

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 11TH MARCH 2014

MEMBERSHIP & ATTENDANCE

Chairman: * T Edwards

Councillors * Mrs W Boatman
* Mrs M Jarrett
* R Khiroya (ex officio)
* F Mahon-Daly
* Mrs A Preedy
* Mrs L Sutherland (ex officio)
* S Watkins
* Mrs J Worrall

* Denotes members present

There were two members of the public present.

13/89 APOLOGIES FOR ABSENCE

There were no apologies for absence.

13/90 DECLARATIONS OF INTEREST

There were no declarations of interest.

13/91 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting held on 14th January 2014 which had been discussed at Full Council with no changes made, be approved as a true and correct record.

13/91 MATTERS ARISING FROM THE MINUTES

The meeting was suspended to allow Mr G Hill – Friends of Chorleywood Common to address the Committee – thanking the Officers and Members for their contribution towards their AGM. The meeting was then reconvened.

13/76 Open Spaces Officers Report. It was understood that the Cricket Club had been to a meeting with TRDC to discuss their proposals for their new clubhouse. The Clerk advised that no plans had been seen and that she had not been advised of anything officially.

13/92 FINANCIAL COMPARISON STATEMENT 2013/14

In response to a member's question, the Clerk advised that there was a further Higher Level Stewardship instalment to come in.

The Committee

RESOLVED

To note the report.

13/93 NATURE TRAIL

This agenda item was brought forward to allow the Temporary Research Assistant to take part in this item on the agenda

Members were briefed on the feedback from the Common Information Day where members of the public had been asked their opinions on the proposals for the Nature Trail. Whilst the responses were not mathematically or statistically robust, they were an indication of views. Members were advised that the mushrooms, seats and other carvings created by the Rangers on tree stumps on the Common were creating a lot of interest. In response to a question Members were advised that the current figure for funding for the Nature Trail being applied for was £59K, but was likely to rise.

13/94 OPEN SPACES OFFICER'S REPORT

Maintenance of the Horse track: Members were advised that this had been discussed with Natural England who had advised the material suggested for the maintenance was not suitable given the proximity of the area track to one of the ponds and had suggested grasscrete. This was clearly not suitable for horses so the maintenance had for the time being been put on hold.

The issue of riders not keeping to the permissive horse track was discussed. The British Horse Society had previously advised that if riders were not on the horse track they were not covered by insurance for themselves or others. The Clerk had also previously written to the local stables highlighting the issue. Following discussion

The Committee

RESOLVED

That the Clerk engages with the relevant National bodies regarding the horse track.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Mahon-Daly and carried unanimously.

Christchurch Brick and Flint wall along the A404: The two quotes that had been received by the Council for the repair and maintenance of the flint wall around Christchurch were explained. It was suggested that it would be better to do as a whole but funding was not allocated to the required amount. After further discussion on the budget position:

The Committee

RESOLVED

That the work to the whole wall bordering the road be completed this summer and that the necessary revenue be taken from the underspend from Open Spaces. This was proposed by Cllr Mrs Jarrett, Seconded by Cllr Mrs Sutherland and carried unanimously.

Height Restriction Barrier at Shepherds Bridge Permissive parking area: Members were concerned about the operation of such a barrier whilst agreeing with the principle of the idea to address the damage being caused by heavy goods vehicles turning in the area and suggested that Herts County Council be consulted.

Treeworks at Grovewood: During the course of treeworks at Grovewood the Contractors had noted a further number of trees not included in the original contract that in their view now needed attention.

The Committee

RESOLVED

That the work be undertaken at the quoted cost of around £600 plus VAT

This was proposed by Cllr Mrs Worrall, seconded by Cllr Mrs Jarrett and carried unanimously.

Grazing: Members were advised that the meeting with the stockman had taken place and that initially four cattle were to be trained with the collars. Following discussion the line of the compartment for the

fencing had been adjusted to the top of the hill along Dog Kennel Lane. Members were advised that there was interest in the grazing from a number of other Councils who would be coming to visit during the course of the grazing period.

Parking Proposals: Members were updated on the progress of the implementation of the scheme and voiced concerns that the scheme should be well publicised. It was agreed that notices would be put up in the two permissive parking areas affected and full information would be available on the website before the scheme came into operation.

The Committee
RESOLVED
To note the report.

ALLOTMENTS

13/95 OCCUPATION

The Council
RESOLVED
To note the occupation

13/96 WAITING LISTS

The Council
RESOLVED
To note the details on the waiting list

LAWN CEMETERY

13/97 INTERMENTS

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

13/98 REQUEST FOR MEMORIAL BIRD BATH IN THE CEMETERY

The Committee
RESOLVED
That the request to place a memorial bird bath in the cemetery be agree subject to the condition that the supplier installs the item given the weight of the chosen product.

This was proposed by Cllr Edwards, Seconded by Cllr Mrs Boatman and carried unanimously.

13/99 CEMETERY FLOWERS

Members were advised that the Cemetery Administrator had endeavoured to find suitable pot holders with spikes. Only one option had so far been found which in itself will cause issues with storage, robustness and availability to visitors to the Cemetery. An example of this option had been purchased which was passed round the meeting. Although marketed as a pot holder members felt that it was not fit for purpose.

The Committee
RESOLVED

That the rule regarding flowers in the Lawn Cemetery would stand for the time being but that Officers continue to try to find a suitable alternative container for pots for use in the Cemetery.

This was proposed by Cllr Mahon-Daly, Seconded by Cllr Mrs Jarrett and carried unanimously.

13/100 COMPOUND IN THE LAWN CEMETERY

The Committee
RESOLVED

That the Compound in the Lawn Cemetery is agreed with the exact location subject to discussion with the Diocese.

This was proposed by Cllr Watkins, Seconded by Cllr Mahon-Daly and carried unanimously.

COMMON AND GROVEWOOD

13/101 MOTH SURVEY

The Committee
RESOLVED

That permission be given for the survey of moths on Chorleywood Common to continue this year with vehicle access onto the Common.

This was proposed by Cllr Mahon-Daly, seconded by Cllr Edwards and carried unanimously.

13/102 PURCHASE OF A NEW MINI EXCAVATOR

The Committee
RESOLVED

That a new Kubota Mini Excavator be purchased in part exchange of the current digger and bucket with the engine immobiliser at the additional spend also being purchased.

This was proposed by Cllr Mahon-Daly, seconded by Cllr Watkins and carried unanimously.

In passing the Rangers were given credit for the part exchange value of the existing digger which was down to their careful machine maintenance regime.

GENERAL

13/103 THANKS

The Chairman stated that as this was the last Open Spaces committee of the current Council he wished to thank all those who he had worked with and in particular Cllr Mrs Jarrett who had been on the Committee for over 25 years.

13/104 CLOSURE

The meeting having commenced at 8.00 pm closed at 9.55 pm.

Signed ...Chairman agreed by email Date31/3/2014.....

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

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

Open Spaces Financial Budget Comparison

Comparison between 01/04/14 and 01/07/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/14

		2014/2015	Actual Net	Balance
Open Spaces				
Income				
20	Allotment Rents	£3,750.00	£3,130.00	-£620.00
21	Grants	£5,800.00	£0.00	-£5,800.00
22	Interment Charges	£33,000.00	£9,697.00	-£23,303.00
23	Memorial Plaques	£24,500.00	£4,115.00	-£20,385.00
24	Miscellaneous	£250.00	£0.00	-£250.00
26	Trade Concessions	£0.00	£0.00	£0.00
27	Wayleaves/Easements	£50.00	£0.00	-£50.00
28	Allotments Keys	£25.00	£0.00	-£25.00
29	Parish Paths Grant	£2,000.00	£0.00	-£2,000.00
30	Common Lettings	£1,500.00	£1,988.00	£488.00
31	Memorial Benches	£0.00	£0.00	£0.00
32	Admin Fees	£25.00	£0.00	-£25.00
Total Income		£70,900.00	£18,930.00	-£51,970.00
Expenditure				
200	Salaries	£64,000.00	£13,454.14	£50,545.86
201	Income Tax & NI	£24,750.00	£1,145.83	£23,604.17
202	Superannuation	£20,000.00	£1,604.82	£18,395.18
203	Travelling Expenses	£550.00	£270.40	£279.60
204	Cemetery Rates	£950.00	£0.00	£950.00
205	Allotment Services	£1,500.00	£0.00	£1,500.00
206	Allotment Maintenance	£1,200.00	£0.00	£1,200.00
207	Cemetery Maintenance	£1,200.00	£0.00	£1,200.00
208	Cemetery Services	£50.00	£0.00	£50.00
209	Christchurch Cemetery	£4,120.00	£518.02	£3,601.98
210	Contribution to Funds	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,700.00	£435.60	£3,264.40
212	Equipment & Tools	£1,000.00	£59.64	£940.36
213	Seats	£0.00	£0.00	£0.00
214	Grass Cutting/Grazing	£6,000.00	£330.52	£5,669.48
215	Skip Hire	£1,250.00	£300.00	£950.00
216	Tree Surgery & Inspection Reports	£5,000.00	£0.00	£5,000.00
217	Ground Maintenance	£5,000.00	£615.80	£4,384.20
218	Groveswood & Tree Inspection	£1,500.00	£0.00	£1,500.00
219	Legal fees	£2,000.00	£75.00	£1,925.00
220	Maintenance of Horse track	£500.00	£0.00	£500.00
221	Memorial Plaques	£15,450.00	£1,760.95	£13,689.05
222	Miscellaneous	£1,500.00	£43.20	£1,456.80
223	Refurbishment of Plaques	£0.00	£0.00	£0.00
224	Refuse Collection	£860.00	£416.79	£443.21
225	Mobile Telephone	£400.00	£109.00	£291.00
226	Vehicle Maintenance	£5,250.00	£32.47	£5,217.53
227	Litter Bins	£0.00	£236.99	-£236.99
228	Chiltern AONB	£1,900.00	£958.00	£942.00
229	Health & Safety	£2,000.00	£250.82	£1,749.18
230	Parish Paths	£500.00	£0.00	£500.00
231	Allotment Competition	£350.00	£0.00	£350.00
232	Parking Meters	£1,550.00	£0.00	£1,550.00
Total Expenditure		£174,030.00	£22,617.99	£151,412.01

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 8

Date: TUESDAY 8TH JULY 2014

Subject: OPEN SPACES OFFICERS REPORT

Committee Member:

Officer Contributors: Andrew Goddard, Parish Ranger, Claire James Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

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

1. RECOMMENDATIONS

None

2. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

3. LEGAL ISSUES

None

4. BACKGROUND INFORMATION

4.1 Allotments

- A number of allotments have been given up this year, the majority at Copmans Wick with Dog Kennel Lane following close behind. Unfortunately at the Swillett allotment site which has the longest waiting list very few have been given up. There are however a number of plots at all three sites which are not being maintained in accordance with the Conditions of Tenancy. These are being followed up and where there are no extenuating circumstances (e.g. illness) preventing cultivation, steps will be taken following due process to recover these plots.
- All sites have been cut a number of times so far and vacant plots have been strimmed where possible.

4.2 Lawn Cemetery

- The Cemetery Rangers have been kept very busy in the Cemetery with grass requiring strimming and mowing weekly in the early part of the Spring/Summer.
- The rose beds outside the Cemetery have been covered with bark chippings which has made the entrance to the Cemetery look more attractive. The other flower beds inside the cemetery have been weeded and mulched. The conifer bushes in the heather bed have been trimmed and tidied. The second pruning of the roses took place in March.
- The mole population in the cemetery appears to have decreased a little but unfortunately the rabbit population seems to be on the increase.

- Small square flower beds were planted in red, white and blue but unfortunately the rabbits and wildlife in the Cemetery have once again thwarted us and have eaten most of the foliage. If these beds are to be maintained, and they do provide an attractive line to the path between Sections a and B of the Cemetery, it is felt that more mature plants such as a form of Conifer or Yew will need to be planted which should be less attractive to the wildlife. Suitable plants will be researched and presented to the next Open Spaces Committee.
- Hanging baskets in the cemetery were also planted in red, white and blue and have survived the attack of the wildlife so far.
- A new resident has recently been spotted in the Cemetery – a grass snake was seen this week at the edge of Section C.
- There have been eight full burials and eleven ashes interments since the last report.

4.3 Christchurch Cemetery

- Stress testing of the memorials is due to take place this month. This is an annual requirement.
- The company chosen to undertake the work to the Christchurch Cemetery Wall facing the main road has confirmed that the work will be undertaken during the school summer holidays. This will minimise the disruption to members of the public as sections of the footpath along the main road will have to be closed whilst the works are in progress. Final details are being confirmed but work is expected to start shortly after the 23rd July which is the last day of term at Christchurch School. Both the Church and School have been informed of the works. The Church have been very forthcoming and confirmed that the contractors needs of access to water and facilities can be met and are open to discussions about possible storage and power requirements.
- Complaints about the state of the closed Churchyard at Christchurch have been received. The Parish Council took on responsibility for the churchyard when it was closed prior to 1987 when the then Chairman of the Council agreed to this. This responsibility for maintenance is discharged by quarterly payments to the Church on presentation of invoices for the maintenance contract they manage.
- Arrangements for the Wedding at Christchurch that has been booked for the same day as Village Day have been confirmed. The Church are to provide their own parking marshals for the day and parking for the wedding will be limited to the School playground i.e. the tarmac area of Christchurch Car park. It will however limit parking availability for Village Day.

4.4 Chorleywood Common

- A request to film a music video on the Common on the 18th June was granted. The film company requested use of the Shepherds Bridge permissive parking area which was closed for the day, use of part of the Lorry permissive parking area for their catering vehicles and permission to film on various parts of the Common. One of the areas was close to the cattle grazing and with the agreement of the grazier the cattle were kept in for the duration of the filming to prevent any distress to the cattle. The company also requested the services of the Common Ranger and the RTV which was included in the agreed charge. It was however a long day with preparation, filming and clearance taking place between 8am and 9.30pm. A letter of thanks was subsequently received praising the Parish Council and it is hoped that the Common may be used again in the future. Revenue of £2100 (incl VAT) was received for the day which will be put back into the Common Budget.
- The new parking scheme at the War Memorial Hall and Shepherds Bridge permissive parking areas has suffered a number of teething problems with the ticket machines both being vandalised and suffering a number of faults. The parking company have been quick to address these faults and the system is now back fully operational. Officers have a meeting with the company to review the operation of the system before the first quarter's invoice is paid.
- Regular litter picking continues although no major gatherings of youths have yet been experienced. It is likely that this will change once the summer holidays commence.
- All the ponds have been surveyed and are monitored regularly. Frogs, toads and all three species of British Newt are present and breeding in the ponds. A report has been sent to Natural England, Herts Environmental Records Centre and other interested parties as part of the obligations of the Ranger's newt licence and is available in the Office.
- At the beginning of March a large amount of core wood was logged up and left for the public to take near to Christchurch pond. All the larger logs were left to be used as seats, climbing opportunities etc. One log was

notched and placed against a suitable 'Y' shaped Oak tree to provide both a climbing and den building opportunity. A further four mushrooms have been carved bringing the total on the Common to ten.

- A nocturnal animals walk was undertaken with Christchurch school. As part of this a display of newts was shown to the children.
- The following day a walk and talk for the children of Chorleywood Primary involved in the Chilterns Common Project was held. Again a display of newts was given.
- A species hunt was organised for Woodoaks and a scavenger hunt was undertaken for the Chorleywood and Loudwater Childrens Centre.
- Pond dipping for Friends of Chorleywood Common took place in May. A further pond dipping session was organised for the Chorleywood and Loudwater Childrens Centre.
- The Ranger took the Brownies litter picking on the Common who were very well behaved. Unfortunately a small number of the Cubs who were taken out later the same evening for a pond dipping and mini beast hunt were more boisterous but the majority were well behaved. Thanks are however due to Michael Hyde who stepped in to help out the Ranger with the Pond dipping as the Rangers Newt licence renewal had been delayed due to Natural England's new system of renewal
- The Common Ranger went out with the volunteers to reseed the heather seed along Common Road in areas that had been scraped, using seed which had been collected by the Ranger in the previous year. To date no signs of the heather seed having propagated have been seen although it may be a little early yet.
- Brambles and saplings were cleared from behind patches of gorse on the Common Road side of the Common and the turfs from the scrapes were used in this area. This ensures that no species of grass, wild flowers etc are lost from the Common.
- Fallen branches from along Common Road were cut cleared and stacked. A number of dead and fallen trees in the May bushes were also cut and stacked.
- Grass cutting on the Common has commenced and will continue for a few months yet.
- Flag Iris that had been placed by unknown parties in Christchurch Pond was removed by the Rangers. This is due to possible contamination with BD (a disease that kills amphibians), invasive plants and fish eggs.
- Minor repairs were made to the surface of the grasscrete part of Christchurch car park following complaints from users.
- Since the purchase of the new cut and lift machine last year, the following areas have received a spring/early summer cut and lift:
 - Lower part of the May Bushes
 - Around Cherry Tree Cottages
 - Eastern side of Sladdys fire ride
 - The other side of the permissive horse track on Dog Kennel Lane
 - The fire ride between the second and the fourth holes of the Golf Course
 - The small area to the east of Cherry Tree Cottages

This early cut and lift will help to reduce nutrients that have accumulated due to the former grass cutting regime and therefore allow wild flowers more of an opportunity to compete against the grasses which are naturally more vigorous especially when there is an accumulation of fertility. Thus increasing biodiversity within these areas and also increasing the size of our areas of unimproved grassland as stated in our Higher Level Stewardship (HLS) agreement.

- We have had two students carry out work experience with the Ranger on the Common.
- The Clerk and Ranger met with HCC to discuss their request for a hard surface footpath along the A404. The risks of such a path and the possible damage to the Common together with its proximity to a couple of the ponds were all pointed out to the HCC officers. The proposed footpath crossed the Cricket outfield which would have created problems when cricket is being played. As it was partly proposed as part of a drop off scheme called 'Park and Stride' for the students of Clements Dane School using the permissive parking areas, the terms of use of these areas would also have been in question as they are provided for the right of air and exercise on the Common. HCC are now looking at alternatives.
- Fly tipping on the edge of the Common at the hairpin bend containing paving slabs and spoil was removed by contractor, the job being too large for the Rangers to undertake, at a cost of £300.
- Another Koi carp, believed to be the last, was caught and removed from Darvells Pond. It has taken just under a year to remove these fish that were dumped in this pond. Unfortunately many goldfish and sticklebacks still remain in the pond.

- The Ranger has met a number of residents to discuss concerns about trees on the Common near their properties. We will continue to monitor them and take any action necessary accordingly.
- The cattle returned to the Common towards the end of May for conservation grazing. Prior to this the Rangers and the Clerk met with the grazier to agree the line of the virtual fencing and requirements of the grazing. Following this the fencing was installed with minimal damage to the Common and looking along the line now it is almost impossible to see where it was laid. The Railway Field had electric fencing installed by the Rangers as an extra precaution as this area was used by the cattle as their overnight paddock to keep them secure. Signs to warn motorists and the public of grazing cattle were put up in the area and nearby road, together with public information signs advising why grazing was taking place. Notices were also put on the Parish Council website. Letters were hand delivered to local residents in the area of grazing advising them. The Ranger has received mainly positive feedback from Common users with many now disappointed to see the cattle go. The office received only one formal complaint against the grazing which was responded to giving the reasons and detail behind the conservation grazing. A small number of issues were experienced with the collars, these were resolved without incident. The cattle were removed at the end of June and the grazier is going meet to discuss with the Clerk and Rangers the outcome of the trial later this month.
- A number of newly found wild flowers have been spotted and have been found additionally in new locations to their original sites.
 - A second area of Coralroot (a plant only found in the Chilterns) has been found near the A404
 - Star of Bethlehem found near to shepherds Bridge last year has been noted in three further areas of the Common. After reporting to Herts Biological Records Centre (HERC) it was recommended that we enlist the services of botanist to establish whether it was the native form of this plant or not. With thanks to Brenda Harold we have now established that it is indeed the native form. Previously most of these areas had been mowed regularly for amenity use therefore these species never have flowered and therefore would not have been noted.
 - Bee Orchids have again returned, after an absence of over ten years, to the lower chalk slope above the Railway Field, around twenty or so were noted by the Ranger however more may be present in the wider area.
 - Again we have seen a fantastic display of Pyramidal Orchids, numbers appear to be increasing, however on the lower chalk slope numbers have gone from six noted last year to at least forty this year. This area received its first cut and lift last year using the new machinery as contractors previously would not cut and lift this area due to the undulations in the ground and possible damage to the type of machinery used by contractors.
- Bracken has been cut in the wooded area next to the Village Day ride to try to improve biodiversity of the understorey. It has also been controlled in the areas around the Coralroot to allow this to seed more successfully.
- The Ranger came in one Monday morning to find a bridge had been built across the New Pond using large logs and brush. The tractor had to be used to clear the larger material. It is possible that in building this bridge damage may have been caused to the newts which would have been at the height of their breeding season at that time.
- The blackthorn by Cherry Tree Dell was cut back to maintain the fire break here.
- The Clerk and the Ranger met with UK Power Networks to discuss their proposed planned route for an upgraded power supply to Cherry Tree Cottages. Changes to their route were agreed due to the presence of the Star of Bethlehem in that area.
- The Clerk and Ranger also met with contractors working on behalf of Affinity Water to discuss the route and reinstatement requirements of a water main across the common in Chorleywood Bottom. Work on this has now commenced.
- A species count undertaken by a Ranger in Larks Meadow in early June has identified just under seventy different species of flowering plant (not including grasses) together with seven species of butterflies and day flying moths at that time, three different species of damsel flies and three different species of dragonflies.
- Ongoing butterfly recording is taking place by the Ranger to compare with the species list compiled by Friends of Chorleywood Common. Last year only two marbled whites were seen by the Ranger, this year this has seen an increase to at least twenty so far. Small skippers have also been noted by the Ranger which were not seen last year although had been recorded previously by Bill Cattle as part of the Butterfly survey undertaken by him. This noted increase in numbers may be attributable to areas intentionally left uncut last year providing over wintering opportunity to many of these species.

4.5 War Memorial and Bullsland Hall

- Grass and hedges have been cut at both sites.

4.6 Grovewood.

- No major work has been undertaken recently at Grovewood but little picking is regularly undertaken.

4.7 Parish Footpaths

- The Rangers have now commenced work in earnest on the Parish Footpaths with the majority having had their first cut.
- The Parish Paths Partnership has awarded a grant of £1000 towards replacement parish path signage and the production of a leaflet detailing the paths in Chorleywood Parish.

4.8 Parish Office

- The flower bed created outside the Parish Office last year by the Apprentice Ranger, has been replanted with summer bedding using the red, white and blue scheme. It has created a colourful display outside the office and to users of the A404.
- Hanging baskets have also been planted and placed outside the office again in this same colour scheme.
- Grass is being cut regularly around the office.
- The large hedge around the back of the office building was cut back.
- The gutters were cleared of leaf debris, moss and plants that were beginning to establish themselves in the gutters

4.9 General

- Regular maintenance and checking of equipment continues.
- Repairs have been made by the Rangers where needed.
- The replacement digger is now in use in the cemetery and is proving to be far more safe and efficient in the digging of graves.
- Two of the Rangers attended a course as part of the Chilterns Common project on Tree Inspection held at Boxmoor.
- The new Assistant Parish Ranger was appointed following interview and joined the team on the 14th April. He has quickly become a well established member of the team.
- The Common Ranger has recently had his Newt Licence renewed. However it should be noted that the terms have changed and the single licence has now been replaced with two, one for surveying and one for educational displays. Changes to the reporting system mean that the Ranger is now obliged to report findings to Natural England on a much more regular basis. However without this the Parish Council would not be able to undertake any work without being able to prove that no newts would be disturbed. Given that they are present in all ponds this would be an almost impossible task.
- Christchurch School are planning an activity day for years 2-5 at school on Monday 21st July. The event is being run by an external provider, Aktiv Events. There will be a mobile climbing wall, sumo suit game, archery, team challenges and an inflatable assault course brought on to site. Following discussion with the Clerk, the archery will be run in the school grounds, the other activities on the edge of the Common. The organisers have undertaken to not use any of the areas with long grass, keep off the cricket wicket and as far as possible the pitch as well. They will be informing the Cricket Club and Church of their intentions in order to ensure that there is no clash with them. Risk assessment and Public Liability documentation has been provided