

**CHEPPING WYCOMBE PARISH COUNCIL**

**LEISURE FACILITIES COMMITTEE**

**APPENDICES**

**THURSDAY 11 FEBRUARY 2010**

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~~CONFIDENTIAL~~2<sup>nd</sup> Draft**REPORT BY PLAYGROUND WORKING GROUP ON PROPOSALS FOR  
CHEPPING WYCOMBE PARISH COUNCIL – JANUARY 2010**BACKGROUND.

1. During 2009, six playground specialist companies offered to undertake a survey of the 3 main recreation areas within Chepping Wycombe Parish Council (CWPC) to identify what was good and what was bad about each of the sites. The companies were also asked to propose a vision for the future of each playground which could be attained over, say, a 5 to 10 year period and to provide rough order magnitude costs. These assessments were undertaken free of charge and without commitment.
2. In the end, 5 companies provided detailed proposals (Wicksteed opted out) and those were circulated to members of the Leisure Facilities Committee (LFC) electronically. The companies were Kompan, Playground Facilities, Playground Services, Safe and Sound Playgrounds, and SMP Playgrounds. Surprisingly, no clear theme emerged from these proposals and no perfect solution.
3. Therefore the proposed next stages for this project are to:
  - a. Filter the bidders down to three.
  - b. Create an ideal solution for each of the 3 sites based on all the proposals received.
  - c. Seek formal bids.
  - d. Develop a Funding Strategy.
  - e. Select a preferred bidder.
  - f. Work with that preferred bidder to undertake public consultation and seek external funding.
  - g. Manage the project.

AIM.

4. The aim of this report is to propose an ideal solution for each of the 3 sites and to recommend the 3 bidders to go forward to the next stage.

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### REVIEW OF THE 5 PROPOSALS

#### General Comments.

5. A table showing the existing equipment at each of the 3 sites is at Annex A. Whilst much of this is old and no longer meets the latest standards, it is not necessary in all cases to consider its immediate replacement. Consequently, the potential bidders were asked to incorporate the better aspects of the current installation in their proposals allowing for the fact that these might be replaced in the longer term. The potential bidders were also asked to put forward landscaping proposals both to enhance the general amenity of the grounds and also to improve screening for nearby residences.

6. Surprisingly, each of the 5 proposals were significantly different especially in terms of identifying the good and bad aspects of the existing playgrounds. Clearly, the major manufacturers were largely driven by commercial considerations and promoting their own products whereas the “independent” companies could select equipment from all available outlets. That said, I believe that Kompan provided the most objective assessment of the deficiencies of the three sites and clearly identified where, for example, age groups and sexes were not adequately catered for or where there was little play value from the existing equipment.

7. During the recent review of the proposals by the Working Group, independently, WDC sought comments from the local Parish Councils about the accuracy of their data on open spaces following their full survey in 2005<sup>1</sup>. WDC also sought views on their quality assessment and proposed options for improvements. It is significant that this document also highlights the deficiencies of the playgrounds in Tylers Green and Flackwell Heath (especially for teenagers) reinforcing the need for CWPC to improve its facilities in these areas. The recreation ground in Loudwater was erroneously omitted from the database and, as part of our response, WDC will be asked to include this site and also recommend improvements.

8. In terms of costings for the 3 sites as a whole, these ranged from £113,470 to £531,000 with Safe and Sound Playgrounds offering the most expensive. With some members already expressing concern about the affordability of this project, I would suggest that a budget of approximately £150,000 would be appropriate immediately ruling Safe and Sound Playgrounds out of the bidding.

9. In analysing the 5 proposals, CWPC needs to follow the appropriate guides issued by the Department For Culture, Media and Sport (dcms) which highlights the factors that will ensure good quality playgrounds and provide best value for money. CWPC needs to ensure that the equipment provided for each age group and sex covers

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<sup>1</sup> Planning & Sustainability letter dated 11<sup>th</sup> December 2009.

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the basic needs of **swinging, rocking, sliding, spinning, balancing, climbing, pretending, training and gathering**. It must also be suitable for use by children of all abilities. The design of the play areas should promote positive interaction between children of all age groups and stimulate their imagination. Finally, in terms of budgeting, CWPC needs to accept the responsibility for the on-going maintenance of any new equipment installed but, with the use of modern materials, this can be expected to be no more than currently. A summary of the 5 options was provided to the LFC at its November 2009 meeting but a fuller analysis follows.

### KOMPAN.

10. Flackwell Heath. Kompan assessed this facility as being suited mainly to 6–10 year olds. In their opinion, more needed to be provided for teenagers and toddlers; their proposal did not include landscaping recommendations. The company recommended that the existing main play areas containing swings etc remain unchanged and that the existing toddler area be replaced with new equipment. In addition, they proposed the installation of new equipment aimed primarily at teenagers. These recommendations are listed in Table 1 below.

|                         |           |
|-------------------------|-----------|
| Home/Rescue Story Maker | Toddlers  |
| Ambulance Springer      | Toddlers  |
| Ladybird Springer       | Toddlers  |
| 2 X Cradle Seat Swings  | Toddlers  |
| Tick Tock               | Toddlers  |
| Blazer                  | Toddlers  |
| Cableway                | Teenagers |
| Supernova               | Teenagers |
| Rigel                   | Teenagers |
| Starsurfer              | Teenagers |
| 2.4m Swing              | Teenagers |

Table 1

11. Loudwater. Kompan assessed this facility as being suited mainly for teenagers. Much of the existing youngsters' equipment would be removed as it was not deemed to provide good play value. Again this proposal had no landscaping recommendations. The proposed new equipment is listed in Table 2 below.

|                  |           |
|------------------|-----------|
| Swing            | Toddlers  |
| Steel Nest Swing | Teenagers |
| Dorado           | Teenagers |
| Supernova        | Teenagers |
| Flexus           | Teenagers |
| Bloqx 1          | Teenagers |
| Bloqx 3          | Teenagers |

Table 2

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12. Tylers Green. Kompan assessed this facility as being suited mainly for under 12s and recommended new equipment primarily for teenagers. This assessment will probably not have changed despite the fact that subsequently there has been some changes to the equipment at this location following receipt of Section 106 monies from WDC. Notably this included a Youth shelter which was in the original KOMPAN listing. Again this proposal had no landscaping recommendations. The proposed new equipment is listed in Table 3 below.

|           |           |
|-----------|-----------|
| Supernova | Teenagers |
| Pollux    | Teenagers |
| Rock-It   | Teenagers |
| Skate     | Teenagers |

Table 3

## Playground Facilities (PF).

13. Flackwell Heath. PF concluded that whilst there are areas here for each age group, the area lacks landscape interest and there has been inadequate investment in recent years. The company primarily recommended that the existing toddler area be completely renewed and that some of the current equipment in the main playground area be replaced. No significant proposals were made for the teenager area. The proposed new equipment is listed in Table 4 below.

|                       |                |
|-----------------------|----------------|
| 4 X Play Panels       | Toddlers       |
| Roundabout            | Toddlers       |
| 3 X Springers         | Toddlers       |
| 2 X Steel Swings      | 6-16 Year Olds |
| Rotating Net Climber  | 6-16 Year Olds |
| Steel Nest Swing      | 6-16 Year Olds |
| Climbing Boulder      | 6-16 Year Olds |
| Landscaping + Seating | All            |

Table 4

14 Loudwater. PF concluded that the existing play equipment does not cover all age groups and layout does not maximise the benefit of the natural features. Moreover, there has been no community needs assessment which might, for example, identify the need for exercise equipment for adults as well as exploitation of the natural riverside setting for a seating area – again for adults. The company recommended that all existing play equipment (apart from the slide and swing frame) be replaced with particular emphasis on the younger users. The proposed new equipment is listed in Table 5 below.

|                                 |                    |
|---------------------------------|--------------------|
| 2 X Cradle Swings               | Up to 12 Year Olds |
| Bollards, Seating & Step Stones | Toddlers           |
| Spring see-saw/rocker           | Toddlers           |

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|                             |                |
|-----------------------------|----------------|
| Roundabout                  | Toddlers       |
| Climbing Boulders + Net     | 6-12 Year Olds |
| Landscaping + Seating       | All            |
| Fitness Equipment (5 Items) | All            |

Table 5

15. Tylers Green. PF concluded that this was a good recreational space with landscaping incorporated. It had also benefited from recent investment. The company noted that the ground lacked visual interest from the road and recommended additional landscaping features and a complete reorganisation of the existing areas to maximise the play value for each age group. The proposed new equipment is listed in Table 6 below.

|                         |                |
|-------------------------|----------------|
| Rotating Net Climber    | 6-16 Year Olds |
| Climbing Boulders + Net | Juniors        |
| Landscaping + Seating   | All            |

Table 6

Playground Services.

16. Flackwell Heath. PS proposes to replace all the existing play equipment in the main and toddler play areas with the exception of the Storm Unit. The company also proposes to build a new mound with sleeper access steps, glacial boulders and an embankment slide. Finally, it intends to remove all existing rubber and tarmac surfaces and install new tarmac, wet pour and grass tiles as detailed in the proposal. Part of this would be the creation of a "dry river bed". The proposed new equipment is listed in Table 7 below.

|                       |                |
|-----------------------|----------------|
| 1.8m Cradle Swing     | Toddlers       |
| Falling Star Springy  | Toddlers       |
| Quatro See-Saw        | Toddlers       |
| Duo See-Saw           | Toddlers       |
| Cyclo Springy         | Toddlers       |
| Play Dish Roundabout  | Toddlers       |
| Play Embankment Slide | Toddlers       |
| Summit Climber        | 6-16 Year Olds |
| Manddala Roundabout   | 6-16 Year Olds |
| Twin Fly              | 6-16 Year Olds |
| Rodeo Board           | 6-16 Year Olds |
| Aeroskate             | 6-16 Year Olds |
| Arc Swing             | 6-16 Year Olds |
| Hexagonal Swing       | 6-16 Year Olds |
| Landscaping + Seating | All            |

Table 7

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17. Loudwater. PS recommend that all the existing play equipment be replaced. The company also proposes to build a new mound with sleeper access steps, glacial boulders and an embankment slide. Finally, the company recommended additional landscaping features. The proposed new equipment is listed in Table 8 below.

|                       |                |
|-----------------------|----------------|
| Embankment Slide      | Toddlers       |
| 1.8m Cradle Swing     | Toddlers       |
| Falling Star Springy  | Toddlers       |
| Quatro See-Saw        | Toddlers       |
| Rodeo Board           | 6-16 Year Olds |
| Arc Swing             | 6-16 Year Olds |
| Biiibox Climber       | 6-16 Year Olds |
| Roll Up               | 6-16 Year Olds |
| Landscaping + Seating | All            |

Table 8

18. Tylers Green. PS have noted that a number of items within the existing main playground are relatively new and these have been reused within the overall new design. Significantly, the company proposes to create the play area for the younger age group within the hedged area that currently contains the wooden play equipment and aerial runway. The new equipment proposed for the older age group would be located outside this hedged area and would include a large ground-level trampoline and a replacement aerial cableway. Additionally, the company recommends a 3m high mound incorporating a rock amphitheatre and embankment slide. The proposed new equipment is listed in Table 9 below.

|                                          |                |
|------------------------------------------|----------------|
| Embankment Slide With Stone Amphitheatre | Toddlers       |
| 30 m Cableway                            | 6-16 Year Olds |
| Twin Fly                                 | 6-16 Year Olds |
| Ground-Level Trampoline                  | 6-16 Year Olds |
| Super End Swinger                        | 6-16 Year Olds |
| Playship                                 | 6-16 Year Olds |
| 1.8m Cradle Swing                        | 6-16 Year Olds |
| Giant Swing With Nest Seat               | 6-16 Year Olds |
| Landscaping + Seating                    | All            |

Table 9

SMP Playgrounds.

19. Flackwell Heath. SMP opined that most of equipment on this site is dated and located on a large rectangular area of tarmac. The company concluded that there was a need to replace all this equipment to improve play value and improve aesthetics of the site by the introduction of natural features. It recommended a wide range of equipment to cover all age groups and to be exciting, colourful and inspirational. Landscaping

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proposals include a bridge, log slices, glacial boulders and sand pit. The proposed new equipment is listed in Table 10 below.

|                           |                |
|---------------------------|----------------|
| 1.8m Two Seat Swing       | Toddlers       |
| Tri-play Structure        | Toddlers       |
| See-Saw                   | Toddlers       |
| Orbiter Roundabout        | 6-12 Years Old |
| Basket Swing              | 6-12 Years Old |
| Tornado Overhead Carousel | 6-12 Years Old |
| Landscaping + Seating     | All            |

Table 10

20. Loudwater. SMP concluded that this playground offered very basic facilities with little challenge for children and, as a result, the company would replace all the existing equipment. The company proposed to maximise the benefit of the natural setting through improved landscaping and introduction of equipment with real play value for all ages and abilities. Landscaping proposals include a dusty ditch, some small mounds, log slices and glacial boulders. The proposed new equipment is listed in Table 11 below.

|                     |                |
|---------------------|----------------|
| 1.8m Two Seat Swing | Toddlers       |
| See-Saw             | Toddlers       |
| Basket Swing        | 6-12 Years Old |
| Multi-play Unit     | 6-12 Years Old |
| Momentum            | 6-12 Years Old |
| Pillars of Hercules | 6-12 Years Old |
| Landscaping         | All            |

Table 11

21. Tylers Green. SMP concluded that this playground was located in an attractive park that catered mostly for 3 -8 year olds. The company opined that the new equipment had not been sited well. It proposed to retain much of the current equipment and to relocate some to more suitable positions. It also intended to introduce more natural features along with picnic style tables and add colour to the tarmac area. Landscaping proposals again include a dusty ditch, some small mounds, log slices and glacial boulders. The proposed new equipment is listed in Table 12 below.

|                           |                |
|---------------------------|----------------|
| Four seat swing           | All            |
| Multi-play Unit           | Toddlers       |
| Tornado Overhead Carousel | 6-16 Years Old |
| Freeride                  | 6-16 Years Old |
| Big Slide                 | 6-16 Years Old |
| Landscaping               | All            |

Table 12

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### DEVELOPMENT OF A SPECIFICATION.

22. As there was few common threads running through each of the proposals received and as there was clearly no ideal solution proposed, we need to define a specification against which companies can bid. Therefore, at the November meeting of the LFC, it was agreed that a Playground Working Group would be formed to develop a requirement for each of the sites. The following details the Working Group's recommendations.

#### Flackwell Heath.

23. Although there is clearly a need to replace the existing equipment in due course, the Working Group recommends its retention in the shorter term with the sole exception of the climbing frame which should be scrapped immediately on the basis that it provides little play value. The Working Group agreed with several of the proposers that the existing toddler area should be completely renewed and also believes that new equipment should be installed for the primary benefit of teenagers. Landscaping concepts should be developed with the aim of providing screening to the nearby dwellings and to improve the visual amenity of the site. The project for this site is partly based on the KOMPAN proposal but with some deletions and additions to achieve the stated goals above. The project should include the following:

#### Shorter Term:

|                                                     |           |         |
|-----------------------------------------------------|-----------|---------|
| Home/Rescue Story Maker                             | Toddlers  | £9490   |
| 2 X Cradle Seats                                    | Toddlers  | £160    |
| Tick Tock                                           | Toddlers  | £440    |
| Blazer                                              | Toddlers  | £1840   |
| Orbiter Roundabout                                  | Toddlers  | £2984   |
| Supernova                                           | Teenagers | £3200   |
| Rigel                                               | Teenagers | £5960   |
| Starsurfer                                          | Teenagers | £1710   |
| Blogx 3                                             | Teenagers | £8500   |
| Landscaping                                         | All       | £7000   |
| Tile Replacement & New Surfacing                    | All       | £7500   |
| Total Estimated Cost Excluding Installation and VAT |           | £48,784 |

#### Longer Term:

|                                                     |            |         |
|-----------------------------------------------------|------------|---------|
| 2 X Cradle Seat Swings                              | Toddlers   | £900    |
| Embankment Slide With Boulders & Sleeper Steps      | 6-16 Years | £6500   |
| 2.4m Swing                                          | 6-16 Years | £1400   |
| Total Estimated Cost Excluding Installation and VAT |            | £8800   |
| Grand Total                                         |            | £57,784 |

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### Loudwater.

24. The Working Group generally agrees that with the exception of the existing swings, all the existing play equipment should be replaced in the shorter term. In addition, given the proximity of this site to the River Wye, efforts should be made to make this area more attractive to adults. However, the majority of the improvements to the landscaping along the riverside should be funded from elsewhere and only improvements to the play areas be specifically covered under this project. Of all the proposals for this site, the Working Group preferred the Playground Services proposal aiming to provide exciting facilities for all age groups. The project should include the following:

|                                                     |                |               |
|-----------------------------------------------------|----------------|---------------|
| Embankment Slide                                    | Toddlers       | £6459         |
| 1.8m Cradle Swing                                   | Toddlers       | £1618         |
| Falling Star Springy                                | Toddlers       | £660          |
| Quatro See-Saw                                      | Toddlers       | £1867         |
| Rodeo Board                                         | 6-16 Year Olds | £3586         |
| Arc Swing                                           | 6-16 Year Olds | £2770         |
| Biibox Climber                                      | 6-16 Year Olds | £16995        |
| Roll Up                                             | 6-16 Year Olds | £1738         |
| Landscaping + Seating                               | All            | £10000        |
| New Surfacing                                       |                | £10000        |
| Total Estimated Cost Excluding Installation and VAT |                | <b>£55693</b> |

### Tylers Green.

25. The site at Ashley Drive is basically well equipped but the layout has been poorly arranged and, as highlighted by Playground Facilities, the ground lacks visual interest from the road. The existing hedging segregates the various age groups which may not be best for social interaction and may discourage youngsters from exploring equipment primarily provided for the older age groups. The Working Group therefore agreed that further advice should be sought on whether to remove the hedging around the wooden play facilities and whether the hedgerow and trees between the playground and the sports field should be thinned out or even removed? This may be of some benefit in dealing with the current anti-social behaviour on this site.

26. Although some new equipment should be installed here primarily for juniors and teenagers, much of the effort should be focussed on relocating the existing equipment into a more logical layout. Of all the proposals submitted, the Working Group considered the one from Playground Facilities to be the best overall and the selection of equipment and landscaping below is largely based on this submission. Additionally, we have included the overhaul of the aerial runway that was the subject of adverse comments in the last RoSPA report and added some further teenage oriented equipment.

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|                                                     |                 |         |
|-----------------------------------------------------|-----------------|---------|
| Climbing Boulders + Net                             | Juniors         | £14140  |
| Rotating Net Climber                                | 6-16 Year Olds  | £6500   |
| Aerial Runway Overhaul                              | 6-16 Year Olds  | £3660   |
| Aeroskate                                           | 10-16 Year Olds | £5615   |
| Landscaping + Seating                               | All             | £10469  |
| New Surfacing                                       |                 | £3591   |
| Total Estimated Cost Excluding Installation and VAT |                 | £43,975 |

27. Based on the foregoing, the total estimated project cost would be **£157,452**.

RECOMMENDATIONS

28. The Playground Working Group recommends that:

- a. That the Clerk be asked to obtain formal quotes for the playground improvements detailed in paras 23 to 26 above,
- b. Quotes be sought from KOMPAN, Playground Facilities, and Playground Services.
- c. Based on the quotations received, a preferred bidder be selected to help take the project forward to the next phases.

D A JOHNCOCK  
Chairman  
Playground Working Group

?? February 2010

Annex A – List of Existing Playground Equipment.

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ANNEX A – LIST OF EXISTING PLAYGROUND EQUIPMENT.

Tylers Green

| Item                                                | Comment                      |
|-----------------------------------------------------|------------------------------|
| Wicksteed Multi-Unit Including Climbing Wall        | Newish                       |
| 2 X Swing Sets Each with 2 cradle and 2 flat seats. |                              |
| Sea Saw                                             |                              |
| 2 X Springys                                        |                              |
| Slide                                               |                              |
| Aerial Runway                                       | Failed RoSPA Inspection 2009 |
| Wooden "Jungle Gym"                                 |                              |
| Surf Rider                                          | New in 2009                  |
| Tea Cup                                             | New in 2009                  |
| Basket Swing                                        | New in 2009                  |
| Youth Shelter                                       | New in 2009                  |

Loudwater

| Item                                     | Comment                    |
|------------------------------------------|----------------------------|
| 1 X Swing Set with 2 flat seats only.    | Not Suitable for Toddlers. |
| Slide                                    |                            |
| Igloo Climbing Frame                     | Limited Play Value         |
| Wooden Climbing Frame With Chain Netting | Limited Play Value         |
| Youth Shelter                            |                            |
| Basketball Hoop                          |                            |

Flackwell Heath

| Item                                                | Comment            |
|-----------------------------------------------------|--------------------|
| Wicksteed Multi-Unit Including Climbing Wall        | Newish             |
| Climbing Frame                                      | Limited Play Value |
| Helter Skelter slide                                |                    |
| Rocking Horse                                       |                    |
| 2 X Swing Sets Each with 2 cradle and 2 flat seats. |                    |
| Slide                                               |                    |
| 3 X Springys                                        |                    |
| Youth Shelter                                       |                    |
| Basketball Hoop                                     |                    |
| Multi purpose sports wall                           | Funded by FHRA     |
| Skateboarding ramps et al.                          | Funded by FHRA     |

~~TABLE~~ALLOTMENT TENANCY AGREEMENT REVIEW – NOVEMBER 2009Comparison With Model Issued By The National Society of Allotment & Leisure Gardeners Limited (NSALGL).

The CWPC Tenancy Agreement largely follows the NSALGL model but some of the wording has been changed to reflect the local circumstances and CWPC policy derived over many years.

The tenant shall not keep any livestock on the allotment unless permitted by statute without the prior written consent of the Council. **Comment:** Under section 12 of the Allotments Act 1950, a tenant cannot be prevented from keeping hens or rabbits for domestic use. That said, neither domesticated hens or rabbits are currently kept on CWPC allotments and we should probably not encourage such a practice.

The Tenant shall keep every hedge that forms part of the boundary of his allotment Garden properly cut and trimmed, keep all ditches properly cleansed and maintained and keep in repair any other fences and any other gates or sheds on his Allotment Garden. **Comment:** The CWPC Tenancy Agreement does not permit the erection of buildings. Concerning the issue of fences, see next para.

The Tenant shall not use any barbed wire for a fence adjoining any path set out by the council for the use of the occupiers of the Allotment Garden. **Comment:** CWPC currently maintains the border around the whole allotment site both at Flackwell Heath and Tylers Green and the current tenancy agreement prohibits the erection of fences around individual plots (para 2h refers). That said, a number of tenants have erected fences around all or part of their plots albeit many using temporary orange plastic fencing.

The Tenancy of the Allotment Garden shall terminate on the yearly Rent Day after the death of the Tenant and shall also terminate whenever the tenancy or right of occupation of the Council terminates. **Comment:** CWPC has no such condition on the death of a tenant and currently the tenancy agreement has been taken over by the widow/widower without question allowing in a few cases individuals to have 2 or 3 allotments.

**Recommendation 1:**

Amend the existing CWPC Tenancy Agreement to;

- a. Permit the temporary erection of low level fencing on the condition that it is maintained in decent order and does not include the use of barbed wire.
- b. Add a new condition covering the death of the tenant.

Comparison With NALC Model.

The CWPC Tenancy Agreement excludes the following which are included in the NALC model:

The tenant shall reside within the [Parish] of [Chepping Wycombe] during the continuance of the tenancy. **Comment:** With a waiting list for allotments, it does not seem appropriate to allow tenants to retain use of an allotment when they have moved outside of the parish boundary. The Hughenden Parish Council tenancy agreement states that "The tenancy can be terminated by the Council by re-entry after one month's notice:-

IF the rent is in arrears for not less than forty days; or

IF the conditions of the tenancy are not being observed; or

~~IF the Tenant resides more than one mile outside the area of the Council.~~

No livestock or poultry of any kind shall be kept upon the Allotment Garden other than reasonable numbers of hens or rabbits for the tenant's own domestic consumption; **Comment:** This is similar to that included in the NSALGL model – see comments above.

The tenant shall maintain in decent order all fences and ditches bordering the Allotment Garden and shall keep trim and keep in decent order all hedges forming any boundary of the Allotment Garden. **Comment:** This is similar to that included in the NSALGL model – see comments above.

The tenant shall not obstruct or permit the obstruction of any of the paths on the Allotments set out for the use of the tenants of the Allotment Gardens. **Comment:** CWPC has recently had to write to a number of tenants asking them to remove all matter of objects from pathways.

The NALC model does not include the following which appears in the CWPC Tenancy Agreement:

The Council shall give twelve months' notice of any alteration to be made to the rent charged. **Comment:** Such a condition is also included in the Birmingham City Council Allotment Rules.

## **Recommendation 2:**

Amend the existing CWPC Tenancy Agreement to;

- a. State that the tenancy agreement will automatically come to an end when a tenant resides more than 1 mile outside of the parish boundary.
- b. Insert a new condition that prohibits tenants from obstructing any of the pathways.
- c. Remove the condition that CWPC has to give 12 months notice of any alterations to allotment fees; this recommendation being subject to confirmation that there is no legal requirement to give such notice in this regard. Revised fees should be agreed by full Council prior to the end of each calendar year, be publicised before April of each year and be implemented from the following October.

## Comparison With Hughenden Parish Council Allotment Agreement.

The format of the Hughenden Allotment Agreement is very different in that the allotment RULES are described on a separate page from the agreement. This looks much neater but basically covers the same basic regulations. Other differences are that the Hughenden Allotment Agreement includes the following:

You are permitted to plant a maximum of two fruit trees per plot. They must be of a dwarf variety and not grow more than 6 feet and thereafter maintained as such or will be removed by the Council. **Comment:** The current CWPC Tenancy Agreement simply states that tenants must "refrain from planting any tree other than soft fruit." The question is whether CWPC should allow any form of tree ?

You may, at your own risk, keep your allotment tools in a wooden box whose size is not greater than 6 feet long by 3 feet deep by 3 feet high. The box may be locked and must be dark green or brown. **Comment:** CWPC does not currently make provision for the convenient storage of garden tools although larger items such as mowers can be stored

in the on-site shed. The current CWPC Tenancy Agreement does however state that tenants may not erect buildings etc without the prior permission of the Council. That said, some flimsy buildings have been erected for the storage of tools and filing cabinets are also being used.

Bonfires will be permitted on the tenants' own plot, only for the purposes of the destruction of diseased material. These must only be lit when there is no nuisance caused to neighbouring properties and must be tended at all times. **NO** other bonfires will be permitted on allotment land and any organic material must be composted by the tenant on the tenants' own allotment plot. Any other material must be removed and disposed of by the tenant. **Comment:** CWPC has previously maintained a central bonfire area but this has been abused and has become a dump for stone and other non-combustible material. The meeting with FH tenants in September 2009 agreed that this facility should be discontinued and tenants encouraged to compost waste on their own plot.

These regulations override any previous regulations and the Council reserve the right to make alterations to these regulations from time to time subject to the tenant being sent 28 days prior notice to their last known address. **Comment:** The CWPC Tenancy Agreement currently states that CWPC will give 12 months notice of any changes which seriously limits the Council's ability to act swiftly to new circumstances.

### **Recommendation 3:**

Amend the existing CWPC Tenancy Agreement to;

- a. State that no trees (not even soft fruit) shall be planted on allotment plots.
- b. State that tenants may, at their own risk, keep allotment tools in a wooden box whose size is not greater than 6 feet long by 3 feet deep by 3 feet high. The box may be locked and must be dark green or brown.
- c. State that bonfires will be permitted on the tenants' own plot, only for the purposes of the destruction of diseased material. These must only be lit when there is no nuisance caused to neighbouring properties and must be tended at all times. **NO** other bonfires will be permitted on allotment land and any organic material must be composted by the tenant on the tenants' own allotment plot. Any other material must be removed and disposed of by the tenant. The Hazlemere Parish Council Allotment Agreement states that bonfires are only permitted between October and May – should this be added ?
- d. State that new regulations can be introduced by the Council provided that the tenant is given 28 days prior notice to their last known address.

### Comparison With Hazlemere Parish Council Allotment Agreement.

The Hazlemere Parish Council Allotment Agreement includes the following:

*The allotment shall not be used for the purpose of any trade or business.* **Comment:** The CWPC Tenancy Agreement currently states that the tenant may only cultivate the allotment for the production of fruit, vegetables, and flowers "for domestic consumption by him/herself and his/her family" – para 2 j refers. This strictly prevents one tenant from giving produce to another although this clearly happens in practice.

#### Recommendation 4:

Amend the existing CWPC Tenancy Agreement to;

- a. Delete the existing Para 2j and replace it with "*The allotment shall not be used for the purpose of any trade or business.*"

#### Comparison With Birmingham City Council Allotment Rules.

The Birmingham City Council Allotment Rules includes the following:

Tenants must not bring or use corrugated or sheeted iron (or similar metal objects) or barbed wire on the Allotment. **Comment:** This is not covered by the current CWPC Tenancy Agreement.

Carpet and underlay may not be used on the Site. **Comment:** This is not covered by the current CWPC Tenancy Agreement although carpets are widely used to control weed.

Beehives are not allowed on the Allotment. **Comment:** This is not covered by the current CWPC Tenancy Agreement. However, it seems at odds with the need for insects to be available to pollinate plants and perhaps the CWPC tenancy agreement should permit them ?

Petrol, oil, fuel, lubricants or other inflammable liquids must not be stored in the chalet or greenhouse. **Comment:** This is not covered by the current CWPC Tenancy Agreement.

#### Recommendation 5:

Amend the existing CWPC Tenancy Agreement to;

- a. Adopt the Birmingham City Council Allotment Rule on corrugated or sheeted iron.
- b. Add the new condition that carpet and underlay may be used on the Site provided that the tenant accepts responsibility for its removal on cessation of the tenancy.
- c. Add the new condition that beehives are allowed on the Allotment.
- d. Add the new condition that petrol, oil, fuel, lubricants or other inflammable liquids must not be stored anywhere on the Allotment.

#### Matters Arising From Allotment Inspections and Meeting With Tenants In FH.

Are allotments primarily provided to enable parishioners to grow fruit and vegetables or is it acceptable for them to be cultivated (even in part) as a flower garden ? With that in mind, is it acceptable for allotments to include garden benches and ponds or similar ?

**Recommendation 6:**

Amend the existing CWPC Tenancy Agreement to prohibit the installation of benches and ponds or any other form of garden adornment.

## Chepping Wycombe P C (2009/10)

## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note : Leisure Facilities Committee Meeting 11 February 2010

APPENDIX C

| Leisure Facilities | Last Year 2008/09    |        | Agreed Budget | Current Year 2009/10 |            | Projected Actual | Next Year 2010/11<br>Next Year Budget |
|--------------------|----------------------|--------|---------------|----------------------|------------|------------------|---------------------------------------|
|                    | Budget               | Actual |               | Revised Budget       | Actual YTD |                  |                                       |
|                    |                      |        |               |                      |            |                  |                                       |
| 201                | ASHLEY DRIVE ALLOT'T |        |               |                      |            |                  |                                       |
| 4001               | STAFF SALARIES       | 2,704  | 4,881         | 2,943                | 3,721      | 2,943            | 2,976                                 |
| 4012               | WATER                | 100    | 315           | 104                  | 379        | 450              | 330                                   |
| 4037               | GROUNDS MAINTEN'CE   | 175    | 117           | 181                  | 43         | 181              | 181                                   |
|                    | OverHead Expenditure | 2,979  | 5,313         | 3,228                | 4,143      | 3,574            | 3,487                                 |
| 1001               | INCOME - RENTS       | 805    | 853           | 805                  | 838        | 838              | 805                                   |
| 1079               | OTHER COST RECOVERED | 0      | 17            | 0                    | 0          | 0                | 0                                     |
|                    | Total Income         | 805    | 870           | 805                  | 838        | 838              | 805                                   |
| 201                | Net Expenditure      | 2,174  | 4,443         | 2,423                | 3,305      | 2,736            | 2,682                                 |
| 203                | CHAPEL ROAD ALLOT'TS |        |               |                      |            |                  |                                       |
| 4001               | STAFF SALARIES       | 2,604  | 5,226         | 2,834                | 4,990      | 2,834            | 2,866                                 |
| 4012               | WATER                | 530    | 321           | 549                  | 386        | 450              | 565                                   |
| 4017               | CLEANING & REFUSE    | 0      | 0             | 0                    | 180        | 180              | 0                                     |
| 4037               | GROUNDS MAINTEN'CE   | 111    | 165           | 115                  | 1,261      | 1,261            | 115                                   |
|                    | OverHead Expenditure | 3,245  | 5,712         | 3,498                | 6,817      | 4,725            | 3,546                                 |
| 1001               | INCOME - RENTS       | 805    | 858           | 805                  | 855        | 855              | 805                                   |
|                    | Total Income         | 805    | 858           | 805                  | 855        | 855              | 805                                   |
| 203                | Net Expenditure      | 2,440  | 4,854         | 2,693                | 5,962      | 3,870            | 2,741                                 |

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APPENDIX C

Continued on Page 2

## Chepping Wycombe P C (2009/10)

## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note : Leisure Facilities Committee Meeting 11 February 2010

|      |                               | <u>Last Year 2008/09</u> |               | <u>Agreed Budget</u> | <u>Current Year 2009/10</u> |                   | <u>Projected Actual</u> | <u>Next Year 2010/11 Budget</u> |
|------|-------------------------------|--------------------------|---------------|----------------------|-----------------------------|-------------------|-------------------------|---------------------------------|
|      |                               | <u>Budget</u>            | <u>Actual</u> |                      | <u>Revised Budget</u>       | <u>Actual YTD</u> |                         |                                 |
| 211  | <u>ASHLEY DRIVE REC</u>       |                          |               |                      |                             |                   |                         |                                 |
| 4001 | STAFF SALARIES                | 4,154                    | 2,739         | 4,520                | 4,520                       | 2,641             | 4,520                   | 4,572                           |
| 4037 | GROUNDS MAINTEN'CE            | 1,084                    | 6             | 487                  | 487                         | 6                 | 6                       | 587                             |
|      | OverHead Expenditure          | 5,238                    | 2,745         | 5,007                | 5,007                       | 2,647             | 4,526                   | 5,159                           |
| 1002 | INCOME - PERMITS              | 0                        | 0             | 0                    | 0                           | 28                | 28                      | 0                               |
|      | Total Income                  | 0                        | 0             | 0                    | 0                           | 28                | 28                      | 0                               |
|      | 211 Net Expenditure           | 5,238                    | 2,745         | 5,007                | 5,007                       | 2,619             | 4,498                   | 5,159                           |
| 212  | <u>DEREHAMS LANE SP GRD</u>   |                          |               |                      |                             |                   |                         |                                 |
| 4001 | STAFF SALARIES                | 4,886                    | 8,398         | 5,317                | 5,317                       | 5,174             | 5,317                   | 5,378                           |
| 4012 | WATER                         | 557                      | 868           | 1,140                | 1,140                       | 1,676             | 1,676                   | 900                             |
| 4025 | INSURANCE                     | 760                      | 732           | 787                  | 787                         | 546               | 546                     | 600                             |
| 4036 | PROPERTY MAINTEN'CE           | 493                      | 1,481         | 510                  | 510                         | 100               | 510                     | 510                             |
| 4037 | GROUNDS MAINTEN'CE            | 1,037                    | 2,403         | 1,073                | 1,073                       | 962               | 1,073                   | 1,073                           |
| 4038 | MAINTENANCE CONTRACT          | 271                      | 134           | 280                  | 280                         | 103               | 280                     | 280                             |
| 4067 | SPORTS EQUIPMENT              | 0                        | 0             | 0                    | 0                           | 1,169             | 1,169                   | 0                               |
| 4996 | TFR TO REJUVENATION EMR       | 7,000                    | 0             | 5,000                | 5,000                       | 0                 | 5,000                   | 0                               |
| 4997 | TFR TO DEREHAM LANE PAV. RESE | 5,000                    | 0             | 0                    | 0                           | 0                 | 0                       | 0                               |
|      | OverHead Expenditure          | 20,004                   | 14,016        | 14,107               | 14,107                      | 9,729             | 15,571                  | 8,741                           |

Continued on Page 3

## Chepping Wycombe P C (2009/10)

## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note : Leisure Facilities Committee Meeting 11 February 2010

| <u>Last Year 2008/09</u> |                          | <u>Current Year 2009/10</u> |                      |                       | <u>Projected Actual</u> | <u>Next Year 2010/11</u> |
|--------------------------|--------------------------|-----------------------------|----------------------|-----------------------|-------------------------|--------------------------|
|                          | <u>Budget</u>            | <u>Actual</u>               | <u>Agreed Budget</u> | <u>Revised Budget</u> | <u>Actual YTD</u>       | <u>Next Year Budget</u>  |
| 1001                     | INCOME - RENTS           | 20                          | 20                   | 20                    | 20                      | 20                       |
| 1002                     | INCOME - PERMITS         | 68                          | 162                  | 70                    | 166                     | 112                      |
| 1004                     | INCOME - SERVICE CHS     | 318                         | 683                  | 900                   | 894                     | 900                      |
| 1078                     | MAINT COST RECOVERED     | 0                           | 0                    | 0                     | 103                     | 0                        |
| 1079                     | OTHER COST RECOVERED     | 1,030                       | 866                  | 880                   | 546                     | 890                      |
| Total Income             |                          | 1,436                       | 1,732                | 1,870                 | 2,069                   | 1,922                    |
| 212                      | Net Expenditure          | 18,568                      | 12,284               | 12,237                | 13,502                  | 6,819                    |
| 214                      | <u>STRAIGHT BIT REC</u>  |                             |                      |                       |                         |                          |
| 4001                     | STAFF SALARIES           | 4,187                       | 4,183                | 4,557                 | 4,557                   | 4,609                    |
| 4037                     | GROUND'S MAINTEN'CE      | 1,279                       | 24,993               | 2,324                 | 1,654                   | 1,324                    |
| 4049                     | YOUTH FACILITIES         | 0                           | 570                  | 0                     | 0                       | 0                        |
| 4064                     | TIMBER BARRIER           | 1,000                       | 1,200                | 0                     | 0                       | 0                        |
| OverHead Expenditure     |                          | 6,466                       | 30,947               | 6,881                 | 6,211                   | 5,933                    |
| 1001                     | INCOME - RENTS           | 587                         | 601                  | 601                   | 601                     | 601                      |
| 1002                     | INCOME - PERMITS         | 1,219                       | 27                   | 1,256                 | 28                      | 29                       |
| 1083                     | THIRD PARTY CONTRIBUTION | 0                           | 24,990               | 0                     | 0                       | 0                        |
| Total Income             |                          | 1,806                       | 25,618               | 1,857                 | 629                     | 630                      |
| 214                      | Net Expenditure          | 4,660                       | 5,329                | 5,024                 | 5,582                   | 5,303                    |

Continued on Page 4

Continued on Page 4

## Chepping Wycombe P C (2009/10)

## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note : Leisure Facilities Committee Meeting 11 February 2010

| <u>Last Year 2008/09</u> |                             |               | <u>Current Year 2009/10</u> |                       |                   | <u>Next Year 2010/11</u> |
|--------------------------|-----------------------------|---------------|-----------------------------|-----------------------|-------------------|--------------------------|
|                          | <u>Budget</u>               | <u>Actual</u> | <u>Agreed Budget</u>        | <u>Revised Budget</u> | <u>Actual YTD</u> | <u>Projected Actual</u>  |
|                          |                             |               |                             |                       |                   |                          |
| <u>215</u>               | <u>GREEN DRAGON LANE SG</u> |               |                             |                       |                   |                          |
| 4001                     | 3,527                       | 3,223         | 3,838                       | 3,838                 | 1,607             | 3,838                    |
| 4025                     | 745                         | 709           | 771                         | 771                   | 546               | 546                      |
| 4036                     | 0                           | 1,167         | 0                           | 0                     | 0                 | 0                        |
| 4037                     | 148                         | 2,251         | 153                         | 153                   | 0                 | 153                      |
| 4038                     | 0                           | 0             | 0                           | 0                     | 103               | 103                      |
| 4065                     | 3,500                       | 4,070         | 0                           | 0                     | 0                 | 0                        |
|                          | 7,920                       | 11,420        | 4,762                       | 4,762                 | 2,255             | 4,640                    |
|                          | <u>OverHead Expenditure</u> |               |                             |                       |                   |                          |
| 1001                     | 9,643                       | 10,028        | 9,799                       | 9,799                 | 12,050            | 12,310                   |
| 1079                     | 745                         | 709           | 771                         | 771                   | 513               | 649                      |
|                          | 10,388                      | 10,737        | 10,570                      | 10,570                | 12,562            | 12,959                   |
|                          | <u>Total Income</u>         |               |                             |                       |                   |                          |
| 215                      | -2,468                      | 684           | -5,808                      | -5,808                | -10,307           | -8,319                   |
|                          | <u>215 Net Expenditure</u>  |               |                             |                       |                   |                          |
| <u>216</u>               | <u>BOUNDARY ROAD REC</u>    |               |                             |                       |                   |                          |
| 4001                     | 2,656                       | 2,788         | 2,890                       | 2,890                 | 1,581             | 2,890                    |
| 4014                     | 0                           | 92            | 50                          | 50                    | 38                | 50                       |
| 4037                     | 111                         | 463           | 2,115                       | 2,115                 | 162               | 162                      |
|                          | 2,767                       | 3,343         | 5,055                       | 5,055                 | 1,781             | 3,102                    |
|                          | <u>OverHead Expenditure</u> |               |                             |                       |                   |                          |
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## Chepping Wycombe P C (2009/10)

## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note : Leisure Facilities Committee Meeting 11 February 2010

| <u>Last Year 2008/09</u>        |                      |               | <u>Current Year 2009/10</u> |                       |                   | <u>Next Year 2010/11</u> |                         |
|---------------------------------|----------------------|---------------|-----------------------------|-----------------------|-------------------|--------------------------|-------------------------|
|                                 | <u>Budget</u>        | <u>Actual</u> | <u>Agreed Budget</u>        | <u>Revised Budget</u> | <u>Actual YTD</u> | <u>Projected Actual</u>  | <u>Next Year Budget</u> |
| 1004                            | INCOME - SERVICE CHS | 0             | 14                          | 20                    | 0                 | 20                       | 20                      |
|                                 | Total Income         | 0             | 14                          | 20                    | 0                 | 20                       | 20                      |
| 216                             | Net Expenditure      | 2,767         | 3,330                       | 5,035                 | 1,781             | 3,082                    | 3,118                   |
| <u>217 TYLERS GREEN TENN CL</u> |                      |               |                             |                       |                   |                          |                         |
| 4013                            | RENT                 | 546           | 819                         | 546                   | 46                | 46                       | 0                       |
|                                 | OverHead Expenditure | 546           | 819                         | 546                   | 46                | 46                       | 0                       |
| 1001                            | INCOME - RENTS       | 25            | 25                          | 25                    | 0                 | 0                        | 0                       |
|                                 | Total Income         | 25            | 25                          | 25                    | 0                 | 0                        | 0                       |
| 217                             | Net Expenditure      | 521           | 794                         | 521                   | 46                | 46                       | 0                       |
| <u>220 GENERAL RECREATION</u>   |                      |               |                             |                       |                   |                          |                         |
| 4001                            | STAFF SALARIES       | 1,250         | 825                         | 1,360                 | 1,660             | 1,360                    | 1,376                   |
| 4029                            | BENCHES AND SIGNS    | 1,000         | 0                           | 2,000                 | 1,386             | 2,000                    | 2,000                   |
| 4401                            | DOG BIN EMPTYING     | 6,089         | 5,151                       | 6,302                 | 2,652             | 3,600                    | 4,639                   |
|                                 | OverHead Expenditure | 8,339         | 5,976                       | 9,662                 | 5,697             | 6,960                    | 8,015                   |
|                                 | Total Income         | 0             | 0                           | 0                     | 0                 | 0                        | 0                       |
| 220                             | Net Expenditure      | 8,339         | 5,976                       | 9,662                 | 5,697             | 6,960                    | 8,015                   |

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## Chepping Wycombe P C (2009/10)

## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note : Leisure Facilities Committee Meeting 11 February 2010

|      |                                  | <u>Last Year 2008/09</u> |               | <u>Current Year 2009/10</u> |                       |                   | <u>Next Year 2010/11</u> |                         |
|------|----------------------------------|--------------------------|---------------|-----------------------------|-----------------------|-------------------|--------------------------|-------------------------|
|      |                                  | <u>Budget</u>            | <u>Actual</u> | <u>Agreed Budget</u>        | <u>Revised Budget</u> | <u>Actual YTD</u> | <u>Projected Actual</u>  | <u>Next Year Budget</u> |
| 221  | <u>PLAY AREAS</u>                |                          |               |                             |                       |                   |                          |                         |
| 4001 | STAFF SALARIES                   | 6,853                    | 4,940         | 7,458                       | 7,458                 | 4,229             | 7,458                    | 7,543                   |
| 4013 | RENT                             | 51                       | 51            | 51                          | 51                    | 51                | 51                       | 51                      |
| 4025 | INSURANCE                        | 590                      | 590           | 611                         | 611                   | 611               | 611                      | 630                     |
| 4042 | EQUIPMENT MAINTEN'CE             | 2,262                    | 1,267         | 3,080                       | 3,080                 | 1,011             | 3,080                    | 3,080                   |
| 4060 | OTHER PROF FEES                  | 276                      | 192           | 286                         | 286                   | 192               | 192                      | 200                     |
| 4988 | TFR TO PLAY EQUIP RES            | 3,000                    | 0             | 3,000                       | 3,000                 | 0                 | 3,000                    | 3,000                   |
|      | OverHead Expenditure             | 13,032                   | 7,039         | 14,486                      | 14,486                | 6,095             | 14,392                   | 14,504                  |
|      | Total Income                     | 0                        | 0             | 0                           | 0                     | 0                 | 0                        | 0                       |
| 221  | Net Expenditure                  | 13,032                   | 7,039         | 14,486                      | 14,486                | 6,095             | 14,392                   | 14,504                  |
|      |                                  |                          |               |                             |                       |                   |                          |                         |
|      | Leisure Facilities - Expenditure | 70,536                   | 87,330        | 67,232                      | 67,232                | 43,979            | 63,747                   | 57,261                  |
|      | Income                           | 15,265                   | 39,853        | 15,952                      | 15,952                | 16,642            | 17,398                   | 16,465                  |
|      | Net Expenditure                  | 55,271                   | 47,477        | 51,280                      | 51,280                | 27,337            | 46,349                   | 40,796                  |
|      |                                  |                          |               |                             |                       |                   |                          |                         |
|      | Total Budget Expenditure         | 70,536                   | 87,330        | 67,232                      | 67,232                | 43,979            | 63,747                   | 57,261                  |
|      | Income                           | 15,265                   | 39,853        | 15,952                      | 15,952                | 16,642            | 17,398                   | 16,465                  |
|      | Net Expenditure                  | 55,271                   | 47,477        | 51,280                      | 51,280                | 27,337            | 46,349                   | 40,796                  |

| Projected Variances from budget 2009/10  |                                |                      |        |           |          |                                               |  |  |  |
|------------------------------------------|--------------------------------|----------------------|--------|-----------|----------|-----------------------------------------------|--|--|--|
| Leisure Facilities Committee             |                                |                      |        |           |          |                                               |  |  |  |
| code                                     | Site                           | Description          | budget | projected | variance | reason                                        |  |  |  |
| <b>Expenditure</b>                       |                                |                      |        |           |          |                                               |  |  |  |
| 4012/201                                 | Ashley Drive allotments        | water                | 104    | 450       | 346      | meter now working                             |  |  |  |
| 4017/203                                 | Chapel Rd allotments           | cleaning & refuge    | 0      | 180       | 180      | skip hire for shed clearance                  |  |  |  |
| 4037/203                                 | Chapel Rd allotments           | ground maintenance   | 115    | 1,261     | 1,146    | vandalism to shed & fence & stolen taps       |  |  |  |
| 4037/211                                 | Ashley Dr Recreation ground    | ground maintenance   | 487    | 6         | -481     | no grass maintenance                          |  |  |  |
| 4012/212                                 | Derehams Lane Sports Ground    | water                | 1,140  | 1,676     | 536      | higher than budgeted                          |  |  |  |
| 4025/212                                 | Derehams Lane Sports Ground    | insurance            | 787    | 546       | -241     | new insurance company                         |  |  |  |
| 4067/212                                 | Derehams Lane Sports Ground    | sports equipment     | 0      | 1,169     | 1,169    | equipment for sports event                    |  |  |  |
| 4037/214                                 | Straight Bit Recreation Ground | ground maintenance   | 2,324  | 1,654     | -670     | no grass maintenance                          |  |  |  |
| 4025/215                                 | Green Dragon Sports Ground     | insurance            | 771    | 546       | -225     | new insurance company                         |  |  |  |
| 4038/215                                 | Green Dragon Sports Ground     | maintenance contract | 0      | 103       | 103      | security system service (reclaimed from club) |  |  |  |
| 4037/216                                 | Boundary Rd Recreation Ground  | ground maintenance   | 2,115  | 162       | -1,953   | replanting carried out in 2008/09             |  |  |  |
| 4013/217                                 | Tylers Green Tennis Club       | rent                 | 546    | 46        | -500     | lease expired                                 |  |  |  |
| 4401/220                                 | General Recreation             | dog bin emptying     | 6,302  | 3,600     | -2,702   | new contractor                                |  |  |  |
| <b>Income</b>                            |                                |                      |        |           |          |                                               |  |  |  |
| code                                     | Site                           | Description          | budget | projected | variance | reason                                        |  |  |  |
| 1002/214                                 | Straight Bit Recreation Ground | permit               | -1,256 | -28       | 1,228    | no fair                                       |  |  |  |
| 1001/215                                 | Green Dragon Sports Ground     | rent                 | -9,779 | -12,310   | -2,531   | phone mast rent adjustment                    |  |  |  |
| 1079/215                                 | Green Dragon Sports Ground     | costs recovered      | -771   | -649      | 122      | new insurance co. & security system service   |  |  |  |
| <b>total variances of less than £100</b> |                                |                      |        |           |          |                                               |  |  |  |
| <b>COMMITTEE TOTAL</b>                   |                                |                      |        |           | -458     |                                               |  |  |  |
|                                          |                                |                      |        |           | -4,931   |                                               |  |  |  |

| BUDGET ANALYSIS 2010/11                            |                                                |                                                     |                                                             |                                             |
|----------------------------------------------------|------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------|---------------------------------------------|
|                                                    | Budget as set at<br>Council 20 1 09<br>2009/10 | proposal<br>recommended<br>to FGP 7/1/10<br>2010/11 | proposal<br>recommended<br>to Council<br>19/1/10<br>2010/11 | Budget set by<br>Council 19/1/10<br>2010/11 |
| <b>GENERAL REGULAR REVENUE ITEMS</b>               |                                                |                                                     |                                                             |                                             |
| GROSS EXPENDITURE                                  |                                                |                                                     |                                                             |                                             |
| ROUTINE ITEMS                                      |                                                |                                                     |                                                             |                                             |
| AMENITY LAND                                       | 35,842                                         | 36,624                                              | 36,624                                                      | 36,624                                      |
| LEISURE FACILITIES                                 | 52,732                                         | 50,761                                              | 50,761                                                      | 50,761                                      |
| WORKS SERVICE & PLANNING                           | 155,437                                        | 158,791                                             | 158,791                                                     | 158,791                                     |
| FINANCE & GENERAL PURPOSES                         | 65,301                                         | 61,539                                              | 61,539                                                      | 61,539                                      |
| <b>TOTAL</b>                                       | <b>309,312</b>                                 | <b>307,715</b>                                      | <b>307,715</b>                                              | <b>307,715</b>                              |
| <b>CAPITAL, EXCEPTIONAL AND LARGE<br/>ITEMS</b>    |                                                |                                                     |                                                             |                                             |
| <b>Amenity Land</b>                                |                                                |                                                     |                                                             |                                             |
| Benches and signs                                  | 1,000                                          | 1,000                                               | 1,000                                                       | 1,000                                       |
| Railway land tree surgery                          | 0                                              | 1,000                                               | 1,000                                                       | 1,000                                       |
| Kingswood benches                                  | 1,000                                          |                                                     |                                                             |                                             |
| Tylers Green Common management                     | 2,000                                          | 2,000                                               | 2,000                                                       | 2,000                                       |
| Widmer pond area improvements                      | 1,500                                          |                                                     |                                                             |                                             |
|                                                    | <b>5,500</b>                                   | <b>4,000</b>                                        | <b>4,000</b>                                                | <b>4,000</b>                                |
| <b>Leisure Facilities</b>                          |                                                |                                                     |                                                             |                                             |
| Ashley Drive rec youth facilities                  | 0                                              | 0                                                   | 0                                                           | 0                                           |
| Derehams Sports site rejuvenation                  | 5,000                                          |                                                     |                                                             |                                             |
| Derehams Lane pavilion replacement reserve<br>fund | 0                                              | 0                                                   | 0                                                           | 0                                           |
| St Bit recreation ground 4 litter bins             | 1,000                                          |                                                     |                                                             |                                             |
| Boundary Rd rec plant replacements                 | 2,000                                          |                                                     |                                                             |                                             |
| Benches and signs                                  | 2,000                                          | 2,000                                               | 2,000                                                       | 2,000                                       |
| Play areas bark replacement                        | 1,500                                          | 1,500                                               | 1,500                                                       | 1,500                                       |
| Ashley Dr aerial runway                            | 0                                              | 0                                                   | 0                                                           | 0                                           |
| Play equipment reserve fund                        | 3,000                                          | 3,000                                               | 3,000                                                       | 3,000                                       |
|                                                    | <b>14,500</b>                                  | <b>6,500</b>                                        | <b>6,500</b>                                                | <b>6,500</b>                                |
| <b>Works Services &amp; Planning</b>               |                                                |                                                     |                                                             |                                             |
| Depot door & roof repairs                          | 2,000                                          | 5,000                                               | 5,000                                                       | 5,000                                       |
| Office furniture                                   | 0                                              | 0                                                   | 0                                                           | 0                                           |
| Altona Rd cemetery extension path & tree work      | 3,000                                          | 3,000                                               | 3,000                                                       | 3,000                                       |
| Cock Land cemetery Extension                       | 5,000                                          | 5,000                                               | 5,000                                                       | 5,000                                       |
| St Peter's Church wall                             | 5,000                                          |                                                     |                                                             |                                             |
| Benches, signs, stiles and kissing gates           | 2,000                                          | 4,000                                               | 4,000                                                       | 4,000                                       |
| Street light replacement                           | 10,000                                         | 10,000                                              | 10,000                                                      | 7,000                                       |
| Partnership working                                | 3,000                                          | 4,000                                               | 4,000                                                       | 4,000                                       |
| Vehicle plant & equipment reserve                  | 12,145                                         | 16,145                                              | 16,145                                                      | 14,145                                      |
|                                                    | <b>42,145</b>                                  | <b>47,145</b>                                       | <b>47,145</b>                                               | <b>42,145</b>                               |
|                                                    |                                                |                                                     |                                                             |                                             |
|                                                    |                                                |                                                     |                                                             |                                             |
|                                                    |                                                |                                                     |                                                             |                                             |
|                                                    |                                                |                                                     |                                                             |                                             |
|                                                    |                                                |                                                     |                                                             |                                             |
|                                                    |                                                |                                                     |                                                             |                                             |
|                                                    |                                                |                                                     |                                                             |                                             |

|                                           | Budget as set at<br>Council 20 1 09<br>2009/10 | proposal<br>recommended<br>to FGP 7/1/10<br>2010/11 | proposal<br>recommended<br>to FGP 7/1/10<br>2010/11 | proposal<br>recommended<br>to FGP 7/1/10<br>2010/11 |
|-------------------------------------------|------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| <b>F &amp; GP</b>                         |                                                |                                                     |                                                     |                                                     |
| FGP exception items 2005/6                |                                                |                                                     |                                                     |                                                     |
| FGP exception items 2006/7                |                                                |                                                     |                                                     |                                                     |
| FGP exceptional items 2008/09             |                                                |                                                     |                                                     |                                                     |
| Contingency                               | 3,000                                          | 3,000                                               | 3,000                                               | 2,000                                               |
| Grants                                    | 2,500                                          | 2,500                                               | 2,500                                               | 2,500                                               |
| Legal fees                                | 1,500                                          | 6,000                                               | 6,000                                               | 3,000                                               |
| fire proof safe                           |                                                | 2,000                                               | 2,000                                               | 2,000                                               |
| off site sever to store data              |                                                | 2,000                                               | 2,000                                               | 2,000                                               |
|                                           | <b>7,000</b>                                   | <b>15,500</b>                                       | <b>15,500</b>                                       | <b>11,500</b>                                       |
|                                           |                                                |                                                     |                                                     |                                                     |
|                                           |                                                |                                                     |                                                     |                                                     |
|                                           |                                                |                                                     |                                                     |                                                     |
|                                           |                                                |                                                     |                                                     |                                                     |
|                                           |                                                |                                                     |                                                     |                                                     |
|                                           |                                                |                                                     |                                                     |                                                     |
|                                           |                                                |                                                     |                                                     |                                                     |
| <b>Totals - gross expenditure</b>         |                                                |                                                     |                                                     |                                                     |
| Amenity Land                              | 41,342                                         | 40,624                                              | 40,624                                              | 40,624                                              |
| Lelsure Facillties                        | 67,232                                         | 57,261                                              | 57,261                                              | 57,261                                              |
| Works and Services Planning               | 197,582                                        | 205,936                                             | 205,936                                             | 200,936                                             |
| F & GP                                    | 72,301                                         | 77,039                                              | 77,039                                              | 73,039                                              |
| <b>CWPC - gross</b>                       | <b>378,457</b>                                 | <b>380,860</b>                                      | <b>380,860</b>                                      | <b>371,860</b>                                      |
|                                           |                                                |                                                     |                                                     |                                                     |
| <b>Totals - income (exc Precept)</b>      |                                                |                                                     |                                                     |                                                     |
| Amenity Land                              | (2,137)                                        | (6,147)                                             | (6,147)                                             | (6,147)                                             |
| Lelsure Facillties                        | (15,952)                                       | (16,465)                                            | (16,465)                                            | (16,465)                                            |
| Works and Services                        | (10,330)                                       | (10,948)                                            | (10,948)                                            | (10,948)                                            |
| F & GP                                    | (10,080)                                       | (500)                                               | (500)                                               | (500)                                               |
| <b>CWPC - income</b>                      | <b>(38,499)</b>                                | <b>(34,060)</b>                                     | <b>(34,060)</b>                                     | <b>(34,060)</b>                                     |
| <b>CWPC TOTAL net</b>                     | <b>339,958</b>                                 | <b>346,800</b>                                      | <b>346,800</b>                                      | <b>337,800</b>                                      |
|                                           |                                                |                                                     |                                                     |                                                     |
|                                           | <b>3.9%inc</b>                                 | <b>0% inc</b>                                       | <b>0% increase</b>                                  | <b>2.5% increase</b>                                |
| <b>PRECEPT</b>                            | <b>(330,158)</b>                               | <b>(330,158)</b>                                    | <b>(330,158)</b>                                    | <b>(338,412)</b>                                    |
|                                           |                                                |                                                     |                                                     |                                                     |
| <b>Difference</b>                         | <b>9,800</b>                                   | <b>16,642</b>                                       | <b>16,642</b>                                       | <b>(612)</b>                                        |
| Increase of Precept by                    |                                                | <b>0%</b>                                           |                                                     |                                                     |
| Reserve Deficit (%) Net Suggested         |                                                |                                                     |                                                     | <b>0%</b>                                           |
| Reserve Deficit (%) Gross per Purple Book |                                                |                                                     |                                                     | <b>0%</b>                                           |

| CHEPPING WYCOMBE PARISH COUNCIL                              |     |                  |        |            |                  |        |            |                  |        |            |
|--------------------------------------------------------------|-----|------------------|--------|------------|------------------|--------|------------|------------------|--------|------------|
|                                                              |     | RESERVES 2008/09 |        |            | RESERVES 2009/10 |        |            | RESERVES 2010/11 |        |            |
| EARMARKED RESERVES                                           |     | ALLOCATION       | SPEND  | AS AT      | ALLOCATION       | SPEND  | AS AT      | ALLOCATION       | SPEND  | AS AT      |
|                                                              |     | 2008/09          |        | 31/03/2009 | 2009/10          |        | 31/03/2010 | 2010/11          |        | 31/03/2011 |
| SMALL RIDE ON MOWER                                          |     | 600              |        | 2,400      | 350              |        | 2,750      | 350              |        | 3,100      |
| RIDE ON MOWER                                                |     | 1740             |        | 11,834     | 4,083            |        | 15,917     | 6,083            | -22000 | 0          |
| LORRY                                                        |     | 500              |        | 1,000      | 2,444            |        | 3,444      | 2,444            |        | 5,888      |
| UTILITY VEHICLE                                              |     | 1283             |        | 5,797      | 1,926            |        | 7,723      | 1,926            |        | 9,649      |
| TRACTOR                                                      |     | 3007             |        | 8,568      | 2,608            |        | 11,176     | 2,608            |        | 13,784     |
| VEHICLE RESERVE                                              | 322 | 7130             | 0      | 29,699     | 11,411           | 0      | 41,010     | 13,411           | -22000 | 32,421     |
| SIDE FLAIL                                                   |     | 400              |        | 2,614      | 627              |        | 3,241      | 627              |        | 3,868      |
| DRAWN FLAIL                                                  |     | 305              |        | 1,426      | 107              |        | 1,533      | 107              |        | 1,640      |
| PLANT RESERVE                                                | 323 | 705              | 0      | 4,040      | 734              | 0      | 4,774      | 734              | 0      | 5,508      |
| COMPUTERS                                                    |     | 550              |        | 2,092      | 600              |        | 2,692      | 600              |        | 3,292      |
| EQUIPMENT                                                    |     | 1050             |        | 4,050      | 1,080            |        | 5,130      | 1,000            |        | 6,130      |
| OFFICE EQUIP RESERVE                                         | 324 | 1600             | 0      | 6,142      | 1,680            | 0      | 7,822      | 1,600            | 0      | 9,422      |
| AMENITY LAND                                                 |     |                  |        |            |                  |        |            |                  |        |            |
| COCK LANE RECYCLING                                          | 329 | 1,000            |        | 1,000      |                  | -1,000 | 0          |                  |        | 0          |
| RAILWAY LAND TREES                                           | 367 | 0                |        | 1,000      | 0                |        | 1,000      |                  |        | 1,000      |
| KINGSWOOD IMPROVEMENTS                                       | 368 | 8,650            |        | 8,650      |                  |        | 8,650      |                  |        | 8,650      |
| TG COMMON MANAGEMENT                                         | 331 | 3,000            |        | 3,000      | 2,000            |        | 5,000      | 2,000            |        | 7,000      |
| TG COMMEMORATIVE TREES                                       | 332 | 1,900            |        | 1,900      |                  |        | 1,900      |                  |        | 1,900      |
| WIDMER POND IMPROVEMENT                                      | 369 | 3,000            | 0      | 4,000      | 1,500            |        | 5,500      |                  |        | 5,500      |
| LEISURE FACILITIES                                           |     |                  |        |            |                  |        |            |                  |        |            |
| NEW PAVILION DEREHAMS                                        | 363 | 5,000            |        | 9,000      | 0                |        | 9,000      | 5,000            |        | 14,000     |
| DEREHAMS REJUVENATION                                        | 362 | 7,000            | -2,700 | 7,300      | 5,000            |        | 12,300     |                  |        | 12,300     |
| BASKETBALL                                                   | 364 | 0                |        | 1,000      |                  | -1,000 | 0          |                  |        | 0          |
| ST BIT CAR PARK                                              | 350 |                  |        | 0          |                  |        | 0          |                  |        |            |
| GREEN DRAGON FENCE                                           | 370 | 3,500            | -4,070 | 4,350      |                  |        | 4,350      |                  |        | 4,350      |
| PLAY EQUIP RESERVE                                           | 325 | 3,000            |        | 12,000     | 3,000            |        | 15,000     | 3,000            | -5000  | 13,000     |
| WORKS SERVICES AND PLANNING                                  |     |                  |        |            |                  |        |            |                  |        |            |
| WARDEN'S HOUSE                                               | 359 |                  |        | 0          |                  |        | 0          |                  |        |            |
| OFFICE REFURBISHMENT                                         | 372 |                  |        | 1,270      |                  | -1,270 | 0          |                  |        | 0          |
| ALTONA TREES & EXTENSION PATH                                | 361 | 5,000            |        | 5,860      | 3,000            |        | 8,860      | 3,000            |        | 11,860     |
| COCK LANE CEMETERY TRACK                                     | 366 | 5,000            |        | 7,586      | 5,000            |        | 12,586     | 5,000            |        | 17,586     |
| CHURCHYARD ST MARGARET& ST PETER'S WALL                      | 321 | 1,560            |        | 10,000     | 5,000            |        | 15,000     |                  | -12000 | 3,000      |
| BENCHES & SIGNS                                              | 354 | 2,890            |        | 2,890      |                  |        | 2,890      |                  |        | 2,890      |
| STREET LIGHTING                                              | 351 | 14,000           |        | 14,000     | 10,000           |        | 24,000     | 7,000            |        | 31,000     |
| FINANCE & GENERAL PURPOSES                                   |     |                  |        |            |                  |        |            |                  |        |            |
| DEED OF GRANT                                                | 357 |                  |        | 10,200     |                  |        | 10,200     |                  |        | 10,200     |
| LEGAL FEES                                                   | 371 |                  |        | 0          |                  |        | 0          |                  |        |            |
| TOTAL EXCEPTIONAL ITEMS                                      |     | 64,500           | -6,770 | 105,006    | 34,500           | -3,270 | 31,230     | 25,000           | -17000 | 8,000      |
| TOTAL EARMARKED RESERVES                                     |     | 73,935           | -6,770 | 144,787    | 48,325           | -3,270 | 189,842    | 40,745           | -39000 | 191,587    |
| GENERAL RESERVE                                              |     | 1,635            | 0      | 92,263     | -9,800           |        | 82,463     | -16,642          |        | 65,821     |
| TOTAL RESERVES                                               |     | 75,570           | -6,770 | 237,050    | 38,525           | -3,270 | 272,305    | 24,103           | -39000 | 257,408    |
| Target for General Reserve (25% net expenditure) suggested   |     |                  |        |            |                  |        | 84,990     |                  |        | 86,700     |
| Target for General Reserve (25% expenditure) per Purple Book |     |                  |        |            |                  |        | 94,614     |                  |        | 85,216     |
| Deficit/Surplus                                              |     |                  |        |            |                  |        | -2,627     |                  |        | -20,879    |
| Deficit/Surplus                                              |     |                  |        |            |                  |        | -12,151    |                  |        | -29,394    |
| % Deficit/Surplus                                            |     |                  |        |            |                  |        | -3%        |                  |        | -24%       |
| % Deficit/Surplus                                            |     |                  |        |            |                  |        | -14%       |                  |        | -34%       |