

Month No : 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Open Spaces					
300 Salaries - Open Spaces					
4000	Salaries	38,987	66,200	27,213	27,213
4020	PAYE & NI	16,103	22,780	6,677	6,677
4030	Superannuation	16,509	26,525	10,016	10,016
4055	Travelling Expenses	380	1,550	1,170	1,170
4900	Misc Expenditure	88	350	262	262
	Salaries - Open Spaces :- Expenditure	72,068	117,405	45,337	0
	Net Expenditure over Income	72,068	117,405	45,337	
310 General Open Spaces					
4500	Equipment & Tools	762	1,030	268	268
4501	Equipment Fuel	26	1,750	1,724	1,724
4502	Vehicle Maintenance	2,455	3,650	1,196	1,196
4510	Skip Hire	600	1,650	1,050	1,050
4515	Refuse Collection	955	885	-70	-70
4520	Mobile Telephone	250	400	150	150
4540	Parish Paths Expenditure	0	500	500	500
4545	Parking Meters	1,330	2,500	1,170	1,170
4900	Misc Expenditure	305	1,150	845	845
	General Open Spaces :- Expenditure	6,683	13,515	6,832	0
1300	Grants Received	1,776	5,800	-4,024	0
1310	Parish Paths Grant Received	0	2,000	-2,000	0
1390	Admin Fees	250	50	200	0
1900	Miscellaneous Income	135	550	-415	0
	General Open Spaces :- Income	2,161	8,400	-6,239	
	Net Expenditure over Income	4,522	5,115	593	
320 Allotments					
4600	Allotment Services	381	1,515	1,134	1,134
4605	Allotment Maintenance	0	1,240	1,240	1,240
4610	Allotment Competition	240	350	110	110
	Allotments :- Expenditure	621	3,105	2,484	0
1400	Allotment Rents	3,416	3,760	-344	0
1410	Allotment Keys	100	25	75	0
	Allotments :- Income	3,516	3,785	-269	
	Net Expenditure over Income	-2,895	-680	2,215	

Month No : 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
330 <u>Lawn Cemetery & Churchyard</u>					
4660 Cemetery Rates	487	975	488		488
4665 Cemetery Services	59	56	-3		-3
4670 Cemetery Maintenance	908	1,240	332		332
4675 Christchurch Cemetery	5,690	4,250	-1,440		-1,440
4680 Memorial Plaques Costs	10,345	17,000	6,655		6,655
4685 Refurbishment of Plaques	0	0	0		0
4690 Cemetery Benches	1,036	1,036	0		0
4705 Grounds Maintenance	12,944	0	-12,944		-12,944
Lawn Cemetery & Churchyard :- Expenditure	31,471	24,557	-6,914	0	-6,914
1450 Interment Charges	15,546	34,000	-18,454		0
1460 Memorial Plaques Income	19,630	28,950	-9,321		0
1470 Cemetery Benches	1,036	1,036	0		0
Lawn Cemetery & Churchyard :- Income	36,212	63,986	-27,774		
Net Expenditure over Income	-4,741	-39,429	-34,688		
340 <u>Common</u>					
4700 Tree Surgery & Inspections	0	5,150	5,150		5,150
4705 Grounds Maintenance	0	5,150	5,150		5,150
4706 Common Grounds Maintenance	130	0	-130		-130
4710 Grass Cutting/Grazing	5,650	6,180	530		530
4715 Seats	0	0	0		0
4720 Litter Bins	0	1,000	1,000		1,000
4725 Maintenance of Horse Track	0	500	500		500
4730 Dog Bin Maintenance	2,425	3,800	1,375		1,375
Common :- Expenditure	8,205	21,780	13,575	0	13,575
1500 Common Lettings	569	1,770	-1,201		0
Common :- Income	569	1,770	-1,201		
Net Expenditure over Income	7,636	20,010	12,374		
350 <u>Professional Fees - OS</u>					
4355 Legal & Professional Fees	750	2,000	1,250		1,250
4370 Health & Safety	392	2,000	1,608		1,608
4760 Grovewood & Tree Inspection	0	1,545	1,545		1,545
4765 Surveys	100	500	400		400
4770 Chilterns AONB & CMS	984	1,925	941		941
Professional Fees - OS :- Expenditure	2,226	7,970	5,744	0	5,744
Net Expenditure over Income	2,226	7,970	5,744		

Month No : 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Open Spaces :- Expenditure	121,273	188,332	67,059		
Income	42,457	77,941	-35,484		
Net Expenditure over Income	78,816	110,391	31,575		

Date: TUESDAY 22ND NOVEMBER 2016

Subject: OPEN SPACES OFFICERS REPORT

Committee Member:

Officer Contributors: Parish Ranger, Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Parish Rangers, Deputy Clerk

1. RECOMMENDATIONS

- 1. Cemetery Hedge:** Members are asked to consider what action to take regarding the arch in the hedging between the two main sections of the Cemetery in the interests of Health and Safety . It should be noted that no action is necessarily required until the Cemetery hedge is next cut in autumn 2017. ***(See Para 5.1.1)***

2. RELEVANT PREVIOUS DECISIONS

None

3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 3.1 To consider the Health and Safety concerns raised under Recommendation 1.

4. LEGAL ISSUES

- 4.1 None Specific

5.BACKGROUND INFORMATION

5.1 CEMETERY The hedge in the cemetery has received its annual cut. However concerns have been raised with the arch of hedging that separate the two main parts of the cemetery i.e. sections A,B, and C with Sections D,E, F and G. This arch has now reached the maximum limits for the Rangers to cut and it will no longer be possible to cut this safely. Options to address this include:

- Removal of the hedge arch
- Purchase of a cherry picker – cost prohibitive for one bit of hedge
- Hire of a cherry picker for 1 day – not cost effective for one bit of hedge and additionally the Rangers would require training and certification for use of the equipment which again is not cost or time effective
- Employ a contractor to cut the arch – cost unknown

With the removal of the arch there is an additional issue that the water supply to section G of the cemetery (also used by the Chorleywood Orchard Volunteers) runs through the arch. This would need to be relocated under the tarmac path with a grill over to protect.

Members are asked to consider what action to take regarding the arch in the hedging between the two main sections of the Cemetery in the interests of Health and Safety. It should be noted that no action is necessarily required until the Cemetery hedge is next cut in Autumn 2017. **Recommendation 1**

The first two full burials have taken place in Section E of the Lawn Cemetery which is now the section for full burials in consecrated ground.

Leaf clearing and the removal of mole hills are regular activities at this time of year.

5.2 CHRIST CHURCH CEMETERY

The quote for the tree works identified by the tree survey undertaken in March 2016 has been requested from the tree surgeons that undertook the survey but have not yet been received in the office.

5.3 GROVEWOOD

The working party to remove the Laurel at Grovewood will be established shortly and programmed in with the winter work programme. Regular litter picking takes place.

5.4 CHORLEYWOOD IN BLOOM

The Rangers played a key role in the summer to winter changeover of the hanging baskets and planters.

5.5 COMMON

Cut and collect mowing – Common Road and around heather on Common Road. May bushes, by cricket outfield, Gun Dell area, Chorleywood Bottom slope, Top Common Ponds, contractor cut and baled top of larks Meadow, bales stored in Lorry parking area.

Grass cutting – the grass has been cut near Cherry Tree Dell and the perimeter of the area opposite the Old Shepherd.

Flooding – Thunderstorm on the night of 15th September caused flooding around the common. The worst hit was the triangle near Clements Road. Warning signs placed around the flooded area. The grazing fence has not worked since.

Heather seed has been harvested for Heathland Restoration project

Cattle: The cattle left the Common prematurely on the 23rd September due to the inability to detect and repair problems with the fencing system following the severe flooding of the area. The grazing area has been cut and collected in the absence of the cattle. Fencing between Railway and Chalk slope has been damaged by cattle the posts have been broken and need repair. In addition a long section of Virtual fencing wire has been pulled up and snapped between the May Bushes / Chalk grassland compartments. This needs repairing then reburying.

Dog Bins: two new large dog bins were installed and War Memorial Hall and Shepherds Bridge permissive parking areas. No overflows noticed since. Shortly after installation one bin had the lid blown off with fireworks which has since been repaired at a cost of £60

Fallen Oak Tree cleared from the woodland path parallel to the first fairway

5.6 Common Education:

Forest School in conjunction with Christchurch School begins on the 18th November with 6 lessons planned initially.

5.7 Licences: The Ranger's Great Crested Newt (GCN) licence return has been completed and forwarded to Natural England and other interested parties as part of the annual renewal process. All relevant staff have now received their ID and PSPOs can now be issued.

5.8 PERMISSIVE PARKING AREAS ON THE COMMON

Christchurch Car Park – after receiving complaints from Christchurch School of a blocked drain in the car park, a local contractor was engaged to resolve the problem and the drain is now running freely. The resurfacing of the tarmac around the drain will be completed shortly.

5.9 ALLOTMENTS Letters have been sent to all the residents around the Copmans Wick advising them of the illegality of the dumping of rubbish in the allotments and notices have been placed in the allotment site confirming this. It is known that dumping of rubbish is taking place by both some of the nearby residents and some allotment holders in the wooded area on one side of the site and the problem is getting worse. The Clerk has spoken to Cllr Martin Trevett in his District capacity and it is understood that he will be facilitating a meeting with the relevant officers at TRDC regarding the fence between the allotment site and TRDC land. The last cut at the allotments has taken place

5.10 Grass cutting of Amenity areas Grass cutting has taken place at the Office and Halls

5.11 PARISH PATHS: The majority of the Parish Paths have been strimmed and cut back where required and the invoice for this work will be submitted to Herts County Council shortly.

5.12 EQUIPMENT The O rings in the valve box of the tractor have been replaced due to a hydraulic leak. The blower has been repaired. Both of these tasks were undertaken by Browns.

Date: TUESDAY 22nd NOVEMBER 2016

Subject: REVISED BUDGET

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Revised Budget calculation

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee approve the Revised Budget for Open Spaces for 2016/17 with a net increase of £12433

2. RELEVANT PREVIOUS DECISIONS

2.1 The increase in salaries is due to the new position of Parish Ranger which was agreed at Full Council min 16/39 refers

2.2 From April 2016 Contracted out National Insurance ceased giving a 2% increase in NI contributions for employees and Employers.

2.3 The income relating to the insurance money towards the rebuilding of Christchurch wall was collected in the 2015.16 financial year however the work was carried out in the 2016.17.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.

4. RISK MANAGEMENT ISSUES

4.1 Non Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1

6. LEGAL ISSUES

6.1 None Specific.

7. BACKGROUND INFORMATION

7.1 Attached shows the revised budget calculation

7.2 Alterations to the budget are as follows

Income

Cost Centre	Account Code	Budget	Detail
310	1390	200.00	Increase in admin fees
320	1400	£3500	Decrease in budget allotments available
320	1410	£100	Increase additional keys sold
330	1460	£30000	Increase in plaque income

Expenditure

300	4000	£71450	Increase New post
300	4020	£29880	Increase New post and change to NI contracted out
300	4030	£29300	Increase New post
310	4515	£955	Increase Fee now charged for Recycling
330	4660	£810	Decrease in Business Rates
330	4665	£60	Slight increase
330	4675	£6250	Increase due to necessary tree work and laying of memorial Stones
330	4680	£15000	Decrease in purchase of Memorial plaques
330	4705	£12944	Work carried out on Christ Church Wall Income in 2015/16

This gave a net increase in expenditure of £12433 (excluding the cemetery wall costs)

Budget Detail - By Centre

Note : Revised Budget 2016/17

		<u>Current Year</u>		
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
300	<u>Salaries - Open Spaces</u>			
4000	Salaries	66,200	38,987	71,450
4020	PAYE & NI	22,780	16,103	29,880
4030	Superannuation	26,525	16,509	29,300
4055	Travelling Expenses	1,550	380	1,550
4900	Misc Expenditure	350	88	350
	OverHead Expenditure	117,405	72,068	132,530
	300 Net Expenditure	117,405	72,068	132,530
310	<u>General Open Spaces</u>			
4500	Equipment & Tools	1,030	762	1,030
4501	Equipment Fuel	1,750	26	1,750
4502	Vehicle Maintenance	3,650	2,400	3,650
4510	Skip Hire	1,650	600	1,650
4515	Refuse Collection	885	955	955
4520	Mobile Telephone	400	250	400
4540	Parish Paths Expenditure	500	0	0
4545	Parking Meters	2,500	1,330	2,500
4900	Misc Expenditure	1,150	305	1,150
	OverHead Expenditure	13,515	6,628	13,085

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Note : Revised Budget 2016/17

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
1300	Grants Received	5,800	1,776	5,800
1310	Parish Paths Grant Received	2,000	0	2,000
1390	Admin Fees	50	250	250
1900	Miscellaneous Income	550	135	550
Total Income		8,400	2,161	8,600
310	Net Expenditure	5,115	4,468	4,485
320	Allotments			
4600	Allotment Services	1,515	381	1,515
4605	Allotment Maintenance	1,240	0	1,240
4610	Allotment Competition	350	240	350
OverHead Expenditure		3,105	621	3,105
1400	Allotment Rents	3,760	3,416	3,500
1410	Allotment Keys	25	100	100
Total Income		3,785	3,516	3,600
320	Net Expenditure	-680	-2,895	-495
330	Lawn Cemetery & Churchyard			
4660	Cemetery Rates	975	487	810

Budget Detail - By Centre

Note : Revised Budget 2016/17

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
4665	Cemetery Services	56	59	60
4670	Cemetery Maintenance	1,240	908	1,240
4675	Christchurch Cemetery	4,250	5,233	6,250
4680	Memorial Plaques Costs	17,000	8,568	15,000
4685	Refurbishment of Plaques	0	0	0
4690	Cemetery Benches	1,036	1,036	1,036
4705	Grounds Maintenance	0	12,944	12,944
OverHead Expenditure		24,557	29,236	37,340
1450	Interment Charges	34,000	15,546	34,000
1460	Memorial Plaques Income	28,950	17,834	30,000
1470	Cemetery Benches	0	1,036	1,036
Total Income		62,950	34,416	65,036
330	Net Expenditure	-38,393	-5,180	-27,696
340	Common			
4700	Tree Surgery & Inspections	5,150	0	5,150
4705	Grounds Maintenance	5,150	0	5,000
4706	Common Grounds Maintenance	0	130	150
4710	Grass Cutting/Grazing	6,180	5,650	6,180
4715	Seats	0	0	0

Budget Detail - By Centre

Note : Revised Budget 2016/17

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
4720	Litter Bins	1,000	0	1,000
4725	Maintenance of Horse Track	500	0	500
4730	Dog Bin Maintenance	3,800	2,155	3,800
	OverHead Expenditure	<u>21,780</u>	<u>7,935</u>	<u>21,780</u>
1500	Common Lettings	1,770	569	1,770
	Total Income	<u>1,770</u>	<u>569</u>	<u>1,770</u>
340	Net Expenditure	20,010	7,366	20,010
350	Professional Fees - OS			
4355	Legal & Professional Fees	2,000	750	2,000
4370	Health & Safety	2,000	392	2,000
4760	Grovewood & Tree Inspection	1,545	0	1,545
4765	Surveys	500	0	500
4770	Chilterns AONB & CMS	1,925	984	1,925
	OverHead Expenditure	<u>7,970</u>	<u>2,126</u>	<u>7,970</u>
350	Net Expenditure	7,970	2,126	7,970
	Total Budget Expenditure	188,332	118,615	215,810
	Income	76,905	40,661	79,006
	Net Expenditure	<u>111,427</u>	<u>77,954</u>	<u>136,804</u>

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 8

Date: TUESDAY 22nd NOVEMBER 2016

Subject: FEES and CHARGES 2017/18

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: None

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

- 1.1 That the Committee consider the proposed increase of 2% (rounded) to Fees and Charges for
- a) Cemetery
 - b) Memorial Plaques (noting the two increases)
 - c) Allotments
 - d) Licences for the Common

2. RELEVANT PREVIOUS DECISIONS

2.1 Policy & Resources Minute 16/30 BUDGET STRATEGY 2017/18

The Committee

RESOLVED

That the budget strategy for 2017/8 would be a 2% increase in line with RPI and that the shortfall in the reserves be replenished over a two year period.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None.

4. RISK MANAGEMENT ISSUES

None

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

None

6. LEGAL ISSUES

6.1 None

7. BACKGROUND INFORMATION

7.1 CHORLEYWOOD LAWN CEMETERY – FEES & CHARGES 2017/18

(Figures in brackets indicate the increase on current charges)

INTERMENT CHARGES 01/04/17 – 31/03/18

EXCLUSIVE RIGHT OF BURIAL

2017/2018	Parishioners	Non-Parishioners
Exclusive Right of Burial Full Interment	£525 (£10)	£1050 (£20)
Exclusive Right of Burial Ashes/Infant	£368 (£7)	£736 (£14)

FULL INTERMENT

2017/2018	Parishioners	Non-Parishioners
Single Depth	£463 (£9)	£926 (£18)
Double Depth	£537 (£11)	£1074 (£22)

ASHES

2017/2018	Parishioners	Non-Parishioners
Single Depth	£205 (£4)	£410 (£8)
Double Depth	£205 (£4)	£410 (£8)

Notes:

1. For interment charges purposes people who have left the Parish within the previous five years are considered Parishioners.
2. Parishioner/non-Parishioner rates determined on the location of the deceased, not the purchaser of the Exclusive Right of Burial/grave.
3. Infants – One charge for Exclusive Right of Burial only (no interment charges due).

7.2 MEMORIAL PLAQUES:

The Foundry used by the Council for the supply of plaques has increased its charges to the Parish Council by 7% which are effective from the 1st January 2017. Two phases of increase are therefore presented below:

STANDARD PLAQUE CHARGES 01.01.2017 – 31.03.2017

Foundry increase of 7% effective from 1/1/17 (rounded up before VAT)

Plaque size	Current Charge	Proposed charge	Difference (excl VAT @ 20%)
12" x 12"	£499	£518	£19
24" x 12"	£898	£937	£39
7" x 2"	£68	£71	£3

STANDARD PLAQUE CHARGES 01.04.2017 – 31.12.2017

Inclusive of Foundry increase of 7% effective from 1/1/17 and 2% proposed increase (rounded up)

Plaque size	Current Charge	Proposed charge	Difference (excl VAT @ 20%)
12" x 12"	£518	£529	£11
24" x 12"	£937	£956	£19
7" x 2"	£71	£73	£2

NB Plaque current & proposed charges do not include VAT (add 20%)

Note: Plaque Ordering Process: Plaques are ordered through the Parish Office. To order a plaque, relatives provide the wording which is sent to the Foundry to produce a layout of what the plaque will look like when cast. This is then forwarded to the family for approval. Often the family make changes to the layout and sometimes the layout goes back and forth a number of times, each time a new layout has to be produced. The Foundry have been very accommodating to date but this year have decided to introduce a small charge of £5 plus VAT for every change after the first two.

7.3 ALLOTMENTS

2% proposed increase rounded up to nearest 25pence

<u>2017/18 Proposed charges</u>	Allotment Charge	Water charge (no change)	Total Charge	Difference
Whole Plot	£36.00	£10.00	£46.00	£0.75
Half Plot	£18.25	£5.00	£23.25	£0.50
Pensioners Whole Plot	£24.25	£10.00	£34.25	£0.50
Pensioners Half Plot	£12.25	£5.00	£17.25	£0.25

Note that no increase has again been applied to the water charge.

Additional Charges (No Change)

New Tenant Admin Charge	£25
Key Charge for Copmans Wick, The Swillett & Dog Kennel Lane (non refundable)	£5
Late Payment charge	£10

7.4 LICENCE TO USE THE COMMON

The current charge to the two regular licensed users of the Common is £12.25 per hour. With a 2% increase this becomes **£12.50**, an increase of 25 pence.

Date: TUESDAY 22nd NOVEMBER 2016

Subject: WINTER WORKS 2016-17

Committee Member:

Officer Contributors: Parish Rangers, Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 – Common Schedule
Appendix 2 - List of Works

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members are asked to consider the programme of winter works to be undertaken by the Parish Rangers, with the possible completion of some by Volunteers

2. RELEVANT PREVIOUS DECISIONS

2.1 None specific to this request

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific at present.

4. RISK MANAGEMENT ISSUES

4.1 None specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Completion of the works will be weather and resource dependent.

6. LEGAL ISSUES

6.1 Non Specific

7. BACKGROUND INFORMATION

7.1 The Rangers have identified the works listed in Appendix 1 and 2 that fall under the remit of the Common Management Plan and Higher Level Stewardship and work to be carried out in the Cemetery and allotments as appropriate to be undertaken over the winter, weather and resource permitting.

7.2 The works have been categorised High, Medium and low priority and suggestions made where appropriate that the work be undertaken by Contractors or Volunteers.

COMMON WINTER WORK 2016-17



General woodland operations
 Remove lower branches around grassland areas
 Coppice and thin selected trees to increase structural diversity
 Coppice over mature trees

Coppice willow leaving smaller stems to screen properties

Cut back laurel from boundary

Darvells Ponds
 Volunteers to remove fish
 Fell selected trees
 Retain trunks for sculpture

Create scrapes and re-seed to restore heather areas

Coppice gorse and scrub in ditch

Coppice gorse and scrub Clear Dell

Remove young ash and coppice hawthorn

Church and Sladys Ponds
 Coppice trees and scrub
 Clean filter at Church Pond

Coppice/thin trees to increase light to orchids

Cut back encroaching scrub to maintain grassland fire break between properties

Fell and remove trees to restore grassland

Volunteers to coppice scrub use arising to dead hedge common



Chorleywood House
 Cemetery
 Parish Council Office
 Rick Marks Worth Road
 Pavilion
 Great Gardens
 New Pond
 Darvells Pond
 The Old Shop PH.
 Memorial Hall
 Railway Station
 Gun Dell
 Sheepfold Bridge
 Common Gate Road
 The Shepherd PH
 The Triangle
 Railway Field
 Sheep Meadow
 Larks Meadow
 Dog Kennel Lane
 Horse PH
 My Stone Pond
 Malletts Hill
 The Gatt PH
 Christchurch School
 The Gatt PH

WINTER WORK PROGRAMME 2016/17

- Groewood** – Removal of laurel working with volunteers
Carry out tree Survey
- Cemetery** - Topping up graves – focusing on section D
Benches – Clean in first instance with pressure washer
Cemetery Gates – repaint
New Cemetery Centre Planting
- Common**
See attached map for main works
Forrest School each Friday afternoon
Grazing investigation
- Allotments**
Copmans Wick – land clearance
- Volunteers**
Removal of fish from Darvells Pond
Coppice Scrub and dead hedge at top of Larks Meadow

November	December	January	February	March
Finish grass cutting on Common	Tree work May Bushes Coppicing	Tree work May Bushes Coppicing	Tree work May Bushes Coppicing	Heather Scrapes Grazing Investigation Tree Clearance work
Final cut allotments	Topping up graves Clean Benches	Groewood - Laurel Topping up graves Clean Benches	Topping up graves Clean Benches	Copmans Wick Clearance Swillett Clearance
Final Cut Cemetery Cut Arch				Paint Cemetery Gates New section cemetery beds

Date: TUESDAY 22nd NOVEMBER 2016

Subject: GOLF CLUB WINTER WORKS 2016-17

Committee Member:

Officer Contributors: Parish Rangers, Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members are asked to consider the programme of winter works to be undertaken by Chorleywood Golf Club on and around the Golf Course.

2. RELEVANT PREVIOUS DECISIONS

2.1 None specific to this request

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific at present.

4. RISK MANAGEMENT ISSUES

4.1 Before work commences the Parish officers will have site of the necessary H&S paperwork from the Contractor.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None Specific

6. LEGAL ISSUES

6.1 Non Specific

7. BACKGROUND INFORMATION

7.1 Detailed below are the proposed winter works to be carried out by the Golf Club.

7.2 A meeting took place between the Head Green Keeper and a Parish Ranger to discuss the issues.

7.3 The Golf Club therefore seek permission to carry out the following

- 5th Hole – tee area – Reduce the crown of the oak tree by 25% at the rear of the tee, which will increase the light and air to the playing surface below.

- 6th Fairway – Reduce the oak tree adjacent to the public access point on the left hand side of the fairway by 25%. This will reclaim the loss of vision and passage of play from the tee to the fairway.
- 7th Hole – Reduce the crown by 25% on five oak trees at the rear of the green. This will increase the light and air to the putting surface and will help to alleviate excessive shade resulting in a healthier sward.
- Work to be carried out on Gorse management

7.4 These issues are due to the encroachment, and non-management, over the years.

7.5 They propose to use the same tree surgeon as before and subject to the above being agreed they will provide the Parish Council with his name, his risk assessment and public liability insurance.

Date: TUESDAY 22nd NOVEMBER 2016

Subject: SUMMER EVENT

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: None

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

1.1 That the Committee consider

the consequences of combining Village Day and the best of Commons Day
budget and staffing implications
the appointment of a lead councillor for the event.

2. RELEVANT PREVIOUS DECISIONS

Open Spaces 20.09.16 Minute 16/35

The Committee

RESOLVED

To recommend to Full Council to consider the two events of Village Day and Commons Day, whether to combine the two events or not and if established as two events what the optimum timing of the Commons Day would be.

Full Council 18.10.16 Minute 16/30

The Council

RESOLVED

To consider the best points of Commons Day and combine these with Village Day
This was proposed by Cllr Tony Edwards, seconded by Cllr Steve Watkins and carried with eleven in favour and two abstentions.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None.

4. RISK MANAGEMENT ISSUES

Depending on the country crafts chosen, there may need to be additional materials purchased to ensure the Safety of members of the public attending.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

Organisation of both Village Day and Commons Day require considerable time and effort from Officers both prior to and on the day of the event. If the event is refocused and includes Country crafts, more effort will be required in the checking of public liability and insurance aspects to ensure the safety of members of the public attending the event

The income for Village Day 2016 from the stalls was:

Community Stalls (£15/stall – 37 stalls) £925

Commercials Stalls (£30/stall – 45 Stalls) £1650

Food concessions £540

In addition sponsors are sought for specific attractions e.g. the Childrens farm

It should be noted that Village Day is not a profit making exercise, income is to offset the expenditure of organising and running the event and it is an event for the community.

6. LEGAL ISSUES

6.1 None

7. BACKGROUND INFORMATION

- Village Day in its current form has taken place for 16 years, with only one year being cancelled due to the weather and ground conditions on the Common. It has grown over the years from a handful of stalls at the first to close to 100 at the most recent this year. It is very well attended with several thousand people estimated to attend the last few years.
- Village Day is a community event with many local organisations and charities attending. At the 2016 Village Day 37 of the stalls were community stalls
- Commons Day was run for the first time this year, A much smaller event of a Scavenger Hunt and Chainsaw Carvings by the Rangers was run in April 2015 to introduce people to the common.
- Commons Day included the showing of an outdoor film at the end of the day which was well received by those who braved the inclement weather on the day
- In combining the best of Commons Day with Village Day together with the suggestion that Village Day becomes less commercial and perhaps more focused on Country Crafts the committee may wish to consider the following:
 - What does the committee want out of the new event that is not achieved from the current Village day
 - The current event gets a large number of people out on the Common that might not necessarily explore the Common otherwise.
 - Village Day has always been open to anyone that wants a stall. There has been no limit (within reason) of what is sold or how many of a particular type of stall is included. If this is changed and is to become less commercial, consideration needs to be given to the publicity of this change. Failure to relaunch in this way could create considerable work in the office to turn back applications for stalls, particularly when many have supported the event over many years. It could also cause bad feeling from local businesses.
 - The majority of the commercial stalls are local but consideration could be given to making it local **only** and only **hand made** (i.e. not bought in products)

- Whereas most of the stalls currently pay the Council to attend, country crafts usually charge the event holder i.e. the Council for their attendance. Consideration should perhaps be given to both the types of crafts people that the committee would like to approach and the setting of a suitable budget.
- Additionally country crafts get booked well in advance. If the event is to be refocused the approaches need to be made very soon.
- Other activities could include Punch and Judy, circus performers, shire horses, insects and mammals displays etc.
- Location of the event. It is suggested that the current location of Village Day be maintained due to the accessibility to three parking areas which facilitates those needing to and wishing to attend by car and also for the shade it affords. However if the event is to include Country crafts, this area may need to be increased to include the second fire ride. Suggestions have been made to move the event to the more open area nearer to the War Memorial Hall. However it should be noted that this area is under Stewardship and cannot be cut short to facilitate a Village Fete.
- The event could be zoned into sections e.g. childrens, environmental, food etc.
- In recent discussions the suggestion was made that a parking company be approached to run the parking on the day.
- If an outdoor film session is to be included should other clubs or societies be approached to run this on the Council's behalf to reduce the call on officer time both before the event in selling tickets etc and at the event with organisation and marshalling etc. Consideration would also need to be given to the provision and placing of the temporary toilets and the facilitation of their removal after the event.
- Making gradual changes each year rather than one huge change in one year
- The charge to commercial stalls could be increased, as could the charge to food concessions. Increasing the number of food concessions would increase the income to offset against any decreases in income from other sources due to changes.
- Organisers of other local events e.g. Amersham Town Council, Canal Festival etc. could be approached for best practice ideas.
- Arena activities at Village Day are mainly the Dog show and dance or exercise groups. The focus of this could be changed, retaining the very popular dog show but adding more country focused items e.g. the Birds of Prey display.
- Scavenger type hunts to be arranged by a third party.
- Stall holders could be asked to theme their stalls