CHEPPING WYCOMBE PARISH COUNCIL
OPEN SPACES COMMITTEE

Meeting to be held on Thursday 31 October 2019 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press

Committee Membership:	Cllr L Willis (Chairman)	Cllr I Forbes
	Cllr L Johncock (Vice-chairman)	Cllr C Jordan
	Cllr J Gurney	Cllr S Digby
	Cllr M Wilkes	Cllr K Wood
	Cllr H Darch	Cllr B Kin

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

AGENDA

1. **Apologies for absence**
2. **Declarations of members' interests in Items on the agenda**
3. **Delegated Actions**
4. **Allotments**
   - **4.1 Chapel Road Allotments - Rats**
5. **Magpie Wood**
6. **Flackwell Heath Bowls Club**
   - **6.1 Car parking**
7. **Tylers Green Common**
   - **7.1 Widmer Pond – Fishing**
   - **7.2 Dog free area**
8. **King's Wood, Tylers Green**
9. **Loudwater Bowls Club**
10. **Playground Updates**
    - **10.1 Safety Inspections**
    - **10.2 Ashley Drive Recreation Ground**
11. **Totteridge Common**
    - **11.1 Bund and Fencing**
12. **Orchard Green Hedge**
13. **Railway Land**
14. **Tree Planting Programme**
15. **Environmental Policy**
16. **Committee Finances**
17. **Committee Budget 2020/21**
18. **Questions from council members and the public**
19. **Accounts for payment**

W Thompson

Wendy Thompson
Clerk of the Council
24 October 2019

AGENDA ITEM 3

Delegated Actions

Members are asked to NOTE that since the last committee meeting in August there have been no delegated actions taken by the chairman of the committee and clerk.

AGENDA ITEM 4

Allotments

Members are asked to NOTE that at the time of agenda writing the following vacancies exist at the allotment sites:

Chapel Road – 3 full plots and 1 half plot
Ashley Drive – 4 full plots and 1 half plot

There is currently no one on the waiting list.

Chapel Road - there are a total of 82 allotment plots, 4 of which are vacant however there are still 6 outstanding renewal returns.
Ashley Drive – there are a total of 62 allotments plots, 5 of which are vacant with only 1 outstanding renewal return.

4.1 Chapel Road Allotments - Rats

Members are asked to NOTE that there has been a problem with rats at the Chapel Road allotment site. A notice has been put up at the site advising allotment holders how to discourage rats and look after their plots. This notice has also been sent out with the tenancy renewal. **APPENDIX A**

AGENDA ITEM 5

Magpie Wood

Members are asked to NOTE that the replacement of post and wire fencing to Robinson Road/Rayners Avenue/bridleway boundary and the palisade fencing behind the properties has been completed.

AGENDA ITEM 6

Flackwell Heath Bowls Club

6.1 Car parking

Members are asked to NOTE that following the request for increased car parking for the site the clerk contacted the Bucks County Council Parking Officer for the recommended parking space lengths and turning area required for safe manoeuvring. A parking space needs to be 2.4 metres wide and 4.8 metres long and a turning space of 6 metres.

Members are asked to CONSIDER the option of an area 11 metres by 60 metres that would allow for a single row of 25 parked cars as at **APPENDIX B**

AGENDA ITEM 7

Tylers Green Common

7.1 Widmer Pond - Fishing

Members are asked to CONSIDER a request from the Penn Parish Council to erect a sign at the pond advising of the following;

1. *One rod only*
2. *Float fishing only and no floating baits*
3. *Under 12 must be accompanied by a responsible adult (someone aged 18 years or over) at all times.*
4. *No fishing in the close season 15 March -15 June*
5. *Fishing only allowed between 8am and 4pm from 31 October to 14 March, and from 8am to 8pm from 15 June to 30 October.*
6. *No tents or bivvies are permitted. No camping.*
7. *No litter or discarded fishing tackle to be left because of the danger to wildlife.*
8. *No fish to be taken away or added to the pond.*

Members are asked to NOTE that the ladderboard at the site already states the closed fishing season.

7.2 Dog free area

Members are asked to CONSIDER a request from a resident to make an area of the Common dog free.

AGENDA ITEM 8

King's Wood, Tylers Green

Members are asked to NOTE that ash die back (Chalara) is affecting trees in King's Wood and following advice from our Forestry Manager a rolling programme of removal will now be put into action.

AGENDA ITEM 9

Loudwater Bowls Club

Members are asked to NOTE that the Bowls Club were very grateful for the assistance given by the Community Payback teams over 2 weekends. They were able to get some heavy maintenance work completed around the bowling rink.

AGENDA ITEM 10

Playground Updates

Members are asked to receive updates from the working parties.

10.1 Safety Inspections

Members are asked to NOTE that the annual safety inspections have been undertaken by the Play Inspection Company – the risks that were found were all classified is 'Low' and 'Very Low'. The reports are available in hard copy.

10.2 Ashley Drive Recreation Ground

Members are asked to NOTE that the order for the play equipment has now been placed with the supplier.

AGENDA ITEM 11

Totteridge Common

11.1 Bund and Fencing

Members are asked to NOTE that the bund has been completed and the fencing is currently underway.

AGENDA ITEM 12

Orchard Green Hedge

Members are asked to NOTE that following approval at the last committee meeting in August the order for the hedge work has been placed and is expected to be undertaken in the New Year.

AGENDA ITEM 13

Railway Land

Members are asked to NOTE that the tree works to the rear of two properties in Bay Tree Close, Loudwater has been completed. Quotes are now being obtained to complete the tree work to the rear of Bay Tree Close, with a view to starting behind Woodside Close in the new financial year.

AGENDA ITEM 14

Tree Planting Programme

Members are asked to CONSIDER creating a tree planting programme and are encouraged to bring suggestions along to the meeting for areas that need new or replacement trees.

AGENDA ITEM 15

Environmental Policy

Members are asked to CONSIDER creating an environmental policy for the parish council, with this in mind, members are asked to volunteer for a working party to undertake the research work so that a draft policy can be presented at the next committee meeting in January 2020.

AGENDA ITEM 16

Committee Finances

Members are asked to NOTE the committee income and expenditure to Period 6 (September) and the current position of the Earmarked Reserve for the committee. **APPENDIX C**

AGENDA ITEM 17

Committee Budget 2020/21

Members are asked to CONSIDER the attached draft committee budget for the next financial year. Members are encouraged to make suggestions for projects for inclusion prior to consideration by the Finance & General Purposes committee. **APPENDIX D**

AGENDA ITEM 18

Questions from committee members and the public

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

AGENDA ITEM 18

Accounts for payment

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

Date and time of next meeting: Tuesday, 14 January 2020 @ 7.30pm

Please note:
This meeting date could change.

APPENDIX A

Chepping Wycombe Parish Council

Rats on allotments

Discouraging rats at the allotment site is everybody's responsibility. If you follow these tips you will be able to minimise the likelihood of rats on your plot.

Please remember to thoroughly wash any food you harvest from your plot and any fruit or vegetables with clear signs of rat damage should **not** be consumed.

Compost bins

- Turn the contents of your compost bin regularly.
- Never put meat, dairy, bones, bread or cooked food into your compost.
- Enclose the base of your bin with heavy duty wire mesh or paving slabs so rats cannot burrow underneath.

  (Rats can squeeze through gaps of 15mm and have powerful teeth so consider using galvanised light welded mesh 13mm x 13mm if you want to try this approach. Ensure there are no gaps between the base of the compost bin and the footing by basing it on a level surface).

- Place your bin away from hedges or overgrown fence lines as rats will be discouraged by lack of cover and disturbance if you place your bin somewhere you regularly pass.

Plot upkeep

- Harvest produce as soon as it's ripe. Food lying on the ground should be picked up and not left to rot.
- Keep your plot as tidy as possible to reduce potential hiding places for rats to nest (including not stockpiling materials such as logs and other timber).
- Keep the shed well-ordered and retain seeds and other potential food sources for rats in rodent proof containers, such as metal tins.
- Ensure water butts and water for livestock is covered and secure.
- If chickens are taken to the allotment please ensure that no poultry feed is left on the site.

APPENDIX B

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Open Spaces						
101 General Amenity						
4037 Grounds Maintenance	5,406	6,000	594		594	90.1%
General Amenity :- Indirect Expenditure	**5,406**	**6,000**	**594**	**0**	**594**	**90.1%**
Movement to/(from) Gen Reserve	**(5,406)**					
102 Railway Land & Magpie Wood						
4013 Rental	0	250	250		250	0.0%
4037 Grounds Maintenance	1,470	4,500	3,030		3,030	32.7%
Railway Land & Magpie Wood :- Indirect Expenditure	**1,470**	**4,750**	**3,280**	**0**	**3,280**	**30.9%**
Movement to/(from) Gen Reserve	**(1,470)**					
103 King's Wood						
1002 Permits	61	150	89			40.8%
1077 Grants	0	2,185	2,185			0.0%
1079 Miscellaneous	2,683	0	(2,683)			0.0%
King's Wood :- Income	**2,744**	**2,335**	**(409)**			**117.5%**
4037 Grounds Maintenance	3,480	5,000	1,520		1,520	69.6%
4059 Fees	950	2,000	1,050		1,050	47.5%
King's Wood :- Indirect Expenditure	**4,430**	**7,000**	**2,570**	**0**	**2,570**	**63.3%**
Movement to/(from) Gen Reserve	**(1,686)**					
104 Tylers Green Common & Pond						
1002 Permits	843	1,000	158			84.3%
1004 Service Charges	15	100	85			14.9%
1078 Maintenance Costs Recovered	634	500	(134)			126.8%
Tylers Green Common & Pond :- Income	**1,492**	**1,600**	**108**			**93.2%**
4012 Water	1,215	1,000	(215)		(215)	121.5%
4014 Electricity	134	150	16		16	89.0%
4037 Grounds Maintenance	825	5,000	4,175		4,175	16.5%
Tylers Green Common & Pond :- Indirect Expenditure	**2,174**	**6,150**	**3,976**	**0**	**3,976**	**35.3%**
Movement to/(from) Gen Reserve	**(682)**					
105 Allotments						
1001 Rents	2,644	4,200	1,556			62.9%
Allotments :- Income	**2,644**	**4,200**	**1,556**			**62.9%**

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Water	568	1,500	932		932	37.9%
4037 Grounds Maintenance	2,817	7,500	4,683		4,683	37.6%
Allotments :- Indirect Expenditure	**3,386**	**9,000**	**5,614**	**0**	**5,614**	**37.6%**
Movement to/(from) Gen Reserve	**(742)**					
106 General Recreation						
1002 Permits	0	1,000	1,000			0.0%
General Recreation :- Income	**0**	**1,000**	**1,000**			**0.0%**
4037 Grounds Maintenance	3,832	8,000	4,168		4,168	47.9%
4060 Other Professional Fees	300	500	200		200	60.0%
General Recreation :- Indirect Expenditure	**4,132**	**8,500**	**4,368**	**0**	**4,368**	**48.6%**
Movement to/(from) Gen Reserve	**(4,132)**					
107 Derehams						
1001 Rents	1,917	6,400	4,483			30.0%
1002 Permits	1,583	2,500	917			63.3%
Derehams :- Income	**3,500**	**8,900**	**5,400**			**39.3%**
4012 Water	509	1,260	751		751	40.4%
4014 Electricity	307	1,500	1,193		1,193	20.5%
4036 Property Maintenance	44	1,000	956		956	4.4%
4037 Grounds Maintenance	2,621	9,400	6,779		6,779	27.9%
4038 Maintenance Contract	80	300	220		220	26.8%
Derehams :- Indirect Expenditure	**3,561**	**13,460**	**9,899**	**0**	**9,899**	**26.5%**
Movement to/(from) Gen Reserve	**(61)**					
108 Dog Bins						
4401 Waste Collection	3,055	5,600	2,545		2,545	54.5%
Dog Bins :- Indirect Expenditure	**3,055**	**5,600**	**2,545**	**0**	**2,545**	**54.6%**
Movement to/(from) Gen Reserve	**(3,055)**					
109 Projects						
4062 Projects	0	20,000	20,000		20,000	0.0%
Projects :- Indirect Expenditure	**0**	**20,000**	**20,000**	**0**	**20,000**	**0.0%**
Movement to/(from) Gen Reserve	**0**					
Open Spaces :- Income	**10,379**	**18,035**	**7,656**			**57.6%**
Expenditure	**27,614**	**80,460**	**52,846**	**0**	**52,846**	**34.3%**
Movement to/(from) Gen Reserve	**(17,235)**					

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Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6 **Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	**10,379**	**18,035**	**7,656**			**57.6%**
Expenditure	**27,614**	**80,460**	**52,846**	**0**	**52,846**	**34.3%**
Net Income over Expenditure	**(17,235)**	**(62,425)**	**(45,190)**			
Movement to/(from) Gen Reserve	**(17,235)**					

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6 **Cost Centre Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
900 EMR Open Spaces						
9324 EMR Play Equipment	0	(4,231)	(4,231)		(4,231)	0.0%
9326 EMR TG Common Management	0	2,054	2,054		2,054	0.0%
9331 EMR Dereham Park	0	22,440	22,440		22,440	0.0%
9332 EMR Dereham Pavilion	0	2,020	2,020		2,020	0.0%
9333 EMR Railway Land & Magpie Wood	0	4,785	4,785		4,785	0.0%
9334 EMR Kingswood Improvement	0	5,728	5,728		5,728	0.0%
EMR Open Spaces :- Indirect Expenditure	**0**	**32,796**	**32,796**	**0**	**32,796**	**0.0%**
Movement to/(from) Gen Reserve	**0**					
Grand Totals:- Income	**0**	**0**	**0**			**0.0%**
Expenditure	**0**	**32,796**	**32,796**	**0**	**32,796**	**0.0%**
Net Income over Expenditure	**0**	**(32,796)**	**(32,796)**			
Movement to/(from) Gen Reserve	**0**					

APPENDIX D

OPEN SPACES

Open Spaces

		Actual Yr to Date (Month 6)	Current Annual Budget 19/20		Prorate month 6+ (times 2)	18/19 Actuals	DraftBudget 20/21	Comments 20/21	Comments 19/20	Variance	Variance %
101	**General Amenity**				0						
	4013 Rental	0			0	30			Delete		
	4020 Establishment Cost Misc	0			0				Delete		
	4037 Grounds Maintenance	5,406	6,000		10,812	6,619	7,000	Based upon 19/20 experience	View	1,000	17%
	General Amenity Exp	5,406	6,000		10,812	6,649	7,000				
	1001 Rents	0	0		0	50	0				
	General Amenity inc	0	0		0	50	0				
102	**Railway Land & Magpie Wood**										
	4013 Rental	0	250		0	250	250		18'19 budget	0	0%
	4037 Grounds Maintenance	1,470	4,500		2,940	4,541	7,500	Includes tree work on eastern side	18'19 budget	3,000	67%
	Railway Land & Magpie Wood Exp	1,470	4,750		2,940	4,791	7,750		View		
103	**King's Wood**										
	4037 Grounds Maintenance	3,480	5,000		6,960	12,477	8,000	Based upon 19/20 experience	View	3,000	60%
	4059 Fees	950	2,000		1,900	1,850	2,000		View	0	0%
	King's Wood Exp	4,430	7,000		8,860	14,327	10,000		View		
	1002 Permits	61	150		122	198	150		View	0	
	1079 Miscelaneous	2,683			5,366	2					
	1077 Grants	0	2,185		0	2,185	0	No longer available	18'19 budget	-2,185	-100%
	King's Wood Inc	2,744	2,335		5,488	2,384	150				
104	**Tylers Green Common & Pond**										
	4012 Water	1,215	1,000		2,430	1,249	1,000		View	0	0%
	4014 Electricity	134	150		268	145	150		View	0	0%
	4037 Grounds Maintenance	825	5,000		1,650	7,487	3,000	Based upon 19/20 experience	exc tracks	-2,000	-40%
	TG Common & Pond Exp	2,174	6,150		4,348	8,881	4,150				
	1002 Permits	843	1,000		1,686	1,416	1,000		View	0	0%
	1004 Service Charges	15	100		30	47	100		View	0	0%
	1078 Maintenance Costs Recovered	634	500		1,268	625	500		View	0	0%
	TG Common & Pond Inc	1,492	1,600		2,984	2,087	1,600				
105	**Allotments**										
	4012 Water	568	1,500		1,136	1,213	1,500		View	0	0%
	4037 Grounds Maintenance	2,817	7,500		5,634	7,751	5,000	18/19 included sheds	exc shed but extra rubbish clearance	-2,500	-33%
	Allotment Exp	3,385	9,000		6,770	8,964	6,500				
	1001 Rents	2,644	4,200		5,288	4,521	4,200		allow for voids	0	0%
	Allotment Inc	2,644	4,200		5,288	4,521	4,200				
106	**General Recreation**										
	4014 Electricity	0			0	81			delete BR		
	4037 Grounds Maintenance	3,832	8,000		7,664	9,399	8,000		View	0	0%
	4060 Other Professional Fees	300	500		600	174	500		View	0	0%
	General Recreation Exp	4,132	8,500	0	8,264	9,654	8,500				
	1002 Permits	0	1,000		0	840	0	No fair expected	View	-1,000	-100%
	1079 Miscellaneous	0			0				delete	0	#DIV/0!
	General Recreation Inc	0	1,000		0	840	0				

OPEN SPACES

Open Spaces

			Actual Yr to Date (Month 6)	Current Annual Budget 19/20	Prorate month 6+ (times 2)	18/19 Actuals	DraftBudget 20/21	Comments 20/21	Comments 19/20	Variance	Variance %
107	**Derehams**										
	4012 Water		509	1,260	1,018	1,253	1,400	Based upon 19/20 experience	View	140	11%
	4014 Electricity		307	1,500	614	553	2,000	Revised billing	View	500	33%
	4036 Property Maintenance		44	1,000	88	816	500	Based upon 19/20 experience	View	-500	-50%
	4037 Grounds Maintenance		2,621	9,400	5,242	8,064	9,000	Based upon 19/20 experience	View	-400	-4%
	4038 Maintenance Contract		80	300	160	152	300		View	0	0%
		Derehams Exp	3,561	13,460	7,122	10,838	13,200				
	1001 Rents		1,917	6,400	3,834	7,857	8,000	Back to four teams	View	1,600	25%
	1002 Permits		1,583	2,500	3,166	1,700	2,500		View	0	0%
	1004 Services Charges		0		0	150			delete		
		Derehams Inc	3,500	8,900	7,000	9,707	10,500				
108	**Dog Bins**										
	4401 Waste Collection		3,055	5,600	6,110	5,510	7,000	More bins, higher cost inc Totteridge	View	1,400	25%
		Dog Bins Exp	3,055	5,600	6,110	5,510	7,000				
	TOTALS										
	PROJECTS		0	20,000		0	20,000		Post uplift	0	
	Gross exc EMR		27,614	80,460		69,615	84,100			3,640	5%
	Income		10,379	18,035		19,589	16,450			-1,585	-9%
	Net		17,235	62,425		50,026	67,650			5,225	8%
	EMR Railway Land			0		0	0				
	EMR Kingswood			5,000		5,000	5,000		To include Ash Die Back generally		
	EMR TG Common			0		0	0				
	EMR Derehams Park			10,000		10,000	10,000				
	EMR Play Area equipment			9,800		9,800	5,000		Extensions from GR only allows for major repairs		
	EMR Totals			24,800		24,800	20,000				

Draft Project Ideas 20/21

Orchard Green - final hedge	6,000
FH Scout Hut hedge	2,000
TG Common path and canopy	9,000
Play Equipment Strait Bit	?????
Play Equipment Green Dragon	???????
Ash Die Back	???????

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