

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Meeting to be held on Thursday 12 September 2013 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press

Committee Membership:	CLlr D Johncock - Chairman	CLlr C Jordan
	CLlr I Forbes - Vice Chairman	CLlr S Herron
	CLlr B Sadler	CLlr S Digby
	CLlr J White	CLlr L Willis
	CLlr J Bailey	

Members of the committee are summoned to consider the following business:

AGENDA

1. Apologies for absence
2. Declarations of members' interests in items on the agenda
3. Committee Terms of Reference
4. Widmer Pond
5. Orchard Green, Flackwell Heath
6. Railway Land
7. Tylers Green Common
8. Amenity Land Committee Winter work schedule
9. Widmer Pond
10. Committee Finances
11. Questions from council members and the public
12. Accounts for payment.



Wendy Thompson
Clerk of the Council
4 September 2013

AGENDA ITEM 3

Committee Terms of Reference

Members are asked to CONSIDER and APPROVE the attached draft committee terms of reference. If approved they will be passed as a recommendation to the next council meeting for adoption.
APPENDIX A

AGENDA ITEM 4

Widmer Pond

Loose gravel on the surface of the path around the pond is being thrown into the pond or kick off onto the grass. It had been originally hoped that when the path was built last year the self-binding gravel used would create a solid surface and that there would be little or no loose gravel, however this has not been the case.

Members are asked to CONSIDER the possibility of relaying the path, in the next financial year, with a resin bonded surface to eradicate the problem of loose gravel. If approved, the Clerk be asked to seek quotes for a budget figure.

AGENDA ITEM 5

Orchard Green, Flackwell Heath

Following the site visit on 4 July 2013 members are asked to APPROVE the removal of three cherry trees from the site and also the crown lifting and thinning of 4 oak trees. The tree work suggested will allow more light through the canopy and encourage more regular growth in the remaining trees.

Members are also asked to APPROVE the tidying of the roadside hedge rather than laying. This would involve the grounds team cutting back the sides and employing a contractor to take down some of the height to encourage healthy growth.

AGENDA ITEM 6

Railway Land

Members are asked to RECEIVE a verbal report from Cllr White on the updated development of the Railway Land Management Plan.

AGENDA ITEM 7

Tylers Green Common

Members are asked to CONSIDER the parking issues on and around the common. Complaints have been received from residents who have been suffering from access problems to their properties as people have been parking inconsiderately in front of/to close to their drive boundaries.

Members are also asked to REVIEW and CONSIDER the council's policy on maintenance of the tracks over the common (APPENDIX B) in light of Amenity Land Committee resolution 7 September 2010 as follows:

'It was agreed that:

the Council's current policy on the condition of tracks and crossings on Tylers Green and Totteridge Commons be reaffirmed; namely:

"the Council's policy for those residents asking for repairs to be made to the tracks on Tylers Green Common be as follows:

- *the Council had no planned Budget to undertake the work and was not bound to maintain the tracks for Vehicular use; and*
- *the Council would grant permission for interested residents to pay for the desired work to be undertaken (but at specifications to be approved first by the Council).”*

Any changes to the policy will be recommended to the next Council meeting for approval.

AGENDA ITEM 8

Amenity Land Committee Winter work schedule

Members are asked to NOTE the attached work schedule for the grounds team over the winter months. **APPENDIX C**

AGENDA ITEM 9

Committee Finances

TO NOTE: Update on current committee expenditure and income. **APPENDIX D**

AGENDA ITEM 10

Questions from council members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the Clerk of this request as soon as possible.

AGENDA ITEM 11

Accounts for Payment

Accounts for payment are to be circulated at the meeting for consideration by councillors.

Date of the next meeting of the committee: Tuesday, 26 November 2013 at 7.30pm

AUGUST 2013

TERMS OF REFERENCE OF THE AMENITY LAND COMMITTEE**RESPONSIBILITIES**

1. The Amenity Land Committee (ALC) is responsible for oversight of the Council's amenity spaces including woodlands, commons and ponds. The specific areas of land (both owned and leased) are listed at Appendix 1.
2. The ALC is specifically responsible for:
 - a. Setting and reviewing policies on the protection, enhancement and maintenance of the Council's amenity space. In particular, this should include professional forestry management where applicable.
 - b. Undertaking regular inspections of ALC property to ensure that it is being well maintained and recommending improvements where appropriate.
 - c. Permitting the use of such facilities for activities that will benefit the community.
 - d. Reviewing and commenting on easements and way leaves across amenity land for the F&GP committee to consider and determine.
 - e. Reviewing byelaws and property regulations and making recommendations, where appropriate, to the Finance and General Purposes Committee.
 - f. Considering the introduction of conservation schemes wherever appropriate.
 - g. Developing a rolling 10-year plan for the improvement of the Council's amenity space generally as well as reviewing/updating the plan annually.
 - h. Annually for forming a Working Group to establish in conjunction with the Clerk and Warden a tree planting programme for the forthcoming year.

REPRESENTATIONS RECEIVED AND CONSULTATION

The Amenity Land Committee is required to:

- a. Consider representations made and to consult with residents, individuals and appropriate organisations, when necessary, about the Committee's responsibilities and service delivery.
- b. Appoint Members of the Committee to represent the Council on community groups as necessary.

FINANCE

4. The Amenity Land Committee is required to:
 - a. Undertake a regular review of the approved income and expenditure budget of the Committee. The Committee Chairman is to advise the Finance and General Purposes Committee of major variations to the approved budget. The Committee is not to enter into any financial commitment that exceeds the total of the approved budget without the approval of the Finance and General Purposes Committee or a meeting of the Council.
 - b. Prepare the Committee's annual estimated budget for submission to the Finance and General Purposes Committee for consideration. These estimates should include proposals for forward planning and the use and setting aside of funds to specific earmarked reserves.
 - c. Regularly consider and review service delivery; in particular to consider Best Value principles as directed by the Finance and General Purposes Committee.
 - d. To apply any financial directive introduced by the Council.
 - f. To seek grant aid and support through the Clerk to the Council.

GENERAL

5. To apply any policy adopted by the Council to the functions of the Committee such as making as much information freely available to the public as possible and ensuring that any form of discrimination does not take place.

DAJ

August 2013

Appendices:

1. List Of ALC Sites.

APPENDIX 1 TO
TERMS OF REFERENCE OF THE AMENITY LAND COMMITTEE
DATED SEPTEMBER 2013

The following areas comprise the land for which the Amenity Land Committee is responsible:

- Kingswood
- Totteridge Common
- Tylers Green Common (Front & Back)
- Pond Wood Copse
- Beechwood Gardens/Clearbrook Close
- The Rise
- Hedley Green
- Queensmead
- Railway Land
- Orchard Green
- Jubilee Gardens & Chapel Rd junction
- Fennels Wood access

**Chepping Wycombe Parish Council
Tylers Green and Totteridge Commons**

These areas were purchased by the Parish Council many years ago and they form important and unique amenities for local residents.

In the 1970s, along with very many areas across England used for recreation since time immemorial, they were registered as Village Greens under the Commons Registration Act 1965 in order to conserve them.

Although known as "Commons" they are not, and have never been, common land as such but are greens.

As registered Village Greens, they enjoy special legal protections. These include the fact that it is a criminal offence to drive on a village green, park on a village green and encroach upon or damage a village green by, for example, digging it up or covering it with tarmac or similar surfacing material. This means that no building can take place, neither can new drives or accesses be created except in very exceptional circumstances.

The various tracks and pathways forming part of Tylers Green Common are also registered as green. The Parish Council as owner and custodian of the greens has to balance its legal duties to take care of them with the fact that owners of properties abutting the greens need to get in and out of their properties to the surrounding main roads.

The legality of access over and parking on the greens becomes an issue when those with properties concerned are sold or mortgaged. In these circumstances, the Parish Council will do its best to assist and certainly to honour access rights inherited by it at the time of its purchase of the greens and, in the right circumstances, in relation to prescriptive rights gained since then by unchallenged use of the greens for access and/or parking. Usually, a purchaser or lender of the property concerned will need to show to his buyer or lender written evidence of the access or parking rights, usually in the form of a formal, legal Deed given by the Parish Council. The Parish Council looks at each case on an individual basis and takes the advice of its solicitor. The expense of this exercise is met by the owner of the property concerned because it is for the benefit of the property owner, not the Parish Council.

The Parish Council is therefore under no obligation to allow new accesses, driveways, changes to existing accesses or driveways (such as relocation or enlargement) or parking but will consider them and might permit them in limited cases on open market commercial terms and in circumstances where it can comply with its legal obligations relating to the greens and as a public body.

AMENITY LAND 2013/2014

WINTER WORKS BY WARD:

TYLERS GREEN

KINGSWOOD

RIDE AND GLADE MANAGEMENT: MAIN BRIDLEWAY PATHS NEED OPENING UP BY 2 METERS EITHER SIDE OF PATHS.

RUSHBROOKE CLOSE: 20 YEAR OLD TREE PLANTATION NEEDS THINNING OUT TO ALLOW NATURAL LIGHT INTO UNDERGROWTH TO ENCOURAGE GRASS GROWTH, RATHER THAN BRAMBLES AND NETTLES.(PROBATION HAVE STARTED PROJECT).

TREE SAFETY INSPECTIONS ON MAIN PATH WAYS TO BE CARRIED OUT.

SKILLS AND THRILLS AREA NEEDS TIMBER STACKED IN PILES DISPOSING OF.

NEW HEDGING TO PLANT AROUND PICNIC AREA. (COSTS TO BE ADVISED).

FRONT COMMON

CLEARANCE OF VEGETATION FROM ISLAND

WINTER GRASSLAND MANAGEMENT

BULB PLANTING AROUND MEMORIAL TREES

BACK COMMON

FOOTPATH MAINTENANCE: CUTTING BACK OVER HANGING TREES AND CLEARANCE OF DEAD AND DANGEROUS TREES.

INSTALLATION OF SHAKESPEARE BENCH.

AUTUMN CUT BACK OF PERIMETER AREAS.

VILLAGE HALL BOUNDARY HEDGE TO BE CUT.

LOUDWATER

BEECHWOOD GARDENS

REMOVABLE BOLLARD TO BE INSTALLED ON ALLEY ENTRANCE.

PERIMETER VEGETATION CUT BACK.

QUEENSMEAD

WINTER LEAFAGE WORKS

SHRUB BED MAINTENANCE

RAILWAYLAND

WAITING OUT COME OF MANAGEMENT PLAN.

HEDLEY AMENITY AREA

LEAF CLEARANCE

FLACKWELL HEATH

OAKWOOD

NEW GATE REQUIRED ONTO FIELD. (OLD GATE DAMAGED BEYOND REPAIR).

PERIMETER FENCELINE MAINTENANCE.

NEW TREES NEED RESTAKING AND TIES TIGHTENED

VERMIN CONTROL ON MOLES.

ORCHARD GREEN

MAIN HEDGE NEEDS CUTTING BACK

SELECTIVE THINNING OF TREES TO ENCOURAGE LIGHT FOR GRASS GROWTH.

CROWN LIFTING TO OAK TREES.

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Amenity Land								
<u>101</u>	<u>GEN AMENITY AREAS</u>							
4013	RENT	0	0	15	15		15	0.0 %
4037	GROUNDS MAINTEN'CE	4,853	3,795	9,700	5,905		5,905	39.1 %
	GEN AMENITY AREAS :- Expenditure	<u>4,853</u>	<u>3,795</u>	<u>9,715</u>	<u>5,920</u>	<u>0</u>	<u>5,920</u>	<u>39.1 %</u>
1083	THIRD PARTY CONTRIBUTION	2,338	0	0	0			0.0 %
	GEN AMENITY AREAS :- Income	<u>2,338</u>	<u>0</u>	<u>0</u>	<u>0</u>			
40		245	0	0	0		0	0.0 %
	GEN AMENITY AREAS :- Income	<u>245</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
	Net Expenditure over Income	<u>2,760</u>	<u>3,795</u>	<u>9,715</u>	<u>5,920</u>			
<u>102</u>	<u>FENNELS WOOD</u>							
4013	RENT	250	0	250	250		250	0.0 %
4037	GROUNDS MAINTEN'CE	482	0	0	0		0	0.0 %
	FENNELS WOOD & RAILWAY LAND :- Expenditure	<u>732</u>	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>	
	Net Expenditure over Income	<u>732</u>	<u>0</u>	<u>250</u>	<u>250</u>			
<u>103</u>	<u>RAILWAY LAND</u>							
4037	GROUNDS MAINTEN'CE	0	1,375	3,000	1,625		1,625	45.8 %
	RAILWAY LAND :- Expenditure	<u>0</u>	<u>1,375</u>	<u>3,000</u>	<u>1,625</u>	<u>0</u>	<u>1,625</u>	<u>45.8 %</u>
	Net Expenditure over Income	<u>0</u>	<u>1,375</u>	<u>3,000</u>	<u>1,625</u>			
<u>104</u>	<u>KINGSWOOD</u>							
4037	GROUNDS MAINTEN'CE	6,960	0	5,750	5,750		5,750	0.0 %
4059	FORESTRY FEES	2,404	925	5,500	4,575		4,575	16.8 %
4902	KINGSWOOD PATHS	0	0	750	750		750	0.0 %
	KINGSWOOD :- Expenditure	<u>9,364</u>	<u>925</u>	<u>12,000</u>	<u>11,075</u>	<u>0</u>	<u>11,075</u>	<u>7.7 %</u>
1002	INCOME - PERMITS	50	303	0	303			0.0 %
1077	GRANTS RECEIVED	2,185	1,316	2,185	-869			60.2 %
	KINGSWOOD :- Income	<u>2,235</u>	<u>1,619</u>	<u>2,185</u>	<u>-566</u>			<u>74.1 %</u>
	Net Expenditure over Income	<u>7,129</u>	<u>-694</u>	<u>9,815</u>	<u>10,509</u>			
<u>105</u>	<u>TYLERS GREEN COMMON</u>							
4014	ELECTRICITY	70	60	150	90		90	39.7 %

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4037 GROUNDS MAINTEN'CE	1,685	1,306	2,600	1,294		1,294	50.2 %
TYLERS GREEN COMMON :- Expenditure	<u>1,754</u>	<u>1,366</u>	<u>2,750</u>	<u>1,384</u>	<u>0</u>	<u>1,384</u>	<u>49.7 %</u>
1001 INCOME - RENTS	0	0	900	-900			0.0 %
1002 INCOME - PERMITS	1,129	0	50	-50			0.0 %
1004 INCOME - SERVICE CHS	123	6	150	-144			3.7 %
TYLERS GREEN COMMON :- Income	<u>1,252</u>	<u>6</u>	<u>1,100</u>	<u>-1,094</u>			<u>0.5 %</u>
Net Expenditure over Income	<u>502</u>	<u>1,360</u>	<u>1,650</u>	<u>290</u>			
<u>106 WIDMER POND</u>							
4012 WATER	541	15	600	585		585	2.5 %
4037 GROUNDS MAINTEN'CE	439	0	200	200		200	0.0 %
WIDMER POND :- Expenditure	<u>980</u>	<u>15</u>	<u>800</u>	<u>785</u>	<u>0</u>	<u>785</u>	<u>1.9 %</u>
1078 MAINT COST RECOVERED	266	0	300	-300			0.0 %
WIDMER POND :- Income	<u>266</u>	<u>0</u>	<u>300</u>	<u>-300</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>714</u>	<u>15</u>	<u>500</u>	<u>485</u>			
Amenity Land :- Expenditure	<u>17,928</u>	<u>7,476</u>	<u>28,515</u>	<u>21,039</u>	<u>0</u>	<u>21,039</u>	<u>26.2 %</u>
Income	<u>6,091</u>	<u>1,624</u>	<u>3,585</u>	<u>-1,961</u>			<u>45.3 %</u>
Net Expenditure over Income	<u>11,837</u>	<u>5,851</u>	<u>24,930</u>	<u>19,079</u>			