITTEE MINUTES

Planning 14th April 2015: In the absence at the meeting of both the Chairman and Vice Chairman of Planning, the Chairman of the Council presented the minutes.

Planning 12th May 2015: Again the Chairman presented the minutes

Open Spaces 19th May 2015: Cllr Barbara Green presented the minutes and highlighted the Public Space Protection orders. At the meeting it had been agreed that the Parish Council would support TRDC and the TRDC meeting to discuss them had been due to take place a week later. However, the TRDC meeting had been postponed as a larger public response than expected had been received and TRDC Officers wanted to review this. The subject would now be taken at the TRDC Leisure Committee meeting in September. It was

felt that the greater than expected public response had been down to the badly worded and managed public consultation that had been misleading and led to misinformation circulating. The Clerk clarified that the grazing area on the Common could not be included in any dog exclusion area within the order as the boundary of it was not visible to members of the public. It was noted that the main thrusts of the proposed orders were about dog fouling and limiting the number of dogs under one person's control.

Village Halls 26th May 2015: In presenting the minutes, Cllr Alison Preedy asked if there had been any progress on the floor polish issues. The Clerk advised that due to annual leave no progress had yet been made.

Planning 2nd June 2015: Again the Chairman of the Council presented the minutes.

P&R 23rd June: Cllr Tony Edwards presented the minutes

RECOMMENDATION 1 DIGITAL MAPPING:

Members asked for clarification of the benefits and reasons for the software and tools which were given by the Clerk. Cllr Martin Trevett drew members attention to the accuracy and the savings in Officer time that would be made once the tool was up and running. There was concern expressed that it appeared that no alternative company had been considered. In response to this the Clerk advised that this Company was an active supporter of both the National organisation NALC and the SLCC. It was also able to offer a lot of services to local councils due to the work it undertook with Land Managers. Members were advised that every member of staff would have a copy of the software, which would also be available to Councillors on their home computers, as part of the licence. There would be a master library of maps held on the office server under strict change control. Members were also advised that the contract would be renewed year on year and that therefore if a better alternative became apparent it could be considered at a later stage.

The Council

RESOLVED

To purchase the Mapping system and hand held computer from Pear Technologies and take £5,000 out of Reserves for the set up costs and equipment, with the annual maintenance costs coming out of the Revenue budget.

This was proposed from the Chair by Cllr Tony Edwards and carried with ten in favour, none opposed and two abstentions.

RECOMMENDATION 2 BOUNDARY REVIEW – FINAL RECOMMENDATIONS: Views were expressed that objection to the change in number of Wards was a waste of time as the changes were caused by the County Division Boundary changes. It was agreed however that the objection to the name of the division covering Chorleywood and Sarratt was valid. The Clerk advised however that it had been necessary to write the two letters as the closing date for responses had been the date of this meeting. A response had already been received that did not look favourably on the objections. No resolution was therefore now required and the situation was noted.

RECOMMENDATION 3 LAND AND PROPERTY ACQUISITION FROM TRDC:

There was some confusion amongst members as to what the Council was being asked to consider. It was clarified that P&R had recommended that the report on the topic be considered at Full Council. Discussion digressed to debate on the purchase of South Lodge and the history behind this for the benefit of Members who were not on the Council at the time of the original consideration of an offer to purchase South Lodge for £60K. It was confirmed that the value of the building was now in the region of £250K. The Clerk clarified the position on the seven year lease of the building from TRDC and it was felt unlikely by some Members that TRDC would remove this option. If a longer lease was sought, TRDC would have to charge the market rent for the property which was likely to be in the order of £1000 – 1200 per month.

(At 8.43 pm Cllr David Raw joined the meeting)

The Council

RESOLVED

That the subject be referred back to P&R to discuss and make further Recommendation to Full Council. This was proposed by Cllr Jackie Worrall, seconded by Cllr Ken Morris and carried unanimously.

P&R 15/04 Four Year Vision: it was noted that this was to be taken back to each of the committees for consideration. Cllr Jane White asked that the Committees bear in mind the output of the Community Plan when having the discussions.

P&R 15/05 Building on Chorleywood in Bloom: Members noted that the Rangers had been asked to carve two mushrooms to give to Lyn Sutherland as a thank you for the considerable effort she had put in.

P&R 15/10 Notice Boards: Members were pleased to see that the replacement notice board had been agreed.

15/14 ACCOUNTS FOR PAYMENT

TN 4024 Cheque 408997 £793.58 Removal of Travellers on the Common – it was confirmed that this covered the costs from TRDC and the process server who served the eviction notice.

TN4030 Cheque 409013 £268.72 (net) Photocopying 01/02/15-30/4/15 and

TN4033 Cheque 409016 £307.95 (net) Rental of (photocopier) equipment 01/05/15 – 31/07/15 – concern was expressed at the photocopier costs. The Clerk advised that the lease of the photocopier was through the Herts Consortium who were able to get the best deals given their buying power for schools and local authorities. The deal had been the best and cheapest on offer at the time. She also explained how costs were mitigated in terms of keeping colour copies to a minimum with all copying defaulting to black and white. She also reminded Members of the weekly print runs for committee and council meetings and the event notices etc. It was suggested that buying a photocopier with an annual maintenance contract may now be a better deal and that the Parish Council needed to ensure that we are getting value for money. It was also felt that with competition there might now be better deals available. Purchase options would therefore be looked at when the lease next comes up for renewal.

15/15 ANNUAL RETURN

The Clerk took Members through the Annual Governance statement 2014/15, explaining how the statements were addressed.

The Council

RESOLVED

That the Annual Governance Statement and Accounts be approved

This was proposed by Cllr Rodney Kipps, seconded by Cllr Ken Morris and carried unanimously.

15/16 COMMUNITY INFRASTRUCTURE LEVY

The Clerk gave a presentation on the Community Infrastructure Levy giving an overview of the process that would now be operating. Clarification was sought on how the money would be collected and held at District and how the element that could be available to the Parish Council could be applied for. The current status of the Section 106 process was also explained.

Cllr Martin Trevett advised members that although he had a role in CIL at the District, he was speaking on the subject as the Council was only discussing the principle of CIL not deciding anything and therefore it was not necessary to declare an interest at this meeting.

The Clerk responded to some suggestions of what CIL money might be used for, advising that any project would need to come under the Powers and Duty of the Parish Council. Members agreed that there was clearly some benefit of moving towards a Neighbourhood Plan given that this increased the percentage available to the Parish from 15% to 25%. It was agreed that the Clerk would email the presentation out to all Councillors.

15/17 COMMUNITY PLAN

Cllr Martin Trevett advised Members that again there was not a need for him to declare an interest on this topic as the Council were only discussing the subject not deciding on anything.

Cllr Jane White advised Members that the first draft of the Community Plan was now out with the Community Plan Steering Group members. She clarified that the Neighbourhood Plan was specifically about planning. Although the first draft was under the title of Community Plan, the Neighbourhood Plan elements could be brought out. The Steering group will put together the final draft and present it to Full Council, the target for this was December. It was felt that an Extra Ordinary meeting would need to be called for this and another for the Play Area to ensure that they were both given the attention and consideration that were required and the high level of public interest in both these projects. Cllr Jane White also urged Members to remember that at some point the Four Year Vision and the Community Plan would come together and to bear this in mind when considering ideas for the Vision

15/18 CLOSURE

The meeting have started at 7.30 pm, closed at 9.29 pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

CHORLEYWOOD PARISH COUNCIL

FULL COUNCIL MEETING

Agenda Item 9

Date: TUESDAY 15th SEPTEMBER 2015

Subject: Clerks Report

Village Day – We were blessed with good weather for this year's event, which was well attended. A full Report together with feedback was issued to the P&R Committee. Everyone who responded felt the event including the administration was either excellent or very good. If Councillors have any feedback, comments or suggestions, please let the Clerk know.

War Memorial Hall Refurbishment - The Refurbishment of the War Memorial Hall is nearing completion, however due to a number of issues is running two weeks late. It was not anticipated how much disturbance the contractors would have on the theatre group who hire the hall every summer. Due to the noise the contractors were restricted to what they could do resulting in time delay. This was followed by over two weeks of heavy rain. There have also been a number of remedial unforeseen problems which have been uncovered with the removal of walls and plaster etc. These have all been overcome but have added to the time delay.

The main hall and right hand side of the hall will be fully operational by 19th September in time for the Horticultural Show. It is hoped that the left hand side and new meeting room will be completed within two weeks after this date.

Weekly meeting with the contractor, Surveyor and Clerk will now take place to get this work completed.

Once work has been completed Officers will be looking at redoing the webpage on the Council website.

Demolition of the Guide Hut –There has been no further communication with regard to the demolition of the Guide Hut, however whilst the refurbishment works are ongoing removal would have been impossible.

Performance and Development Reviews were postponed during the summer months. New forms were discussed at P&R and the PDR's will take place before Christmas.

Chorleywood Common - Over the summer months the Common has been used twice for the filming of the C4 comedy Peep Show starring amongst others David Mitchell and Robert Webb.

The Cut and lift has taken place – this year due to the wet weather the grass has been cut bailed and taken off site to a farm who will use the hay for silage.

Since the last meeting there has been another visit from Travellers which took up a great deal of officer time. Fortunately due to the byelaws they left within 24 hours. The Open Spaces Committee will need to look again at defences of the Common to try to deter this type of encroachment in the future.

The Cattle have returned – this time we have five cows which will be grazing for up to 16 weeks depending on weather conditions and the amount of food available to them.

Accounts – The End of Year Accounts have been forwarded to the external auditor and their report is awaited. The Charity Accounts have also been completed and will be audited in the next week prior to being forwarded to the Charity Commission. Over the next month work will start on the revised budgets and budgets for the next financial year. It is therefore imperative that Committees look seriously at the Four Year Vision, especially if any projects have a financial implication.

Dates for your diary

- Indoor Car Boot Sales will take place during the winter months at the War Memorial Hall on the following dates
 - 25th October 2015,
 - 22nd November 2015,
 - 17th January 2016,
 - 21st February 2016,
 - 20th March 2016.

Tables are selling out quickly for the first two events
Councillors help will be required for these events.

- The Charity Quiz Night and Auction will take place on 21st November 2015. Work on this is due to commence shortly.

PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE – 2nd JULY 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Cllr Barbara Green

Members: * Cllr Alison Preedy
* Cllr Martin Trevett
Cllr Steve Watkins (Vice Chairman)
* Substitute Cllr Tony Edwards
* Michael Hyde - Friends of the Common
* Maria Larkin – Chorleywood Residents Association
* David Walker - Friends of the Chorleywood House Estate
Cllr Chris Lloyd - TRDC
* Substitute Cllr Chris Whately-Smith - TRDC
* Simone Tyson Chorleywood Mums
* David Hiddleston – Friends of Grovewood

*Denotes members present

Officers in Attendance: Clerk to the Council Yonne Merritt
Deputy Clerk Claire James

Also in attendance: Alison Rubens, Bob Sutherland.

The Chairman welcomed David Hiddleston representing Friends of Grovewood, explaining his inclusion on the Advisory Committee and asked everyone to introduce themselves.

Secretaries Note: Due to the nature of the meeting, these notes are more of a verbatim report than is usual for minutes of a committee meeting. It has been done this way to properly record all the views expressed and statements made and to give all Councillors the background to the debate and how decisions were reached.

15/01 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Steve Watkins (substitute Cllr Tony Edwards present) and Chris Lloyd (substitute Chris Whately-Smith present).

15/02 MATTERS ARISING

The minutes were approved as a true and correct record.

15/03 CONFIDENTIALITY AND DISCUSSION OF REPORTS

Two of the three commissioned reports had been made available to members of the Committee prior to the meeting with the request that they be treated as confidential. This generated considerable discussion with some members advising that they had chosen not to share the reports with their representative committees or groups as only 2 of the 3 reports were available at this point in time. The view was expressed that time would be needed for the sharing of the reports with the wider audience of the committees and groups that the members present represented.

At 7.35 Maria Larkin joined the meeting

The Chairman advised that she had been very torn as to whether to release two reports ahead of the third being available. The reason she had released them was that she felt that the group could do some work on analysing data but there would be a need to qualify this when the third report (from CMS) became available. David Walker suggested that sharing the information with the representative committees and groups may not be appropriate in some instances, for example Kay Fitzgerald from TRDC was a representative on Friends of Chorleywood House Estate Committee. Friends of Chorleywood Common had held back from discussing the report with the FOCC Committee but felt that Friends of Grovewood were a step ahead with the comprehensive report they had produced and circulated.

At 7.46 Cllr Alison Preedy joined the meeting

Simone Tyson stated that the CMS report was a key part and did not see the point of going through the analysis without a key part of the jigsaw. David Walker suggested that the CMS report could blow everything out of the water. Simone Tyson felt that with the third factual and independent report it would allow the group to make informed decisions, without it decisions would be speculative.

The Chairman Barbara Green advised that the reason for the meeting was to go through the process for analyzing the data, not necessarily the fine details of the reports available. She was conscious of the need to be able to justify decisions and for these to be quantifiable. Simone Tyson stated that whatever decision the Steering Group came up with to recommend to Full Council, it would come under close scrutiny and therefore the how and why of the decision making process needed to be clear.

Barbara Green raised the additional supplementary report from Officers of the Parish Council that had been received with the two commissioned reports. Some members had been taken back at receiving this in advance with the main concern being that the Officers had obviously had the opportunity to see the reports from the Group. Barbara Green stated that she took full responsibility for this, she had done the wrong thing in allowing this supplementary report to go out. Any independent person out there could present a report to the Advisory committee but the reports cannot be seen to be independent. Maria Larkin advised that the Chorleywood Residents Association were not prepared to look at the report as it was biased towards the Common, muddying the water, moving goal posts. Barbara Green stated that coming from the Parish Ranger, he has expertise that he wanted to share.

The timing was wrong and she admitted this. Maria Larkin stated that the committee could have been asked. It was felt that the supplementary report was a vested interest report.

The Clerk Yvonne Merritt defended the production of the report advising that in 2011, when anomalies were found in a report, the Council had discussed these in a Part 11 meeting, excluding press and public. This had been heavily criticised by FOCC and CRA therefore this time the report had been produced. As Officers, they are not here to make the decision but are here to make sure that the

process is followed. Officers are impartial, it was the view of the group that it is biased when it is actually factual and she totally endorsed the report. She further stated that it is the job of the Officers to ensure that Councillors have all the necessary information available to them in order to make decisions. Maria Larkin said that it was the timing of the report that was the issue. Barbara Green stated that it was not an independent report, it as from someone with a vested interest in the Common. Simone Tyson stated that she did not want to dwell on it, part was very factual, part was commenting on other reports and she wanted to move on. Martin Trevett stated that a lot of it was subjective, did not want to dwell on it but would have been happier to see a balanced report and would have been better if it had looked at all sites. David Walker stated that it was a vested interest report.

Tony Edwards stated that he considered one of the reports, the TRDC report, to be anything but an independent report and stated a number of inconsistencies of facts in the TRDC report across the four sites. An example given was the Local Nature Reserve (LNR) status of both the Chorleywood House Estate and the Common, yet this only appeared in the title of the House estate site specifics. David Walker interjected that only part of Chorleywood House is a LNR. Tony Edwards also reminded the group that when the House Estate site location had changed and TRDC Officers had been advised, the response back was that no changes were necessary to the report. He felt that there were many imbalances in the report, it was therefore not a balanced report and could not be called independent. Martin Trevett said that it was either accepted as a report or not. Tony Edwards re-iterated that the report was not factual.

Michael Hyde added that reports may come up and he would not like them to be regarded in any lesser light and should be treated in the same way as others. "Vested" interest report downplays it from the start and there is a lot of merit to be given to these reports.

Simone Tyson said that all reports are valid. Collectively as a group members came with a lot of different views with fundamental areas where groups were not going to agree. The group needed to be mindful that members would disagree but need to resolve these disagreements to reach a conclusion. Without this the group will fail the children of Chorleywood who want more opportunity to play.

Chris Whately-Smith stated that this was the most sensible thing he had heard so far. He had been involved in a number of play areas in the Three Rivers District. Views are expressed both for and against them but once in place most enjoyed them. The most important thing was that they work, reducing anti-social behavior, children socializing, families enjoy the play areas. He stated that all he was hearing was "I don't want it". The Group was missing out on the opportunity to provide

something for the Community. He stated he was getting very angry listening to the negative comments and had nearly walked out of the meeting. Play areas in his view were for the whole family and the ownership of mothers and the children for such areas was enormous. He said that Simone Tyson had been the first to say "we want it".

Barbara Green stated that there was a substantial voice in Chorleywood that says it does not want one. This was not her view as she does want one. She did not think however that the group will ever agree on one site and therefore will need to go with an either or, ie 2 sites. If only one site was put forward they could end up with no play site at all. Martin Trevett disagreed with this. The Advisory Group was charged with making a recommendation to Full Council and then to TRDC. Grovewood had come up at the last minute. He asked why a year had been wasted to come up with two sites when this could have

been done last year and stated that he felt very strongly that the Group should make one recommendation.

Barbara Green gave her reasoning for suggesting that two sites needed to be put forward to Full Council. There would have been a full and extensive research into four sites from the ten initial sites. It may that a choice cannot be made, if it can OK but likely to be back to the previous position. She stated that she wanted a playground somewhere. Further views on ranking of the sites were aired.

Alison Preedy raised The Swillett Play area and the view that £100K did not go very far. Martin Trevett stated that children in Chorleywood are disadvantaged (in terms of play area provision) and suggested that the Swillett was a red herring. The TRDC money was for a new playground. Simone Tyson stated that she would strongly object to money being put to upgrade the Swillett even if this is the one she uses and will continue to use. Chris Whately-Smith confirmed that TRDC were putting the money in for new and the Swillett could not be part of the process, further stating that he knew which two sites he preferred.

Martin Trevett stated that Cllr Keith Williams had made it clear that this was stage one, even with 2 playgrounds, Chorleywood would still be under provided.

Simone Tyson focused the group back on the subject of whether the Group was to recommend one site or two and suggested that ranking may be useful. A year had been lost but it had been useful, far more information was now available. Ranking may therefore stop the same thing happening again.

Barbara Green stated that ranking all four sites may allow Full council to vote on all four sites which she did not want. David Walker expressed his view that ranking was the only way forward.

Martin Trevett stated that it needed to be based on facts and not the easy option. From reports received thus far, Grovewood was currently number one but this was not his preference.

David Hiddleston expressed the view that the statistics in the report are flawed and provided evidence based on use of the geographical areas, census data and crime statistics to support his views. Simone Tyson stated that most things can be proved with statistics. David Hiddleston stated that if it was to be used as the basis of decisions it has to be accurate and it is not. Barbara Green asked whether the

group felt it was necessary to go back to the TRDC officer to clarify the data. Simone Tyson agreed but asked what other data they had and whether there were any other data sources that could be used.

Chris Whately-Smith said that it was a point of fact that people gravitate towards the Common, people love walking and it would be an asset on the Common. Good natural supervision works well. Mums would ensure that it would be used. He used the example of Southway which everyone had objected to but the moment it went in it was used. He further stated that the Government was cutting back finances to Local Authorities, TRDC was struggling therefore this was a one-time chance to get a second play area.

Tony Edwards asked if TRDC were to ignore the ecology of the area. TRDC had refused a second football pitch due to ecology reasons. Chris Whately-Smith responded that CMS have yet to come back with their report and he advised that TRDC would not bulldoze something through if there were reasons against it, suggesting that the group wait to see what CMS report.

Martin Trevett summarized that the group had two reports but were missing the one that could be the balance. The group needed to think about weighting and needed to think about the ecology.

Maria Larkin asked if there was anyone on the Group with experience of weighting and ranking. David Walker responded that anything can be proved with weighting and ranking. In his view there was a fixation with catchment areas. Some people will walk some will drive, in his view if there was more car parking people will go there.

Maria Larkin stated there was a ticking time bomb, there was a huge problem with children being inside too much. In her view a play area on the Common would incentivise people to go to the Common and learn about nature and look after the Common.

David Walker advised the group that he had never said the play area should or should not be on the Common, pointing out that Henry Goldberg had said at a recent CRA meeting that the Chairman of Chorleywood House Estate preferred the Common. He re-iterated that the Chairman had never said that.

Martin Trevett suggested that the group move on, stating that at the end of the day they could have any number of expert reports. The Parish Council had to recommend to TRDC bearing in mind all the expert reports. He also advised that he had taken Chris Whately-Smith to the two sites on the Common which CWS was not familiar with. It had struck him that the Common was a massive resource, at 7pm in the evening there was no-one anywhere.

Barbara Green refocused the discussion to the way in which the group can progress with the reports, suggesting that members go away and think how to approach the issue. She had gone through the TRDC report and pulled out key issues to consider:

- Fit and enhance the area
- Where children naturally play
- Accessible to able and less able bodied
- Natural surveillance
- Near residential area
- Near to some parking
- Ground conditions
- Natural features

She suggested that these could be broad-brush criteria used as a starting point to consider against each site.

David Walker came in with two points:

- 1 It was a valid point about clarifying statistics
- 2 He felt the group were being very negative, at least half of the people had very strong views. If the group is to look at the negative could the group also look at mitigation on how to overcome the negative.

Simone Tyson made a request. One of the key things she had taken was the mistrust between the District and Parish. She stated that this money was for the Community, the District and Parish should work together for the Community, trusting each other to get a positive outcome for the Community. Maria Larkin agreed with this.

Michael Hyde raised that at the meeting of Full Council the previous Tuesday, a member of the public had said that site 13 was within the 200m exclusion zone for newts and asked that the position be clarified. Chris Whately-Smith stated that this and grassland issues would surely come out the CMS report and there are mitigations e.g. replanting. Martin Trevett suggested that it would not have gone this far if it was within the newt zones. Barbara Green stated that as far as she understood site 13 was not within the newt zone, sites 13 and 13A last time were not within newt zones and that the final word on the newt zones would come from CMS.

Simone Tyson asked whether it was worth sending any questions and queries so far to the report authors. Barbara Green was happy to receive these, get them collated and copy everyone in.

Chris Whately-Smith asked when the CMS report was due. Barbara Green advised that she had been hassling CMS to get it done by Mid July. She asked if the Clerk knew whether they had been out to site yet, the Clerk replied she had no idea. CMS needed to get the species lists and various other records from Herts Ecological Records Centre and it would therefore be mid-August at least before the report was ready. In response to a question re the timing of this with the next Full Council meeting, Barbara Green suggested that an extra Ordinary meeting of Full Council would have to be called. To allow members of the public to attend this would have to be at the War Memorial Hall. She stated she was therefore working towards the end of September.

Simone Tyson asked that given the play area was such a big issues could it be ensured that all 17 Councillors are present. The Clerk advised that legally each Parish Councillor is summoned to attend Council meetings held on Tuesday. Such a meeting was unlikely to be held on a Tuesday and therefore Councillors may have other responsibilities on other days. She further stated that although they should attend, the Clerk cannot force them to. It was suggested by members of the group that they might find it politically best to attend but it was also noted that some people may be frightened to. It was questioned whether votes could be made on paper which the Clerk advised not, explaining it had to be by a show of hands. She further advised that although a Councillor could ask for a secret ballot this would not be seen as being transparent. She further asked that people bear in mind how hard it was going to be for the Councillors, they are volunteers, they are not paid. Alison Preedy suggested that she would like to go knocking on doors to find out what people want and was advised that she could do this.

David Hiddleston suggested that if the group does its job properly and presents a factual report the Councilors could vote on this. Chris Whately-Smith suggested that listening to the views round the table there would not be unanimity therefore it would be a majority based report. The extra information from CMS was needed.

Barbara Green asked if the group had made a decision on how many sites were to be put forward, in her view it was two, others wanted the sites ranked. It was suggested that to be able to come up with two they would first have to be ranked, others suggested that depending on how votes were cast it

could end up with a hung parliament. Further suggestions were to put one site forward with one reserve, another suggestion was to go back to the Terms of Reference of the group, although the Chairman did not think this would help. Further debate covered the need to bite the bullet and make a decision. In response to a question from Maria Larkin asking what was to stop TRDC applying to DEFRA for planning permission, the Clerk advised it was quite a costly process due to the required consultation which was achieved through adverts, officer time and the first question anyway was "have you got the land owners permission" which at this stage clearly TRDC did not have for three of the sites. Simone Tyson asked whether the new process locally for pre planning guidance applied to DEFRA which the Clerk confirmed it did not.

Further discussion on experience of weighting within the group led to a suggestion from Chris Whately-Smith that it may be worth getting the expertise in. He further advised that he would not say what his preference was as when it came to Planning at TRDC he needed to be independent. He further stated that he had never seen such a painful process. When it was pointed out that another site within TRDC had been difficult, Chris Whately-Smith stated that it had taken a year, not 11 years.

The meeting refocused to the idea of submitting queries on the existing reports. It was felt that at least something would have been done. It was agreed that any questions or queries relating to the reports be sent to Barbara Green by the 16th July.

Further discussion then ensued on the question of how many sites were to be put forward to Full Council with the Chairman adamant that she wanted to achieve a play area in Chorleywood. It was suggested that this was not within the power of the Council. The Clerk clarified that it was within the power of the Council to make a recommendation to TRDC and a number of scenarios for this recommendation were then explored. Cllr Martin Trevett stated that the final decision rested with TRDC and if they did not like what the Parish Council recommended they could withdraw the funding.

The process for arriving at the recommendation by the group was further debated with the suggestion that members of the group go away and consider this further.

It was agreed that the CMS report would be circulated as soon as it comes in. The Clerk advised that as it should also be considered confidential (i.e. part 2) it could not be emailed and would need to be picked up from the office when it became available.

15/04 TIME AND DATE OF NEXT MEETING

The next meeting was agreed for the 17th September at 7.30pm at the Parish Offices. Whether it was to be a decision making meeting or not depended on a number of different factors. It was felt that the CMS report was needed at least three weeks prior to any decision making meeting. The Clerk clarified that everyone would need to discuss the reports with their relevant committees and Groups under Part two conditions and bring the results of their debate to that meeting

15/05 CLOSURE

The Meeting, having commenced at 7.30 pm closed at 9.26pm

These minutes have **NOT** been checked and signed by the Chairman

Signed Date

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

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

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 14TH JULY 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Barbara Green

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

* Denotes members present

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

There were two members of the public present.

15/15 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Jo Clark, Martin Trevett and Jane White.

15/16 DECLARATIONS OF INTEREST

There were no declarations of interest.

Standing orders were suspended to allow a Member of the Public to address the Committee.

Greg Hill Chairman of Friends of the Common addressed the Committee on Village Day – Thanking the Council, Officers and Rangers for a highly successful day, Agenda Item 6 Recommendation 3 Disposal of timber, Agenda Item 11 Park Run, Agenda Items 13 & 14 assuming the subject to be the permissive Horse track and The Glowworm surveys.

Standing orders were re-instated at the end of the address.

15/17 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting held on 19th May 2015 which had been discussed at Full Council with no changes made, be approved as a true and correct record.

15/18 MATTERS ARISING FROM THE MINUTES

15/04 **14/71 Re-surfacing works:** Cllr Barbara Green advised Members that she had written an article for Chorleywood Matters on this subject and also one on **15/10 Public Space Protection Orders**.

15/07 Copmans Wick: Cllr Barbara Green requested that the visit to Copmans Wick to review the significant issue of fly tipping at this site be set up over the summer.

14/80 POND CREATION – The Clerk updated members on the progress being made with the pond creation plan for Darvells Pond. The office had received a letter from Open Spaces who were happy that the pond creation would not impede access as they also believed it was a site that had previously been a pond. Natural England also had no objection to the plan. The next step was to put together a formal bid to put out to Contractors with quotes coming back to the next meeting. In answer to a question on whether it would have any effect on the newt population, the Clerk advised that it should have a positive effect as it would be next to Darvells pond which currently contains fish which eat newt larvae and the new pond would therefore provide an alternative breeding area. The Plan would be to cease to maintain Darvells pond. It was stated that methods of removal of the fish at Darvells Pond were still being investigated.

15/19 FINANCIAL COMPARISON STATEMENT 2014/15

Item 232 Parking Meters – it was confirmed that there was no income from the parking meters but it was explained that the company operating the scheme undertook the whole process from inspection, issue of tickets through to the appeals process with no officer involvement.

Item 27 Wayleaves/Easements – The significant figures in this line were explained to be an easement for development at Qualicum Lodge. The Clerk advised that such monies are ring fenced and can only be used for work/projects on the Common. She also advised members that she was awaiting a quote for kerbing of the Common at Clements Road to stop the encroachment of cars. There was also another area suffering water erosion in Common Gate Road which would, in the future need attention.

Item 220 Maintenance of the Horse Track – the Clerk confirmed in response to a member's question, that this budget could be used for signs on the horse track.

Item 224 Refuse collection – it was confirmed that the two six monthly payments had been made as one and that therefore there would be no further expenditure under this item.

15/20 OPEN SPACES OFFICER'S REPORT

Recommendation 1 – To consider the request from a resident of Darvells Yard for the reduction of a large sycamore tree on the boundary of her property at her cost and the subsequent conservation consent required. Members agreed to the work being done at her cost on the understanding that she would seek the necessary conservation consent and provide the public liability insurance documents of her contractor for the Clerk to inspect. The Committee noted the more general issue of encroachment of the hedgerows surrounding the common into prime areas of unimproved grassland and agreed that this could be considered for inclusion in the next Common Management plan which work would commence on next year. The Clerk suggested that Members may also wish to review this issue as part of Rogation Sunday next year when the Beating of the Bounds could once again take place. Members to the note the date for their diaries - Rogation Sunday is on the 1st May next year.

Recommendation 2 – To consider the removal of the dead oak tree at the entrance to the fire ride – Members were advised that it had originally been hoped that this tree could be used for a sculpture. However as honey fungus had now been found this made it unsuitable. It was agreed that it could be removed with quotes to come back to the next Committee.

Recommendation 3 – To consider a process for the removal of the excess timber from the annual felling, as part of the Stewardship agreement and Common Management Plan, of trees on the Common and the possible financial benefits that might be available. Discussion covered the possible

use for the timber, how to deal with the volume of timber and methods of getting it off the Common. The wisdom of undertaking the Spring felling given the issues of removal was questioned but Members were advised that this was part of the Stewardship Programme and if it was not undertaken the Stewardship money would not be forthcoming. If the Rangers undertook the removal by logging etc, this would take them away from an already heavy programme of work. The possible sale of firewood was discussed but previous experience had not been good and the practicalities of such a scheme would be difficult. It was suggested that other areas must also have this problem and that perhaps Officers could consult with the likes of Ashridge. It was also suggested that approaches are made to TRDC, Timber yards and CMS for ideas and to see if other mobile saw mills were available.

Cattle – it was noted that the cattle had now been removed from the Common, but that there was nothing on the website to inform parishioners of this and the fact that they would be back. Officers would get this corrected.

Flower bed outside the Parish Office – Members asked whether the Rangers could do something with this flower bed. The Clerk advised that something more long term than bedding plants needed to be thought of and a number of ideas were discussed.

Top Gates at Copmans Wick Allotments – it was noted that quotes for the repair for the gates that had been damaged by an unknown vehicle were being sought.

Common Crab Spider – it was noted that this species of spider, new to the Common, had been spotted on the Common.

Christchurch Cemetery - The current situation regarding the damaged wall was noted. The Clerk advised that the work to lay down the headstones that had failed the stress testing will be a significant cost but the Council had no choice. Any critical ones have been laid flat. The process for laying down the others would be discussed at a meeting to be set up with Christchurch with work to take place outside the school holidays.

The Chairman thanked the officers for a full and comprehensive report.

The Committee

RESOLVED

To note the report.

ALLOTMENTS

15/21 OCCUPATION

The Committee

RESOLVED

To note the occupation

15/22 WAITING LISTS

The Committee

RESOLVED

To note the details on the waiting list.

LAWN CEMETERY

15/23 INTERMENTS

The Committee

RESOLVED

To note the number of interments that had taken place.

COMMON AND GROVEWOOD

15/24 PERMISSIVE PARKING AREA TICKET MACHINES

The background to the original purchase of the second hand machines was discussed. Second hand machines had been purchased as the Council were reluctant to invest in new machines at a considerable cost on a scheme that it was unknown whether it would address the problem of parking. In fact the scheme had been very successful and reduced the incidence of commuter parking in the War Memorial Hall and Shepherds Bridge parking areas and addressed a number of concerns. It was understood that there had been around 26 callouts over the last year which ranged from repair due to vandalism to general faults arising with the machines. The question was raised as to whether the Golf Club would contribute to the maintenance costs although it was noted that they already make a contribution towards the running costs of the scheme.

The Committee

RESOLVED

To accept the annual maintenance contract at £1000 (£500 per machine) per year with the following caveats:

- 1) The Parish Office to continue to monitor call outs and the reasons for them
- 2) The Golf Club be asked whether they would be prepared to make a further contribution towards the maintenance of the ticket machines
- 3) That the repair of the machine at Shepherds Bridge be covered under this maintenance contract.

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

15/25 FOUR YEAR VISION

It was suggested that the investigation and costing of options for the longer term improvement of the parking area surfaces could be part of the four Year Vision. It was noted that we had reached the limit for the number of benches that were allowed on the Common. Signage was becoming a key issue particularly on the permissive horse track and with respect to cycling, the latter being the fact that it was not allowed under the byelaws but many cyclists were unaware of this as there was no signage informing them of this.

It was also suggested that Welcome signs would be a useful additional at entrance points to the Common and perhaps some of the timber discussed earlier in the meeting could be used. The use of the four year vision to give targets to Officers as part of their Performance Development Review (PDR) was noted, also the need to work the ideas into the budgets for the next year which would be set in November. It was agreed that to fit in with the budget timetable, the next Open Spaces meeting would need to discuss a comprehensive list of ideas and prioritise the list. This would also need to be done with recognition of what was coming out of the Community Plan. As a number of the Committee were unable to be at the meeting, the Chairman of the Committee would write out to all Open Spaces Committee members asking them to send all ideas to her for collation and discussion at the September Open Spaces Meeting.

15/26 PARK RUN

It was noted that the report had been written by the person making the application and not Officers and therefore the reference to the Bridle Path had been a mistake as no such path obviously existed on the Common. It was also noted that whilst the Common was not a Park, 'Park Run ' was a generic name given to these events and it was not being suggested that the Common was a park. There were views expressed for and against the idea, with considerable concern at the suggestion that the permissive horse track possibly be used. Members were in general agreement that this route option was not a good idea and the Clerk advised that there were other options for a 5KM route of the Common that would also avoid key stewardship areas.

It was suggested that the new mapping tool recently purchased by the Council would come in useful in planning an appropriate route. Several Members expressed the view that the Common was there for air and exercise and this fitted into that definition. It was also suggested that this was a great way to raise the profile and enjoyment of the Common. An idea of getting people to comment on the idea via the website was rejected as it was felt there was insufficient audience of the website to make this worthwhile. Possible damage to the Common during wet weather was discussed and it was agreed that the Council would need to reserve the right to either change the route or cancel an event if the Common Ranger felt there was a maintenance issue. This is the same caveat that other licensed users of the Common operate under.

The Committee

RESOLVED

That the Park Run be allowed to operate on the Common on a six month trial subject to the Council having the right to either divert the route or cancel an event subject to ground conditions. At the end of the Trial the committee would review any feedback and issues raised during the six month period.

This was proposed by Cllr Alison Preedy, seconded by Cllr Raj Khiroya and carried unanimously.

GENERAL

15/27 HEALTH AND SAFETY

Members noted that there was nothing to report

15/28 EXCLUSION OF PRESS AND PUBLIC

The Committee

RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 14 and they are instructed to withdraw.

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

The two members of the public present left the meeting

15/29 LEGAL ADVICE REGARDING THE COMMON BYELAWS

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

15/30 CLOSURE

The meeting having commenced at 7.30 pm closed at 10.30pm.

Signedagreed via emailDate20th July 2015..... ..

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

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

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 21st JULY 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 Jane White (ex officio)
*Cllr Jenny Wood
- Also in attendance: Alan Manson – Surveyor
* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

15/08 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jane White

15/09 DECLARATION OF INTEREST

Cllr Kipps declared an interest in anything appertaining to the Royal British Legion

15/10 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 26th May 2015 were approved as a true and correct record,

15/11 MATTERS ARISING

15/05 Business Association Meeting – the Secretary confirmed that she had not received a reply to her letter regarding the opportunity to be part of the inaugural meeting of a new Business Association initiative. But she also advised that no such meeting had been booked at any of the Village Halls. The Secretary was asked to chase for a response.

Refurbishment – The Clerk advised that the Contractors would start work on 27th July. It was noted that BLAG Theatre company were also using the RBL Hall which could cause access problems with the building works going on at the same time. She felt that it would be useful as Landlord to know what bookings the RBL had in their hall, in case of potential conflict in the future. The Chairman suggested that in this

instance the side stage doors could be opened to allow free passage between the two halls without having to pass the building site.
The Committee agreed to this and suggested that the Secretary write to the RBL and ask them for a list of bookings at the hall.

15/12 **SECRETARY'S REPORT**

War Memorial Hall

Curtains

The Committee
RESOLVED

To accept the first tender for £1254.24 inc VAT to clean and treat with fire retardant

This was proposed by Cllr Morris, seconded by Cllr Edwards and unanimously approved.

Polish on the floors

The Secretary advised that she was meeting with the representative from the Company who has successfully worked on the Bullsland Hall floor. She was going to look at the possibility of stripping the floor and re-varnishing it. The Chairman advised Members that the last time the floor had been stripped he had been advised that the veneer was very thin and that the proposed contractor should be advised of this.

The Committee
RESOLVED

That the Members agree in principal for the work being carried out provided that the quotation was in budget and that Members were notified.

This was proposed by Cllr Morris, seconded by Cllr Edwards and unanimously approved

Publicity

Cllr Davies advised that Sarratt Village Hall had a free listing on a Hall Hire website which gave good publicity including pictures of functions; the website also gave statistical information about who visited the page. The Secretary agreed to look into the possibility of advertising the Chorleywood Village Halls on this website.

Members considered the offer from My News for an annual fee of £99.00 plus VAT to post details of the hall in their magazine.

The Committee
RESOLVED

To place an order for one year's publicity in My News for a fee of £99.00 plus VAT

This was proposed by Cllr Khiroya, seconded by Cllr Morris and unanimously approved.

Speakers

The Secretary confirmed that two new speakers to match the existing could not be purchased, however a representative from the U3A had two second hand ones available at a reduced price. The Secretary confirmed that the speakers new, cost £79.00 each and therefore it was unlikely that the cost would be prohibitive. She also advised that the current speakers were to be taken down and cleaned during the refurbishment.

15/13 TREASURER'S REPORT

Councillors asked if more details could be given with regard to income comparisons, year on year. The Clerk advised this could be provided at the next meeting.

The Committee
RESOLVED
To note the report

15/14 FOUR YEAR VISION

The Committee were again concerned with the marketing of the halls to encourage greater use.

The Clerk asked if they thought we should have an unveiling of the new extensions to the War Memorial Hall. Cllr Raj Khiroya suggested contacting the bank to see if they would sponsor the event.

After discussion the Members decided the following should be included in the four year vision

- Investigation into promotion of the Halls on the Website
- Look at holding wedding show, promoting not only the hall but also local companies who could supply wedding services

Concern was again raised with regard to the lack of parking facilities at the War Memorial Hall. There was also concern that the steps and railing leading from the permissive parking area to the road needed attention.

The Committee
RESOLVED
That a sub Committee be set up to discuss the sponsorship, marketing and publicity of the halls, this will be made up of: Cllr Raj Khiroya, Cllr Harry Davies and Cllr Alison Preedy..

Cllr Harry Davies requested a breakdown of bookings on an historical basis and a comparison with other halls in the area.

15/15 FIRE RISK ASSESSMENT

The Committee were advised that a Fire Risk Assessment needs to be carried out at The Royal British Legion Hall.. A letter will be forwarded to the Royal British Legion to advise of this.

A quarterly first check is needed at the War Memorial Hall it was agreed that the first check will be done by Cllr Tony Edwards, Cllr Jenny Wood and Officers from the Parish Council.

Two of the fire doors require a door closure mechanism to be fitted, which will be carried out during the refurbishment.

Following the H&S check by Herts County Council officers advised that an asbestos check need to be carried out on all three halls. Whilst it is understood that perhaps Bullsland had one carried out by TRDC before being handed over to the Parish Council, eight years ago.

Cllr Harry Davies also commented that at public events (eg Councillor Meetings and Quiz night) a fire risk announcement should be made at the beginning of the evening. It was suggested that we contact Three Rivers to obtain a copy of their Fire Risk Assessment.

15/016 CLOSE

The meeting having commenced at 7.30 pm, closed at 9.02 pm

Signed **agreed via email**..... **Date**

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

Signed **Date**

REPORT OF THE PLANNING COMMITTEE MEETING
ON TUESDAY 1st SEPTEMBER 2015
MEMBERSHIP AND ATTENDANCE

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

*Denotes members present

Officers Attending: * Ms M Putman

There were two members of the public present.

The following notes are the decision of the four Committee representatives that were present at the meeting. As the planning meeting was not quorate the following notes do not constitute formal minutes of the Committee. However, the Clerk has forwarded the comments of those present to the Planning Department at TRDC

RECOMMENDATION: 1

Cllr Steve Watkins informed the Committee that the Community Plan Committee had recently held two meetings to discuss the proposed format of the forthcoming Community Plan presentation. The first and second draft plans have been altered and the third draft will be considered at the next meeting on the 21st September, 2015. Cllr Jackie Worrall is concerned that no date has been set to present the Community plan findings.

The Committee
RECOMMEND to Full Council

Cllr Jackie Worrall requests: an Extra Ordinary meeting to present the Community Plan results to Committee.

RECOMMENDATION: 2

Cllr Steve Watkins advised that the Community Plan Committee had discussed working on a Neighbourhood Plan for Chorleywood. The Committee felt that it should be led by the same steering group as the Community Plan Committee which incorporates Cllr Jane White, Cllr Steve Watkins and Cllr Jackie Worrall with the assistance of other groups within the community who will bring forward different interests and suggestions. All Councillors on the Parish Council will be able to contribute towards the plan.

The listing of local assets will include venues of architectural interest, local amenity and community venues.

Cllr Jackie Worrall stated that the post Office and Library in Chorleywood and the Hedge at Home field Road were of particular interest and needed to be saved.

The Committee
RECOMMEND to Full Council

That the Council agrees when considering proposals for Neighbourhood Plan the current working party constructing the Community Plan also incorporate a list of community assets to include not only buildings of architectural value but also structures of community value.

That all Councilors should be able to contribute to recommendations of local assets.

PART 1 NOTES

15/058 APOLOGIES FOR ABSENCE

There were five apologies for absence received:- Cllr Barbara Dickens, Cllr Tony Edwards, Cllr Raj Khiroya, Cllr Rodney Kipps, Cllr Jane White

15/059 DECLARATIONS OF INTEREST

15/1565/FUL. Tantony, 20 Chorleywood Bottom - Cllr Jackie Worrall advised the Committee that she had spoken to the Clerk regarding declaring an interest on this property which was Cllr Jackie Worrall's former residence; she was advised that she did not need to declare an interest.

15/060 APPROVAL OF THE MINUTES

The Committee
RESOLVED

That the minutes of the meeting of the 4th August 2015 be approved as a true and correct record.

15/061 MATTERS ARISING

Beulah House

Cllr Jackie Worrall asked if any further information had been received regarding Beulah House. The Officer advised that no further information had been received.

The Hive

Cllr Jackie Worrall asked if the letter had been forwarded to the District Councillors. The Officer advised that it was in hand and that Cllr Tony Edwards was investigating various licences within the industry prior to the letter being forwarded to the District Councillors.

Cllr Steve Watkins attended the Development Control Meeting on Thursday 20th August, 2015. Planning application 15/1210/FUL Swillett House, 52 Heronsgate Road was discussed. TRDC advised that there was to be no seating in front of the property and that visitors were not permitted to eat or drink outside the premises.

15/062 LETTERS OF OBJECTION/EXPLANATION

Two letters of objection were received after the agenda had been distributed:-
15/1644/FUL – 19 Lynwood Heights.

15/063 PLANNING APPLICATIONS

The Committee
RESOLVED

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

15/064 PLANNING APPEALS

The Committee noted the Planning appeal.

15/065 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES

The Committee
RESOLVED

To note the tree applications.

15/066 PLANNING APPLICATIONS DECISIONS RECEIVED

The Committee
RESOLVED

To note the planning decisions received for the period ending 20th August, 2015

15/067 URGENT ITEMS

15/068 COMMUNITY PLAN

See Recommendation 1.

15/069 LICENCE APPLICATION

None to report

15/070 TRANSPORT

Cllr Jackie Worrall was concerned with the traffic light alteration at the cross roads of Rickmansworth Road and Common Road, regarding the rumors that she had heard, that the project was not happening and that there was no money.

Cllr Steve Watkins informed the Committee that he had spoken to a colleague at Ringway who advised that they are still designing the lights and that the funds are still available.

Cllr Jackie Worrall felt that this item should be in the forthcoming Chorleywood Matters.

15/071 LISTING OF LOCAL ASSETS

See Recommendation 2.

15/072 CLOSURE

The meeting having started at 7.30 pm and finished at 9.18 pm

These minutes have been read and agreed by the Chairman.

SignedAgreed via e-mail.....Date7/09/15.....

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

Signed Date

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 8th September 2015

MEMBERSHIP & ATTENDANCE

- Chairman:** * Tony Edwards
- Councillors:** Barbara Dickens
Barbara Green
* Rodney Kipps
* Alison Preedy
Martin Trevett
* Steve Watkins
* Jane White

*Denotes members present

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

There was one member of the public present

RECOMMENDATION

1. Four Year Vision

Cllr Jane White noted the comments that the Four Year Vision was fluid and items could be added at any time and therefore felt that each committee should proceed with their visions. Anything coming out of the Community Plan could be added to the relevant committee at a later date.

Before discussing the items for the P&R Committee members asked for an update on the Nature Trail. The Clerk confirmed that no work had been carried out since her return to work on this topic, however she had spoken to an officer from the Chilterns Conservation Board who said she may be able to help to progress the project with perhaps a further application to the Heritage Lottery Fund. The Clerk emphasised that this project was about education about the Common and not about play.

The Committee

RESOLVED to Recommend to Open Spaces

That they allow officers to pursue the Nature Trail with the help of the officer from the Chilterns Conservation Board (if available) and that the cost of engaging the officer is taken from the Stewardship grant given to increase education on the Common.

This was proposed by Cllr Jane White, seconded by Cllr Steve Watkins and unanimously approved.

2. Royal British Legion Lease – See the Confidential Business report.

15/16 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Barbara Dickens, Barbara Green and Martin Trevett.

15/17 DECLARATIONS OF INTEREST

Cllr Kipps Declared an interest in agenda item 18, Royal British Legion Lease which would be taken under Confidential Business

15/18 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 23rd June 2015 which had been taken at Full Council with no amendments, be approved as a true and correct record.

15/19 MATTERS ARISING FROM THE MINUTES

Recommendation 1 – Digital Mapping – The Clerk advised that the digital maps had been downloaded onto the Computers in the office, they were in part in practice mode as officers learnt how to use the system. Training would be undertaken in the next few months.

Recommendation 2 – Boundary Review - The Clerk advised that the Boundary Commission had not taken on board the Councils comments and objections which looked like the Parish would return to five electoral wards at the next election.

15/10 Noticeboards – The Clerk confirmed that the noticeboard for the Village had been ordered. There has been a delay as Chorleywood Residents Association is debating whether or not to change their logo. The manufacturer has given the CRA four weeks to decide what to do whilst the noticeboard is being made to make up their minds. In the meantime, the Parish Council will have their logo on the Parish and Community Notice Board.

15/20 FINANCIAL COMPARISON STATEMENT 2015/16

The Committee

RESOLVED

To note the financial comparison statement.

15/21 QUARTERLY CASH BOOK

The Committee

RESOLVED

To note the quarterly cashbook figures.

15/22 FOUR YEAR VISION

The Committee first discussed an item under the Open Spaces Committee remit which is recorded under Recommendation 1.

Members discussed the Four Year Vision for this Committee

Grants and Funding – the Clerk explained that the Council had not been overly successful in obtaining grant funding - it–would appear that the Council was too large an authority for the smaller grants available and not large enough for lottery funding. However there had been a lot of success in obtaining sponsorship, for various activities the Parish carried out, including Chorleywood in Bloom and Village Day. Members felt that the Council should try to obtain grants and funding for the activities as a matter of policy and this should be ongoing, therefore could be removed as a four year vision.

Property Register – Again this was ongoing – many of the leases were due for renewal in the next few years, some already being negotiated. It was agreed that this would become policy and be removed from the four year vision.

Communication – It was noted that technology had moved on and members felt that generally the Council was getting much better at PR, with the use of branding and social media, but felt that there was still some way to go, to include a review of the website and therefore this should stay on the four year vision with a revision that the topic be called Communication and PR.

Training – Members felt that this was ongoing and should become policy and be removed from the four year vision.

Appraisals – This was moving forward and went hand in hand with the four year vision. The new format for the paperwork was to be discussed later in the agenda. Once all the committee had agreed the four year visions, Council priorities could be set to create targets for the staff to work towards. It was therefore felt that this should stay on the vision for the time being. It was also agreed that this item would in the future be referred to a Performance Development Review.

Cllr White felt that the Office Accommodation should be added to the Four Year Vision. Members were fully aware that there were H&S issues in relation to the office space which could be resolved once the War Memorial Hall project was completed and the Council meetings moved to the War Memorial Hall, however it was important that a review of all staffing issues be addressed in the form of accommodation and employer responsibilities.

Cllr Edwards also suggested that a schedule of condition should be carried out of all our buildings which should lead to an ongoing maintenance programme to ensure that all our buildings were properly maintained. He reminded Members that the Council had obligations under our lease to keep both South Lodge and Bullsland Hall in a good condition and that this should apply to our own buildings as well.

The Committee

RESOLVED

That the following items would be incorporated in the Four Year Vision for P&R

- Communication and PR,
- Performance Development Reviews,
- Office Accommodation
- Maintenance Plans for Parish Council Assets.

15/23 TRDC REVIEW OF THE LICENSING ACT 2003 POLICY

After an overview from the Clerk

The Committee

RESOLVED

To note the report with no objections.

15/24 TRDC REVIEW OF THE GAMBLING POLICY (Draft Statement of Gambling Principals 2016-19)

The Committee

RESOLVED

To note the report with no objections.

15/25 CHRISTMAS LIGHTS

The Committee were advised the background of the Christmas lights. Previously it had been agreed that the Business Association paid for and maintained the festoons running along the shop fronts and that the Parish Council provided the lights on the lamp columns. Members considered the quotations from each of the four companies and agreed that they preferred the ideal of light up Christmas trees, rather than lights. They felt that with the success of Chorleywood in Bloom the Christmas trees would offer aesthetic value. It was noted that this company only offered a one year contract and therefore if for some reason the trees were not up to expectation, the committee could consider an alternative for the following year. It was also noted that this suggestion would not require an electricity supply and was also within the current reduced budget.

The Committee

RESOLVED

To accept the tender from Company C for Solar Powered Christmas Trees to be placed on lamp columns in the Village centre.

15/26 VILLAGE DAY UPDATE

Members were genuinely delighted with the feedback received from exhibitors to Village Day. They requested that the Parish Council website be updated with photos from this year's event and some of the comments made. Members noted the comments about signage for the toilets and also rubbish collection. The Deputy Clerk advised that some toilet signs had been put up before the event started but these had been obscured with exhibitor's stalls. The Clerk advised that whilst officers had done their best, because of the size of the event they were stretched during the setup of the event, and some of these areas had slipped. It was agreed that an additional member of staff could be employed for the day to help with the event next year.

The Committee

RESOLVED

That the webpage be updated to include some of the feedback comments and photos of the event this year. That the Clerk be given permission to employ an additional member of staff to help on the day of next year's event.

This was proposed by Cllr White, seconded by Cllr Edwards and unanimously approved.

The Chairman wished to publically thank all the staff for putting on such a successful event.

15/27 LAND AND PROPERTY ACQUISITION FROM TRDC

The Chairman advised that this had been referred back to this Committee for further consideration from Full Council. The issues relating to South Lodge were discussed, especially with a view to security of tenure. Members did not really wish to spend tax payers money on having a valuation of South Lodge agreed by TRDC if the cost of the purchase of may be prohibitive. The Clerk advised that Croxley Green Parish Council had put in an FOI request to TRDC for the asset valuation which must be recorded at part of the end of year accounts for property that they were interested in acquiring. She did not know the outcome of this request.

Cllr White suggested that officers get an opinion to see what could be done with South Lodge to accommodate our current situation before embarking on a project to secure the property. Members needed to be sure that the building was fit for purpose and future proof.

The Committee

RESOLVED

That the Clerk contact Croxley Green Parish Council with regard to their FOI request

That the Clerk approaches an architect to assess the building to ensure that it could be made fit for purpose and future proof and a builder to estimate possible costs.

That the Clerk report back to the next meeting

15/28 CHORLEYWOOD IN BLOOM

This item had been taken at the beginning of the meeting to allow a of the public, Lyn Sutherland to present her report as lead member of the Chorleywood in Bloom group.

Members were really pleased with the project thus far and wished for it to continue during the winter months. It was noted that the income expected through the Waitrose scheme and also the Council's Charity Quiz night were a very conservative estimate and therefore it was likely that the shortfall in income over expenditure could be considerably less. It was agreed that the winter baskets would need to be ordered in the very near future. Members discussed the request from the Chorleywood Residents Association with regard to the Parish taking over the maintenance of the flowerbeds in Main and New Parade. It was agreed that the working party should measure up the space and come up with a planting scheme before approaching TRDC, and that this should also be costed. It was also agreed that the working party could seek the advice of the Parish Rangers.

The Clerk advised Members that any scheme would have to rely on volunteers and members of the Business Association to maintain as the Parish Rangers were not gardeners and would not have time to maintain the flowerbeds.

The Committee

RESOLVED

To note the success of the scheme this year.

That the Committee agree to the provision of winter baskets and planting of the four established planters

That the Committee agree to additional logos for the planters

That the Committee agree to the provision of a planter outside the parish office.

That there is a continuation of the scheme for 2016 with additional planters if sponsors can be found for the latter.

That the working party look at a scheme for the flowerbeds in Main and New Parade, together with costings with a view of approaching TRDC with a request to take over the maintenance of this area.

This was proposed by Cllr Alison Preedy, seconded by Cllr Jane White and unanimously approved

15/29 PERFORMANCE DEVELOPMENT REVIEW

The Clerk advised Members that the form had been created from copies of forms used by TRDC and Peninsula. The Clerk advised that she felt that they were fit for purpose, but as she would be the first to use the format, if she or Members felt that tweaking was required this could be done after her review.

The Committee

RESOLVED

To accept the new format for the PDR paperwork

15/30 CILCA UPDATE

The Clerk advised she was waiting for the updated version of Standing Orders but that no further work had been undertaken since the last meeting.

15/31 HEALTH AND SAFETY

The Deputy Clerk advised that a new officer from Herts County Council had been appointed and a brief meeting had taken place outlining the future programmes. It was agreed that the officer would, in the first instance, concentrate on the Rangers processes, as these were the most complex and posed the greatest risk.

15/32 EXCLUSION OF PRESS AND PUBLIC

The Committee
RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 18 and they are instructed to withdraw.

Cllr Rodney Kipps declared an interest and withdrew from the Meeting.

CONFIDENTIAL BUSINESS

15/33 ROYAL BRITISH LEGION LEASE

See the confidential business minutes

15/34 CLOSURE

The meeting having started at 7.30 pm, finished at 10.28 pm

These minutes have been checked by the Chairman.

Signatureapproved via email 9.9.15..... Date.....

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

Signature Date

Parish Council Cheque list

Start of year 01/04/15

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|-----------------------------|---------|-----------------|--------------------------------|--|
| 409054 | 4095 | 29/06/15 | £1,327.20 | £221.20 | £1,106.00 OS | Maydencroft Farms | Chorleywood Common Grazing Spring 2015 |
| 409055 | 4096 | 29/06/15 | £248.40 | £41.40 | £207.00 OS | Wellers Law Group | Easement law fees- |
| 409056 | 4097 | 29/06/15 | £846.00 | £141.00 | £705.00 P & R | Blitz Advertising Ltd | Chorleywood Matters Summer 15 |
| 409057 | 4098 | 29/06/15 | £130.32 | £21.72 | £108.60 P & R | Mrs L Sutherland | Flowers for Planters |
| 409058 | 4099 | 29/06/15 | £141.60 | £23.60 | £118.00 P & R | UK Safety Management Systems | Electrical Test |
| 409059 | 4100 | 29/06/15 | £310.80 | £51.80 | £259.00 OS | Falon Nameplates Ltd | F -363 Turner |
| 409060 | 4101 | 29/06/15 | £336.00 | £56.00 | £280.00 OS | J Byne | Skip for Rangers |
| 409061 | 4102 | 29/06/15 | £549.00 | £0.00 | £549.00 OS | Christ Church Chorleywood | Maintenance of Church Yard 01/04/15-30/06/15 |
| 409062 | 4103 | 29/06/15 | £310.80 | £51.80 | £259.00 OS | Falon Nameplates Ltd | F420 Collins |
| 409063 | 4104 | 29/06/15 | £310.80 | £51.80 | £259.00 OS | Falon Nameplates Ltd | Memorial Plaque - F421 Nunn |
| 409064 | 4198 | 01/07/15 | £606.00 | £101.00 | £505.00 P & R | Ark Farm LTD | Children's Farm for Village Day |
| 409065 | 4199 | 01/07/15 | £73.65 | £12.28 | £61.37 OS | Geo Brown Implements Ltd | Vehicle Maint |
| 409066 | 4200 | 01/07/15 | £760.20 | £0.00 | £760.20 P & R | Clic Sargent | funds raised from chairman's charity |
| 409067 | 4201 | 01/07/15 | £150.00 | £0.00 | £150.00 P & R | Neopost | Postage |
| 409068 | 4116 | 09/07/15 | £157.05 | £15.26 | £141.79 | Cash | Petty Cash |
| 409069 | 4105 | 14/07/15 | £278.55 | £46.42 | £232.13 P & R | Travis Perkins Trading Co Ltd | Posts and nails for Village Day |
| 409070 | 4106 | 14/07/15 | £29.80 | £4.97 | £24.83 P & R | Chubb Fire Limited | Service |
| 409071 | 4107 | 14/07/15 | £129.37 | £0.00 | £129.37 P & R | Merritt Daniel | Village Day & VD Programme |
| 409072 | 4108 | 14/07/15 | £105.59 | £17.60 | £87.99 P & R | Hampshire Flag Company | Bunting for Village Day |
| 409073 | 4109 | 14/07/15 | £99.59 | £16.60 | £82.99 P & R | Neopost | Maintenance of franking system |
| 409074 | 4110 | 14/07/15 | £35.00 | £0.00 | £35.00 P & R | Mills Window Cleaning Services | window cleaning office |
| 409076 | 4112 | 14/07/15 | £279.60 | £46.60 | £233.00 OS | Blaines Trailers & Tyres Ltd | Vehicle Maint |
| 409077 | 4113 | 14/07/15 | £290.40 | £48.40 | £242.00 OS | TBS Hygiene Ltd | Collection of Dog Waste |
| 409078 | 4114 | 14/07/15 | £7,125.00 | £0.00 | £7,125.00 P & R | Hertfordshire Police Authority | PSCO -April- June 2015 |
| 409079 | 4115 | 14/07/15 | £36.00 | £0.00 | £36.00 P & R | Fleming P | Website |
| 409080 | 4117 | 14/07/15 | £206.77 | £4.29 | £202.48 | Petty Cash | |
| 409081 | 4118 | 15/07/15 | £233.11 | £0.00 | £233.11 P & R | Clic Sargent | Chairman's Charity 14-15 |
| 409082 | 4119 | 15/07/15 | £4,811.59 | £0.00 | £4,811.59 | Inland Revenue | Tax & NI |
| 409083 | 4120 | 16/07/15 | £5,168.64 | £0.00 | £5,168.64 | Hertfordshire County Council | Superannuation |
| 409084 | 4121 | 15/07/15 | | | | Merritt Y D | Salary |
| 409085 | 4122 | 15/07/15 | | | | James.C | Salary |
| 409086 | 4123 | 15/07/15 | | | | Hamilton L | Salary |
| 409087 | 4124 | 15/07/15 | | | | Putman.M | Salary |
| 409088 | 4125 | 15/07/15 | Total Salary July £13394.17 | | Palmer P | Salary | |
| 409089 | 4126 | 15/07/15 | | | | Watts C | Salary |
| 409090 | 4127 | 15/07/15 | | | | Goddard.A | Salary |
| 409091 | 4128 | 15/07/15 | | | | P & R | Watts L Salary |
| 409092 | 4129 | 22/07/15 | £1,000.00 | £0.00 | £1,000.00 P & R | Alan Manson | Legal Fees |
| 409093 | 4130 | 22/07/15 | £414.00 | £69.00 | £345.00 P & R | Close Invoice Finance LTD | Panda Cloud Office Protection |
| 409094 | 4131 | 22/07/15 | £266.15 | £44.36 | £221.79 OS | Geo Brown Implements Ltd | service for mower |
| 409095 | 4132 | 22/07/15 | £594.00 | £99.00 | £495.00 P & R | D2DDistribution | CW Matters Summer 15 |

Parish Council Cheque list

Start of year 01/04/15

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|---------------------------------|---------|-----------|------------------------------------|--|
| 409096 | 4133 | 22/07/15 | £14.16 | £2.36 | £11.80 | P & R Hertfordshire County Council | Clock |
| 409097 | 4134 | 23/07/15 | £641.34 | £106.89 | £534.45 | OS Falon Nameplates Ltd | mem Plaque -Q390 Pinnock |
| 409098 | 4135 | 23/07/15 | £310.80 | £51.80 | £259.00 | OS Falon Nameplates Ltd | Mem Plaque-Q480 |
| 409099 | 4136 | 23/07/15 | £5,509.20 | £0.00 | £5,509.20 | P & R Came & Company | Insurance |
| 409100 | 4137 | 27/07/15 | £37.35 | £6.22 | £31.13 | OS Geo Brown Implements Ltd | Wheel & Bolt- Mower |
| 409101 | | 27/07/15 | | | | | Cancelled cheque |
| 409102 | 4138 | 27/07/15 | £310.80 | £51.80 | £259.00 | OS Falon Nameplates Ltd | Mem Plaque- Q523 Miller |
| 409103 | 4139 | 27/07/15 | £100.00 | £0.00 | £100.00 | P & R Mr John Ross | Petty Cash Float CWLV |
| 409104 | 4140 | 28/07/15 | £234.00 | £0.00 | £234.00 | OS John Power | Urgent Attendance for removal of Travellers |
| 409105 | 4152 | 29/07/15 | £25.00 | £0.00 | £25.00 | P & R Chiltern Conservation Board | Donation for leaving present- Rachel Sanderson |
| 409106 | 4153 | 29/07/15 | £510.00 | £85.00 | £425.00 | P & R Elliott Loohire | Toilet Hire for Village Day |
| 409107 | 4160 | 14/08/15 | £996.00 | £166.00 | £830.00 | OS District Enforcement Ltd | parking meter fees |
| 409108 | 4161 | 14/08/15 | £387.00 | £64.50 | £322.50 | OS John Power | Processor fees removal of travellers |
| 409109 | 4162 | 14/08/15 | £232.32 | £38.72 | £193.60 | OS TBS Hygiene Ltd | dog bins |
| 409110 | 4163 | 14/08/15 | £13.20 | £2.20 | £11.00 | P & R Sos Office Supplies | stationery |
| 409111 | 4164 | 14/08/15 | £369.54 | £61.59 | £307.95 | P & R Ricoh Uk Ltd | photocopier rental |
| 409112 | 4165 | 14/08/15 | £41.92 | £6.99 | £34.93 | P & R ARCO Watford | H&S posters |
| 409113 | 4166 | 14/08/15 | | | | P & R Merritt Y D | salary |
| 409114 | 4167 | 14/08/15 | | | | P & R James.C | Salary August |
| 409115 | 4168 | 14/08/15 | Total Salaries August £12230.07 | | | P & R Hamilton L | salary August |
| 409116 | 4169 | 14/08/15 | | | | P & R Putman.M | Salary August |
| 409117 | 4177 | 14/08/15 | | | | P & R Watts L | Salary |
| 409118 | 4178 | 14/08/15 | | | | OS Watts C | Salary |
| 409119 | 4179 | 14/08/15 | | | | Palmer P | Salary |
| 409120 | 4180 | 14/08/15 | | | | Goddard.A | Salary |
| 409121 | 4170 | 14/08/15 | £4,758.75 | £0.00 | £4,758.75 | Hertfordshire County Council | Superannuation |
| 409122 | 4171 | 14/08/15 | £4,305.24 | £0.00 | £4,305.24 | Inland Revenue | Tax & Ni |
| 409123 | 4181 | 14/08/15 | £85.30 | £0.00 | £85.30 | P & R Russ james | Cancellation due to travellers on common |
| 409124 | 4172 | 14/08/15 | £475.00 | £0.00 | £475.00 | P & R TRDC | Legal costs to remove travellers |
| 409125 | 4173 | 14/08/15 | £641.34 | £106.89 | £534.45 | OS Falon Nameplates Ltd | Mem Plaque- Q367 |
| 409126 | 4174 | 14/08/15 | £641.34 | £106.89 | £534.45 | OS Falon Nameplates Ltd | Mem Plaque -Q530A |
| 409127 | 4175 | 14/08/15 | £310.80 | £51.80 | £259.00 | OS Falon Nameplates Ltd | Men Plaque- Q475 |
| 409128 | 4176 | 14/08/15 | £49.61 | £8.27 | £41.34 | P & R Hertfordshire County Council | Copier Paper |
| 409129 | 4182 | 14/08/15 | £156.40 | £8.65 | £147.75 | Cash | Petty Cash |
| 409130 | 4183 | 14/08/15 | £150.00 | £0.00 | £150.00 | OS Cash | Petty Cash |
| 409131 | 4184 | 14/08/15 | £834.16 | £139.03 | £695.13 | P & R Close Invoice Finance LTD | Quarterly System report |
| 409132 | 4202 | 25/08/15 | £0.00 | £0.00 | £0.00 | P & R Stump Busters | Cancelled cheque- wrong name |
| 409133 | 4186 | 14/08/15 | £310.00 | £0.00 | £310.00 | OS Gardner B | Maintenance allotment gate at Copmans |
| 409134 | 4187 | 14/08/15 | £306.00 | £51.00 | £255.00 | P & R St John Ambulance | Medical Cover for VD |
| 409135 | 4188 | 14/08/15 | £80.00 | £0.00 | £80.00 | P & R Fleming P | Website updates |
| 409136 | 4189 | 14/08/15 | £108.00 | £18.00 | £90.00 | P & R Janet's little car | refund for village day advert |
| 409137 | 4190 | 14/08/15 | £59.00 | £9.83 | £49.17 | P & R TRDC | Wasps Nest treatment |

Parish Council Cheque list

Start of year 01/04/15

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|-------------------|------------------|-------------------|-------------------------------|--|
| 409138 | 4191 | 14/08/15 | £19.68 | £3.28 | £16.40 OS | Geo Brown Implements Ltd | washer & bolt for RTV |
| 409139 | 4185 | 14/08/15 | £240.00 | £40.00 | £200.00 OS | J W Brown -Stumpbusters | Tree Removal a WMH |
| 409140 | 4203 | 25/08/15 | £370.80 | £61.80 | £309.00 OS | Falon Nameplates Ltd | Mem Plaque - F368 Poole |
| 409141 | 4204 | 25/08/15 | £1,167.34 | £194.56 | £972.78 OS | Geo Brown Implements Ltd | Repairs & Service to RTV |
| 409142 | 4205 | 25/08/15 | £567.46 | £94.58 | £472.88 OS | Geo Brown Implements Ltd | Tractor Maintenance |
| 409143 | 4206 | 25/08/15 | £50.13 | £8.36 | £41.77 OS | Geo Brown Implements Ltd | Mole Trap |
| 409144 | 4207 | 25/08/15 | £124.04 | £0.00 | £124.04 P & R | TRDC | Fire Insurance Premium 01/04/15-31/03/16 |
| 409145 | 4208 | 25/08/15 | £1,094.23 | £0.00 | £1,094.23 CNCL | War Memorial Hall | Vat Payment |
| 409146 | 4209 | 25/08/15 | £1,221.34 | £203.56 | £1,017.78 P & R | Ricoh Uk Ltd | Photocopier copies- 01/05/15-31/07/15 |
| 409147 | 4210 | 25/08/15 | £770.00 | £128.33 | £641.67 CNCL | TRDC | Building Control inspections-WMH |
| 409148 | 4211 | 26/08/15 | £21.00 | £0.00 | £21.00 P & R | TRDC | Charity Golf Event - 11th Sept |
| 409149 | 4212 | 01/09/15 | £10.87 | £1.81 | £9.06 OS | Travis Perkins Trading Co Ltd | Liner & coupling- Grazing |
| 409150 | 4213 | 01/09/15 | £3,270.00 | £545.00 | £2,725.00 P & R | Pear Technology | Mapping software, training |
| 409151 | 4214 | 01/09/15 | £549.00 | £0.00 | £549.00 OS | Christ Church Chorleywood | Maintenance to Christ Church Churchyard |
| 409152 | 4215 | 01/09/15 | £150.00 | £0.00 | £150.00 P & R | Neopost | Postage Credit |
| 409153 | 4216 | 01/09/15 | £20.00 | £0.00 | £20.00 P & R | Fleming P | Website Updates |
| Total | | | £85,634.68 | £3,617.81 | £82,016.87 | | |

Direct Debit List Council

Start of year 01/04/15

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|---------|--------|---------------|--|---|
| dd-06/08/15 | 4142 | 08/06/15 | £76.98 | £12.50 | £64.48 | Co-Op. Bank | |
| dd-06/15/15 | 4143 | 15/06/15 | £147.16 | £24.53 | £122.63 P & R | E.on | Supply of Elc - Office- 03/05/15-31/05/15 |
| dd-06/15/15 | 4144 | 15/06/15 | £442.00 | £0.00 | £442.00 P & R | TRDC | Office Rates |
| dd-06/15/15 | 4145 | 15/06/15 | £80.00 | £0.00 | £80.00 OS | TRDC | Rates- Cem |
| dd-06/15/15 | 4146 | 15/06/15 | £22.80 | £3.80 | £19.00 P & R | Bt Payment Services | Broadband for office- June |
| dd-06/15/15 | | 15/06/15 | £691.96 | £28.33 | £663.63 | | |
| dd-07/01/15 | 4147 | 01/07/15 | £74.40 | £12.40 | £62.00 P & R | Bt Payment Services | Internet Charges |
| dd-07/01/15 | 4148 | 01/07/15 | £237.41 | £39.57 | £197.84 P & R | Shire Leasing PLC | Lease of Phone Equip |
| dd-07/01/15 | 4149 | 01/07/15 | £30.60 | £5.10 | £25.50 P & R | Bt Payment Services | Line Rental- Office June |
| dd-07/01/15 | | 01/07/15 | £342.41 | £57.07 | £285.34 | | |
| dd-07/03/15 | 4150 | 03/07/15 | £24.38 | £0.00 | £24.38 P & R | British Gas Services (Commercial) Ltd | Care Plan - Boiler office |
| dd07/06/15 | 4151 | 06/07/15 | £255.24 | £12.15 | £243.09 P & R | E.on | Gas, Office - 149/03/15-19/06/15 |
| dd-07/08/15 | 4154 | 08/07/15 | £418.90 | £54.86 | £364.04 | Co-Op. Bank | |
| dd-07/08/15 | 4155 | 15/07/15 | £80.00 | £0.00 | £80.00 OS | TRDC | Cem Rates |
| dd-07/08/15 | | 08/07/15 | £498.90 | £54.86 | £444.04 | | |
| dd-07/15/15 | 4156 | 15/07/15 | £442.00 | £0.00 | £442.00 P & R | TRDC | Office Rates |
| dd-07/16/15 | 4157 | 16/07/15 | £23.98 | £4.00 | £19.98 P & R | Bt Payment Services | Line Rental- 01923 285885 |
| dd-07/16/15 | 4158 | 16/07/15 | £341.31 | £56.88 | £284.43 P & R | Bt Payment Services | Office bill |
| dd-07/16/15 | | 16/07/15 | £365.29 | £60.88 | £304.41 | | |
| dd-07/20/15 | 4159 | 20/07/15 | £18.65 | £0.89 | £17.76 P & R | E.on | Elec for Office 31/05/15-19/06/15 |
| dd-07/29/15 | 4194 | 29/07/15 | £30.60 | £5.10 | £25.50 P & R | Bt Payment Services | Phone Bill for office |
| dd-07/30/15 | 4195 | 30/07/15 | £123.25 | £20.54 | £102.71 P & R | Bt Payment Services | Phone bill office |
| dd-08/03/15 | 4196 | 03/08/15 | £24.38 | £0.00 | £24.38 P & R | British Gas Services (Commercial) Ltd | Boiler Service Plan |
| dd-08/05/15 | 4197 | 05/08/15 | £289.00 | £0.00 | £289.00 P & R | Countryside Landowners Assoc | subscription for year |

Village Halls Cheque list

Start of year 01/04/15

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|------------------------------|----------------|------------------|------------------------------------|------------------------------------|
| W403442 | 899 | 14/07/15 | £403.20 | £67.20 | £336.00 | WMH Right Maintenance Ltd | Leak in Men Toilet WMH |
| W403443 | 900 | 14/07/15 | £62.85 | £10.47 | £52.38 | WMH Chubb Fire Limited | Service |
| W403444 | 901 | 14/07/15 | £30.00 | £0.00 | £30.00 | WMH Mills Window Cleaning Services | Window Cleaning WMH |
| W403445 | 904 | 15/07/15 | £424.87 | £0.00 | £424.87 | WMH Inland Revenue | Tax & NI |
| W403446 | 903 | 15/07/15 | £818.87 | £0.00 | £818.87 | WMH Hertfordshire County Council | Superannuation |
| W403449 | 906 | 15/07/15 | | | | Sears Derek | Salary |
| W403450 | 907 | 15/07/15 | Salary July £1094.71 | | Arnold M | Salary | |
| W403451 | 902 | 15/07/15 | | | | WMH Watts Mrs L | Salary |
| W403452 | 908 | 22/07/15 | £63.12 | £10.52 | £52.60 | WMH ARCO Limited | Liquid Soap |
| W403453 | 909 | 22/07/15 | £62.57 | £10.43 | £52.14 | WMH Minatol Limited | Hand Towels |
| W403454 | 910 | 22/07/15 | £36.00 | £6.00 | £30.00 | WMH Hertfordshire County Council | Floor Polish |
| W403455 | 911 | 22/07/15 | £28.56 | £4.76 | £23.80 | WMH Hertfordshire County Council | Noticeboard |
| W403456 | 912 | 22/07/15 | £1,836.40 | £0.00 | £1,836.40 | WMH Came & Company | Insurance |
| W403458 | 914 | 28/07/15 | | | | WMH Mr J Ruth | Salary- July |
| W403459 | 921 | 14/08/15 | £56.88 | £9.48 | £47.40 | WMH Hertfordshire County Council | Hand Gel & Gloves |
| W403460 | 922 | 14/08/15 | £21.56 | £3.59 | £17.97 | WMH Hertfordshire County Council | stationery- calendars/drawing pins |
| W403461 | 925 | 14/08/15 | | | | Sears Derek | Salary |
| W403463 | 927 | 14/08/15 | Total Salary budget £2192.86 | | | WMH Putman.m | salary |
| W403464 | 928 | 14/08/15 | | | | WMH Watts Mrs L | Salary |
| W403465 | 923 | 14/08/15 | £826.42 | £0.00 | £826.42 | WMH Hertfordshire County Council | Superannuation |
| W403466 | 924 | 14/08/15 | £452.05 | £0.00 | £452.05 | WMH Inland Revenue | Tax & NI |
| W403467 | 926 | 14/08/15 | | | | WMH Arnold M | Salary |
| W403467 | 941 | 25/08/15 | | | | WMH Mr J Ruth | Salary - August |
| W403467 | | 14/08/15 | £634.71 | £0.00 | £634.71 | | |
| Total | | | £8,410.92 | £122.45 | £8,288.47 | | |

Village Halls Direct Debit list

Start of year 01/04/15

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|---------|--------|-----------|--------------------------|--|
| dd-06/08/15 | 915 | 08/06/15 | £2.00 | £0.00 | £2.00 | WMH Co-Op. Bank | Credit Card Charges |
| dd-06/15/15 | 916 | 15/06/15 | £74.40 | £12.40 | £62.00 | WMH Bt Payment Services | Broadband for WMH |
| dd-06/15/15 | 917 | 15/06/15 | £11.47 | £0.55 | £10.92 | WMH E.on | Hollybush Elec-03/05/15-31/05/15 |
| dd-06/15/15 | 918 | 15/06/15 | £19.98 | £0.95 | £19.03 | WMH E.on | Bulls land Hall Elec-03/05/15-31/05/15 |
| dd-06/15/15 | 919 | 15/06/15 | £168.53 | £8.03 | £160.50 | WMH E.on | Gas- WMH - 03/05/15-31/05/15 |
| dd-06/25/15 | 920 | 25/06/15 | £22.80 | £3.80 | £19.00 | WMH Bt Payment Services | Line Rental |
| dd-07/08/15 | 929 | 08/07/15 | £2.00 | £0.00 | £2.00 | WMH Co-Op. Bank | Credit Card Charge |
| dd-07/08/15 | 930 | 08/07/15 | £97.50 | £4.64 | £92.86 | WMH E.on | gas for Bullsland - 19/03/15-22/06/15 |
| dd-07/08/15 | | 08/07/15 | £99.50 | £4.64 | £94.86 | | |
| dd07/10/15 | 931 | 10/07/15 | £335.42 | £15.97 | £319.45 | WMH British Gas Business | Elec- WMH |
| dd-07/20/15 | 932 | 20/07/15 | £13.26 | £0.63 | £12.63 | WMH E.on | gas-22/06/15-05/07/15 |
| dd-07/20/15 | 933 | 20/07/15 | £25.23 | £1.20 | £24.03 | WMH E.on | Hollybush elec-31/05/15-22/06/15 |
| dd-07/20/15 | 934 | 20/07/15 | £28.40 | £1.35 | £27.05 | WMH E.on | Bullsland elec- 31/05/15-22/06/15 |
| dd-07/20/15 | | 20/07/15 | £66.89 | £3.18 | £63.71 | | |
| dd-07/27/15 | 935 | 27/07/15 | £23.98 | £4.00 | £19.98 | WMH Bt Payment Services | Line Rental- bulls |
| dd-07/30/15 | 936 | 30/07/15 | £71.96 | £11.99 | £59.97 | WMH Bt Payment Services | WMH-line rental |
| dd-07/30/15 | 937 | 30/07/15 | £158.83 | £26.47 | £132.36 | WMH Bt Payment Services | WMh- Broadband |
| dd-07/30/15 | | 30/07/15 | £230.79 | £38.46 | £192.33 | | |
| dd-15/15/01 | 846 | | £610.44 | £29.07 | £581.37 | WMH British Gas Business | Elec-20/09/14-20/12/14 |