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**PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE – 17<sup>th</sup> DECEMBER 2014**

**MEMBERSHIP & ATTENDANCE**

Chairman: \* Cllr Barbara Green

Members: \* Cllr Alison Preedy  
\* Cllr Martin Trevett  
\* Cllr Steve Watkins (Vice Chairman)  
\* Michael Hyde - Friends of the Common  
\* Maria Larkin – Chorleywood Residents Association  
\* David Walker - Friends of the Chorleywood House Estate  
\* Keith Williams - TRDC  
\* Simone Tyson Chorleywood Mums

\*Denotes members present

**14/01 ELECTION OF CHAIRMAN**

Cllrs Barbara Green and Steve Watkins were nominated at Chairman.  
After a show of hands Cllr Green was elected at Chairman and Cllr Watkins was elected as Vice Chairman.

**14/02 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**14/03 ADOPTION OF THE TERMS OF REFERENCE**

The terms of reference were adopted with a few minor changes as outlined in appendix 1 at the end of this report.

Clarification was sought on a number of issues relating to the terms of reference.

It was confirmed that substitutes when standing in would have the same voting rights as the lead member.

That a report would be issued to both TRDC and the Parish Council in February 2015, even if there was no full conclusion.

Meetings should be held on a regular basis to ensure that the work was completed in a timely manner, once per fortnight was to be the aim.

**14/04 ACTION PLAN**

The Chairman stated that she was aware that a lot of work had gone into the original plan in relation to possible sites. She stated that just because this had been unsuccessful that did not mean there were no suitable sites in Chorleywood. The group should look at all possible sites again and broaden the brief to include sites not previously looked at.

Various sites were put forward including:-

Chorleywood House Grounds, Chorleywood Common, Warings Field, and Carpenters Wood.

Members felt it was important to organise site visits in order that everyone could look at the proposed areas. The Chairman agreed to draw up a list of 6 sites for the first viewing.

A list of criteria for judging each site was drawn up which is attached in appendix 2 of this report. The Chairman agreed to distribute this list to all members of the committee before the site visits.

TRDC’s requirements were also discussed including reference to PPG17 which is the government’s planning guidance on play space.

It was confirmed that TRDC do not have a written policy on play spaces but do have requirements with regard to location (proximity to main areas of population). It was confirmed that it was essential that TRDC got the best value for money and that the location chosen would be the most suitable to enable residents to use the facilities.

It was noted that any site within the Chorleywood House Grounds or Chorleywood Common would require independent environmental surveys to be carried out. It was suggested by the Clerk that the Countryside Management Service be used for environmental surveys as this organization was known, used, and trusted by both Councils. This could then form part of the Environmental Impact Assessment for the eventual site planning application.

Cllr Trevett asked why the Parish Council were concerned about the views of DEFRA when it was the Planning Inspectorate who would be making decisions with regard to any Section 38 application for a play space on the Common. The Clerk confirmed that DEFRA were the governing body who regulated what could, and could not, be done on the common with regard to Common Land Law and our Scheme of Regulations. The Council has a legal professional who would be able to answer questions relating to Section 38 and the specific regulations relating to the common, if the need arose.

**14/05 ANY OTHER BUSINESS**

Simone Tyson expressed concern at the times of the meeting as any of the mums could require a babysitter if the meetings were to be held between 3pm and 7.30pm. The Chairman stated that she would try to arrange meetings to ensure that everyone could attend.

**14/06 TIME AND DATE OF NEXT MEETING**

A site meeting was arranged for Saturday 29<sup>th</sup> December, meeting at the Parish Office at 10am. It was anticipated that the site meeting would last between 2 – 3 hours.

The date of the next meeting was called for 7<sup>th</sup> January 2015 at 10am in the Parish Office.

**14/07 CLOSURE**

The Meeting, having commenced at 6.00 pm closed at 7.45 pm

These minutes have been checked and signed by the Chairman

Signed .....Agreed by Email..... Date .....29.12.14.....

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

signed..... Date.....

## Appendix 1

### **PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE** **TERMS OF REFERENCE**

The Play Area in Chorleywood Advisory Committee shall be appointed by the Full Council.

The Advisory Committee is charged with the investigation of all matters pertaining to looking at all possible sites in Chorleywood for both formal and informal play equipment.

These will include but not be confined to, possible sites, areas within those sites, environmental issues, planning, and other legal matters.

Where needed, the Advisory Committee will seek advice from Parish Rangers, from external sources such as CMS, Three Rivers District Council, the Planning Authority, DEFRA, Natural England, the Police Authority and any other appropriate source.

The Advisory Committee is not a decision-making body but will report to the Full Parish Council. The Advisory Committee does not hold a budget and cannot approve any expenditure.

The Advisory Committee shall consist of nine members:

Four Parish Council nominees one each of the following Friends of Chorleywood Common, Friends of Chorleywood House Estate, Chorleywood Residents Association, Chorleywood Mums and a District Councillor.

A nominated substitute will be allowed and can attend all meetings as an observer.

It shall elect from its members a Chairman and an officer of the Council who shall keep the Minutes, conduct correspondence and prepare reports for the Council meetings.

A quorum shall consist of seven members including at least one member from each group being present. In the event of absence from meetings, substitutions will be permitted from an approved list.

It is anticipated that this committee will complete its deliberations by early 2015 and that they will present their proposals to Council soon after.

## Appendix 2

### CRITERIA TABLE FOR SUITABLE SITES

Site .....

criteria	comments
Walking distance of main population area	
Size – large enough for full range of equipment	
Parking	
Newt protection area	
Level of oversight	
Special environmental features (known)	
Safety of users in relation to site position	
Access issues including disability access	
Proximity to other facilities, toilets, etc	
Legal issues	