

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

AGENDA

THURSDAY 24 SEPTEMBER 2009

The meeting will commence at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Members:

D Johncock (Chairman)
C Jordan (Vice-Chairman)
L Willis
J Herschel
I Forbes

C Harriss
Ms E Belcher
Mrs S Digby
J Savage
One Vacancy

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1. **APOLOGIES FOR ABSENCE:** At the time of Agenda despatch, apologies for absence have been received from C Harriss.
2. **DECLARATIONS OF INTEREST:** To receive any declarations of interest by Members pertaining to Agenda Items.
3. **COMMITTEE TERMS OF REFERENCE (agenda page 2)**
4. **SPORTS GROUNDS (agenda page 3)**
5. **RECREATION GROUNDS AND PARKS (agenda pages 4-6)**
6. **ALLOTMENTS (agenda pages 7-9)**
7. **COMMITTEE SITE VISIT (agenda pages 10-12)**
8. **COMMITTEE BUDGETS (agenda pages 13-14)**
9. **ACCOUNTS FOR PAYMENT (agenda pages 15)**
10. **DELEGATED ACTION (agenda page 16)**



H R O Jones
Clerk of the Parish
16 September 2009

AGENDA ITEM 3

CHEPPING WYCOMBE PARISH COUNCIL LEISURE FACILITIES COMMITTEE THURSDAY 24 SEPTEMBER 2009

Under the provisions of the Local Government Act 1972 s.101, a Parish Council can arrange to have any of its functions, except the issuing of a precept, exercised by a Committee which can, in turn, arrange to have them exercised by a Sub-Committee.

The authority, powers and scope exercised by Committees and Sub-Committees should be clearly set out in Terms of Reference.

COMMITTEE TERMS OF REFERENCE

Review of Committee Terms of Reference - CONSIDERATION

The Committee Chairman has asked for a review of the Committee's Terms of Reference to take place with any recommendations to be submitted to the Finance and General Purposes Committee at its meeting on 29 October 2009.

A copy of the existing Terms of Reference (December 2002) is attached (**APPENDIX A**).

A copy of the initial draft Terms of Reference prepared and proposed by the Committee Chairman (August 2009) is attached (**APPENDIX B**).

The Clerk of the Council has suggested that amendments to Committee Terms of Reference should seek to be consistent across each of the Council's Committees and Sub-Committees in terms of their structure.

In addition, it is suggested that updated versions could include:

1. Authority – the powers under which a Committee operates;
2. Membership, quorum and frequency;
3. Records of Proceedings – publication; and
4. Responsibilities and Jurisdiction (including Sub-Committees).

Members are asked to consider any proposed amendments to the Leisure Facilities Committee's Terms of Reference and to make any recommendations to the Finance and General Purposes Committee at its meeting on 29 October 2009 accordingly.

CHEPPING WYCOMBE PARISH COUNCIL
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The Council can provide open space facilities under the Public Health Act 1875 and the Open Spaces Act 1906.

SPORTS GROUNDS

Derehams Lane Sports Ground

Derehams Sports Day - INFORMATION

Members are asked to receive a verbal update report from the Committee Chairman following the Sports Day on Saturday 18 July 2009, organised by Loudwater Sports Club. The Council supported this event with the purchase of two sets of tennis nets and posts, ten basket balls and pump and the hire of on-site portable lavatories (totalling c.£2,000). In addition, a number of Council Members attended the event.

Derehams Lane Sports Ground Business Plan development – CONSIDERATION

Members are asked to note the attached report prepared by C Jordan following the Loudwater Bowls Club meeting on 12 August 2009 (**APPENDIX C**) together with the attached report following the Loudwater Sports Club meeting on 5 August 2009 prepared by the Committee Chairman (**APPENDIX D**).

Members are asked to consider what further measures are required to ensure that the formation of a Business Plan for the long term improvement of the Derehams Lane Sports Ground progresses.

Young Drivers' Courses at Derehams Lane Sports Ground – CONSIDERATION

Following the success of the Young Drivers' Courses conducted at Derehams Lane Sports Ground car park and pavilion by the Chepping 16PLUS Young Drivers organisation, the Committee is asked to receive a verbal update report from the Clerk together with further details of the organisation's background, activities and ambitions (**APPENDIX E**).

Members are asked to consider any actions necessary to be carried out in view of the current (and possible ongoing) use of Derehams Lane Sports Ground by the Chepping 16PLUS Young Drivers organisation.

AGENDA ITEM 5

CHEPPING WYCOMBE PARISH COUNCIL LEISURE FACILITIES COMMITTEE THURSDAY 24 SEPTEMBER 2009

The Council can provide open space facilities under the Public Health Act 1875 and the Open Spaces Act 1906.

RECREATION GROUNDS AND PARKS

All Sites

ROSPA Report - CONSIDERATION

All Members have previously been provided with copies of the 2009 ROSPA Report of play equipment safety at the Council's three Recreation Ground sites.

The Committee Chairman has prepared a summary sheet of relevant details for the Committee to note and consider (**APPENDIX F**).

Members are asked to note the contents of the summary 2009 ROSPA play equipment report and to make any comments/recommendations, as appropriate.

All sites: Improvement Plans - CONSIDERATION

Members are asked to receive a verbal update report from the Committee Chairman on the Improvement Plan exercise thus far in obtaining quotes for play equipment for each of the Council's Recreation Grounds.

A copy of the summary sheets of proposals from each of the providers is attached (**APPENDIX G**).

The detailed plan for each scheme can be viewed on request from the Council Office and will be available for inspection, if desired, at the Committee meeting.

It is noted that not all proposals sought have yet been received by the Office.

Members will be reminded of the information received by the Committee Chairman on the monies available to carry out the scheme (i.e. the timescale for short to mid-term contributory funding available through the Play Partnership scheme run through Wycombe District Council).

The Committee Chairman has recommended the formation of a Sub-Committee to consolidate information for the 26 November 2009 Committee meeting, having sought the

advice of Wycombe District Council on the proposals (i.e. including the details of any further schemes yet to be obtained).

Members are invited to comment on the schemes put forward thus far and the Committee Chairman's recommendation to formulate a Sub-Committee to consider the proposals further.

Straight Bit Recreation Ground

Straight Bit Car Park – CONSIDERATION

At the Committee meeting on 21 May 2009 it was agreed that:

- “(i) Bucks County Council be asked to address the problem of unlawful and dangerous parking on the green verge along Straight Bit (in front of the Recreation Ground area); and*
- (ii) the over parking problem within the Recreation Ground's designated parking area be reconsidered by the Committee at its meeting on 24 September 2009.”*

In relation to (ii) above, advice was obtained from Wycombe District Council on the possibility of this authority installing parking meters on site.

It has been established that the Council would be required to apply for a Parking Order to be issued (through Wycombe District Council), a process that usually takes three months to complete (costing c.£3,000). If successful, this would enable the site to be used as a pay and display car park. The cost of machine installation is c.£6,000. However, ongoing maintenance and ticket replacing costs would also require consideration.

In view of the small number of parking bays available, it has been suggested by the Parking Services Manager at Wycombe District Council that the Pay and Display option would be a very expensive one for the Council to carry out. However, any proposals submitted by the Council would be considered for the purposes of seeking to obtain a Parking Order.

In addition, some Members have raised questions about the possibility of replacing the removable bollards to the car park entrance. It has been ascertained that these items of street furniture are no longer supplied (since 2005) and, therefore, an alternative type of bollard would be required or, alternatively, Members might be minded to consider the merits of installing a padlock-able swing gate in place of bollards.

Members are asked to consider future options for managing and securing Straight Bit Recreation Ground car park and to advise, accordingly.

Flackwell Heath Bowls Club – INFORMATION

Members are asked to receive the Minutes of the Flackwell Heath Bowls Club meeting of 10 August 2009 (**APPENDIX H**).

Ashley Drive Park

Ashley Drive Park: Permanent Goal Posts – CONSIDERATION

At the Committee meeting on 21 May 2009 it was agreed that:

“with the views of PCSO T Mahood being sought on location, the installation of permanent goal posts at Ashley Drive Park (in the rear field) be trialled.”

The goal posts were installed in September 2009. However, the Council has received a number of complaints from residents whose properties border the Recreation Ground that these items will result in damage being caused to their property and increase the risk of anti-social behaviour at the site. These residents have been asked to put their concerns in writing (to be tabled at the Committee meeting, if available).

Members are asked to consider any concerns raised by local residents concerning the installation of goal posts at Ashley Park and to advise accordingly.

AGENDA ITEM 6

CHEPPING WYCOMBE PARISH COUNCIL LEISURE FACILITIES COMMITTEE THURSDAY 24 SEPTEMBER 2009

The Council can provide allotments under the Small Holdings and Allotments Act 1908.

ALLOTMENTS

Allotment Letting Status – INFORMATION

	Flackwell Heath	Tylers Green
Full Allotments	65	54
Half Allotments	8	12
Parishioners	72	56
Non Parishioners	1	10
Let at £18.00 (Full Plot)	21	27
Let at £9.00 (Full Plot OAP)	44	27
Let at £9.00 (Half Plot)	3	8
Let at £4.50 (Half Plot OAP)	5	4
No. of Parishioners on Waiting list	37	11
Earliest Date on Waiting List	March 2007	July 2008
No. of Non Parishioners on Waiting List	4	8
Earliest Date on Waiting List	March 2005	March 2006
No. of Double Plots	6	7
No. of one and half plots	2	0
No. of triple plots	1	0

Review of Allotment Regulations - CONSIDERATION

Following the Annual Allotment Inspection conducted on 8 June 2009, the Committee Chairman has requested that a review take place of the Council's Allotment Regulations (contained within the Tenancy Agreement).

The Committee Chairman has suggested a number of amendments and/or posed some questions for consideration by Members which are appended to the attached regulations (APPENDIX I).

Members are asked to consider any amendments to the Council's Allotment Regulations.

Review of Allotment Fees - CONSIDERATION

Whilst the Finance and General Purposes Committee is the forum responsible for proposing new fees for Council services, each Committee may recommend levels to the Autumn meeting of that Committee for services pertaining to its respective portfolio. As such, the Leisure Facilities Committee may recommend alterations to the Council's Allotment Fees.

The Council's fees, by comparison to neighbouring authorities are:

Chepping Wycombe Parish Council	£18
Penn	Between £20 - £50
Hazlemere	£12 and £20
Wooburn	£26
High Wycombe	£39.30
Hughenden	£15

Half fees apply for Old Age Pensioners and half plots.
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The Allotments Act 1950 stipulates that the rent charged for a Modern allotment plot must be such that a tenant can reasonably be expected to pay (or less, subject to special circumstances, i.e. concessions for Old Age Pensioners etc.).

Members are asked to consider the allotment fee scale for plots within the Parish and to make any recommendations, if necessary, to the Finance and General Purposes Committee.

Allotment Competition – INFORMATION

Members are asked to receive a verbal update on the progress of the Allotment Competition Sub-Committee in proposing a scheme for the Parish Council to run. The Allotment Sub-Committee Representatives are I Forbes (Tylers Green) and Mrs S Digby (Flackwell Heath).

**CHEPPING WYCOMBE PARISH COUNCIL
LEISURE FACILITIES COMMITTEE
THURSDAY 24 SEPTEMBER 2009**

COMMITTEE SITE VISIT

Leisure Facilities Committee Site Visit - CONSIDERATION

Following the Committee Site Visit on 2 July 2009 it was agreed that:

Ashley Park

It was noted with regret that a bin had been emptied on the roof of the Youth Shelter and other acts of graffiti and vandalism had taken place on the new play equipment installed by Wicksteed.

However it was further noted that Wicksteed had agreed to repair the surfacing around the tea cup item and correctly install the pins on the 'yoyo swing' (as suggested by the 2009 ROSPA report) at no cost to the Council.

Loudwater Allotment Site

It was noted that a considerable amount of work had been undertaken by Mr Siedlewski in preparing the site as Grazing Land. It was further noted that before Allotments could be placed on site, a soil survey and water supply would be required.

It was agreed that:

further consideration be given to the possibility of reopening the Altona Road Allotment Site by the Leisure Facilities Committee.

Straight Bit Recreation Ground

Members were very satisfied with the quality workmanship undertaken to bring the Bowling Green up to Tournament Standard.

It was agreed that:

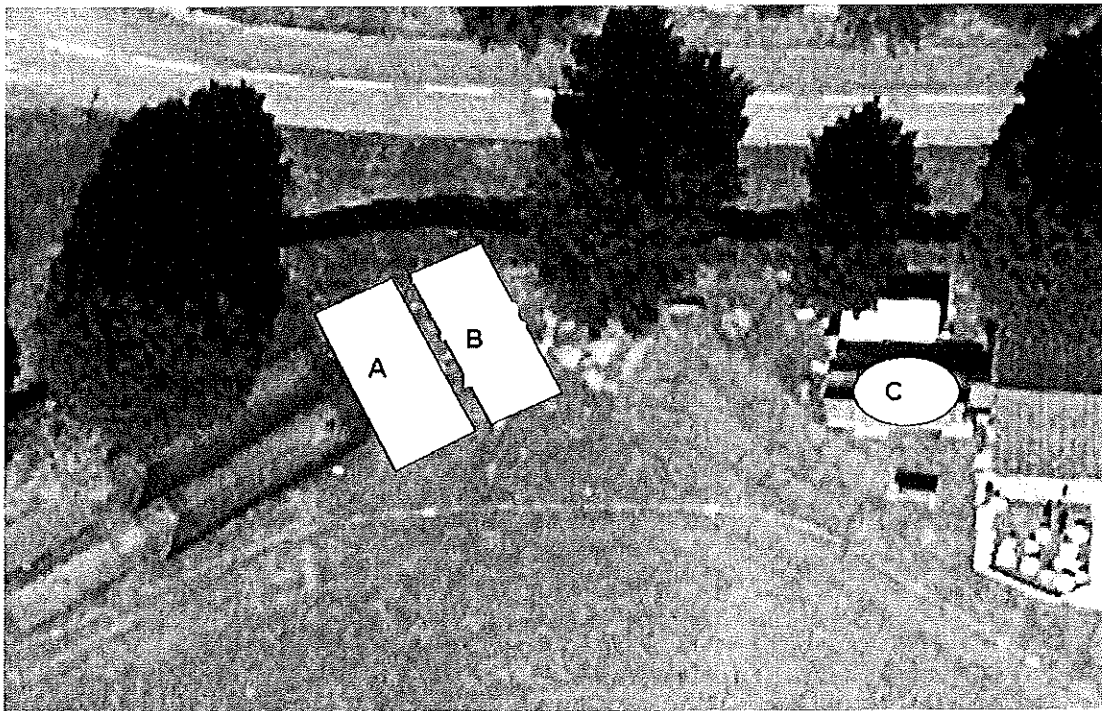
The Finance and General Purposes Committee be asked to consider any request made by Flackwell Heath Bowls Club (in the form of a Grant Application) to employ a qualified Tree Surgeon to reduce the trees behind the Pavilion Building (alternative quotes to be submitted relating to differing levels of reduction).

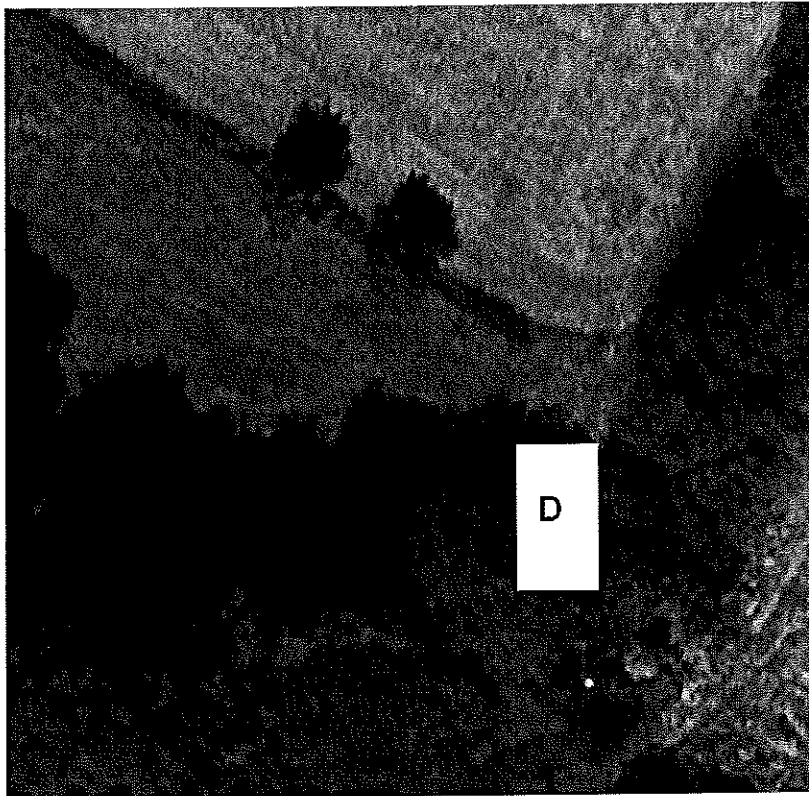
Green Dragon Sports Ground

It was agreed that:

- (i) approval be granted for the installation of a new container at the Green Dragon Sports Ground site on the following conditions:**
- the container be of the same green colour as the existing ones on site;
 - the requisite planning consent be obtained;
 - suitable planting to take place around all containers on site to mitigate against the negative visual impact of installation;
 - all containers to be kept in 'good order' with repairs/replacements to take place in the event of damage or rust; and
 - the cost of the above to be met by Flackwell Heath Sports Club.

Location:





Legend

Existing Container **C** to be moved to locations **A** or **B**

Existing Container **D** to be moved to locations **A** or **B**

New Container to be installed at location **D**

Planting along East Side of Container **B**

- (ii) further consideration be given by the Leisure Facilities Committee to the possibility of renting an area of land in the field to the South East of Green Dragon Sports Ground for the purposes of providing play facilities for young people (including the possibility of a BMX track).

Post Meeting Note:

It has been established by way of a Land Registry search that the site owners of "Land adjoining Halfyards, 165 Blind Lane" are Messrs. Hall of Blind Lane, Flackwell Heath.

AGENDA ITEM 8

CHEPPING WYCOMBE PARISH COUNCIL LEISURE FACILITIES COMMITTEE THURSDAY 24 SEPTEMBER 2009

COMMITTEE BUDGETS

Attached are:

- The Budget Detailed Report (**APPENDIX J**)
- Projected variances from budget 2009/10 (**APPENDIX K**)
- Budget analysis 2010/11 (**APPENDIX L**)
- Ear Marked Reserves (**APPENDIX M**)

2009/10 Budget – CONSIDERATION

The projected net expenditure for 2009/10 is £277 over budget. The variances are set on the variance spreadsheet.

The Committee is asked to review the proposals under the capital and long term items in 09/10 to see if the costs will be realised and if so are they reasonable or will the sums be added to the ear marked reserve at year end.

2010/11 Budget – CONSIDERATION

The Budget figures for 2010/11 in the reports are initial proposals and the Committee's recommendations will be reported to the Finance and General Purposes Committee (FGP), together with the other Committee budgets on 29 October 2009.

FGP will look at the overall Council position and consider the possible level of the Precept and may therefore make recommendations about the Committee's amended budget.

The procedure for setting the Committee's budget is as follows:

The Committee will be asked to re-examine the proposed budget at its meeting on 26 November 2009, taking into account any matters arising and FGP recommendations. The Committee will then make a final budget recommendation to FGP in January 2010. FGP will then consider the overall position and recommend a Precept to the January 2010 Council meeting.

The initial proposal for the 2010/11 budget includes the Recurring Long Term items for Amenity Land Committee but no notional Exceptional Votes.

**CAPITAL, EXCEPTIONAL
AND LONG TERM ITEMS**

Derehams Sports site rejuvenation	5,000	
Derehams Lane pavilion		
replacement reserve fund	0	5,000
St Bit recreation ground 4 litter bins	1,000	
Boundary Rd Rec. plant replacements	2,000	
Benches and signs	2,000	2,000
Play areas bark replacement	1,500	1,500
Play equipment reserve fund	3,000	3,000
	14,500	11,500

The regular revenue items have not been inflated unless the actual figures for 2008/09 were higher than budgeted.

Against this background, the Committee is asked to review the Draft Budget for 2010/11 and refer any recommendations or comments to FGP for the 29 October 2009 meeting.

AGENDA ITEM 9

**CHEPPING WYCOMBE PARISH COUNCIL
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ACCOUNTS FOR PAYMENT

The Accounts for Payment are to be circulated at the meeting for the approval of Members.

Members are reminded to declare any personal or personal and prejudicial interests in any items submitted for payment.

Members of the Press and Public are asked to be excluded from the meeting for the consideration of any Confidential Payments, such as payments to members of the Council Staff.

AGENDA ITEM 10

**CHEPPING WYCOMBE PARISH COUNCIL
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DELEGATED ACTION

Delegated Action – INFORMATION

Since the last meeting of the Committee, the Clerk of the Council had authorised the following single permits:

- Flackwell Heath Residents' Association to hold the Flackwell Heath Cherry Fayre at Straight Bit Recreation Ground on 11 August 2010 (24/08/09); and
- St Peter's Church Loudwater to hold Carols in the Park at Boundary Road Recreation Ground on 24 December 2009 (24/ 08/09).