

**REPORT OF THE OPEN SPACES COMMITTEE**  
**HELD ON 11<sup>TH</sup> JULY 2017**

**MEMBERSHIP & ATTENDANCE**

- Chairman:** \* Tony Edwards
- Councillors** \* Jo Clark  
Raj Khiroya  
\* Jill Leeming  
\* Alison Preedy  
Martin Trevett  
\* Steve Watkins (ex officio)  
Sarah Wright  
\* Jane White (ex officio)

\* Denotes members present

**Officers present** Yvonne Merritt – Clerk  
Claire James– Deputy Clerk

There were three members of the public present.

The Chairman opened the meeting by inviting those members of the public who had registered to speak to address the committee. Anne Pearson spoke regarding the Permissive Horse track on the Common. Greg Hill, Chairman of Friends of Chorleywood Common addressed the Committee on three points;

1. Thanking the Parish Council, Officers and Rangers for a very successful Village Day
2. Wildwood Dens
3. Permissive Horse track on the Common

**17/15 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Martin Trevett. Cllrs Raj Khiroya and Sarah Wright were absent from the meeting.

**17/16 DECLARATIONS OF INTEREST AND DISPENSATION**

None

**17/17 APPROVAL OF THE MINUTES**

The Committee

**RESOLVED**

That the minutes of the Open Spaces Committee meeting held on 16<sup>th</sup> May 2017 which had been taken at Full Council and agreed, be approved as a true and correct record.

**17/18 MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**17/19 FINANCIAL COMPARISON STATEMENT 2017/18**

The Clerk advised that there were still a couple of anomalies with the finance system that she was in the process of resolving with the Finance company.

## **17/20 OFFICER'S REPORT**

**Common Management Plan:** The Clerk advised Members that she had that morning had a meeting with Countryside Management Services (CMS). They had taken away copies of the current Management Plan and Stewardship agreement and agreed to put together a new management plan over the next six to twelve months working with the Council and officers.

**Para 1.4 Common – Brambles at Chorleywood Bottom:** It was noted that the overhanging brambles were an annual problem and were dealt with by cutting back. The question was raised as to whether a more permanent solution for eradication could be found. The Clerk responded that any solution would have to be environmentally friendly as the area was still Common Land and the brambles formed part of a habitat but she would discuss with the Rangers what could be done.

**Grazing:** Cllr Martin Trevett had followed up the possibility of any surveillance equipment that could be loaned from Three Rivers District Council to monitor the cattle fencing. Unfortunately, as the incidents had not been reported at the time to the police, this was not a current possibility. The Common Ranger had now been instructed to report all further incidents of vandalism to the police.

**Christchurch Car Park:** It was agreed that the Council should make the necessary repairs to the potholes in the tarmac at Christchurch car park. One quote had been received and a further one awaited. It was agreed that two quotes would be sufficient on this occasion.

The Committee

### **RESOLVED**

That the cheaper of the two quotes be accepted and the work undertaken during the forthcoming School Holidays.

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

The Committee

### **RESOLVED**

To note the report

## **ALLOTMENTS**

### **17/21 OCCUPATION**

It was noted that the occupancy of the allotments was increasing with fewer empty plots.

The Committee

### **RESOLVED**

To note the occupation

### **17/22 MATTERS ARISING FROM THE ALLOTMENT USERS MEETING**

The Allotment Users meeting had taken place prior to the Open Spaces Committee Meeting that evening with three allotment holders attending, two from Dog Kennel Lane and one from Copmans Wick allotment sites.

It had been noted that the two day amnesty at Copmans Wick had resulted in a lot of rubbish being cleared by the Rangers with some assistance from a small number of allotment holders. Until the site was secured by the completion of the fencing by TRDC in the next few months however, the clear up could not be completed.

It was noted that quarter plots were under consideration at all sites and the Clerk suggested that the availability of these could be raised in the next article for My Chorleywood News.

One allotment holder had raised the issue of deer getting into the site at Copmans Wick and the Clerk undertook to investigate the area of fencing being raised as the issue.

The Allotment representative at Dog Kennel Lane had raised the issue of sprinklers being left on overnight at the site. He advised that he had visited the site the previous night and found that a sprinkler had become disconnected and the tap was left running onto an empty plot wasting a considerable volume of water. He suggested that the tenancy rules be amended to prevent or limit the use of sprinklers. It was suggested that timers for the taps also be investigated. With respect to possible changes to the Allotment Tenancy Agreement, Members were advised that tenants needed advance warning of any changes with the current agreements signed up to March 2018. It was suggested that the tenancy agreements be reviewed with other council's agreements being part of the review. A revised agreement would be drafted for consideration at the next meeting of the Committee.

#### **17/23 WAITING LISTS**

The Committee

##### **RESOLVED**

To note the details on the waiting list.

#### **LAWN CEMETERY**

#### **17/24 INTERMENTS**

The Committee

##### **RESOLVED**

To note the number of interments that had taken place.

#### **COMMON AND GROVEWOOD**

**Cllr Jo Clark Joined the meeting**

#### **17/25 ORGANISED ACTIVITIES ON THE COMMON**

The Clerk advised that she had received three requests for organised activities on the Common too late for the Agenda but referred Members to a paper circulated prior to the meeting detailing the requests. She had spoken to the Cricket Club regarding the Christchurch Youth request for use of the Common on the Cricket outfield and reported that they had no issues with the plans. Members were very positive about the Playgroup but had some concerns over restrictions that this would put on others wanting to use the area. It was felt that once the story telling chair was in place others would want to use the same area. It was noted that as two of the activities were free of charge no charge would be made but that the Bootcamp which was an organised activity by a private company would be subject to a licence fee in line with the licence fee of £12.50 per hour charged to the other fitness classes on the Common

The Committee

**RESOLVED**

That permission be granted

- 1) for the Christchurch Youth use of the Common between the 30<sup>th</sup> August and the 1<sup>st</sup> 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.

**GENERAL**

**17/26 FOUR YEAR VISION**

**Nature Trail:** Members were advised that the carvings were being done and that the Clerk would progress the Welcome boards on her return from leave at the beginning of August. She advised that the Chorleywood Arts Centre would be approached as before to contribute to the pictures around the outsides of the boards. Members were updated on the current position with a local author regarding the Nature Trail.

**Permissive Parking Areas:** it was noted that a recent insurance claim regarding the height barriers was being dealt with by the insurance companies as the claimant had to prove that the barrier was lower than specified before it was hit. The Clerk advised that the barriers for the War Memorial Hall permissive parking area were on order.

**Parish Paths:** Cllr Jane White requested that the meeting with volunteers to discuss documenting the parish paths in Chorleywood be arranged sooner rather than later. It was suggested that the work done to date by Cllr Tony Edwards documenting many of the paths be circulated to all Councillors together with a list of the paths still to be reviewed.

**17/27 HEALTH AND SAFETY**

There was nothing to report on this item.

**17/28 CONFIDENTIAL BUSINESS**

The Chairman asked the members of the public to withdraw and the Councillors to stay to discuss matters of a confidential nature

**17/29 CLOSURE**

The meeting having commenced at 7.30 pm closed at 8.42pm.

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

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

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

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
OS 16/51	Resolution	To remove the arch hedge and to bury the water pipe under the path with grating to cover the pipe on the path to allow access to it should it be necessary. <i>Completed</i>	Parish Rangers
OS 16/60	Action	To investigate the costs of bringing in an outside company for parking management on Village Day. <i>Parking company details had been provided and followed up but the company was not interested in the size of event and requirements. Other solutions were therefore put in place</i> <i>Completed</i>	The Clerk
OS 16/76	Action	To write an article for the next edition of Chorleywood Matters explaining the CiL rules and the use of the initial monies received for the Nature Trail.	Cllr Raj Khiroya
OS16/87	Action	To look into the costs of strimming and rotavating vacant plots and the costs of weed suppressant membrane for plots given up. <i>Ongoing</i>	Allotment Administrator
OS16/88	Action	To investigate whether notes could be added against budget lines in the Financial comparison statement <i>Ongoing</i>	The Clerk
OS 16/89	Action	To analyse the actual costs incurred by the officers in the preparation of a grave for burial and the ongoing maintenance to input to the meeting of the Open Spaces that discussed the fees and charges for 2018/19. <i>Ongoing</i>	The Deputy Clerk
OS 16/89	Action	To research the charges made at other Cemeteries in the surrounding area for the next committee meeting that discusses the 2018/19 Fees and Charges <i>Ongoing</i>	The Deputy Clerk
OS 16/89	Action	To arrange a parish paths meeting to move the leaflet forward <i>Ongoing</i>	Deputy Clerk
OS16/89	Action	Consideration to be given to deposits and/or advance payment of licence fees for any new to be put to the next Open Spaces Committee	The Clerk & Deputy Clerk

		<b>Completed.</b> The licence fees for the current licence holder and any new licence holder would be payable termly in advance	
OS16/92	Action	To arrange the next Allotment Users meeting prior to the July meeting of Open Spaces with a visit to the allotments to be set up for Members just prior to this. <b>Completed</b>	Allotment Administrator
OS17/04	Resolution	Quotes to repair the tarmac area of Christchurch Car Park to be sought. <b>Completed</b>	Deputy Clerk
OS 17/04	Action	Rangers to be consulted on whether the hire of a turf cutting machine would be of any practical help in returning allotments that had been covered in grass to a lettable state. <b>Completed.</b> The Rangers felt the ground to be too uneven for this to be a viable solution.	Allotments Administrator
OS 17/06	Action	That Cllr Martin Trevett be approached to see if there was any surveillance equipment that could be loaned from Three Rivers District Council to tackle the vandalism of the cattle fencing. <b>Completed</b>	Deputy Clerk
OS 17/06	Action	Formal letters to be sent to <b>Sky Vision</b> and the <b>local Taxi company</b> that were abusing the parking arrangements in the permissive parking areas. <b>Ongoing</b>	Clerk
17/06	Action	A meeting to be held with the residents who had volunteered to assist with documenting the parish paths in Chorleywood. <b>Ongoing</b>	Deputy Clerk
17/11	Action	HAPTC Running Free Consultation- question be raised whether this applied to Common Land and Nature reserves. <b>Ongoing</b>	Clerk
17/20	Action	The Clerk would discuss with the Rangers whether a more permanent eradication of the Brambles at Chorleywood Bttom could be achieved.	Clerk
17/22	Action	The Clerk undertook to investigate the area of fencing allowing deer into the Copmans Wick Allotment site.	Clerk
17/22	Action	To investigate the cost of timers for the taps at the allotment sites	Allotment Administrator
17/22	Action	To review the current allotment Tenancy agreement, including other Council's agreements in the review. A revised agreement to be brought to the September meeting of the Open Spaces Committee	Allotment Administrator