

Month No : 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
Open Spaces					
300 Salaries - Open Spaces					
4000	Salaries	72,466	88,000	15,534	15,534 82.3 %
4020	PAYE & NI	25,500	33,000	7,500	7,500 77.3 %
4030	Superannuation	25,957	33,500	7,543	7,543 77.5 %
4055	Travelling Expenses	1,060	1,580	520	520 67.1 %
4900	Misc Expenditure	71	350	279	279 20.2 %
	Salaries - Open Spaces :- Expenditure	125,055	156,430	31,375	31,375 79.9 %
	Net Expenditure over Income	125,055	156,430	31,375	
310 General Open Spaces					
4500	Equipment & Tools	304	1,050	746	746 29.0 %
4501	Equipment Fuel - £700 credit due	2,356	1,785	-571	-571 132.0 %
4502	Vehicle Maintenance	1,843	3,725	1,882	1,882 49.5 %
4510	Skip Hire	800	1,680	880	880 47.6 %
4515	Refuse Collection £856 CR miscoding	1,754	975	-779	-779 179.9 %
4520	Mobile Telephone	390	480	90	90 81.3 %
4540	Parish Paths Expenditure	0	500	500	500 0.0 %
4545	Parking Meters	1,349	2,850	1,502	1,502 47.3 %
4900	Misc Expenditure	822	1,150	328	328 71.5 %
	General Open Spaces :- Expenditure	9,617	14,195	4,578	4,578 67.7 %
1300	Grants Received	2,460	5,800	-3,340	42.4 %
1310	Parish Paths Grant Received	1,766	2,000	-234	88.3 %
1390	Admin Fees	0	250	-250	0.0 %
1900	Miscellaneous Income £4500 N/Trail	4,990	550	4,440	907.3 %
	General Open Spaces :- Income	9,217	8,600	617	107.2 %
	Net Expenditure over Income	400	5,595	5,195	
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	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 : 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
330 Lawn Cemetery & Churchyard					
4660 Cemetery Rates increase in charges	955	850	-105	-105	112.4 %
4665 Cemetery Services	86	65	-21	-21	132.3 %
4670 Cemetery Maintenance	1,075	1,240	165	165	86.7 %
4675 Christchurch Cemetery	2,196	6,250	4,054	4,054	35.1 %
4680 Memorial Plaques Costs	15,846	17,000	1,154	1,154	93.2 %
Lawn Cemetery & Churchyard :- Expenditure	20,158	25,405	5,247	5,247	79.3 %
1450 Interment Charges	32,884	34,600	-1,716		95.0 %
1460 Memorial Plaques Income	26,191	30,600	-4,410		85.6 %
1470 Cemetery Benches	40	0	40		0.0 %
Lawn Cemetery & Churchyard :- Income	59,115	65,200	-6,086		90.7 %
Net Expenditure over Income	-38,957	-39,795	-838		
340 Common					
4700 Tree Surgery & Inspections	2,660	5,150	2,490	2,490	51.7 %
4705 Grounds Maintenance Virtual fence	5,623	5,150	-473	-473	109.2 %
4710 Grass Cutting/Grazing	6,845	6,300	-545	-545	108.7 %
4720 Litter Bins	901	1,000	99	99	90.1 %
4725 Maintenance of Horse Track	0	500	500	500	0.0 %
4730 Dog Bin Maintenance Inc in dog bags	3,897	3,875	-22	-22	100.6 %
Common :- Expenditure	19,926	21,975	2,049	2,049	90.7 %
1500 Common Lettings	2,100	1,800	300		116.7 %
Common :- Income	2,100	1,800	300		116.7 %
Net Expenditure over Income	17,826	20,175	2,349		
350 Professional Fees - OS					
4355 Legal & Professional Fees	635	2,000	1,365	1,365	31.8 %
4370 Health & Safety	325	2,000	1,675	1,675	16.2 %
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	3,073	8,075	5,002	5,002	38.1 %
Net Expenditure over Income	3,073	8,075	5,002		
Open Spaces :- Expenditure	179,770	229,210	49,440		78.4 %
Income	73,525	79,195	-5,670		92.8 %
Net Expenditure over Income	106,245	150,015	43,770		

Date: TUESDAY 6TH MARCH 2018

Subject: OPEN SPACES OFFICERS REPORT

Committee Member:

Officer Contributors: Ranger, Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Deputy Clerk

1. BACKGROUND INFORMATION

1.1 LAWN CEMETERY

- Graves regularly topped up
- Wreaths laid on graves over the Christmas period were removed at the start of February
- The flower beds in section D-G, which were getting very overcrowded and untidy, have been cleared of plants. The beds on the corners of the four sections will be levelled and seeded with grass seed. The circular bed in the centre of the paths will be turfed, with the sun dial and stepping stones remaining in place.
- Amendments have been made to the cemetery fees and charges for determining the parishioner/non parishioner rates as follows:
For determining Parishioner/Non parishioner rates, the fees and charges applicable are based on the address of the deceased at the time of their death except if:
Either the deceased was a parishioner of Chorleywood in the five years prior to their death
Or at the time of their death their spouse is still a parishioner of Chorleywood
If either of the above apply then parishioner rates will be applicable.

1.2 CHRIST CHURCH CEMETERY

Christchurch Car Park

- The painting of the yellow lines was completed in January.

1.3 COMMON

Trees:

- Fallen branches cleared
- Planned tree work underway at the May Bushes area

Permissive Parking Areas

- The current signage for the parking enforcement at the War Memorial hall, Shepherds Bridge and Old Shepherd Public House permissive parking areas on the Common does not currently state which days the enforcement is carried out. The Office has been advised that at a recent large weekend booking in the Hall, there was a mass exodus in the middle when people left to put tickets in their cars which the event organisers were not very pleased about. As we wish to encourage such Hall bookings, it is suggested that the signage be amended to reflect that parking enforcement is Monday to Friday only. A quote for the cost of such a change, which would be made at all three parking areas for consistency, has been requested and it is hoped that it will be available for the meeting. **Recommendation 1**

Damage to the Common

- There was some damage made to the Common in February when contractors working on behalf of British Gas had to get onto the Common to undertake emergency gas pipe repairs due to a gas leak. As the Common was very muddy in the area of the Cattle Creep at the time, the vehicles made quite a mess.
- Further damage has been caused at the Kennels by large vehicles working on a nearby property. Residents have been informed and full reinstatement will be done on completion of the works and paid for by the residents of the properties undertaking the work.
- Damage to the Common at Appletree Dell has been caused by parked cars. The Clerk has been in touch with the landlord who has the full support of the Council and has arranged for logs to be placed there in the short term to allow the ground to recover.

GENERAL:

- Affinity water will be carrying out an inspection of water pipes across the Common Road side of the Common with a series of bore holes. The work is scheduled to take place 5th – 12th March weather permitting. Full reinstatement works have been agreed and will be monitored.
- Litter bins on the Common regularly emptied and litter picked around the Common
- New litter bin installed at the War Memorial Hall to replace one that had been set on fire.

1.5 ALLOTMENTS

- Bee hives are to be introduced at the Dog Kennel Lane Allotments with responsibility for the hives resting with the Bee Keeper. There is the possibility of another set of hives being placed at the Swillett Allotment site but this has not yet been confirmed.
- The clearance work at Copmans Wick Allotments is still scheduled for this winter.

1.6 PARISH PATHS:

- The Working Group members have now walked and documented all the paths and are considering how best to present the information on the new Website and possible leaflet. Before going to press it is understood that a number of Councillors have volunteered to walk the paths to trial the documentation.

1.7 PARISH OFFICE

- Bollards have been installed on the grassy area in front of the Parish Office to prevent damage by lorries turning round in the road outside the office.

1.8 EQUIPMENT

- Ongoing maintenance and cleaning of plant, tools and machinery.
- The machinery sheds and contents have been sorted and tidied

2. RELEVANT PREVIOUS DECISIONS

None

3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

None

4. LEGAL ISSUES

4.1 None Specific

5. RECOMMENDATIONS

1. To amend the parking signage at War Memorial Hall, Shepherds Bridge and the Old Shepherd Public House permissive parking areas to state that enforcement is Monday to Friday only. Costs to be available at the meeting (**Para 1.3**)

For Consideration

Date: TUESDAY 6TH MARCH 2018

Subject: Organised Children's Parties 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 a policy to grant licences for users of the Common carrying out regular organised events and along with the need to have public liability insurance and risk assessments in place.

1.2 The Parish Council makes a charge for these type of events which has been agreed at £12.50 per hour for weekdays with classes limited to 20 people at any one time.

1.3 The licence enables the users to understand the rules of Common Land, the area to be used can be formally agreed to ensure that protected species are not endangered and the Council has control against over use in certain areas, preventing erosion or potential conflicts between user groups.

1.4 The Council has agreed to four requests over the last year from groups wishing to use the Common – The most recent request granted was for an outdoor Parent and Toddler Group using the Common on Wednesday mornings for two sessions between 9.30am and 11.30am. The individual charges each family a small fee to attend the group and the children remain under the care of their parents for the duration of the class. Since running the Wednesday morning classes which started on the 24th January, she has asked to extend this to another on a Thursday running 1.45pm to 2.30pm commencing 22nd February. Permission for the additional class has been given and the sessions up to the end of the financial year invoiced accordingly.

1.5 The organiser of the Outdoor Parent and Toddler group is now seeking permission to run ad hoc children's parties on the Common at weekends:

The requestor has supplied the following information in response to questions asked:

- ❖ to offer outdoor children's birthday parties on the Common, along the same lines as my weekly classes
- ❖ to offer one hour of activities organised and led by myself. Activities might include things such as:
 - playing in the mud kitchen using resources brought in: The mud kitchen consists of equipment that would be taken to the Common: a black tuff tray (with collapsible legs), pots and pans, spoons and spatulas etc. Everything brought in would be taken away at the end of the session, leaving no trace of us being there.



- bug hunting with magnifiers (looking for worms etc),
- a treasure hunt: A treasure hunt would probably be a simple game in which things are hidden (for example a cuddly hedgehog) and provide clues to help the children find them. Nothing would be left on the Common. Or it might take the form of a scavenger hunt (e.g. Can you find something spiky? Something green?) Or I may use landmarks, such as types of trees for the children to identify.
- songs and traditional games such as hide and seek among the trees,
- making things with sticks and leaves (found on the ground).

- ❖ Parents would be present with their children and would remain legally responsible as they do at my weekly classes.
- ❖ A maximum of around 20 children, to be invited by the family making the booking. It would work with smaller groups of children and parents, this wouldn't change the activities planned, It would depend on the family booking and the number of people they wished to invite.
- ❖ the parties would appeal to children ranging in age from preschoolers to mid-primary level.
- ❖ As for location, the hirer would use the same spot currently used, or the clearing with the circle of logs near the Christ Church car park. Those participating would be asked to park in one of the Common permissive parking areas off Rickmansworth Road. The hirer understands that exclusive use is not guaranteed.
- ❖ The parties would be offered on either a Saturday or a Sunday. As the Common is used by lots of people at the weekend, Liaison with the Council regarding dates when an enquiry is made would be required, before confirming the booking.
- ❖ The party activities would last one hour.



2. RELEVANT PREVIOUS DECISIONS

2.1 Open Spaces 11.07.17 Minute 17/25 Organised Activities on the Common

The Committee

RESOLVED

That permission be granted

- 1) for the Christchurch Youth use of the Common between the 30th August and the 1st September as documented in the paper
- 2) for a six month trial for the Playgroup using the fairy ring near Christchurch School on Tuesday mornings during which time litter would be monitored and the possible restriction of use by others reviewed. Their attention was to be drawn to the proximity of the horse track and dog walkers
- 3) for the Bootcamp subject to the usual conditions of use that applied to similar users and the application of the licence fee of £12.50 per hour.

This was proposed from the Chair and carried unanimously.

2.2 Open Spaces Minutes 12.09.17 Minute 17/39 Organised Activities On The Common

The Committee

RESOLVED

That permission be granted for the Parent and Toddler Group as outlined in the paper subject to clarification that it was not any area of the golf course that was being proposed for use and the usual provision of risk assessments and public liability insurance.

This was proposed by Cllr Jane White, seconded by Cllr Raj Khiroya and carried unanimously.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Currently there is a charging system, and licencing for organised activities on Chorleywood Common for weekdays. This ensures that the Council remain in control and can monitor any damage caused to the Nature Reserve.

3.2 Weekend activities have not been considered in the past and the pricing structure and monitoring will need to be considered.

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, however without staff supervision the risk is increased, and the assessment will need to be adjusted accordingly.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Precedent has been set in charging for activities on the Common for weekday activities.

6. LEGAL ISSUES

6.1 Chorleywood Common as a Local Nature Reserve, is governed by regulation which needs to be adhered to

7. RECOMMENDATION

7.1 Members consider the details within the report and decide if they wish to grant permission for organised weekend children's parties to be held on Chorleywood Common.

Date: TUESDAY 6TH MARCH 2018

Subject: Foraging Courses

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. BACKGROUND INFORMATION

1.1 The Council have a policy to grant licences for users of the Common carrying out regular organised events and along with the need to have public liability insurance and risk assessments in place.

1.2 The Parish Council makes a charge for these type of events which has been agreed at £12.50 per hour for weekdays with classes limited to 20 people at any one time.

1.3 The licence enables the users to understand the rules of Common Land, the area to be used can be formally agreed to ensure that protected species are not endangered and the Council has control against over use in certain areas, preventing erosion or potential conflicts between user groups.

1.4 A request has been made from Wild Food UK, who run foraging courses all over the country.

1.5 The course generally consist of up to 17 people and are identification courses, not group forays. Anything picked is done sparingly for ID Purposes and a meal at the end of the day.

1.6 The courses start with an introductory talk on safe and sustainable foraging and a brief on the countryside code, as and where it relates to foragers. There is then a 2 – 3 hour identification walk, stopping to discuss different edible and poisonous plants, flowers, fruits and fungi. More information can be found on their website <http://www.wildfooduk.com>

2. RELEVANT PREVIOUS DECISIONS

2.1 Open Spaces 11.07.17 Minute 17/25 Organised Activities on the Common

The Committee

RESOLVED

That permission be granted

1)for the Christchurch Youth use of the Common between the 30th August and the 1st September as documented in the paper

- 2) for a six month trial for the Playgroup using the fairy ring near Christchurch School on Tuesday mornings during which time litter would be monitored and the possible restriction of use by others reviewed. Their attention was to be drawn to the proximity of the horse track and dog walkers
- 3) for the Bootcamp subject to the usual conditions of use that applied to similar users and the application of the licence fee of £12.50 per hour.

This was proposed from the Chair and carried unanimously.

2.2 Open Spaces Minutes 12.09.17 Minute 17/39 Organised Activities On The Common

The Committee

RESOLVED

That permission be granted for the Parent and Toddler Group as outlined in the paper subject to clarification that it was not any area of the golf course that was being proposed for use and the usual provision of risk assessments and public liability insurance.

This was proposed by Cllr Jane White, seconded by Cllr Raj Khiroya and carried unanimously.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Currently there is a charging system, and licencing for organised activities on Chorleywood Common for weekdays. This ensures that the Council remain in control and can monitor any damage caused to the Nature Reserve.

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 Precedent has been set in charging for activities on the Common for weekday activities.

6. LEGAL ISSUES

6.1 Chorleywood Common as a Local Nature Reserve, is governed by regulation which needs to be adhered to

7. RECOMMENDATION

7.1 Members consider the details within the report and decide if they wish to grant permission to allow foraging courses to be held on Chorleywood Common.

Date: TUESDAY 6th March 2018

Subject: Memorial Garden Main Parade

Committee Member:

Officer Contributors Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 – sketch of the proposed plan

Contact for further information: Clerk

1. BACKGROUND INFORMATION

- 1.1 A request has been made from the Chorleywood Residents Association for assistance from the Parish Council with regard to the creation of a memorial garden on the corner of Main Parade and Lower Road.
- 1.2 The CRA have been given a sum of money to create the garden. It has been agreed that the Parish Council would purchase the plants etc in return for a grant towards the costs.
- 1.3 The land is owned by HCC who have advised that the CRA will need to have a licence to operate on the land and public liability of at least £10 million. The CRA cannot for fill these obligations without taking out a substantial sum from the donated amount.
- 1.4 The CRA have therefore approached the Parish Council asking to act on their behalf. Detailed below is the legislation that allows the Parish to work on HCC owned land.
- 1.5 The CRA have provided the following
 - Details of the plan including a method statement from the contractor
 - Risk assessment and copy of the contractors insurance policy
 - Confirmation that they will adhere to the HCC recommendation that no planting is above 450mm around the highway edge
 - That any steppingstones are laid in such a fashion as not to create a direct pathway from the highway
- 1.6 The CRA have also agreed the following
 - The undertaking that the CRA will oversee the delivery of plants, materials and planting of the scheme
 - That the ongoing maintenance will be organised and carried out by them or their chosen contractor at no cost to the Council
 - That the Parish Council gets full recognition on all media and publicity information as supporters of the scheme.

2. RELEVANT PREVIOUS DECISIONS

2.1 None specific – however the Chorleywood in Bloom scheme works, with volunteers and Councillors looking after the one going maintenance of the scheme.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 The Council has received advice from their insurance company who advise the following

- ❖ If the CRA engage a contractor to carry out all the work and ongoing maintenance, then the usual contractor/client principals apply.
- ❖ If the CRA carry out the work as volunteers on behalf of the Council, they will automatically be covered under the Employers' and public liability section of the policy.
- ❖ The CRA will also be automatically covered under the Personal Accident section of the Councils policy.
- ❖ The Council will also have a duty of care to volunteers and should ensure that all the H&S principals apply – such as wearing Hi-Viz jackets and having a risk assessment. The Council will also need to ensure they are competent to carry out the work.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 As the garden will be for public use and for the betterment of the community, the Council can claim a VAT refund on the plants providing it places the order, receives the supply of plants and be given the tax invoice. This means that the full sum donated can be spent on the garden.

6. LEGAL ISSUES

6.1 The Parish Council has the power under S96 of the Highways Act 1980 to do the following

May with the consent of the Highways Authority for a highway maintainable at the public expense exercise the rights to plant trees and shrubs and lay out grass verges and may maintain tree guards or fences

7. RECOMMENDATION

7.1 That the Committee considers the request from the CRA and to make an in principal decision which will need to be ratified at the P&R Committee meeting to be held on 20th March 2018.



CHORLEYWOOD PARISH COUNCIL

CATERING CONCESSIONS - CHORLEYWOOD COMMON

Terms and Conditions

1st April 2018

1. The Parish Council to grant you a licence to use land as follows for the purposes of parking a vehicle selling refreshments on Chorleywood Common within the two parking areas known as the Lorry Permissive Parking Area and the War Memorial Hall Permissive Parking Area.
2. The licence to be for two years from 1st April 2018 on acceptance of these terms and conditions. The period of operation to be from 1st April or Easter (whichever is the earlier) to 30th October in each year of the licence.
3. The fee for the licence is (as per accepted tender) per year, payable on or before 1st May of each year.
4. The licensee is to provide his own van or conveyance which is to be of a size acceptable to the Parish Council, and perhaps you will kindly confirm details of the vehicle involved.
5. The licensee is to maintain the vehicle in a safe condition to the satisfaction of the Parish Council.
6. The licensee is not to carry out repairs to the vehicle when it is on the land owned by the Parish Council in the vicinity of that which is the subject of the license except should it be necessary to change a wheel due to a puncture.
7. The licensee will be entitled to sell refreshments but no alcoholic drinks on the site, in accordance with Environmental Health standards.
8. The licensee is to restrict sales specifically from the area of the Lorry or War Memorial Hall Permissive Parking area and from no other part of the Council's land without the specific permission of the Parish Council's authorised officer.
9. The Licensee will be responsible for keeping the area clear of litter at all times and must ensure that any rubbish is removed from site.

10. The licensee is to supply all equipment and accessories, means of lighting and heating that may be required, himself, at his own expense.
11. The licensee is to be allowed to use the land during the period providing it does not conflict with any present or future Sunday Trading Legislation or use by the Parish Council for any specific events and at no other time.
12. The licensee is to be responsible for keeping the area immediately around the van in a clean and tidy condition, providing litter bins for Public use which must be cleared when he vacates the site each time.
13. The licensee is not to allow anything to be carried out in the vehicle or on the land on which it is parked, to become a nuisance, and annoyance to the Parish Council, its employees, members of the Public and owners of adjoining property.
14. The Parish Council reserves the right to request the licensee to remove the vehicle should it require access over the land in question in a situation which the appropriate Council officers consider an emergency.
15. The Parish Council reserves the right to remove the vehicle should it be unattended and a situation arise as set out in 13 above.
16. The licensee is to indemnify the Parish Council against any claims whatsoever arising out of granting of this licence.
17. The licensee is to take out Public Liability Cover to the minimum value of £5,000,000 and to produce the certificate of payment of the premium if so required by the appropriate Parish Council Officers.
18. The Parish Council will not accept any liability should other traders in the area make a claim for compensation as a result of the trading carried out by the licensee.
19. The licensee is not to assign or sub-let the site in part or whole, to which this licence refers, without first obtaining a written consent from the Parish Council.
20. The licensee is to bear the cost of repairs to the land which is the subject of the licence at all times, should in the opinion of the Parish Council's authorised officer, damage has occurred as a direct result of the occupation of the land by the licensee.
21. The licensee to remove his vehicle and leave the site in a clean and tidy condition at the end of the term of the licence and on each occasion that he leaves the site.

22. The Council will not accept any liability or pay compensation to licensee for any damage to the vehicle when it is put on the land, which is the subject of the licence or loss of monies or goods from the vehicle.
23. The licensee is to observe and comply with the requirements of current and future employment legislation when employing staff at the vehicle.
24. The licensee is to obtain any other permissions that are required from the Local Authority in connection with the sale of food from the site. In this connection in particular, all permissions and licences required by the Chief Environmental Officer of the District Council, these should be produced on request.
25. The licensee is to submit details of any notices that he wishes to erect in the vicinity of the site and permission to display them will be at the sole discretion of the Parish Council's authorised officer.
26. The licensee if using a trailer is to unhitch this vehicle when trading at the site and to park the vehicle in an appropriate car parking space at the site.
27. The licence is to rest on the exchange of correspondence.
28. The Parish Council will be entitled to terminate the licence at anytime for breach of any of the above mentioned terms by giving three months written notice to the licensee should it require the land for any other purpose.
29. I hereby agree to abide by the above mentioned terms and conditions.

Signed :.....

Print Name:.....

Address:.....

.....

.....

Date

FORM OF TENDER

To: Mrs Y Merritt, Clerk of the Council
Chorleywood Parish Council
South Lodge
Chorleywood
Rickmansworth
Herts WD3 5SL

Re: Refreshment Concession, Chorleywood Common, Chorleywood, Hertfordshire

Having examined the Conditions of Contract, we offer the following amount(s) excluding VAT, for the licence to Refreshments on Chorleywood Common for two years from 1st April 2018

Licence to sell refreshments on Chorleywood Common, Chorleywood on the days specified in the options below	£
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 ie 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	
Note: <ul style="list-style-type: none">▪ Option 1 and 2 will be on the understanding that another seller will be operating on the other days of the week.▪ Under Option 2 and 3 an additional charge will be payable for the selling of refreshments 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	

Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signed for and on behalf of Contractor _____

Name of Contractor _____

Address _____

Date of Tender _____

Your completed tender must be returned to the Parish Council no later than Friday 23rd March 2018.