# REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 8th September 2015

#### **MEMBERSHIP & ATTENDANCE**

Chairman: \* Tony Edwards

**Councillors:** Barbara Dickens

Barbara Green
Rodney Kipps
Alison Preedy Martin Trevett
Steve Watkins
Jane White

Officers Present: \* Yvonne Merritt - Clerk

\* Claire James – Deputy Clerk

There was one member of the public present

### **RECOMMENDATION**

#### 1. Four Year Vision

Cllr Jane White noted the comments that the Four Year Vision was fluid and items could be added at any time and therefore felt that each committee should proceed with their visions. Anything coming out of the Community Plan could be added to the relevant committee at a later date.

Before discussing the items for the P&R Committee members asked for an update on the Nature Trail. The Clerk confirmed that no work had been carried out since her return to work on this topic, however she had spoken to an officer from the Chilterns Conservation Board who said she may be able to help to progress the project with perhaps a further application to the Heritage Lottery Fund. The Clerk emphasised that this project was about education about the Common and not about play.

The Committee

## **RESOLVED to Recommend to Open Spaces**

That they allow officers to pursue the Nature Trail with the help of the officer from the Chilterns Conservation Board (if available) and that the cost of engaging the officer is taken from the Stewardship grant given to increase education on the Common.

This was proposed by Cllr Jane White, seconded by Cllr Steve Watkins and unanimously approved.

2. Royal British Legion Lease – See the Confidential Business report.

#### 15/16 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Barbara Dickens, Barbara Green and Martin Trevett.

<sup>\*</sup>Denotes members present

#### 15/17 DECLARATIONS OF INTEREST

Cllr Kipps Declared an interest in agenda item 18, Royal British Legion Lease which would be taken under Confidential Business

### 15/18 APPROVAL OF MINUTES

The Committee

**RESOLVED** 

That the minutes of the meeting dated 23<sup>rd</sup> June 2015 which had been taken at Full Council with no amendments, be approved as a true and correct record.

## 15/19 MATTERS ARISING FROM THE MINUTES

**Recommendation 1 – Digital Mapping** – The Clerk advised that the digital maps had been downloaded onto the Computers in the office, they were in part in practice mode as officers learnt how to use the system. Training would be undertaken in the next few months.

**Recommendation 2 – Boundary Review** - The Clerk advised that the Boundary Commission had not taken on board the Councils comments and objections which looked like the Parish would return to five electoral wards at the next election.

**15/10 Noticeboards** – The Clerk confirmed that the noticeboard for the Village had been ordered. There has been a delay as Chorleywood Residents Association is debating whether or not to change their logo. The manufacturer has given the CRA four weeks to decide what to do whilst the noticeboard is being made to make up their minds. In the meantime, the Parish Council will have their logo on the Parish and Community Notice Board.

## 15/20 FINANCIAL COMPARISON STATEMENT 2015/16

The Committee

**RESOLVED** 

To note the financial comparison statement.

#### 15/21 QUARTERLY CASH BOOK

The Committee

**RESOLVED** 

To note the quarterly cashbook figures.

## 15/22 FOUR YEAR VISION

The Committee first discussed an item under the Open Spaces Committee remit which is recorded under Recommendation 1.

Members discussed the Four Year Vision for this Committee

**Grants and Funding** – the Clerk explained that the Council had not been overly successful in obtaining grant funding - it—would appear that the Council was too large an authority for the smaller grants available and not large enough for lottery funding. However there had been a lot of success in obtaining sponsorship, for various activities the Parish carried out, including Chorleywood in Bloom and Village Day. Members felt that the Council should try to obtain grants and funding for the activities as a matter of policy and this should be ongoing, therefore could be removed as a four year vision.

**Property Register** – Again this was ongoing – many of the leases were due for renewal in the next few years, some already being negotiated. It was agreed that this would become policy and be removed from the four year vision.

**Communication** – It was noted that technology had moved on and members felt that generally the Council was getting much better at PR, with the use of branding and social media, but felt that there was still some way to go, to include a review of the website and therefore this should stay on the four year vision with a revision that the topic be called Communication and PR.

**Training** – Members felt that this was ongoing and should become policy and be removed from the four year vision.

Appraisals – This was moving forward and went hand in hand with the four year vision. The new format for the paperwork was to be discussed later in the agenda. Once all the committee had agreed the four year visions, Council priorities could be set to create targets for the staff to work towards. It was therefore felt that this should stay on the vision for the time being. It was also agreed that this item would in the future be referred to a Performance Development Review.

Cllr White felt that the Office Accommodation should be added to the Four Year Vision. Members were fully aware that there were H&S issues in relation to the office space which could be resolved once the War Memorial Hall project was completed and the Council meetings moved to the War Memorial Hall, however it was important that a review of all staffing issues be addressed in the form of accommodation and employer responsibilities.

Cllr Edwards also suggested that a schedule of condition should be carried out of all our buildings which should lead to an ongoing maintenance programme to ensure that all our buildings were properly maintained. He reminded Members that the Council had obligations under our lease to keep both South Lodge and Bullsland Hall in a good condition and that this should apply to our own buildings as well.

The Committee

**RESOLVED** 

That the following items would be incorporated in the Four Year Vision for P&R

- Communication and PR,
- Performance Development Reviews,
- Office Accommodation
- Maintenance Plans for Parish Council Assets.

## 15/23 TRDC REVIEW OF THE LICENSING ACT 2003 POLICY

After an overview from the Clerk
The Committee
RESOLVED

To note the report with no objections.

## 15/24 TRDC REVIEW OF THE GAMBLING POLICY (Draft Statement of Gambling Principals 2016-19)

The Committee

**RESOLVED** 

To note the report with no objections.

### 15/25 CHRISTMAS LIGHTS

The Committee were advised the background of the Christmas lights. Previously it had been agreed that the Business Association paid for and maintained the festoons running along the shop fronts and that the Parish Council provided the lights on the lamp columns. Members considered the quotations from each of the four companies and agreed that they preferred the ideal of light up Christmas trees, rather than lights. They felt that with the success of Chorleywood in Bloom the Christmas trees would offer aesthetic value. It was noted that this company only offered a one year contract and therefore if for some reason the trees were not up to expectation, the committee could consider an alternative for the following year. It was also noted that this suggestion would not require an electricity supply and was also within the current reduced budget.

The Committee

**RESOLVED** 

To accept the tender from Company C for Solar Powered Christmas Trees to be placed on lamp columns in the Village centre.

## 15/26 VILLAGE DAY UPDATE

Members were genuinely delighted with the feedback received from exhibitors to Village Day. They requested that the Parish Council website be updated with photos from this year's event and some of the comments made. Members noted the comments about signage for the toilets and also rubbish collection. The Deputy Clerk advised that some toilet signs had been put up before the event started but these had been obscured with exhibitor's stalls. The Clerk advised that whilst officers had done their best, because of the size of the event they were stretched during the setup of the event, and some of these areas had slipped. It was agreed that an additional member of staff could be employed for the day to help with the event next year.

The Committee

**RESOLVED** 

That the webpage be updated to include some of the feedback comments and photos of the event this year. That the Clerk be given permission to employ an additional member of staff to help on the day of next year's event.

This was proposed by Cllr White, seconded by Cllr Edwards and unanimously approved.

The Chairman wished to publically thank all the staff for putting on such a successful event.

#### 15/27 LAND AND PROPERTY AQUISTION FROM TRDC

The Chairman advised that this had been referred back to this Committee for further consideration from Full Council. The issues relating to South Lodge were discussed, especially with a view to security of tenure. Members did not really wish to spend tax payers money on having a valuation of South Lodge agreed by TRDC if the cost of the purchase of may be prohibitive. The Clerk advised that Croxley Green Parish Council had put in an FOI request to TRDC for the asset valuation which must be recorded at part of the end of year accounts for property that they were interested in acquiring. She did not know the outcome of this request.

Cllr White suggested that officers get an opinion to see what could be done with South Lodge to accommodate our current situation before embarking on a project to secure the property. Members needed to be sure that the building was fit for purpose and future proof.

The Committee

**RESOLVED** 

That the Clerk contact Croxley Green Parish Council with regard to their FOI request

That the Clerk approaches an architect to assess the building to ensure that it could be made fit for purpose and future proof and a builder to estimate possible costs.

That the Clerk report back to the next meeting

# 15/28 CHORLEYWOOD IN BLOOM

This item had been taken at the beginning of the meeting to allow a of the public, Lyn Sutherland to present her report as lead member of the Chorleywood in Bloom group.

Members were really pleased with the project thus far and wished for it to continue during the winter months. It was noted that the income expected through the Waitrose scheme and also the Council's Charity Quiz night were a very conservative estimate and therefore it was likely that the shortfall in income over expenditure could be considerably less. It was agreed that the winter baskets would need to be ordered in the very near future. Members discussed the request from the Chorleywood Residents Association with regard to the Parish taking over the maintenance of the flowerbeds in Main and New Parade. It was agreed that the working party should measure up the space and come up with a planting scheme before approaching TRDC, and that this should also be costed. It was also agreed that the working party could seek the advice of the Parish Rangers.

The Clerk advised Members that any scheme would have to rely on volunteers and members of the Business Association to maintain as the Parish Rangers were not gardeners and would not have time to maintain the flowerbeds.

The Committee

**RESOLVED** 

To note the success of the scheme this year.

That the Committee agree to the provision of winter baskets and planting of the four established planters That the Committee agree to additional logos for the planters

That the Committee agree to the provision of a planter outside the parish office.

That there is a continuation of the scheme for 2016 with additional planters if sponsors can be found for the latter.

That the working party look at a scheme for the flowerbeds in Main and New Parade, together with costings with a view of approaching TRDC with a request to take over the maintenance of this area.

This was proposed by Cllr Alison Preedy, seconded by Cllr Jane White and unanimously approved

# 15/29 PERFORMANCE DEVELOPMENT REVIEW

The Clerk advised Members that the form had been created from copies of forms used by TRDC and Peninsula. The Clerk advised that she felt that they were fit for purpose, but as she would be the first to use the format, if she or Members felt that tweaking was required this could be done after her review.

The Committee

**RESOLVED** 

To accept the new format for the PDR paperwork

## 15/30 CILCA UPDATE

The Clerk advised she was waiting for the updated version of Standing Orders but that no further work had been undertaken since the last meeting.

## 15/31 HEALTH AND SAFETY

The Deputy Clerk advised that a new officer from Herts County Council had been appointed and a brief meeting had taken place outlining the future programmes. It was agreed that the officer would, in the first instance, concentrate on the Rangers processes, as these were the most complex and posed the greatest risk.

# 15/32 EXCLUSION OF PRESS AND PUBLIC

The Committee

**RESOLVED** 

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 18 and they are instructed to withdraw.

Cllr Rodney Kipps declared and interest and withdrew from the Meeting.

#### **CONFIDENTIAL BUSINESS**

## 15/33 ROYAL BRITISH LEGION LEASE

See the confidential business minutes

## **15/34 CLOSURE**

The meeting having started at 7.30 pm, finished at 10.28 pm

Signature	Date
These minutes were agreed as a true and correct record a Chairman.	t the Policy & Resources meeting and signed by the
Signatureapproved via email 9.9.15	Date
These minutes have been checked by the Chairman.	