

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 9th February 2016

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

Councillors:

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

*Denotes Member present

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

15/58 PUBLIC FORUM

There were four members of the public present, none wished to address the Council.

15/59 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

District Councillor Angela Killick addressed the Council with regard to proposals from TRDC to look at parking on an area by area basis. She advised the Council that the Ferry Carpark in Lower Road was currently managed by TRDC and charged shop keepers for parking. This prohibited some due to low incomes and workers were parking in the parking bays outside the shops, therefore prohibiting shoppers from parking. She asked the Parish Council if they would be interested in establishing the facts about the current parking scheme and seeing if there was a way to help local people.

15/60 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jo Clark, Harry Davies, Barbara Dickens, Raj Khiroya and Martin Trevett .

15/61 DECLARATIONS OF INTEREST

There were no declarations of interest.

15/62 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council meeting of 1st December 2015

These were duly signed by the Chairman

15/63 MATTERS ARISING FROM THE PREVIOUS MEETING

There were no matters arising.

15/64 CHAIRMAN'S ANNOUNCEMENTS

23rd December – The Chairman and Clerk visited the lunch club at the Bullsland Hall handing out Christmas Gifts.

24th December – The Chairman made a street collection on behalf of the Chairman's Charity Alzheimer's Society and Dementia Friendly Chorleywood. He raised £175.

17th January - The Chairman along with other Councillors attended the Indoor Car boot sale at the War Memorial Hall. He also advised that volunteers were needed for the February Car Boot and if people were able to help to contact the office.

The Chairman advised that a meeting was being held on 15th February with HCC Cllr Christ Hayward to discuss highways projects that could be paid for in the Highways Locality budget. Cllr David Raw was attending on behalf of the Council and if anyone had items they wished to be added to the list for consideration, they should contact the Parish Office who was compiling a list. It was noted that the Residents Association has included potholes in their list, however if these holes were deeper than the size of a golf ball, they could be listed on the website for immediate repair.

The Clerk asked Cllr Raw to advise if he was unable to attend as it was imperative that a Parish Council representative attended as this meeting only happened once per year and therefore if the Council did not put their requests forward they could not be considered for a further 12 months.

The Chairman advised that Play Advisory Committee had met for the last time and on behalf of the Council, he wanted to publically thank Cllr Barbara Green and all the members of the Play Area Advisory Committee for all their hard work.

The Chairman asked members if they had any opinions about the issue raised by TRDC Cllr Angela Killick. Cllr Jackie Worrall felt that investigating the problems and possible solutions would be a sensible way forward, without committing the Council to anything. Cllr Barbara Green stated that as a previous shop owner, parking was an issue in the village and it may be possible to come to a solution that would suite everyone. It was also noted that feedback from the Community Plan also suggested that residents had concerns about parking therefore it seemed appropriate that the Parish Council agree to support TRDC Angela Killick in establishing the facts and trying to work with TRDC to find a way forward.

15/65 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

Agenda Items 12 and 14 were taken after agenda item 7, but will be minuted in order.

9.06 pm Cllr Barbara Green left the meeting.

15/66 CLERKS REPORT

The Clerk confirmed that negotiations with the prospective hirer for the Hollybush Hall was still ongoing.

The Clerk updated Cllrs on the current uptake for the Clean for the Queen project.

The Queens 90th Birthday Beacons – Members considered the request from TRDC with regard to lighting beacons to celebrate the Queens 90th Birthday. Members generally felt that as lighting firers were against the byelaws, and the staffing costs together with the public entertainment licences and insurance implications that the Parish Council should not sign up for the Beacon Lighting ceremony.

The Council

RESOLVED

Not to sign up for the Queens 90th Birthday Beacon Lighting and to note the report.

15/67 COMMITTEE MINUTES

Extra Ordinary Meeting Full Council 8th December 2015 - Cllr Jane White advised members that over 1,000 people had responded to the Community Plan.

Play Area Advisory 15th December 2015 – Cllr Tony Edwards explained to the Council that although advised to the contrary, the scoring of the play area had changed at the last meeting following a request from the Residents Association to change the score due to the new Dog Fouling legislation and Grovewood's submission of a new report on the flora in the area. Whilst the overall result remained the same the scoring had altered with Area 13's score changing from 43 down to 41.

Extra Ordinary Meeting Full Council 15th December 2015 – Was held at South Lodge, and not the War Memorial Hall

Planning 2nd February 2016 – Cllr Steve Watkins advised that both signs on the A404 are missing. It would appear that one that was removed due to damage had been lost by HCC Highways. Cllr Watkins had been advised that the Parish Council would be paid for replacement costs. As the Specification currently being considered was higher the cost of the originals would be refunded to the Parish Council. Any signage will need TRDC approval.

The Clerk advised that signs on the A404 would require the twinning with Dardilly to be mentioned. She also stated that it would not be possible to have Christchurch on the signage, as the parish covers two parochial church parishes, of Chorleywood and Millend, therefore it would not be possible to have Christchurch on a sign in St Peters parochial parish. Most members agreed that the slightly adjusted parish logo would be most suitable.

Cllr Tony Edwards suggested that signs could also be put in Burtons Lane, (the Parish and County boundary) and Berry Lane near Arnett Hills. Funding from the 2016/17 capital budget would pay for at least four signs.

15/68 ACCOUNTS FOR PAYMENT

The Council
RESOLVED
To note the report

15/69 INTERNAL AUDIT REPORT (INTERIM update) 2015/16

The Chairman congratulated the officers on the Internal Audit report and

The Council
RESOLVED
That the Internal Auditors report be approved.

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

15/70 COUNCIL PRECEPT FOR 2016/17

The Chairman advised that the Revenue Budget had been approved by the P&R Committee, and that the Capital sum of £19075 was ongoing capital for each committee.

He also advised that 7.8 item 3 was incorrect as £5,000 had been allocated to the Planning Committee for Gateway signs, making a total of £35,000 for new capital projects as detailed within the report.

The Chairman stated that work was required on the South Lodge building for two reasons, firstly that under the lease agreement the Parish Council has a full repairs and maintenance lease and secondly that as employers the Council had a legal obligation under H&S regulations to have office space fit for purpose. The Council had been discussing making changes for a number of years and both legally and morally it was time to allocate sufficient funds to allow the work to continue.

Cllr Barbara Green was concerned that there would be insufficient funds to carry out the necessary works on the Parking Areas, if the budget was cut from £20,000 to £10,000. Cllr Jackie Worrall suggested that the Council should as part of their resolution; suggest that an equal amount be set aside in next year's budget to get all the work required carried out.

Cllr David Raw asked why as inflation was at 0% there needed to be any increase. The Clerk advised that over the year a number of new projects had been approved by the Council which had no budget allocations. Interests on investments were also at an all-time low and therefore overall an increase was suggested to allow the Council to move forward within the prescribed financial predictions. Cllr David Raw also asked about the procurement process used by Officers, asking if the same contractors were used all the time. The Clerk responded that very few contracts were similar, and whilst contractors were taken from select lists, they were not the same contractors for each project. The Clerk confirmed that she was fully aware that she was spending public money and that she always tried to get best value for the Council and parishioners. Ultimately for any contract over £1,000 councillors made the final decision.

It was noted that the Councils unallocated reserves were near the minimum prescribed by the Audit regulations. The money toward the crossing at the A404 was to be taken from reserves and many years of not increasing the precept had reduced Council funds.

After further discussion the
Council

RESOLVED

To increase the precept by 3.3% equating to an increase of £1.33 per band D Property

To claim £427131.00 precept from TRDC

To accept £2137.00 revenue support grant in addition to the Precept.

To note the shortfall in capital projects and to make recommendation that the Council make the necessary decisions in the 2017/18 financial year to remedy the situation.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Ken Morris and unanimously agreed.

15/71 COMMUNITY PLAN

Cllr Jane White thanked Councillors for adopting the Community Plan. She advised that the text had now been agreed and members were now in the process of making it pleasing to the eye, with graphs photographs etc. Investigation was taking place to find funds to have the plan printed. She advised that there would be more to report at the next Full Council meeting.

15/72 PLAY AREA OPEN MEETING

Cllr Tony Edwards explained the reason for calling the Play Area Public Forum meeting. The date had been set for 23rd February 2016, at the War Memorial Hall. The Clerk had received a request to change the meeting date as District Councillors would not be able to attend. The Chairman stated that this would not be possible at this late stage as it had already been published and the only other available date was during the school half term which would not be suitable.

The Chairman advised that an independent Chairman had been engaged, recommended by HAPTC. Cllrs were concerned about showing pre-determination. The Clerk confirmed that Members were there to listen to public opinion and not to engage in debate. It was felt that the Chairman should give this information at the beginning of the meeting to explain to the public the councillor's role at this meeting, so there was not misunderstanding. It was suggested that perhaps this information could be given to members of the public on a printed sheet explaining the purpose of the meeting and the Councillors role the Clerk agreed that this could be done.

She also advised that there would be four minute takers on the evening and therefore it was hoped that all questions and answers would be written down. She also confirmed that the authors of the Police and CMS report would be present at the meeting to answer questions; however a representative from TRDC would not be attending.

Cllr Barbara Green stated that noticeboards would be available to show locations and the scoring tables for members of the public to see before the meeting. She would then give the PowerPoint presentation outlining the process taken by the Advisory Committee to come to their conclusions.

It was agreed that the meeting would need to be time limited and it was suggested that following the presentation 1 ½ hours should be given over for a question and answer session, with the aim of finishing the meeting by 10pm.

Dates were discussed for the Extra Ordinary Meeting for the Parish Council to make their recommendation to TRDC. A written report would be made from the Advisory Committee together with an officer's report for Members to consider. Cllr Barbara Green advised that the report from the Advisory Committee was complete but not yet in the public domain.

Having completed the report the Council felt that the Advisory Group should now be disbanded and the Chairman wished to convey the Council's thanks to the Advisory Committee for all their work.

The Chairman asked members to advise available dates for the meeting to take place, as it was important that all members should attend. It was decided that the best date was the 26th April as all members present were able to attend; contact would be made to the absent Councillors to confirm availability. If there was a problem the Full Council date of the 19th April could be changed to host the Extra Ordinary meeting.

The Council

RESOLVED

That the Advisory Committee is disbanded and formal thanks sent to the participants.

The format for the Open Forum was agreed as described

The date of the Extra Ordinary Meeting as the 26th April 2016, assuming all members could attend.

That this date could be changed to the 19th April 2016 should there be a problem with the 26th.

The meeting have started at 7.45pm, closed at 9.45pm

These minutes have been checked by the Chairman.

SignedChecked Via Email..... Dated23rd February 2016.....

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

SignedDated.....

CHORLEYWOOD PARISH COUNCIL

FULL COUNCIL MEETING

Agenda Item 8

Date: TUESDAY 19th April 2016

Subject: Clerks Report

Clean for the Queen – This was an extremely successful event. Starting at 7am with the Clerk being interviewed on 3 Counties Radio. There were over 100 volunteers with an age range of 4 to 84. Over 107 bags of rubbish were cleared in total. Russel School, Friends of Carpenters Wood, Friends of Chorleywood Common, Connect Church, Friends of Grove Wood, Chorleywood Residents Association, Chorleywood Youth Club, Friends of Chorleywood Common, Chorleywood Scouts and Cubs and Members of Christchurch all took part. This was a great community event finished with Tea and Cakes at the Junction. It has been suggested that this becomes an annual event, but perhaps later on in the year when the weather is more kind.

All the children that took part have been awarded a certificate and commemorative water bottle. These and all the litter pickers were kindly paid for by County Councillor Chris Hayward from his locality budget.

Cricket Club Outfield – The Rangers have helped the Cricket club by cutting some of the grass on the outfield. They also prepared the football pitch for Christchurch. This was a gesture of good will and does not normally take place but due to the exceptionally wet winter the grass had grown too long for their machinery.

Indoor Boot Sales – These have now finished for the winter. Whilst over £1000 was generated for the Halls, the event was labour intensive and the Village Halls Committee will be considering if this should continue next year.

South Lodge – Plans are being drawn up for the alteration at South Lodge to create office space in the Council Chamber. These will be presented to P&R in the near future.

Preparation of the Annual Report – is underway with only a few reports still needed.

End of Year Accounts – Work continues with the end of year accounts for both the Parish and the Charity. The end of year audit will take place on the 4th May by the Internal Auditor.

Election Duties at Bullsland Hall – The Clerk will be the Presiding Officer at the Bullsland Hall for the Local and Police Commissioner elections on 5th May, and again on the 23rd June for the EU Referendum.

Tug Of War – A Tug of war, family day is being organised on behalf of the Chairman's Charity. Due to the weather and work commitments this will not take place until May/June. Any Councillor wishing to be involved please contact the Chairman, Admin Officer or the Clerk.

Commons Day – It has also been suggested that the Council hold a Commons Day in September showcasing what the Common has to offer, ending the day with an outdoor family film. The suggestions have come from the community and the Council would be working with the

Chorleywood Film Club. A report will be forwarded to the relevant committee once investigations have taken place.

Play Area – Work has continued with the Play Area report, with the task of Legal and Planning issues being detailed for Councillors. The Parish Ranger has also added to the report with information for consideration.

Pedestrian Phase Lights A404 – Works on the light have now been completed during the time scale and within budget. There is now a three way pedestrian phased lighting system to allow members of the public to cross safely. The Parish Council have contributed £10,000 toward the scheme.

Chorleywood In Bloom – The Group have met to decide on the colour scheme for the summer planting and the baskets have now been ordered. Moving forward the group is looking at the development of the amenity area of Main and New Parade. They have received a presentation looking at a grant funding scheme which could help pay for the works. Capel Manor College have been contacted with a view of offering local students the opportunity as part of their course to design a communal space suitable for the village.

Village Day – Applications are flooding in with over 60 received already. The Council has secured sponsorship from Saville Estate Agents, who will be sponsoring the brochure, and also a main attraction on the day.

Beating of the Bounds – the Parish Council will be working with Friends of the Common to Beat the Bounds on Rogation Sunday which this year will be 1st May 2016. All Councillors are invited to attend this ancient tradition. Officers and Rangers will be giving information about the Commons importance, its management and historic significance. Christchurch has offered refreshments at the end in The Junction.

Dates for your Diary

1st May 2016 – Beating of the Bounds – Meet a Christchurch at 2pm.

9th July 2016 – Village Day – help will be required from 10am through to closure at 5pm.

Tug of War – TBC

Commons Day/Film Night - TBC

**REPORT OF THE INFORMAL ALLOTMENT USERS MEETING
HELD ON 8TH MARCH 2016**

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 Claire James – Deputy Clerk

There were three members of the public present.

15/01 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Barbara Dickens and Alison Preedy, Cllr Raj Khiroya was absent from the meeting. In the absence of Cllr Barbara Green at the start of the meeting, it was agreed that Cllr Martin Trevett would chair the meeting.

15/02 DECLARATIONS OF INTEREST

Cllr Martin Trevett declared an interest as an allotment holder at The Swillett.

15/03 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the informal meeting held on 11th November 2014 be approved as a true and correct record.

15/04 MATTERS ARISING FROM THE MINUTES

Bees: It was noted that the trial of the bee hives at the Swillett appeared to be going smoothly with no issues reported to the Parish Office.

15/05 REPRESENTATIONS FROM ALLOTMENT HOLDERS

A new allotment holder from the Swillett who had taken over a very overgrown plot just before Christmas explained that he had had to remove a lot of carpet from the plot left by a previous tenant and asked whether a skip could be provided for this and other rubbish at the allotment site. It was agreed that this would be taken forward to the next Open Spaces Committee.

An allotment holder from Copmans Wick raised concern at the number of overgrown plots at that site and suggested that instead of the Council charging new tenants a New Tenant Admin charge of £25 they should in fact give £25 to the new tenant. Alternatively, the suggestion was made of waiving the allotment fee for the first year. To address the issue of overgrown plots a request was made to spray such plots with weed killer. The issues of this were debated and concerns of the cost implications also voiced.

Cllr Barbara Green joined the meeting at 7.15 pm

In response to a question from an allotment holder, the Deputy Clerk explained the process of taking back an uncultivated plot which could be quite lengthy.

The April timing of the tenancy renewal was questioned suggesting that this added to the problem of uncultivated plots. It was noted however that plots were given up at other times of the year not just when renewal letters were issued in March/April.

Cllr Barbara Green raised the issue of the dumping of rubbish at Copmans Wick and sought allotment holders views. It was agreed that some dumping of rubbish by tenants took place but that also nearby residents dumped rubbish at the allotment site.

The issue of dogs being let loose on the allotments was also raised and it was agreed that a note concerning this be added to the letter that was being issued to residents in properties adjoining the Copmans Wick Allotment site. It was also suggested that signs similar to those recently put in place at Dog Kennel Lane Allotments be put at the other two allotment sites.

The fencing situation at Copmans Wick was discussed and tenants advised that this was in hand.

It was noted that the bee keeper with the bee hives at the Swillett may be prepared to put hives at Copmans Wick. It had been agreed at a previous Open Spaces Committee that the trial of Bee hives at the Swillett was to have been for one year and the extension of this to Copmans Wick would be revisited at the next Open Spaces Committee.

It had been suggested that the recent Clean for the Queen exercise could have been extended to include the allotments however this had not been possible to arrange in time. It may be possible to arrange such an exercise for the allotments at some point in the future.

The potholes in the footpath leading to the Swillett were raised and it was agreed that the footpath condition would be raised with the Rights of Way officer at Herts County Council.

15/06 ALLOTMENT REPRESENTATIVES

There were insufficient tenants present to take this item forward.

15/07 CLOSURE

The meeting having commenced at 7.00 pm closed at 7.30pm.

SignedAgreed Via Email Cllr Trevett..... Date 11.4.16.....

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

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

**REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 8TH MARCH 2016**

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

There were three members of the public present.

RECOMMENDATIONS:

1. PUBLIC SPACE PROTECTION ORDERS

The concern of the Chairman of Friends of Chorleywood Common with respect to the legal aspects of the delegated powers of the orders was noted. It was confirmed that these concerns had been raised with Three Rivers District Council. Cllr Martin Trevett in his District role confirmed that TRDC had been assured by the Council's Solicitor that all aspects were legal and the orders were due to be introduced for the District from the 1st April 2016. Members agreed that as the issues had been raised with the Parish, the Clerk would write to the District Solicitor with the concerns of its resident. Members considered whether the concerns raised were sufficient to stop the introduction of the orders in the Parish and agreed that they were not.

The Committee

RESOLVED TO RECOMMEND TO FULL COUNCIL

- 1.1 That the Council adopt the orders for the Common, Grovewood and the Allotments
- 1.2 That the Rangers and Clerk be trained as Authorised Officers to issue Fixed Penalty Notices on behalf of the District Council
- 1.3 That the Rangers receive an increment of one spinal point once training has taken place and official authorisation from TRDC has been given

This was proposed from the Chair and agreed unanimously.

The Clerk went on to clarify how the orders would operate once they were introduced. It was agreed that the introduction of the orders should be in the next issue of Chorleywood Matters and the Beating of the Bounds could be used for publicity of the scheme. It was noted that more dog bins were required in the Chorleywood House Estate Grounds and this would be passed on to TRDC.

15/82 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Barbara Dickens and Alison Preedy

15/83 DECLARATIONS OF INTEREST

Cllr Martin Trevett declared an interest as an allotment holder

15/84 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting held on 12th January 2016 that had been taken at Full Council on 9th February 2016 with no amendments be approved as a true and correct record.

15/85 MATTERS ARISING FROM THE MINUTES

15/69 Travellers: The Clerk advised that the locks had been changed on the Cricket Club Permissive Parking Area Barrier. Quotes for the replacement height barriers at this and the Lorry Permissive parking area had been received just prior to the meeting. There were only two quotes as there were only two local fabricators:

Company A £1,680 per barrier

Company B £2,241.75 per Barrier

The Committee

RESOLVED

To accept the cheapest quote from Company A

This was proposed from the Chair and agreed unanimously.

The Clerk advised that Abbots Langley Parish Clerk was meeting soon with the Solicitor who would act on behalf of the Parish Councils to deal with travellers should the need arise.

15/79 Purchase of two new Rough Terrain Vehicles (RTV's): The Clerk advised that the RTVs had been delivered and were having trackers fitted to them

15/75 Four Year Vision – Signage: The CLA were able to advise on signage for the permissive horse track. Chess Valley Horse Riders had advised that they did not want to give advice on the permissive horse track signage. The Clerk advised that she would be attending the Chiltern Conservation Board's Common Day the following day and would use the opportunity to network.

15/86 FINANCIAL COMPARISON STATEMENT 2015/16

In response to a Member's question regarding the overspend on the budget line for grass cutting, the Clerk explained that as it had been so wet, the cut and lift had taken approximately a third more off the Common than the previous year. Grazing was now taking place twice a year, there had been issues with the collars on the Spring grazing cutting the period short, but this had been sorted for the later period of grazing.

The Committee

RESOLVED

To note the report.

15/87 OFFICER'S REPORT

Recommendation 1 Provision of Potted Plant Holders – Members were given the background to the provision of the pot holders. It was noted that only five had so far been sold. It was suggested that families would be advised when letters were sent after the burials and that the Cemetery rules would be amended.

The Committee

RESOLVED

That pot holders now be made available all year round, not just during the winter months.

This was proposed from the Chair and carried unanimously.

Recommendation 2 Turfing of Graves – Members were advised of the current process of turfing of graves when turf became available from elsewhere in the Cemetery and the proposal from the Rangers to now seed. It was understood that it would incur minimal additional cost and would be neater, nicer for the families and easier for the Rangers.

The Committee

RESOLVED

That the change from turfing to seeding of graves be introduced as appropriate

This was proposed from the Chair and carried unanimously.

Recommendation 3 Trees Works – Three quotes for necessary Tree works and surveys had been made available to Councillors as part of the Officers Report. The difference in the quotes was noted and it was agreed that as all three quotes were from reputable tree surgeons, in the interests of minimising expenditure, on this occasion the cheapest quote from Company B would be taken.

The Committee

RESOLVED

That Company B would be chosen to undertake the works identified in the quotes.

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

Recommendation 4 Renewal of Parking Enforcement Contract 16/17 – It was noted that additional signage was being installed at the request of the Parish Council and that the patrol of the permissive parking area outside the Old Shepherd Public House was being included in the contract at no extra cost. Residents next to the Old Shepherd were to be given permits when the scheme became operational as these residents had paid for easements to their properties.

The Committee

RESOLVED

That the renewal of the contract be accepted and that the Golf Club be asked for a similar contribution to the scheme as in previous years.

This was proposed from the Chair and carried unanimously.

The rest of the report was then reviewed.

Groveswood: The Clerk advised that a meeting had been held with Friends of Groveswood with respect to the possibility of a management plan being established for Groveswood. She pointed out that this had been done three times before, had cost a considerable amount and then the plan had been rejected. The significant difference between maintenance and management of the wood had been noted. They were now waiting on reports from the Woodland Trust.

Park Run: It was noted that the Park Run would not be going ahead on the Common as it had not been possible to identify a suitable route.

Allotments: Members were advised that quotes were being sought for the fencing work at Copmans Wick. In the letter that would be going out to residents adjacent to the allotments, a note stating that dogs were not to let loose on the Allotments was to be included. It was noted that all gates from residences opening into the allotments were in fact illegal as no permission had ever been granted.

Bee Orchids: It was noted that horse riders had recently ridden across the area containing the bee orchids (not part of or even near the permissive horse track) one weekend and had destroyed more than 15% of the plants. It was considered to be a mindless act of vandalism and a press article had been issued. It was felt that if this continued all the bee orchids could be lost. It was agreed that the Clerk would go to the British Horse Society and would also report the incident to Natural England.

The Committee

RESOLVED

To note the report

ALLOTMENTS

15/88 OCCUPATION

The Committee

RESOLVED

To note the occupation

15/89 WAITING LISTS

The Committee

RESOLVED

To note the details on the waiting list.

LAWN CEMETERY

15/90 INTERMENTS

The Committee

RESOLVED

To note the number of interments that had taken place.

COMMON AND GROVEWOOD

15/91 FOUR YEAR VISION

The Clerk advised that she had come across a company that may offer a suitable surface for the permissive parking areas on the Common at a relatively low price and explained the process that they undertook. She would be following this up with the Open Spaces Society to confirm that the approach would be acceptable and legal and if confirmed, she would get quotes. Members asked if other Commons had used this surface and if so, could a visit be organised. It was also suggested that in addition to the permissive parking areas, the tracks to Cherry Tree Cottages and Artichoke Dell be considered. The Clerk would report back to a further committee meeting and meanwhile the Parking Areas Investigation item would be moved nearer the top of the list on the Four Year Vision.

It was suggested that Signage on the Common should be higher on the Priorities. It was felt that the Calendar of surveys was not as pressing as these came up regularly anyway. It was noted that the Clerk had been given the investigation of the Leisure trail as a top priority in her PDR by the Council. With respect to the item on Water Harvesting at the allotments, the Clerk explained the system that was in place at Croxley Green. It was noted that it worked well but was very costly, water pressure was also raised as an issue. It was felt that this could be revisited next year.

15/92 WEBSITE

Cllr Jane White gave a presentation on her findings and ideas for the Parish Council Website. She expressed the view that it was acceptable but a little dated but that there were a number of improvements that could be made to aid navigation and make information more accessible. A lot of the pages were very wordy and required perseverance to get to required information eg costs which were often at the bottom of a page. The Common was not promoted sufficiently and all the awards that the Common has were not obvious. It was suggested that the appropriate logos be displayed on the front page.

The Clerk advised Members that it had become clear that a lot of people did not know how to use the Common. This was based on the experience of the Common Ranger taking children out on walks on the Common. The Council needed to promote the common advising what is available on the Common and the suggestion of a Children's page on the website with access to quizzes etc or a format similar to the old 'I SPY' books may be a way forward. The idea of a Common Rangers 'blog' was also raised. The fixed point photography undertaken by a volunteer from Friends of Chorleywood Common was also discussed.

GENERAL

15/93 PUBLIC SPACE PROTECTION ORDERS

See Recommendation 1.

15/94 HEALTH AND SAFETY

The Committee noted that for the recent Clean for the Queen event, Risk assessments had been completed and Health and Safety Notices and briefing had been given to volunteers taking part. Certificates and commemorative water bottles had been given to children participating in the event. It was noted that the commemorative water bottles had been paid for by County Councillor Chris Hayward out of his Locality budget. Thanks were to be passed on to him for this and also to the Junction at Christchurch who had provided very welcome tea, coffee and cakes. It was felt that following on from this successful event a similar exercise should be repeated.

15/95 CLOSURE

The meeting having commenced at 7.30 pm closed at 9.36pm.

Signedagreed via email..... Date 11/04/16.....

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 15th MARCH 2016**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

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

Also in attendance

* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

The Council received a presentation with regard to the Leasing of the Hollybush Hall as a Montessori School.

15/46 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs John Copley, Tony Edwards Ken Morris, Alison Preedy and Cllr Jane White.

15/47 DECLARATION OF INTEREST

Cllr Rodney Kipps declared an interest in the items relating to the Royal British Legion, and the Montessori School.

Cllr Khiroya advised that he was the Council representative on the Youth Club Committee which sublet the building to the Montessori School.

15/48 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 16th February 2016 were approved as a true and correct record.

15/49 MATTERS ARISING

15/42 Secretary's Report

Sound Proofing – The Chairman suggested that before spending money on doors, that perhaps placing a sheet of hardboard against the door to try it out. Cllr Alison Preedy also volunteered to inspect the door with her husband to get some advice when attending the Car Boot Sale.

15/50 SECRETARY'S REPORT

War Memorial Hall – New Hirer: Mama Grooves – a fitness class for Mums and Babies
New adult ballet, tap and lyrical classes.

The Committee
RESOLVED
To Note the report

15/51 TREASURERS REPORT

The Committee
RESOLVED
To note the report

15/52 REQUEST FOR A LICENCE AGREEMENT FOR A MONTESSOURI SCHOOL AT THE HOLLYBUSH HALL.

Cllr Kipps as Chairman of the Youth Club who sublets the building to Little Cakes Montessori declared and interest the left the room. This meant that the meeting was no longer quorate, and Committee Members therefore could not make any decisions.

The Clerk suggested that as the licence for the building would be the responsibility of the Council that a recommendation could be put forward to P&R from this Committee.

The remaining members of the Committee received a presentation from the Director of the proposed Montessori School. Most of the issues had been agreed in principal and were incorporated in the Business Plan. Members were generally in favour of the proposal.

One of the issues with the prospective hirer was a timing issue, in order for her to attain OFSTED requirements she will need to have the outside space ready before the end of June. The Committee did not feel that this needed to be a problem, but there would need to be an undertaking from the Licensee that should anything go wrong that she would pay for works already carried out.

It was agreed that a paper would be put to the P&R Committee to move this forward.

15/53 FOUR YEAR VISION

Maintenance Refurbishment Programme

Bullsland Hall – It was agreed that prices would be obtained for all the items listed from the Members visit. These would then be considered at the next meeting and would be prioritised.

War Memorial Hall - It was agreed that the members would meet at the War Memorial Hall on Friday 1st April at 2pm to look at the maintenance requirements for the forthcoming year as a start of the Maintenance Refurbishment Programme. The Caretaker would also be present in order that Members could question him on tasks/cleaning etc.

15/54 WEBSITE

Cllr Jenny Wood had looked at the website and put forward suggestions on what should be included. The current focus was on the history of the halls but the main reason people would want to view the pages would be for information about hiring etc. The history was important but should not be the first thing people see.

She suggested that the following should be included

- Photo Gallery – with an emphasises on private function especially weddings and children’s parties
- Full address and contact details with a map including walking/driving/public transport directions. Stressing the proximity of the M25 and also to include taxi links
- Parking arrangement
- Plan of the halls to include layout, dimensions including height etc and explain how the WMH and Common Room can be used separately or together.
- Capacity – parties, theatre style
- Free use of tables, chairs, (numbers) crockery and cutlery. (also that we do not have glasses)
- Times for hire and arrangements regarding set up and clearing away
- Details of alcohol licence and cost

Also to be included should be

- Full size sound system
- Large stage and lighting
- Hearing loop
- Free WiFi
- Large commercial kitchen and dishwasher
- Disabled facilities
- Glitter ball

To give examples of the type of hire to include

- Weddings
- Childrens parties
- Youth Activities
- Dance and theatre
- Fairs – craft, Antique, carboot
- Indoor bowls
- Horticultural shows etc

The site should include how to book, terms and conditions and hire fees.

It was agreed that this would need further work but gave a good basis to move forward. It had been suggested that once all the committees had gone through this process a small working group be set up to look at the style and basis for a revamped website.

15/55 **CLOSE**

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

Signed **agreed via email**..... **Date****11.4.16**.....

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

Signed **Date**

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 5TH APRIL 2016

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 were no members of the public present

Recommendations:

1. WEBSITE

Cllr Barbara Green was not present at the meeting to present her recommendations. It was noted however that Cllrs Jane White and Jenny Wood had come up with some good ideas that could be taken forward. Cllr Martin Trevett stated that it was important to raise the profile of the Parish Council. There was confusion over which Council i.e. Parish, District of County, is responsible for what, particularly at Parish level and perhaps this could be made clearer. The Clerk suggested that a working party be set up consisting of Cllrs Jane White, Jenny Wood with Laura Hamilton and Claire James.

The Committee

Resolved to Recommend to Full Council

That a working party be set up consisting of Cllrs Jane White, Jenny Wood with Laura Hamilton and Claire James to take the ideas forward.

2. DISCRETIONARY RATE RELIEF FOR VILLAGE HALLS

Members were advised that it was understood that all Halls in the District were affected by the removal of the discretionary rate relief for Village Halls. Cllr Martin Trevett as a District Councillor gave Members the background to the change

The Committee

Resolved to recommend to Full Council

To increase the budget to the Village Halls Committee to cover the £1,811.57 that was needed for funding of business rates out of reserves.

This was proposed from the Chair and carried unanimously.

15/63 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Barbara Green and Alison Preedy. Cllr Jane White was also absent from the meeting.

15/64 DECLARATIONS OF INTEREST

There were no Declarations of Interest

15/65 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 26th January 2016 which had been taken at Full Council with no amendments, be approved as a true and correct record.

15/66 MATTERS ARISING FROM THE MINUTES

15/57 Draft Capital & Revenue Budget – In response to a question from the Chairman, the Clerk advised that the contact Cllr Jane White had provided had not been able to help but that two other people had looked at the building and come up with alternative ideas. These will be reviewed and will be brought to the next meeting.

15/61 IT Contract – See confidential business minutes.

A request was made for a presentation of the mapping system as being used by the office, particularly with respect to the planning element. The Clerk explained that Officers were still on a learning curve but that several very useful maps had been produced with the assistance of the company. It was suggested that the next Full Council in June would be the target for such a presentation.

15/67 FINANCIAL COMPARISON STATEMENT 2015/16

It was noted that this report represented only a few days short of the full financial year and the Committee felt that it showed a reasonable picture. The Clerk advised that the precept had come in the previous day and confirmed that this was for half the year.

The Committee

RESOLVED

To note the financial comparison statement.

15/68 QUARTERLY CASH BOOK

The Clerk advised that she would like to look at the investments over the coming year as interest rates were beginning to recover.

The Committee

RESOLVED

To note the quarterly cashbook figures.

15/69 WEBSITE

See Recommendation 1.

15/70 FINANCIAL RISK ASSESSMENT AND EFFECTIVENESS OF INTERNAL AUDIT

Members discussed what plans should be put in place to cover the scenario of the office building being inaccessible and whether the Common Room at the War Memorial Hall was an acceptable back up. Whilst this has internet access it does not have a telephone line and on this basis it might be that the Bullsland Hall was a better alternative.

It was noted that on Page 2 of the Risk Assessment the Procurement item had not been updated. The Policy and Resources Committee had re-assessed Standing Orders to take into account the new model of NALC and accepted the changes at their meeting of the 3rd November 2015 (Minute 15/45 Standing Orders). This item should therefore reflect the action was completed and no further action was required.

The Committee

RESOLVED

To accept the Risk Assessment and that they were happy with the effectiveness of the Internal Audit.

This was proposed by the Chair and unanimously approved.

15/71 CALENDAR OF MEETINGS

The Clerk advised the following changes to the calendar of meetings as presented:

28th March 2017 would be Full Council only

9th May 2017 would be the Annual meeting and the Annual Parish meetings (i.e. the Annual Parish Meeting would move from the 28th March to the 9th May)

There were also no Parish Council elections in May 2017, they would be in 2018.

The Chairman asked when it was intended to move the Council meetings to the Common Room. The Clerk advised Members that a meeting had been held at the hall the previous week to identify everything that needed to be actioned in order for the transfer to take place. This included the sound proofing which was necessary to the Common Room. The doors to the Common Room had been locked and Members expressed concern that they were fire doors and was this correct. The Clerk advised that they were fire doors i.e. to stop the spread of fire but were not emergency exits. She went through the emergency evacuation arrangements from the main hall and Common room perspectives and advised that these had been agreed by the fire service and she had a full fire certificate. They had also been discussed with the Council's Health and Safety contact at Herts County.

Cllr Martin Trevett advised that several of the Full council meetings clashed with meetings at the District. The Clerk advised that it was difficult to move these as the calendar was drawn up to tie in with the planning requirements of the District which was accepted.

The Committee

RESOLVED

To accept the Calendar of meetings with the above amendments.

15/71 HOLLYBUSH HALL

The Clerk explained that although the proposals of the Montessori School at the Hollybush had been presented to the Halls committee at a recent meeting, they were not quorate on the night and had therefore been unable to make a decision. As the Parish owned the Hall it had therefore come to Policy and Resources for decision. The Clerk explained the background and further information she had received in an email from the lady requesting the long term hire of the hall. Cllr Martin Trevett asked what the situation was regarding business rates, the Clerk advised that these would be covered by the Parish Council for the first year and would not be payable in the second year as, under new legislation the hall fell below the 12K threshold introduced. Cllr Rodney Kipps raised concerns that the Youth Club was only licensed for 20 people, this venture would have 16 in a space a third of the size of the Youth Club. The fixed price for the first two years was explained with the view expressed that after this the Council would have a better understanding of the utilities costs. It was noted that the Council would continue to insure the building, the licence holder would insure the contents.

The Committee

RESOLVED

- a) To agree to the licence for the Hollybush Hall for a period of five years
- b) To agree that works can start prior to the commencement date of the licence for marketing purposes and that any costs will be recovered from the licensee in the unlikely event that the licence does not go ahead.
- c) That the legal costs of drawing up the licence are recovered from the Licensee.

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

15/72 HERTFORSHIRE PENSION FUND 2016 TRIENNIAL VALUATION

Members agreed that it made sense for the Parish Council to remain in the Pooling arrangement as it reduces the risk for the Council. It was noted that in the previous 18 years there had only been one retiree from the Council but that within a period of five years there was the potential for four people to retire.

The Committee

RESOLVED

That the Parish continue with the pooling arrangement for the Pension Fund

15/73 DISCRETIONARY RATE RELIEF FOR VILLAGE HALLS

See Recommendation 2

15/74 COMMUNITY AND NEIGHBOURHOOD PLAN

In the absence of Cllr Jane White from the meeting, the Clerk advised that the Chairmanship of the Community and Neighbourhood plan Group had been discussed at a recent planning meeting. It was understood that Cllr Jane White wished to stand down from the role and a non councillor was willing to take the role on. The Clerk explained that in this case Terms of Reference (TORs) would need to be supplied. It was agreed that this would be discussed at Planning and TORs would be agreed. The Planning Committee could then make the appropriate recommendation to Full council.

The Committee

RESOLVED

To refer the matter back to the Planning Committee.

15/75 THE FOUR YEAR VISION

Members agreed to defer this to the next meeting when other matters would be a little more settled and more time could be given to the Strategic plan.

15/76 HEALTH AND SAFETY

The Deputy Clerk advised Members of the outcome of the visit from the H&S Officer from HCC carrying out a risk assessment of all aspects of the office and the building. A number of issues were now being followed up and would require some time to be devoted to the subject with some items being covered at Team meetings.

15/77 CLOSURE

The meeting having started at 7.30 pm, finished at 9.10 pm

These minutes have been checked by the Chairman.

Signatureagreed via email Date.....11/4/16.....

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

Signature Date

CHORLEYWOOD PARISH COUNCIL

**Notes of the Play Space for Chorleywood Open Meeting held at the War Memorial Hall,
Common Road, Chorleywood, on Tuesday 23rd February 2016**

Chairman of the Open Meeting - Mr David Moore.

ATTENDANCE

Parish Councillors:

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

*Denotes Member present

Play Area Advisory Group Members present:

Cllr Barbara Green
Cllr Alison Preedy
Cllr Steve Watkins
David Hiddleston - Friends of Grovewood
Michael Hyde - Friends of the Common
Doug King - Friends of the Chorleywood House Estate
Maria Larkin - Chorleywood Residents Association
Simone Tyson Chorleywood Mums

Expert Report Authors present:

Paul Evans - Countryside Management Services (CMS)
Michael Clare - Hertfordshire Police Crime Prevention Design Advisor

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

There were 62 Members of the Public present.

1. OPENING ADDRESS BY CHORLEYWOOD PARISH COUNCIL CHAIRMAN

Cllr Tony Edwards opened the meeting explaining the background and reasons for the meeting and introducing Mr David Moore who would be chairing the meeting as an independent person, not connected with the Parish or District Council or living within either the Parish or District. Mr Moore was Chief Inspector of the Rickmansworth Police force before retiring from the Police and is now with Dacorum Borough Council as part of the Dacorum Community Safety Partnership.

The purpose of the meeting was explained as an opportunity for Members of the Public to hear a presentation from Cllr Barbara Green, Chairman of the Play Spaces Advisory Committee which had been charged with the investigation of all matters pertaining to all possible sites in Chorleywood for both formal and informal play equipment. The meeting would then be opened up for Members of the Public to make representations or ask questions of the author of the Countryside Management Service report, the author of the Police Report and members of the Advisory Group. Cllr Tony Edwards explained that Parish Councillors were in attendance in the audience to listen to the debate but were not there to take part in the debate.

2. POWERPOINT PRESENTATION FROM CLLR BARBARA GREEN – CHAIRMAN OF THE PLAY AREA ADVISORY COMMITTEE

Cllr Barbara Green gave a presentation on the background to the Play Area Advisory Group, the methods that had been used by the group to evaluate the information collected and the conclusions and recommendations reached by the group.

3. OPEN FORUM

The meeting was then opened up for members of the public to make representations or ask questions.

NOTE: Whilst every effort has been made to record the main points of the statements made and questions asked by each person, it was not possible to capture everything verbatim.

At **Appendix 1** is a list of all the people who spoke.

Abbreviations used: Site 13 and 15 are the two sites on the Common, CWHE is the Chorleywood House Estate, TRDC is Three Rivers District Council, PAAC is the Play Area Advisory Committee

OF 1 Resident:

“We already have a playground in Chorleywood – it’s at the Swillett. We all know that the majority of parents don’t have the time to walk there with their children, so they drive. Having a new play area sited on the Common won’t make things any different, they will still drive.

What **is** different this time, is that selfish parents - along with their allies in influential positions - have waged a political campaign to lobby for another play area which is more convenient for them to drive to, and park at, whatever the cost. That cost is unacceptable in more ways than one. Site 15 involves destroying nationally-rare grassland, Site 13 involves cutting down woodland.

In 1970, Canadian songwriter, Joni Mitchell summed up the madness of the destruction of our natural environment when she released Big Yellow Taxi. Her lyrics have become an environmental anthem and are just as pertinent today to the situation in Chorleywood.

“They took all the trees and put them in a tree museum”
“Then they charged people a dollar and a half just to see them.”
“They paved paradise and put up a parking lot”.

I’ve got a statement here from the concerned residents in the woodland at Site 13 about the destruction of their habitat, so I’m going to play that for you on the loudspeaker.

Dawn Chorus (*recording of Bird Song*)

If the play area goes ahead on the Common, there will indeed be pressure for a larger parking lot and then toilets and then a café. Once the precedent of development, however limited, has been set, a Pandora’s Box will have been opened and more threats will surely follow.

The first step in this encroachment is already on the table. There has been talk by some in the Play Area Committee of “mitigation” that is, trying to make bad things not quite so bad - and “translocating habitat”. That is literally digging up habitat and moving it somewhere else. It is utter nonsense. And expensive nonsense at that. It is pushed by developers to carry on with business as usual and, not surprisingly, it fails more often than it works.

And besides, move it to where? And who is going to pay those additional translocation costs?

And then who is going to shoulder the legal costs of going to court to fight the objections?

Who is going to pay for a public inquiry to overturn the Commons Act?

Is the Parish Council really prepared to see their coffers drained of cash to pay for legal expenses? In a sinister move, Three Rivers District Council have apparently indicated they will take on part of that additional financial burden, so you have to ask why are they being so insistent on opening up development on our Common? Then there’s the issue of whether those legal costs will be shared with Maple Cross? And what will their residents think about paying for a playground in affluent Chorleywood?

All of us are extremely lucky to have grown up with an area of natural beauty on our doorstep, as a result our children have gained an appreciation of the natural world. Paving over our precious natural Common for a play area that we don’t need, or want, is not the way to go.

I urge the Parish Council to vote decisively against it - for a second time”.

OF 2 Resident

“I did walk here tonight. The distance estimated for the 1st choice site is 25 mins, with a two year old this would be more like 45 minutes so would have to drive. This wouldn’t help the obesity issue and it wouldn’t help pollution issues”.

OF 3: Resident, Dr and Mother

“I Support the comments made by the previous speaker. It is all about our children, they don’t have a voice. Previous gentleman speaker was trying to argue that parents are selfish. Children today have a different upbringing, they don’t have the freedom. I’m not happy to let my children walk alone therefore they get a fraction of the exercise needed. They need the opportunity to walk and play. There is an obesity crisis and it is really crucial for the health of the children. Children don’t

have a voice, parents are representing them. Need a play area near to the centre, do their shopping and walk onto the play area. They need challenge and risk. The Swillett (play area) is OK but it is for younger children and is tatty. The Common is a big wide open space for all users, not just a small section. The golf club is a very large area with grass cut short, how is this in keeping with grassland”.

Cllr Barbara Green thanked the speaker saying that ties in with comments made. She further explained that TRDC had put money aside because they see we have a need in Chorleywood, as the worst provision of play facilities stating that it was crazy that we don't provide more facilities.

OF 4: Resident

“I am not for or against a play area but am concerned about the problems of access to the site of area 13 on the Common. If I was to walk the prospect is quite alarming. If you drive across Shepherds Bridge you have to wait for traffic coming in the opposite direction, if walking – it would be terrifying if you have a small child and or a buggy, there are no pavements – how is this to be addressed?”.

This question was then addressed to Simone Tyson who firstly explained that she had not prepared for being on the stage that evening and then went on to give her answer to the question raised. She felt that there would be additional signage and safe walking routes. The resident questioned where the safe walking route was. Simone Tyson responded that they had looked at this, there were a lot of pathways in the Village, not using Shepherds Bridge, coming in from different routes. The resident challenged that this would be an even longer route, Simone Tyson responded that it was still more walkable than the Chorleywood House Estate site.

OF 5: “Chairman of the Friends of Chorleywood Common, speaking on behalf of the Committee (other than Jackie Worrall, who has excused herself) and a majority of the members of the Friends. I should like to explain what we think about the recommendations of Chorleywood House Estate as a site for a play area, the significance of surveys and petitions and the reasons why the Common should be kept as it is. There is a great deal that could be said about each of those topics, I will try to make the main points as briefly as I can.

Chorleywood already has a very good play area called the Common. It is an important conservation site. The public have rights of access for air and exercise over all of it and it is well used for kick about, kite flying, dog walking and all sorts of informal recreation. Keeping it as an entirely open space for informal activities sends the right message: use, enjoy and appreciate the whole of the Common. It is the nearest thing we have to unspoiled open Countryside, which makes it a valuable resource and one of the things which make Chorleywood such a congenial place to live. Any change which alters the character of the Common, part of it, and in particular anything which might lead to pressure for further changes, should be resisted. The Common is good as it is.

We welcome the Advisory committee's recommendation that CWHE is the most suitable site. The estate is parkland and already has the public tennis courts, so formal play equipment would not be out of place. There would be no need for an application under the Commons Act, or for the public enquiry and delay, which would be likely to follow, that gives time and cost savings (additional benefits which are not in the Advisory Committee's calculations) and the equipment would not be subject to the restrictions in design and colour which would be likely to apply to a site on the Common. Access by car is straightforward and parking space is available. Access by foot is by made up and level pavements and the distance from the residential parts of West Chorleywood is not significantly greater than that of the site near Christ Church which was among the sites on the Common recommended in 2012, before Natural England said it was too close to the pond. To cross the A404, there is already a pedestrian phase on the traffic lights at Dog Kennel Lane, and there will also shortly be a pedestrian crossing at the junction with Common Road.

The Parish Councillors may find it useful to bear in mind that the Community Plan questionnaire was probably the most comprehensive survey and over 90% of respondents said it is important to protect the Common, opinion on the adequacy of children's play facilities was fairly evenly divided, and a very low percentage actually asked for new play facilities.

OF 6 Resident: Question to Cllr Barbara Green – What is the age range for the play area? Cllr Barbara Green answered 2 – 14yrs. A further question was put: What has changed on the Common when the Common has been used for years. What has created an urgent need for a play area on the Common? Cllr Barbara Green responded that there was a clear need for a play area. Children needed to undertake activity with a manageable risk. They won't or can't do this if just walking with parents on the Common. The resident asked again for the age range that the play equipment was targeting at and asked what form of exercise will be provided that isn't provided on the Common. Cllr Barbara Green gave a description of the possible equipment that could be provided, further stating that people are not allowed to climb trees on the Common .

OF 7 Concern was expressed that it would not be possible to fence on the Common and the member of the public asked what pressure would be put to bear on this aspect. She asked the Chairman of the committee whether she could assert that this would not happen. The Chairman of the meeting passed this to the Clerk of the Parish Council Mrs Yvonne Merritt. She advised that this very issue had been tested by the Council three years previously when temporary fencing had been put up for the grazing. DEFRA had said that under no circumstances could the Parish Council fence the land, unless for ground under repair. It was a categorical statement.

OF 8 The statement was made that it was staggering that people saw the need for a formal play area and asked what that said about the children enjoying the Common up to now.

OF 9 The statement was made that there are 3 good primary schools, all three have play areas. Children get structured play there and needed an unstructured play area.

OF 10 "I have grown up in Chorleywood and played on the Common. I respect people's view of the need for a play area in Chorleywood but have concern with respect to Site 13 – what is the provision for disabled access and will it require tarmac path access. Also was Shepherds Bridge classified as suitable for pedestrians? If site 13 went ahead what would be the cost of a public enquiry and the timescales and the % risk if the scheme was rejected by public enquiry? Cllr Barbara Green responded that there would be no tarmac, disabled access would be the best that could be done with the surfaces allowed which wouldn't be ideal. With respect to the cost of a Public Enquiry, she advised that TRDC had agreed to pay for any costs associated so it would not be the Parish Council who would be paying. The resident stated that it was still public money. Cllr Barbara Green stated that she had no idea of how much a public enquiry would cost and reiterated that it would not fall to the Parish Council therefore had not taken that much interest in this aspect. The resident asked what the time delay would be if a public enquiry was involved to which Cllr Barbara Green responded that it would be a substantial delay. It could be a year, it could be 18 months but if the decision is that it should go on the Common, 18 months was not long given the ten years it had taken to get to this stage. The resident asked if the Common was rejected as a site would the Council be able to go back to the CWHE site. Cllr Barbara Green stated that this would be up to TRDC, The Parish Council owns the Common and Grovewood, CWHE is TRDC owned land.

OF 11 "I am a local teacher and mother, I teach three year olds. For people to say running around on the Common provides exercise, this does not build upper body strength. Anyone that uses the Swillett play area knows that it does not provide suitable equipment for older children. TRDC have

already put aside the money, we just want somewhere". She thanked the group for the work that they had done noting in the ten years a large amount of money had been spent on the issue. She stated that Chorleywood had the best primary school in Hertfordshire with parents prepared to work for the schools. Schools were spending money to implement play areas. She felt that people needed to stop looking into the past and start looking to the future. The money is available for a play area. She stated that she would visit a play area wherever it was placed.

OF 12 Question directed at Michael Clare raising the fact that three years ago Site 13 was rejected under safety grounds from the police report. Michael Clare responded that a colleague had done the survey and raised various issues e.g. that of Shepherds Bridge. Neither his colleague or himself lived in the area. They had looked at the 4 sites, Chorleywood is a low crime area but there are the dangers of traffic. There is also the need for children to be able to play and exercise, to be able to go to an area for them. When he had looked at the areas he had looked at and made comments on Site 13. This was a pragmatic view as well as taking other things into consideration. The resident responded that nothing had changed in the three years there were still dog walkers, steep banks, horse riders, why did the PAAC still have two sites when there were key factors of the legal issues, the long and protracted timescales and fencing issues at site 13. There was a very good site at CWHE – why had the PAAC not just said this was the chosen site. He understood that there was a requirement for TRDC to maintain the play area. He asked what if, in a few years time money was tight, would the maintenance costs then fall on the Parish council. £100K was a great deal of money, all the enquiries would be a great deal of money and whether this is footed by the Parish Council or TRDC was not relevant and he urged the committee to push for CWHE alone.

Cllr Barbara Green responded as that far as they were aware the Parish Council would not be expected to fund these costs. They had been assured that all costs associated with the implementation will be borne by TRDC and money had been put aside by TRDC for an enquiry. With respect to the Police report, in 2012/13 the report had been provided last minute and had not been taken as direct comparison between sites. This time the sites had been compared and contrasted with other sites.

OF 13 The Secretary of the Golf Club advised that the Golf Club have members from age 7 to 90. They were not adverse to a play area but had concerns about site 13 on the Common and in particular its proximity to one of the fairways. They also had concerns over access and parking. The parking areas nearby were already over subscribed, the by laws did not permit fencing and children could run straight out of the play area and onto the fairway, He asked what would be the cost to the Parish Council for the public liability insurance for this.

Cllr Barbara Green responded that, playing devil's advocate, she could not deny that the Golf course was written into the Deeds but the Golf Club takes 20% of the Common, the Play area would be just 0.3% of the Common. There was a lot of difficulty with some members of the Golf Club (not the gentleman present) who had been very vociferous towards others. She stated that the police report had not been concerned about the proximity to the Golf Course.

OF 14 " I am a teacher and a mother. I had some opinions that I came with and some have changed tonight. The obstacles of getting hit by a golf ball, dogs and horses were already there. There is a need for the play area, not for selfish parents. Money has been identified by TRDC, it is important not to lose it, why will they hang onto it indefinitely. In my opinion we are going round and round in circles. This is for our children. Paving has never been mentioned. Parking at a weekend in CWHE is impossible. Why should golfers or cricketers have more rights than other users of the Common. Children are underrepresented".

OF 15 The next speaker echoed the previous speakers comments stating that his child played football at CWHE. He had seen a number of accidents happen and felt that walking to CWHE was not safe. The Golf Club voting against the Common was bad taste. The speaker on the environment – said nothing, he had played some nice sounds of birds but the impact? He had a question for FoCC and FoCWHE – had a demographic study been done.

OF 16 “ I have been a PCSO for 2 months and the kids I have met are all very bored, 11-14 year olds don’t have anywhere to go. They need somewhere to go to play, to talk to have genuine childish fun”.

The Chairman of the meeting advised for the minutes that the views expressed by the PCSO were her views and not the views of the Hertfordshire Constabulary.

OF 17 “I am 16 years old, the only park I have grown up with is the Swillett. Kids are always on their phones, their computers, they don’t go out. Giving them a playground, gives them an incentive to go out. We need to change, to have a playground where children can grow up”.

OF 18 Statement was made that the CWHE site was OK and the Common but that it wouldn’t solve the obesity issue. The speaker questioned Air Quality - if trees were cut down wouldn’t this affect air quality and had this been taken into account. Paul Evans from CMS responded to this by saying that if trees were removed it may affect air quality but there was not sufficient evidence on this. He was not sure if any trees would be removed as there was no final design to assess therefore it would depend on this design. Simone Tyson also responded to this speaker by stating that the last time round when site 13 was considered there was a lengthy debate. Site 13 is in the clearing and in her understanding they were not discussing the loss of any trees there.

OF 19 Cllr Steve Watkins stated that TRDC recommended 1160sq m for a play area, site 13 had only 800 sq m clear therefore at least 300sq m would need to be cleared and that people had been misinformed. He also asked whether people were aware that there were now two play areas in Chorleywood as one had just been built in The Queens Drive. Questions were raised as to whether this was in Chorleywood or not. Cllr Steve Watkins confirmed that the new play area was in the Parish of Chorleywood.

OF 20 Cllr Jane White stated that as a Councillor it would fall to her to be part of the debate and decision making process. She would personally be interested to learn if people preferred CWHE or the Common and their reasons.

OF 21 The speaker stated she had a strong preference for the Common. She was concerned about her children crossing the road on the A404 on her own and preferred somewhere that did not involve crossing a road. Cllr Barbara Green advised that the A404 is just about to have a pelican crossing at the junction of the A404 and Common road. This would involve pedestrian phase lights. She added that it was not ideal for a play area i(IN CWHE) as it was a way down from the entrance to the grounds.

OF 22 The next speaker stated that she definitely wanted the play area on the Common as this was nearest to the centre of the Village. She stated that she felt that this would bring people to the shops and help the shops. She stated that every time she went to the play area at Scotts Bridge and the Rickmansworth Aquadrome she saw people from Chorleywood.

OF 23. The next speaker stated that as a resident of Chorleywood for 42 years he was a regular walker on both the Common and Chorleywood House grounds but had recently given up walking

dogs at CWHE due to the traffic. The recent survey by Chorleywood Residents had said that for CWHE 75% of respondents would drive. He stated that they would not get as far as CWHE as the roads were gridlocked. He acknowledged that the football season was during the winter and it was not as bad in the summer. He thanked the PAAC for the time that had been spent by them on this matter and hoped that there would be a recommendation forthcoming. He suggested a round of applause for the PAAC.

OF 24 The next speaker said that she regularly enjoyed walking to the Common but had been put off by the Golf Club. Her children were often told off by golfers. She went on to say that she was thrilled to hear of the A404 crossing. She had been shocked to see Clement Dane pupils dashing across the traffic. She thanked the Parish Council for getting this done. She wished to build on the comments made earlier in the meeting by the Dr. Children's development skills needed to be built so having somewhere that children could go to would be good. It was not a gaudy, bright area but a natural play area that was being proposed. The play area is somewhere children can meet and also parents can meet. Having somewhere to meet not at your house was important.

At this point the Chairman of the meeting clarified that there were no proposals on what the play area would look like, this meeting was about location.

OF 25 The next speaker questioned that Cllr Green had stated that she didn't feel qualified to answer but that TRDC would on the aspect of Social Return on Investment – was this Value for Money? Cllr Barbara Green confirmed that it was. The speaker then went on to say that he could not see how the CWHE site represented value for money. TRDC may think that CWHE does not add value for money, please don't just go forward with one site – CWHE and one site on the Common please".

OF 26 A new resident to Chorleywood stated that the Common was most attractive and she was all for the protection of it, however she had been alarmed at the statistic of the Golf Club taking 20% of the Common and the Play area taking 0.3%. The Play area would benefit children, parents, grandparents. She questioned the ratio of people who would benefit vs golfers and cricketers etc. 100 years ago when the Golf club was proposed did it take 10 years?

OF 27 The next speaker stated that she had grown up in Kent, when they had moved to Chorleywood, part of the reason was the Common. She enjoyed the facilities of the Common but a play area was also need. If the play area goes on the Common she stated that she could introduce her children to grass, trees etc. She did not care where it goes but had a preference for the Common but there should be a play area.

OF 28 This speaker had spoken earlier in the meeting and had been listening to parents who were desperate for a play ground. His children had grown up building dens on the Common. He stated that he walked the Common regularly and saw large groups of children enjoying the Common. No one is saying to not have a play area but why spoil the Common.

OF 29 The next speaker stated that she used the Swillett and drove to others in the area. She had asked her six year old his preference who had chosen the Common. She stated that elsewhere people have put play areas on Commons, AONB etc.

The Chairman of the meeting interjected that each Section 38 referral was considered on its own merits with its own Planning Inspector assigned. The speaker stated that precedent had been set and other applications would be looked at as part of the consideration. The Chairman restated that each case was considered on its own merits.

Cllr Barbara Green stated that one of the reasons they had gone for Site 13 was that it was closest to the centre of population that don't have gardens, don't have access to Open Spaces.

OF 30 The final speaker stated that his preference was for CWHE. "If site 13 was chosen the Council would be taking the risk that Chorleywood may end up with no site, it would take considerable time".

The Chairman of the meeting wrapped up the Open Forum session thanking everyone who had contributed to the meeting and attended the meeting.

The Chairman of the Parish Council, Cllr Tony Edwards thanked David Moore for chairing the meeting and asked the meeting to express their appreciation by giving him a round of applause. He went on to thank all the attendees, the members of the Committee and the Officers.

4. **CLOSURE**

The meeting have started at 7.30 pm, closed at 9.40pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

APPENDIX 1

OPEN FORUM SPEAKERS

Toni ???

Mrs Barrett

Chrissie Booth

Amanda Deighton

Rachel Edwards

Naomi Faulkner

Katherine Fawcett

John Griffiths

Richard Hartley

Greg Hill

Sandra Hirschberg

Mrs King

Robert Mann

Lisa Mclean

Mel Peel

Zana Perry

PCSO Harriet Robinson

Peter Rodwell

Myfanwy Ronchetti

Katie Simons

Nancy Stanway

Josh Stanway

Rob Tyson

Nicola Varnals

Simon Varnals

Steve Watkins

Bill Webb

Jane White

REPORT OF THE PLANNING COMMITTEE MEETING

ON TUESDAY 12th APRIL 2016

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: * Yvonne Merritt Clerk to the Council

There were no members of the public present

Part 1 RECOMMENDATIONS

1. COMMUNITY PLAN

The Clerk confirmed that CIL money could not be used for the publication of the Community Plan as it was not a capital item.

Cllr Jane White advised that quotations had been sought and the costs were £565 for distribution and £2466 for publications, based on a 30 page, colour A3 folded booklet. She advised that there was no grant funding available and therefore the Committee would need to ask the Council to pay for the publication. It was suggested that the office approach potential sponsors to pay for/towards the project with the prospect of a full page advert being delivered to every household in the Parish. It was anticipated that the plan would be ready for a May delivery date.

The Committee

RESOLVED to Recommend

That sponsorship be sought for publication and delivery of the Community Plan but that the Parish Council agree to pay for the shortfall up to £3031.00

- 2. NEIGHBOURHOOD PLAN** - Cllr Jane White advised that she no longer wished to Chair this Committee a working group consisting of Cllrs Steve Watkins, Jackie Worrell and also Vivien Lantree and Gareth Hunt has been tasked with the draft version of the plan. It was agreed that the terms of reference be approved by the Council.

The Committee RESOLVED to Recommend

That the Terms of Reference attached in Appendix 1 be approved for the Neighbourhood Plan Steering Group.

MINUTES

15/ 194 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Rodney Kipps,

15/195 DECLARATIONS OF INTEREST

There were no declarations of interest received:

15/196 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting of the 22nd March 2016 be approved as a true and correct record.

7.40pm Cllr Raj Khuroya joined the meeting

15/197 MATTERS ARISING

There were no matters arising.

15/198 LETTERS OF OBJECTION/EXPLANATION

None Received

15/199 PLANNING APPLICATIONS

The Committee

RESOLVED

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

15/200 PLANNING APPEALS

The Committee noted the Planning Appeal

Town & Country Planning 1990, Section 78

Site 34 Grovewood Close, Chorleywood

Proposed Development: First floor side extension, two storey rear extension with balcony, two storey front extension, loft conversion including increase in ridge height, front and rear dormers and flank roof lights, provision of solar panels and conversion of garage to habitable accommodation.

Planning App Ref 15/2166/FUL

DoE Appeal Ref: APP/P1940/D/16/3145955

Appellant's Name: Dr N Connolly

Appeal Start Date 14th March, 2016

15/201 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES

The Committee

RESOLVED

To note the tree applications.

15/202 PLANNING APPLICATIONS DECISIONS RECEIVED

The Committee

RESOLVED

To note the planning decisions received for the period ending 5th April 2016

15/203 URGENT ITEMS

1. The Committee noted the Application to declare Iver Parish as a Neighbourhood Area

2. New LA1S1388 Planning Changes.
Members considered this information would be useful to be used with the Neighbourhood Plan, with regard to brownfield sites.
The Committee agreed to note the report for the time being.

15/204 COMMUNITY PLAN & NEIGHBOURHOOD PLAN

See Recommendations

15/205 LICENCE APPLICATION

None to report

15/206 TRANSPORT

The Committee noted the Temporary Closing and Waiting Restrictions in Common Road.

15/207 FOUR YEAR VISION

15/145 - Gateway Signs

Cllr David Raw advised that he had not yet received the information from his suppliers, bearing in mind the time spent it was agreed that the Committee would only consider the signs for which costs had been obtained.

The Clerk advised that the designs had been forwarded to TRDC for approval, there appeared that there may be an issue with the font, however this would be addressed when the information was received back from TRDC and Highways.

15/208 HIGHWAYS LOCALITY BUDGET ALLOCATIONS 2016/17

The Committee noted the work being carried out within the Parish in the forthcoming year from the Highways Locality Budget 2016/17.

The Clerk showed Councillors a new website which may help when looking at conservation areas, listed building etc. Information can be found at <http://www.planvu.co.uk/trdc/>

15/208 CLOSURE

The meeting having started at 7.30pm and finished at 8.35 pm

These minutes have been read and agreed by the Chairman.

Signedvia e-mail.....Date13.4.16.....

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

Signed Date

Planning Applications Considered

Applications considered on 12-4-16

1 16/0273 12/04/16

Riverdene Development Ltd
Grovelands and Woodhurst
Chorleywood Road
Rickmansworth

Variation of Conditions 1 (Approved Plans), 7 (Boundary Treatments) and 9 (Obscure Glazing) of planning permission 15/1225/FUL, to allow clear glazing and opening casement to ground floor kitchen window in north-west elevation of Plat 1 and alteration to front entrance gates and railing to both plots.

Delegated Decision

FUL Application

Planning Officer: Rob Morgan.

The Committee wished to express Concerns

They wish the conditions to remain as the circumstances have not changed with regard to the obscure glass.

The Committee were unable to comment on the alterations to the front entrance gates and railing to both plots as the plans were not available online.

2 16/0467 12/04/16

Mrs A Summers
Longwood
Woodland Lane
Chorleywood

Certificate of Lawfulness Proposed Use: Erection of a single storey outbuilding in the rear garden

Delegated Decision

Certificate of Lawfulness Proposed Development Application

Planning Officer: Denis Toomey

Unless officers were minded to refuse the application the Committee wished to CALL IN this application.

The building is within the Metropolitan Green Belt and appears very large for CLPD

There is also insufficient information about the use of the building within the Application.

3 16/0505 12/04/16

Mr D Diggins
3 Clockhouse Mews
Chorleywood

Removal of brick chimney

Delegated Decision

FUL Application

Planning Officer: Jedd Goodwin Roberts

The Committee had No Objections

Planning Applications Considered

Applications considered on 12-4-16

4 16/0508/FUL 12/04/16

Mr and Mrs W King
19 Beacon way
Rickmansworth

Single storey front extension, part single , part two storey side and rear extension and alterations to fenestration.

Delegated Decision

FUL Application

Planning Officer: Rob Morgan

The Committee has No Objections

5 16/0577 12/04/16

Mr A Nayrouz
107 Valley Road
Rickmansworth

Single storey front, side and rear extensions and two storey rear extension

Delegated Decision

FUL Application

Planning Officer: Joanna Bowyer

The Committee were unable to comment as there were no plans available on line.

6 16/0582 12/04/16

Mr and Mrs Lakin
24 Valley Road
Rickmansworth

Erection of front boundary wall and railings.

Delegated Decision

FUL Application

Planning Officer: Denis toomey

The committee wished to express Concern

The materials proposed are out of keeping with the street scene and would prefer wooden fencing.

7 16/0608 12/04/16

Mr J Thakrar
33 The Mount
Rickmansworth

Variation of Condition 2 (Approved Plans) of planning permission 14/1747/FUL to allow alterations to roof, reduction of two storey front extension and alterations to fenestration

Delegated Decision

FUL Application

Planning Officer: Matthew Roberts

The Committee has No Objections

Planning Applications Considered

Applications considered on 12-4-16

8 16/0656 12/04/16

Mr and Mrs T Fairweather
35 Shire Lane
Chorleywood

Part Retrospective: Fenestration details and rendering of dwelling.
Delegated Decision
Part Retrospective Application
Planning Officer: Matthew Roberts

Unless Officers are minded to refuse the application the Committee wished to CALL IN this application.

There is already Enforcement Action in place and there were no documents in place to assist with the determination.

9 16/0677 12/04/16

Mrs A Pither
Woodcourt
Trout Rise
Loudwater

Erection of a single storey extension to link swimming pool to dwelling
Delegated Decision
FUL Application
Planning Officer: Denis Toomey

The Committee had No Objection

10 16/0718 12/04/16

Mr and Mrs Benetis
49 Quickley lane
chorleywood

Extension to roof including hip to Dutch hip extensions, insertion of front dormer and extension to rear dormer.
Delegated Decision
FUL Application
Planning Officer: Jedd Goodwin Roberts

The Committee had No Objection

Parish Council Cheque list

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
409347	4459	09/02/16	£3,109.20	£518.20	£2,591.00	CNCL Malcolm Lane & Son LTD	Noticeboard for office
409348	4460	09/02/16	£328.14	£54.69	£273.45	P & R Konica Minolta LTD	1st Quarter Rental
409349	4461	09/02/16	£144.00	£0.00	£144.00	P & R Fleming P	Website Jan
409350	4462	09/02/16	£7,125.00	£0.00	£7,125.00	P & R Hertfordshire Police Authority	Funding for PCSO Quarter 3
409351	4463	09/02/16	£177.00	£29.50	£147.50	OS Rainer Security Products	New Core and Keys – DKL Allotments
409352	4464	09/02/16	£59.12	£9.85	£49.27	P & R Sos Office Supplies	Dynmo Labels and Staplers
409353	4465	09/02/16	£4,440.00	£740.00	£3,700.00	OS J Byne	Pond works to Top common Pond
409354	4466	09/02/16	£185.33	£30.89	£154.44	OS Stocksigns	Dogs on Lead sign - DKL Allotment
409355	4467	09/02/16	£38.40	£6.40	£32.00	P & R Neopost	Lan Adaptor Kit for Franking machine
409356	4468	09/02/16	£126.00	£21.00	£105.00	OS Rainer Security Products	Keys DKL Allotments
409357	4469	09/02/16	£290.40	£48.40	£242.00	OS TBS Hygiene Ltd	Collection og Dog Waste Jan 16
409358	4470	09/02/16	£232.32	£38.72	£193.60	OS TBS Hygiene Ltd	Collection of dog waste - Dec 16
409359	4471	09/02/16	£19.74	£3.29	£16.45	P & R Hertfordshire County Council	Batteries And A4 Plastic pockets
409360	4472	09/02/16	£30.00	£0.00	£30.00	P & R Hertfordshire Building Preservation Trust Ltd	Subscription
409361	4473	09/02/16	£311.40	£51.90	£259.50	OS Falon Nameplates Ltd	Q1059 Job NO 2160138
409362	4474	09/02/16	£691.56	£115.26	£576.30	OS Falon Nameplates Ltd	Q001 Job No 2160140
409363	4475	09/02/16	£70.07	£11.68	£58.39	OS Minatol Limited	Paper Roll- Mess Room
409364	4476	16/02/16	£549.00	£0.00	£549.00	OS Christ Church Chorleywood	Quarter 1 Churchyard maintenance
409365	4477	16/02/16	£1,577.20	£262.87	£1,314.33	OS Maydencroft Farms	Cattle Grazing 2015
409366	4478	16/02/16	£100.00	£16.67	£83.33	P & R Neopost	postage Credit
409367	4479	16/02/16	£36.00	£0.00	£36.00	P & R CPRE - The Hertfordshire Society	Yearly Subscription
409368	4483	16/02/16				Hamilton L	Salary
409369	4484	16/02/16				Goddard.A	Salary
409370	4485	16/02/16				Palmer P	Salary
409371	4486	16/02/16				Merritt Y D	Salary
409372	4487	16/02/16	Total Salary February £11294.73			P & R James.C	Salary
409373	4488	16/02/16				Watts C	Salary
409374	4489	16/02/16				Putman.M	Salary
409375	4490	16/02/16				P & R Watts L	Salary
409376	4492	16/02/16	£4,369.01	£0.00	£4,369.01	Hertfordshire County Council	Superannuation
409377	4491	16/02/16	£3,813.89	£0.00	£3,813.89	HM Revenue & Customs	Tax & NI
409378	4500	01/03/16	£56.00	£0.00	£56.00	P & R Fleming P	Website - Feb
409379	4501	01/03/16	£691.56	£115.26	£576.30	OS Falon Nameplates Ltd	Mem Plaque - Knight
409380	4502	01/03/16	£258.00	£43.00	£215.00	OS Trimlock Fencing	Lock & Chain to CC Barrier
409381	4503	01/03/16	£334.56	£55.76	£278.80	OS Falon Nameplates Ltd	Mem Plaque- Gladwell
409382	4504	01/03/16	£30.00	£0.00	£30.00	P & R Mills Window Cleaning Services	office Window Cleaning
409383	4505	01/03/16	£250.00	£0.00	£250.00	P & R Mr D Hiddleston	Grant Funding Re WW1 book
409384	4506	01/03/16	£123.00	£20.50	£102.50	P & R Total Merchandise Ltd	Bottles for CFTQ
409385	4507	01/03/16	£726.60	£121.10	£605.50	OS JRB Enterprise	Dog Bags
409386	4508	01/03/16	£703.68	£68.00	£635.68	CNCL Twin Systems Plc	4 x LED Monitors

Parish Council Cheque list

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
409387	4509	01/03/16	£40.00	£0.00	£40.00 OS	Mr L Putman	Salary - Open Spaces Meeting
409388	4510	01/03/16	£140.40	£11.65	£128.75	Cash	
409389	4511	01/03/16	£132.00	£0.00	£132.00 P & R	Watford Borough Council	DBS Checks for Caretakers
409390	4512	08/03/16	£181.68	£30.28	£151.40 P & R	Hertfordshire County Council	Hand wash & Shredder
409391	4513	08/03/16	£8,299.20	£1,383.20	£6,916.00 CNCL	Geo Brown Implements Ltd	Rangers RTV's
409392	4514	08/03/16	£404.70	£67.45	£337.25 OS	Mr G Bellamy	Survey & Report
409393	4515	08/03/16	£34.57	£5.76	£28.81 P & R	Merritt Y D	Refund of petty cash
409394	4516	08/03/16	£846.00	£141.00	£705.00 P & R	Yodo Creative LTD	Chorleywood Matters- Spring 2016
409395	4517	15/03/16				Watts C	Salary
409396	4518	15/03/16				Palmer P	Salary
409397	4519	15/03/16				Goddard.A	Salary
409398	4520	15/03/16	Total Salary March £12866.09		P & R	Merritt Y D	Salary
409399	4521	15/03/16				James.C	Salary
409400	4522	15/03/16				Hamilton L	Salary
409401	4523	15/03/16				Putman.M	Salary
409402	4524	15/03/16			P & R	Watts L	Salary
409403	4525	15/03/16	£4,863.87	£0.00	£4,863.87	Hertfordshire County Council	Superannuation
409404	4526	15/03/16	£4,576.61	£0.00	£4,576.61	Inland Revenue	Tax & NI
409405	4527	15/03/16	£37.12	£0.00	£37.12 P & R	Came & Company	Insurance
409406	4528	15/03/16	£25.00	£4.17	£20.83 P & R	Merritt Y D	Refund of petty cash
409407	4529	15/03/16	£691.56	£115.26	£576.30 OS	Falon Nameplates Ltd	Mem Plaque- Reese
409408	4530	15/03/16	£295.86	£0.00	£295.86 P & R	CSC Corporate Domains Inc	Website Domain
409409	4531	15/03/16	£540.00	£90.00	£450.00 P & R	Twin Systems Plc	Laptop
409410	4532	15/03/16	£53.63	£8.94	£44.69 P & R	Close Invoice Finance LTD	Port Switch for WiFi Router
409411	4533	15/03/16	£17.00	£0.00	£17.00 P & R	NALC	Subscription
409412	4534	15/03/16	£100.00	£16.67	£83.33 P & R	Mr John Ross	CWLV
409413	4536	22/03/16	£958.00	£159.67	£798.33 OS	Tracker Network Uk LTD	Trackers for RTV's
409414	4537	22/03/16	£422.00	£70.33	£351.67 OS	Tracker Network Uk LTD	Trackers for RTV's
409415	4538	22/03/16	£360.00	£0.00	£360.00 P & R	TRDC	Training for PSPO
409416	4539	31/03/16	£232.32	£38.72	£193.60 OS	TBS Hygiene Ltd	Collection of Dog Waste
409417	4556	31/03/16	£298.39	£49.73	£248.66 OS	Merritt Y D	Bark & Membrane
409418	4557	31/03/16	£182.82	£30.47	£152.35 OS	Geo Brown Implements Ltd	Grass Seed, Grease, Chain Oil
409419	4552	31/03/16	£589.20	£98.20	£491.00 OS	Teleshore Uk Ltd	Mound Cover, Latex Backed Grass
409420	4551	31/03/16	£498.45	£83.08	£415.37 OS	Butler Fuels	Red Diesel for Vehicles
409421	4559	31/03/16	£153.60	£25.60	£128.00 OS	Village Signs	Alms Houses Signs & Post
409422	4560	31/03/16	£5,203.20	£867.20	£4,336.00 CNCL	Churchill Service Solutions	Refurbishment WMH Floor
409423	4547	31/03/16	£312.96	£52.16	£260.80 OS	Falon Nameplates Ltd	Memorial Plaque - Mckensie
409423	4548	31/03/16	£729.96	£121.66	£608.30 OS	Falon Nameplates Ltd	Memorial Plaque- Barton/Stone
409423	4550	31/03/16	£312.56	£52.09	£260.47 OS	Falon Nameplates Ltd	Memorial Plaque - Johnson/Munday
409423	4561	31/03/16	£234.00	£39.00	£195.00 OS	Falon Nameplates Ltd	Gladwell Mem Plaque

Parish Council Cheque list

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
409424	4562	31/03/16	£75.00	£12.50	£62.50 P & R	Pear Technology	Land Reg Layer for Mapping
409425	4563	31/03/16	£240.00	£40.00	£200.00 OS	J Byne	Skip soil
409426	4549	31/03/16	£13.80	£2.30	£11.50 P & R	Sos Office Supplies	A4 White Paper
409427	4564	31/03/16	£100.00	£16.67	£83.33 P & R	Neopost	Postage Re-credit
409428	4565	31/03/16	£116.30	£19.38	£96.92 P & R	Konica Minolta LTD	Copies for Photocopier
409429	4566	31/03/16	£60.00	£0.00	£60.00 P & R	Fleming P	Website Updates
Total			£87,528.76	£6,042.08	£81,486.68		

Parish Direct Debit List

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
dd- 16/03/08	4545	08/03/16	£130.65	£21.44	£109.21	Co-Op. Bank	Credit Card - Feb
dd-02/01/16	4493	01/02/16	£405.69	£19.32	£386.37 P & R	E.on	Gas Bill - South Lodge -21/09/16-17/01/16
dd-02/01/16	4494	01/02/16	£151.24	£25.21	£126.03 P & R	Bt Payment Services	Fax Line & Broadband for Office - Jan 16
dd-02/03/16	4495	03/02/16	£24.38	£4.06	£20.32 P & R	British Gas Business	Service Contract - Payment for Jan 156
dd-02/08/16	4496	08/02/16	£66.42	£10.74	£55.68	Co-Op. Bank	Credit Card Jan 16
dd-16/02/22	4499	22/02/16	£266.40	£0.00	£266.40 P & R	E.on	Elec Bill South Lodge - 05/01/16-07/0216
dd-16/03/01	4540	01/03/16	£41.90	£0.00	£41.90 OS	Affinity Water	Clean Water Bill - 12/08/15-4/02/16
dd-16/03/02	4542	02/03/16	£30.60	£5.10	£25.50 P & R	Bt Payment Services	Mobile Broadband
dd-16/03/04	4543	04/03/16	£24.38	£4.06	£20.32 P & R	British Gas Services (Commercial) Ltd	Service Contract
dd-16/03/16	4544	16/03/16	£23.98	£4.00	£19.98 P & R	Bt Payment Services	Parish Office - Broadband Line Rental
dd-16/03/21	4546	21/03/16	£251.48	£41.91	£209.57 P & R	E.on	Elec- South Lodge - 07/02/16-06/03/16
dd-16/03/30	4567	30/03/16	£76.80	£12.80	£64.00 P & R	Bt Payment Services	Broadband Services 0/03/16-31/05/16
dd-16/03/31	4568	31/03/16	£30.60	£5.10	£25.50 P & R	Bt Payment Services	Line Rental - Fax Line
dd-2/16/16	4498	16/02/16	£23.98	£4.00	£19.98 P & R	Bt Payment Services	Broadband Line - Feb 16

Village Halls Cheque list

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
W403534	1049	16/02/16	£195.53	£32.59	£162.94	WMH Chubb Fire Limited	Service for WMH
W403535	1050	16/02/16				WMH Putman.m	Salary
W403536	1053	16/02/16	Total salary February £2056.65			WMH Watts Mrs L	Salary
W403537	1051	16/02/16				Arnold M	Salary
W403538	1052	16/02/16				Sears Derek	Salary
W403539	1054	16/02/16	£469.44	£0.00	£469.44	WMH Inland Revenue	tax & NI Feb
W403540	1055	16/02/16	£773.44	£0.00	£773.44	WMH Hertfordshire County Council	Superannuation
W403541	1064	29/02/16	£35.00	£0.00	£35.00	WMH Mills Window Cleaning Services	Window Cleaning WMH
W403542	1065	01/03/16				WMH Mr J Ruth	Salary
W403544	1071	08/03/16	£27.86	£4.64	£23.22	WMH Hertfordshire County Council	Yellow & Purple Paper
W403545	1072	08/03/16	£58.10	£9.68	£48.42	WMH Minatol Limited	Hand Towels
W403546	1073	15/03/16	£553.19	£92.20	£460.99	WMH The Church Buyer Group	Table Trolleys
W403547	1077	15/03/16				Sears Derek	Salary
W403548	1078	15/03/16	Salary total March £2081.35			Arnold M	Salary
W403549	1079	15/03/16				Putman.m	Salary
W403550	1080	17/03/16	£0.00	£0.00	£0.00	WMH Void Cheque	L Watts - Processing error
W403551	1074	15/03/16	£838.28	£0.00	£838.28	WMH Hertfordshire County Council	Superannuation
W403552	1075	15/03/16	£469.33	£0.00	£469.33	WMH Inland Revenue	Income Tax & NI
W403553	1076	15/03/16	£24.60	£4.10	£20.50	WMH Nelson	Basket Corners for Dishwasher
W403554	1081	17/03/16	£329.71	£0.00	£329.71	WMH Chorleywood Parish Council	Salary cheque overpaid by Parish
W403555	1084	22/03/16	£183.60	£30.60	£153.00	WMH Right Maintenance Ltd	Bullsland Hall External Tap
W403556	1085	22/03/16	£105.60	£17.60	£88.00	WMH Right Maintenance Ltd	Memorial Hall Leak in Ladies Toilet
W403558	1087	22/03/16	£126.00	£21.00	£105.00	WMH Right Maintenance Ltd	Hollybush Water Heater
W403557	1086	22/03/16	£171.60	£28.60	£143.00	WMH Right Maintenance Ltd	Memorial Hall Porch & Corridor Light
W403559	1088	22/03/16				Mr J Ruth	Salary
W409543	1070	08/03/16	£601.39	£100.23	£501.16	WMH Hertfordshire County Council	Shelving & Folding Tables

Village Halls Direct Debit List

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
dd- 16/03/08	1090	08/03/16	£2.00	£0.00	£2.00	WMH Co-Op. Bank	Credit Card
dd- 16/03/22	1094	22/03/16	£50.18	£8.36	£41.82	WMH Affinity Water	Busland Water
dd-16/02/01	1061	01/02/16	£158.34	£26.39	£131.95	WMH Bt Payment Services	Halls Booking Line
dd-16/02/08	1063	08/02/16	£91.46	£14.91	£76.55	Co-Op. Bank	
dd-16/02/09	1062	09/02/16	£76.80	£12.80	£64.00	WMH Bt Payment Services	Internet / Broadband
dd-16/02/22	1066	22/02/16	£26.22	£1.25	£24.97	WMH E.on	Elec - Hollybush-04/01/16-07/02/16
dd-16/02/22	1067	22/02/16	£41.53	£1.98	£39.55	WMH E.on	Bullsland Elec- 31/12/15-07/02/16
dd-16/02/22	1068	22/02/16	£573.58	£95.60	£477.98	WMH E.on	Gas- WMH-04/01/16-07/02/16
dd-16/02/23	1069	23/02/16	£23.99	£4.00	£19.99	WMH Bt Payment Services	Bullsland Hall Wifi
dd-16/03/01	1089	01/03/16	£36.73	£6.12	£30.61	WMH Affinity Water	Bullsland Hall - Water
dd-16/03/16	1091	21/03/16	£31.62	£1.51	£30.11	WMH E.on	Elec Bullsland Hall - 07/02/16-06/03/16
dd-16/03/21	1092	21/03/16	£36.24	£1.73	£34.51	WMH E.on	Elec Hollybush - 07/02/16-06/03/16
dd-16/03/21	1093	21/03/16	£593.14	£98.86	£494.28	WMH E.on	War Memorial Gas
dd-16/03/23	1095	23/03/16	£23.99	£4.00	£19.99	WMH Bt Payment Services	Bullsland Hall Wifi

Chorleywood Neighbourhood Development Plan Steering Group (Draft) Terms of Reference

1. Background

In 2014 discussions were held between Three Rivers District Council and Chorleywood Parish Council in light of the Government's proposed changes to the planning system, enabling communities to produce either a Neighbourhood Development Plan or alternatively a Neighbourhood Development Order. It is intended that this process will enable communities to actively influence land use and development, as part of statutory planning. The Parish Council felt this could be an opportunity to shape future development in the area whilst safeguarding and enhancing what is valued. Following various discussions and meetings a Steering Group was established to oversee the process of preparing a NDP, within the context of the TRDC Local Plan.

2. Purpose

The Steering Group's purpose is to design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by TRDC and become planning policy.

3. Principles

- That the Steering Group will utilise the results of the Parish Survey as published in January 2015 from which to build the Neighbourhood Development Plan.
 - That the Steering Group will give or encourage those who live in the five parishes the opportunity to inform and shape the process e.g. through taking part in the consultation process.
 - That the Steering Group will make this a positive and constructive process.
- That ultimately it is intended to take a holistic approach that will improve quality of life and strengthen the community.

4. Tasks and Activities

- Work with the Parish Council and ensure that they are fully informed throughout the process, and appropriate decisions referred to them when applicable;
- All key decisions must be mutually agreed by the Steering Group and Parish Council – hence the need to ensure communication is effective and appropriate;
- Prepare a project plan to set out how they will create a NDP;
- The project plan should contain a timeframe to focus activity and to aid planning;
- Publicise the intention to produce a NDP, to inform and engage the community, and publicise all subsequent activities and progress;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information;
- Establish and understand the needs of residents and what the long term vision or aspiration is;
- Decide upon and, if required, set up sub-groups (or theme groups) to gather statistics, information and views, subject to this being agreed and delegated by the full steering group;
- Liaise with residents, partners and stakeholders throughout the development of the NDP;
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of the residents;
- Analyse the available information to prepare the draft and final NDP;
- Produce notes/minutes from Steering Group meetings and circulate to Parish Council and Steering Group members (and others as agreed to be appropriate e.g. support staff);
- Set up a mechanism to inform interested residents of progress e.g. monthly updates by email. Encourage residents to sign up to this;
- Actively publicise the draft NDP prior to the Referendum;
- Agree financial arrangements and budget with Parish Councils.

5 Membership of Steering Group

- The Steering Group should consist of five members

- A person living outside the parish but running an established local business may be invited to join, subject to there being no conflict of interest;
- The Steering Group shall be quorate when at least half of the members attend;
- Parish Councillors, as well as other agencies appointed by the Council to support the process will be voting members of the Steering Group. Other Councillors, Officers or members of the public are able to attend meetings and contribute to the discussions as required.

6 Roles within Steering Group

The Steering Group shall elect a Chair, Vice Chair and Secretary.

If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Steering Group members) will be elected for that meeting.

The Secretary will take notes/minutes from the meeting, record main decisions and action points; and make available to the public these and any relevant information as appropriate.

7 Steering Group Meeting Arrangements

- The Steering Group (and sub or theme groups) shall meet regularly and as necessary;
- The public can observe the meeting and speak at the Chairpersons discretion;
- Decisions from sub or theme groups should be relayed back to the full Steering Group for ratification and/or information;
- From time to time other stakeholders or interested parties may be invited to attend a specific Steering Group meeting to give a presentation and/or discuss their interest in the proposed NDP;
- A list of Steering Group members and contact details shall be maintained.
- Details of, and any changes to, the Steering Group membership will need to be notified to, and agreed by the Parish Council.

8 Finance

- Expenditure to be agreed by majority decision by the Steering Group.
- Finance decisions will need to be recorded in the minutes and notified to the Parish Council.
- Expenditure must fall within the level of funds held by the Parish Council in respect of the Chorleywood NDP who will supply financial updates in order to make appropriate financial decisions.
- If expenditure is desired in excess of the funds available, this will need to be decided upon and agreed by the Parish Council.

9 Changes to the Terms of Reference

Any amendments to the terms of reference may be made at a Steering Group meeting and agreed by the majority of the Steering Group members. Amendments to be notified to the Parish Council.

10 Dissolution of the Group

The members will agree by a majority vote at a Steering Group meeting, to call a Special General Meeting for the sole purpose to dissolve the group.

Upon dissolution of the group any remaining funds shall be used to fund projects set out in the Chorleywood Neighbourhood Plan for the benefit of the community. No individual member of the group shall benefit from the dispersal.

The Terms of Reference was adopted at a Parish Council meeting held on 19th April 2016.