

Note : Open Spaces 2017/18

		-		
		Agreed Budget	Actual YTD	Projected Actual
<u>Open Spaces</u>				
<u>300</u>	<u>Salaries - Open Spaces</u>			
4000	Salaries	88,000	56,223	88,000
4020	PAYE & NI	33,000	23,618	33,000
4030	Superannuation	33,500	23,823	33,500
4055	Travelling Expenses	1,580	898	1,580
4900	Misc Expenditure	350	62	350
	OverHead Expenditure	156,430	104,624	156,430
	300 Net Expenditure	156,430	104,624	156,430
<u>310</u>	<u>General Open Spaces</u>			
4370	Health & Safety	0	0	0
4500	Equipment & Tools	1,050	304	1,050
4501	Equipment Fuel	1,785	2,325	1,785
4502	Vehicle Maintenance	3,725	1,541	3,725
4510	Skip Hire	1,680	600	1,680
4515	Refuse Collection	975	1,754	1,060
4520	Mobile Telephone	480	484	480
4540	Parish Paths Expenditure	500	0	500
4545	Parking Meters	2,850	1,101	2,850

Chorleywood Parish Council
Budget Detail - By Committee
Note : Open Spaces 2017/18

		-		
		Agreed Budget	Actual YTD	Projected Actual
4900	Misc Expenditure	1,150	822	1,150
	OverHead Expenditure	14,195	8,931	14,280
1300	Grants Received	5,800	2,460	5,800
1310	Parish Paths Grant Received	2,000	0	2,000
1390	Admin Fees	250	0	250
1900	Miscellaneous Income	550	5,190	550
	Total Income	8,600	7,650	8,600
	310 Net Expenditure	5,595	1,280	5,680
320	Allotments			
4600	Allotment Services	1,515	1,316	1,515
4605	Allotment Maintenance	1,265	280	1,265
4610	Allotment Competition	350	346	350
	OverHead Expenditure	3,130	1,942	3,130
1400	Allotment Rents	3,570	3,079	3,100
1410	Allotment Keys	25	15	25
	Total Income	3,595	3,094	3,125
	320 Net Expenditure	-465	-1,152	5

Note : Open Spaces 2017/18

		-		
		Agreed Budget	Actual YTD	Projected Actual
330	<u>Lawn Cemetery & Churchyard</u>			
4660	Cemetery Rates	850	694	850
4665	Cemetery Services	65	86	65
4670	Cemetery Maintenance	1,240	1,624	1,240
4675	Christchurch Cemetery	6,250	1,098	6,250
4680	Memorial Plaques Costs	17,000	14,026	17,000
4685	Refurbishment of Plaques	0	0	0
4690	Cemetery Benches	0	0	0
4705	Grounds Maintenance	0	0	0
	OverHead Expenditure	25,405	17,528	25,405
1450	Interment Charges	34,600	18,455	34,600
1460	Memorial Plaques Income	30,600	24,481	30,600
1470	Cemetery Benches	0	40	0
	Total Income	65,200	42,976	65,200
	330 Net Expenditure	-39,795	-25,448	-39,795
340	<u>Common</u>			
4700	Tree Surgery & Inspections	5,150	2,660	5,150
4705	Grounds Maintenance	5,150	5,623	5,150

Note : Open Spaces 2017/18

		-		
		Agreed Budget	Actual YTD	Projected Actual
4710	Grass Cutting/Grazing	6,300	6,845	6,300
4715	Seats	0	0	0
4720	Litter Bins	1,000	0	1,000
4725	Maintenance of Horse Track	500	0	500
4730	Dog Bin Maintenance	3,875	3,262	3,875
	OverHead Expenditure	<u>21,975</u>	<u>18,390</u>	<u>21,975</u>
1500	Common Lettings	1,800	1,975	2,300
	Total Income	<u>1,800</u>	<u>1,975</u>	<u>2,300</u>
	340 Net Expenditure	20,175	16,415	19,675
350	<u>Professional Fees - OS</u>			
4355	Legal & Professional Fees	2,000	435	2,000
4370	Health & Safety	2,000	190	2,000
4760	Groveswood & Tree Inspection	1,575	1,080	1,575
4765	Surveys	500	0	500
4770	Chilterns AONB & CMS	2,000	1,033	4,535
	OverHead Expenditure	<u>8,075</u>	<u>2,738</u>	<u>10,610</u>
	350 Net Expenditure	8,075	2,738	10,610
	Open Spaces - Expenditure	229,210	154,152	231,830
	Income	79,195	55,695	79,225
	Net Expenditure	<u>150,015</u>	<u>98,457</u>	<u>152,605</u>

Chorleywood Parish Council
Budget Detail - By Committee
Note : Open Spaces 2017/18

	-		
	Agreed Budget	Actual YTD	Projected Actual
Total Budget Expenditure	229,210	154,152	231,830
Income	79,195	55,695	79,225
Net Expenditure	<u>150,015</u>	<u>98,457</u>	<u>152,605</u>

Month No : 9

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Open Spaces							
300	Salaries - Open Spaces						
4000	Salaries	56,223	88,000	31,777		31,777	63.9 %
4020	PAYE & NI	23,618	33,000	9,382		9,382	71.6 %
4030	Superannuation	23,823	33,500	9,677		9,677	71.1 %
4055	Travelling Expenses	898	1,580	682		682	56.8 %
4900	Misc Expenditure	62	350	288		288	17.8 %
	Salaries - Open Spaces :- Expenditure	104,480	156,430	51,950	0	51,950	66.8 %
	Net Expenditure over Income	104,480	156,430	51,950			
310	General Open Spaces						
4500	Equipment & Tools	304	1,050	746		746	29.0 %
4501	Equipment Fuel Double payment £840 refund	2,325	1,785	-540		-540	130.3 %
4502	Vehicle Maintenance	1,541	3,725	2,184		2,184	41.4 %
4510	Skip Hire	600	1,680	1,080		1,080	35.7 %
4515	Refuse Collection Miscoding £780 in Misc income	1,754	975	-779		-779	179.9 %
4520	Mobile Telephone Miscoding £144 credit	484	480	-4		-4	100.8 %
4540	Parish Paths Expenditure	0	500	500		500	0.0 %
4545	Parking Meters	1,101	2,850	1,750		1,750	38.6 %
4900	Misc Expenditure	822	1,150	328		328	71.5 %
	General Open Spaces :- Expenditure	8,931	14,195	5,264	0	5,264	62.9 %
1300	Grants Received	2,460	5,800	-3,340			42.4 %
1310	Parish Paths Grant Received	0	2,000	-2,000			0.0 %
1390	Admin Fees	0	250	-250			0.0 %
1900	Miscellaneous Income	5,190	550	4,640			943.6 %
	General Open Spaces :- Income	7,650	8,600	-950			89.0 %
	Net Expenditure over Income	1,280	5,595	4,315			
320	Allotments						
4600	Allotment Services	1,316	1,515	199		199	86.9 %
4605	Allotment Maintenance	280	1,265	985		985	22.2 %
4610	Allotment Competition	346	350	4		4	98.7 %
	Allotments :- Expenditure	1,942	3,130	1,188	0	1,188	62.0 %
1400	Allotment Rents	3,079	3,570	-491			86.2 %
1410	Allotment Keys	15	25	-10			60.0 %
	Allotments :- Income	3,094	3,595	-501			86.1 %
	Net Expenditure over Income	-1,152	-465	687			

Month No : 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
330 <u>Lawn Cemetery & Churchyard</u>						
4660 Cemetery Rates	694	850	156		156	81.7 %
4665 Cemetery Services	86	65	-21		-21	132.3 %
4670 Cemetery Maintenance	1,624	1,240	-384		-384	130.9 %
4675 Christchurch Cemetery	1,098	6,250	5,152		5,152	17.6 %
4680 Memorial Plaques Costs	14,026	17,000	2,974		2,974	82.5 %
Lawn Cemetery & Churchyard :- Expenditure	17,528	25,405	7,877	0	7,877	69.0 %
1450 Interment Charges	18,455	34,600	-16,145			53.3 %
1460 Memorial Plaques Income	24,481	30,600	-6,119			80.0 %
1470 Cemetery Benches	40	0	40			0.0 %
Lawn Cemetery & Churchyard :- Income	42,976	65,200	-22,224			65.9 %
Net Expenditure over Income	-25,448	-39,795	-14,347			
340 <u>Common</u>						
4700 Tree Surgery & Inspections	2,660	5,150	2,490		2,490	51.7 %
4705 Grounds Maintenance	5,623	5,150	-473		-473	109.2 %
4710 Grass Cutting/Grazing <i>Inc the grazing fencing</i>	6,845	6,300	-545		-545	108.7 %
4720 Litter Bins	0	1,000	1,000		1,000	0.0 %
4725 Maintenance of Horse Track	0	500	500		500	0.0 %
4730 Dog Bin Maintenance	3,262	3,875	613		613	84.2 %
Common :- Expenditure	18,390	21,975	3,585	0	3,585	83.7 %
1500 Common Lettings	1,975	1,800	175			109.7 %
Common :- Income	1,975	1,800	175			109.7 %
Net Expenditure over Income	16,415	20,175	3,760			
350 <u>Professional Fees - OS</u>						
4355 Legal & Professional Fees	435	2,000	1,565		1,565	21.8 %
4370 Health & Safety	190	2,000	1,810		1,810	9.5 %
4760 Grovewood & Tree Inspection	1,080	1,575	495		495	68.6 %
4765 Surveys	0	500	500		500	0.0 %
4770 Chilterns AONB & CMS	1,033	2,000	967		967	51.6 %
Professional Fees - OS :- Expenditure	2,738	8,075	5,337	0	5,337	33.9 %
Net Expenditure over Income	2,738	8,075	5,337			
Open Spaces :- Expenditure	154,008	229,210	75,202			67.2 %
Income	55,695	79,195	-23,500			70.3 %
Net Expenditure over Income	98,313	150,015	51,702			

Date: TUESDAY 9th JANUARY 2018

Subject: OPEN SPACES OFFICERS REPORT

Committee Member:

Officer Contributors: Assistant Ranger, Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. BACKGROUND INFORMATION

1.1 LAWN CEMETERY

- The cutting of the hedge has now been completed
- There have been a large number of burials during this period. The wet weather had impacted on this with the necessity to top up the graves on a more regular basis.
- There are more flowers in the cemetery due to the time of year, but again due to the wet weather these are decaying quickly. However removal is being sensitively managed.

1.2 CHRIST CHURCH CEMETERY

Christchurch Car Park

- The Tarmac work has finally been completed, and the yellow lines are due to painted on the 16th January. However emails from the School suggest that they want to have discussions with the council about the whole area. They have requested that the Parish Council put up a barrier to allow them to use the tarmac area as a playground again, something they have not been able to do since the opening of the Junction, to stop car parking in the area during school opening times. This however would create an exclusive use which is not allowed in Common Land Legislation and also would have significant insurance and H&S implications. It is therefore suggested that the Parish Council, school and church have a joint meeting to see what can be done.

It should be noted however that this tarmac area is breaking down. Hertfordshire Highways have suggested that over the years the school and HCC have placed layers of tarmac on top of each other which over time has created a camphor. This leads to localised flooding during wet spells with the water coming from the Common and meeting at the lowest point. The only way to remedy this would be to dig out the whole area, level off and start again with the necessary drainage facilities. This would be extremely expensive and ultimately would not benefit the Common or its users. Therefore it does create a dilemma.

1.3 COMMON

Trees:

- There have been a number of fallen limbs on the Common over the Christmas period following the snow and high winds.
- The overhanging branches have been removed from the Station Approach, leading to Shepherds Bridge.
- A tree fell from the railway, damaging the fence and breaking one of the connectors from the grazing wire, however this has all now been repaired and replaced.

Grazing:

- The new grazing wire has been installed. The transformer will need to be replaced as this does not have sufficient power to connect to the system. This has been ordered and will be in place for the grazing period in the spring.

Drainage

- HCC Highways have carried out drainage works on the Common to alleviate the flooding problems on the A404. The drainage outlet is located on the Common. This has been jetted and faults repaired. The work required large machinery and to protect the Common a metal footway was placed along the permissive horse track. Whilst a small amount of damage has been caused in the Cricket Club permissive parking area the rest of the contract went ahead without a hitch. The contractors have been called back and will remedy the situation.

Nature Trail:

- The chainsaw carver has been busy having completed a number of works on the Common. Two members of Friends of the Common complained about the location of the Gnome Home which had been placed near Top Common Pond. As officers did not want negative feedback with discussion from the Chairman this was moved to the fairy ring and educational area near Church Pond. The Memorial Tree is completed and the Memorial Plaques will be ordered in due course. The hedgehogs and bats have been placed in the Holly Tunnel and the squirrels in the dead tree on the Village Day fire ride and finally the frog has found his place in Darvells Pond.

The remaining work will be carried out in February/March 2018, when hopefully the Common will have dried out a little. Signage will then be put in place and the whole trail will be publicised on the website. Members will then have to consider an official opening which could co-inside with the launch of the new Management Plan.

Green Space Action Plan

- The first phase of the Action Plan consultation is almost complete and at the time of writing eight comments have been received. These will all be drawn up into a table for consideration by the Committee before phase two starts.

GENERAL:

- Parking issues persist with Contractors working the Kennels. A letter was issued to the resident who has taken full responsibility and will pay for the re-instatement of the Common banks once the building works have been completed.
- The Assistant Ranger met with one of the contractors interested in tendering for the equipment for the play space.
- The Clerk has received communication from LRT to state that they will not be carrying out any work on the railway fence near the proposed play area – which is perfectly safe and fit for purpose until all permissions have been obtained from TRDC planning and the Planning Inspectorate. The original request was misleading as they were lead to believe that construction was imminent.
- Two new recycling/litter bins have been ordered for the Common, one to be placed at the WMH permissive parking area and one a Christchurch. If these are will used officers will consider placing bins at the Cricket Club and Lorry permissive parking areas.

- The Conservation Rangers Job Description has been approved by the HR group and Watford HR. This has been evaluated as a Scale 6 – SO1 as a career grade and therefore will have no financial impact on the budgets. It is anticipated that the job will be advertised by the end of the Month. In the meantime the Assistant Ranger is carrying out works on the Common, whilst also assisting in the Cemetery under the direction of the Senior Parish Ranger.

1.5 ALLOTMENTS

- All sites have had their final cut.
- Two trees were removed by contractors from the boundary of Copmans Wick Allotments which were overhanging into Windermere Close.
- The Clearance work is still scheduled for this winter; however work in the Cemetery is currently taking preference.

1.6 PARISH PATHS:

- The paperwork has been completed and an invoice issued to HCC which has been paid.

1.7 EQUIPMENT

- Ongoing maintenance and cleaning of plant, tools and machinery.

2. RELEVANT PREVIOUS DECISIONS

None

3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

None

4. LEGAL ISSUES

4.1 None Specific

5. RECOMMENDATIONS

For Consideration

Date: TUESDAY 9TH JANUARY 2018

Subject: Butterfly and Day Flying Moth Species 2017

Committee Member:

Officer Contributors: Common Ranger, Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Deputy Clerk

1. BACKGROUND INFORMATION

- Each year the Common Ranger notes what species of butterflies and day flying moths are present on the common and on what date they were first sighted. This is supplemented by the surveys undertaken by volunteers.
- This information is passed to the Herts Biological records.
- The following species and dates of first sighting on Chorleywood Common were noted by the Common Ranger in 2017.

Butterflies:

1. Brimstone	17/2/17
2. Small Tortoiseshell	20/2/17
3. Comma	15/3/17
4. Common Blue	22/5/17
5. Orange Tip	22/5/17
6. Small Copper	22/5/17
7. Holly Blue	22/5/17
8. Green Veined White	22/5/17
9. Large White	22/5/17
10. Meadow Brown	31/5/17
11. Speckled Wood	1/6/17
12. Red Admiral	2/6/17
13. Large Skipper	2/6/17
14. Painted Lady	7/6/17
15. Ringlet	7/6/17
16. Marbled White	13/6/17
17. Brown Argus	20/6/17
18. Small White	20/6/17
19. Essex Skipper	20/6/17
20. Small Skipper	20/6/17
21. Gatekeeper	30/6/17
22. Peacock	25/7/17

23. Silver Washed Fritillary 1/8/17

Moths:

- | | |
|----------------------------|---------|
| 1. Burnet Companion | 22/5/17 |
| 2. Silver Y | 31/5/17 |
| 3. Mother Shipton | 31/5/17 |
| 4. 6 Spotted Burnet Moth | 6/7/17 |
| 5. 5 spotted Burnet Moth | 20/7/17 |
| 6. Cinnabar (caterpillars) | 20/7/17 |

2. RELEVANT PREVIOUS DECISIONS

2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None

4. RISK MANAGEMENT ISSUES

4.1 None.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None

6. LEGAL ISSUES

6.1 None

7. RECOMMENDATION

7.1 None

Date: TUESDAY 9TH JANUARY 2018

Subject: Ice Cream Concession on Chorleywood Common

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Deputy Clerk

1. BACKGROUND INFORMATION

- 1.1 The Council have granted a concession to ice cream vendors to sell ice creams from the Cricket Club Permissive parking area, and this area only, for a number of years. The concession was usually competitively won by a local company and the arrangement worked well until four years ago when this company ceased selling ice cream from vans in this area.
- 1.2 The tender for the licence to sell ice creams on the Common is currently offered as a choice of three options as follows:

Option 1: Five days per week Monday to Friday (which will include any bank holidays falling on these days).

Option 2: Two days per week i.e. weekends only – Saturday and Sunday (will also include Chorleywood Village Day – for an additional charge).

Option 3: Seven days per week Monday to Sunday (which includes all Bank Holidays and Chorleywood Village Day – Village day to be for an additional charge).

The following notes were included in the tender:

- Option 1 and 2 will be on the understanding that another seller could be operating on the other days of the week.
- Under Option 2 and 3 an additional charge will be payable for the selling of ice creams on Chorleywood Village Day which is a Saturday in July (Option 1 does not include this day)
- Options 1, 2 and 3 are for the period 1st April or Easter (whichever is the earlier) to 30th October in each year of the contract

1.3 The concession makes it clear the area of land to be used and the rules of use.

1.4 At regular intervals tenders are sought from local ice cream vendors to bid for the concession.

1.5 It has become increasingly difficult in recent years to get an ice cream seller interested in using the Common and the exercise takes up a fair bit of officer time for little income to the Council. The last concession was for £250 for the year and at the time was only one vendor interested. The concession was for weekends only when cricket was being played on the Common.

1.6 When chasing payment of the outstanding invoice issued in May of this year, in November, this vendor advised that they had been unable to gain access to the Cricket Club permissive parking area due to the barrier being locked. Whilst being true, it seems that they neither alerted us to this being a problem nor sought a key from the Cricket Club given that they only operate on days when cricket is being played. However they have therefore refused to pay the invoice as they have not traded from the Common this year.

1.7 In recent years the type of mobile vendors has increased and it is possible that an alternative vendor to an ice cream only one may be interested in selling refreshments to users of the Common.

1.8 It should also be noted that the installation of the Wildwood Dens located near to the Cricket Club permissive parking area may create a better opportunity to any prospective vendor.

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The granting of the specific Ice Cream concession ensures that the Council remains in control and can monitor any damage caused to the Nature Reserve or issues arising from the sales of refreshments.

4. RISK MANAGEMENT ISSUES

4.1 The majority of risk management issues would be met with the public liability insurance, and risk assessment in place.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Due to the time involved by Officers in the tender process resulting in a marginal income to the Council it is suggested that the current arrangements are not cost effective.

5.2 Officers cannot recall any member of the public raising the non availability of an ice cream vendor or other refreshment provider in the last year or two other than related to the possible play area.

6. LEGAL ISSUES

6.1 None

7. RECOMMENDATION

7.1 Members consider the details within the report and consider how they wish officers to proceed.

Open Spaces Item	Detail	Other Committees affected	Prioritisation Level (rank 1-5, where 1 is the highest priority)	Resource required (PC Staff/Councillors/External)	Anticipated Cost	Date work is due to commence	Target date for completion
Parking Area improvements	Look at products that can improve the permissive parking area surfaced		2	Officers and Rangers, Cllrs Look at what happens at other Commons, site visits may be required			
Investigation of a Nature trail & Signage on the Common	An informal Nature trail on the Common – feasible and/or in demand Look at the improvements to all signage on the Common	NA	1	Suitable sites for Chainsaw carving being agreed and work in progress Welcome Boards need to be orders BHS contacted regarding horse signage.- no response however horse track signage will need to be replaced. Wildwood Dens in place – ROSPA checked and inspection records in place. Signage for all aspects on the Common. To include ‘positive signage’ and interpretation boards	Budget set aside of £45,000 CIL Money allocated so far £26110.95 + £15,805.84 pending Plus £1000 donation BT £750 Filming £3500 donation for way markers + Memorial Donations Total raised £31360.95 Total Spent £25379.00 + £7435 carvings = £32814	May 2017	Ongoing
Copmans Wick Allotment Improvements	Look at dumping/access and security of site		1	Prices for fencing, signs, letters to residents, ways to stop illegal dumping, clearance of the site. Possible creation of compost site	On the agenda to move project forward.	Nov-March 2017/8	
Parish Paths Leaflet	To document the parish paths within the Parish, noting points of interest along the routes with the aim of providing access to the information via the Parish Council Website and via a leaflet (OS 21.03.17 Minute 16/97)	N/A		Lead Cllr Cllr Tony Edwards Officers Volunteers from the Community	Webmaster resource to add documentation to the website. Publication cost of leaflet dependant on size.	In Progress	November 2017

