

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Meeting to be held on Thursday 30 May 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. Committee Terms of Reference
5. Allotments
 - 5.1 Ashley Drive Allotments - Taps
 - 5.2 Chapel Road Allotments
 - 5.2.1 Shed Break-in
 - 5.2.2 BBQ Date
6. Magpie Wood
7. Flackwell Heath Bowls Club
8. Tylers Green Common
 - 8.1 Car Parking
9. Playground Updates
10. Totteridge Common
 - 10.1 Planning
 - 10.2 Fencing
 - 10.3 Tree works
11. Orchard Green Hedge
12. Railway Land
13. Hedley Green, Loudwater
14. Committee Site Visits
15. Committee Finances
16. Questions from council members and the public
17. Accounts for payment



Wendy Thompson
Clerk of the Council
22 May 2019

AGENDA ITEM 3

Delegated Actions

Members are asked to NOTE that there has been no delegated action taken by the chairman of the committee and clerk since the last committee meeting

AGENDA ITEM 4

Committee Terms of Reference

Members are asked to CONSIDER the draft Terms of Reference attached at **APPENDIX A**, with a view to recommending them to full Council for adoption.

AGENDA ITEM 5

Allotments

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

Chapel Road – 6 full plots

Ashley Drive – 3 full plots

There is no one currently on the waiting list.

Members are asked to NOTE that the Allotment Competition will be judged by Cllr Willis and Cllr Johncock on Wednesday, 17 July 2019.

5.1 Ashley Drive Allotments - Taps

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotations received for the extra stand pipe taps at the above allotment site **APPENDIX B**;

Quote A £1,750.00

Quote B £1,500.00

5.2 Chapel Road Allotments

5.2.1 Shed Break-in

Members are asked to NOTE that the shed at the site was broken into – the window was removed. Fortunately, nothing was taken.

5.2.2 BBQ Date

Members are asked to NOTE that the annual Flackwell Heath Allotment BBQ will be held on Saturday, 20 July 2019. All are welcome to attend this enjoyable event.

AGENDA ITEM 6

Magpie Wood

Following the site visit and the recommendations for fencing along the boundaries from the last committee meeting in March, members are asked to CONSIDER and, if so minded, APPROVE one of the following quotations;

Replacement of post and wire fencing to Robinson Road/Rayners Avenue/bridleway boundary;

Quote A £3,600.00

Quote B £3,900.00

Quote C £4,421.80

Palisade behind the properties;

Quote A £3,200.00

Quote B £3,500.00

Quote C £6,978.20

AGENDA ITEM 7

Flackwell Heath Bowls Club

Members are asked to NOTE that the Clerk and Warden met with members of the Bowls Club on 2 May 2019. Items covered at the meeting were overhanging trees, sign, footpath to the club gate, assistance with the purchase of a new rink mower and car parking.

Members are asked to NOTE that the overhanging trees have been handled with the assistance of the Flackwell Heath Local Area Technician and a grant application form has been sent to the club in relation to the mower.

The site is part of the annual site visit this year and therefore the car parking item, footpath and sign can be reviewed at that point.

AGENDA ITEM 8

Tylers Green Common

8.1 Car Parking

Members are asked to NOTE that following a recent football festival in the village the office had received complaints about the parking. The football club were given permission to park 35 cars on the front common and a permit was raised on the understanding that the parking was for overflow and that it would be marshalled at all times. The Clerk and Warden cordoned off an area for parking over the 2 day event – the cordon was removed.

Members are asked to CONSIDER whether permission should be given again to the football club for future events.

AGENDA ITEM 9

Playground Updates

Members are asked to receive updates from the working parties.

AGENDA ITEM 10

Totteridge Common

10.1 Planning

Members are asked to NOTE that the planning application for the bund and gate has been submitted to Wycombe District Council.

10.2 Fencing

Members are asked to NOTE that there is continual fly tipping into King's Wood from the car park at the Dolphin Public House.

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotations to erect a fence (approximately 46 linear metres in length) behind the car park making tipping rubbish into the wood at this point impossible.

Quote A	£2,900.00
Quote B	£2,700.00

10.3 Tree works

Members are asked to NOTE that there are three large Beech trees requiring immediate attention on the Totteridge Common side of King's Wood. They are over paths to the edge of the wood.

Members are asked to CONSIDER and APPROVE one of the following quotations for the works;

Quote A	£1,350.00
Quote B	£2,140.00
Quote C	£1,300.00

AGENDA ITEM 11

Orchard Green Hedge

Members are asked to NOTE that the post and rail fencing previously agreed has been completed at the above site.

AGENDA ITEM 12

Railway Land

Members are asked to NOTE that the phased works to the boundary trees behind Bay Tree Close is underway.

AGENDA ITEM 13

Hedley Green

Members are asked to NOTE that the steps at the site are worn and dangerous, a sign has been erected to advise users of the area to take care when using the steps **APPENDIX C**

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotations to replace the steps;

Quote A £1,500.00

Quote B £2,695.00

AGENDA ITEM 14

Committee Site Visit – 4 July 2019

Members are asked to NOTE that currently there are two items for the site visit – Straight Bit and Flackwell Heath Bowls Club.

Members are asked to suggest further sites for inclusion.

AGENDA ITEM 15

Committee Finances

Members are asked to NOTE the committee income and expenditure to Period 1 (April). **APPENDIX D**

AGENDA ITEM 16

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. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the Clerk of this request as soon as possible.

AGENDA ITEM 17

Accounts for payment

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

Date and time of next meeting: Thursday 27 August 2019 @ 7.30pm

TERMS OF REFERENCE OF THE OPEN SPACES COMMITTEE**RESPONSIBILITIES**

1. The Open Spaces Committee (OSC) is responsible for oversight of the Council's amenity and leisure facilities including allotments, woodlands, commons, ponds and sports and recreation grounds. Specific areas of land (both owned and leased) are listed at Appendix 1.

In particular, it is responsible for:

- a. Setting and reviewing policies on the protection, enhancement and maintenance of Council property used for amenity and leisure purposes. This should include professional forestry management where applicable
- b. Undertaking regular inspections of Open Spaces Committee property to ensure that it is being well maintained and recommending improvements where appropriate.
- c. Permitting the use of such facilities for activities that will benefit the community.
- d. Reviewing and commenting on easements and way leaves across open spaces land for the Finance and General Purposes committee to consider and determine.
- e. Reviewing byelaws and property regulations and making recommendations, where appropriate, to the Finance and General Purposes Committee.
- f. Consideration of conservation schemes wherever appropriate.
- g. Ensuring public safety and all aspects of maintenance work, including any work undertaken by contractors, is undertaken in accordance with safety requirements determined by the Finance and General Purposes Committee, which has the overall responsibility for formulating the Council's Health and Safety policy, procedures and working practices.
- h. Develop a rolling 10-year plan for the improvement of open spaces generally and review/update the plan annually.
- i. Annually forming Working Party, in conjunction with the Clerk and Warden, to establish a tree planting programme for the forthcoming year.

REPRESENTATIONS RECEIVED AND CONSULTATION

2. The OSC is required to:
 - a. Consider representations made and to consult with residents, individuals and appropriate organisations, when necessary, about the Committee's responsibilities and service delivery. In particular to consider such matters raised by Sports Organisations and Clubs who are the Council's tenants as they occupy land/buildings that are the Committee's responsibility.
 - b. Appoint Members of the Committee to represent the Council on Sports Organisations and Clubs occupying Council land/premises.

- c. Consider the annual report submitted by RoSPA and to determine what safety measures should be adopted as soon as practicable noting that recommended maintenance will automatically be undertaken by the Council grounds staff at the earliest opportunity.

FINANCE

3. The OSC is required to:

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

GENERAL

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

APPENDIX 1

TERMS OF REFERENCE OF THE OPEN SPACES COMMITTEE

The following areas comprise the land for which the Open Spaces Committee is responsible:

- Ashley Drive Recreation Ground
- Ashley Drive Allotments
- Derehams Lane Recreation Ground
- Boundary Road Recreation Ground
- Straight Bit Recreation Ground
- Chapel Road Allotments
- Green Dragon Recreation Ground
- Oakwood
- King's Wood
- Totteridge Common
- Tylers Green Common (Front & Back)
- Pond Wood Copse
- Beechwood Gardens/Clearbrook Close
- The Rise
- Hedley Green
- Queensmead
- Railway Lane
- Orchard Green
- Jubilee Gardens & Chapel Rd junction
- Fennels Wood access
- Spring Lane
- Magpie Wood

Ashley Drive Allotments Tylers Green



X EXISTING TAPS

X New

Hedley Amenity Area Steps



Open Spaces101 General Amenity

4037	Grounds Maintenance	0	6,000	6,000		6,000	0.0%
	General Amenity :- Indirect Expenditure	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>6,000</u>	<u>0.0%</u>
	Movement to/(from) Gen Reserve	<u><u>0</u></u>					

102 Railway Land & Magpie Wood

4013	Rental	0	250	250		250	0.0%
4037	Grounds Maintenance	0	4,500	4,500		4,500	0.0%
	Railway Land & Magpie Wood :- Indirect Expenditure	<u>0</u>	<u>4,750</u>	<u>4,750</u>	<u>0</u>	<u>4,750</u>	<u>0.0%</u>
	Movement to/(from) Gen Reserve	<u><u>0</u></u>					

103 King's Wood

1002	Permits	0	150	150			0.0%
1077	Grants	0	2,185	2,185			0.0%
1079	Miscellaneous	2,683	0	(2,683)			0.0%
	King's Wood :- Income	<u>2,683</u>	<u>2,335</u>	<u>(348)</u>			<u>114.9%</u>
4037	Grounds Maintenance	850	5,000	4,150		4,150	17.0%
4059	Fees	0	2,000	2,000		2,000	0.0%
	King's Wood :- Indirect Expenditure	<u>850</u>	<u>7,000</u>	<u>6,150</u>	<u>0</u>	<u>6,150</u>	<u>12.1%</u>
	Movement to/(from) Gen Reserve	<u><u>1,833</u></u>					

104 Tylers Green Common & Pond

1002	Permits	0	1,000	1,000			0.0%
1004	Service Charges	0	100	100			0.0%
1078	Maintenance Costs Recovered	0	500	500			0.0%
	Tylers Green Common & Pond :- Income	<u>0</u>	<u>1,600</u>	<u>1,600</u>			<u>0.0%</u>
4012	Water	0	1,000	1,000		1,000	0.0%
4014	Electricity	81	150	69		69	53.7%
4037	Grounds Maintenance	0	5,000	5,000		5,000	0.0%
	Tylers Green Common & Pond :- Indirect Expenditure	<u>81</u>	<u>6,150</u>	<u>6,069</u>	<u>0</u>	<u>6,069</u>	<u>1.3%</u>
	Movement to/(from) Gen Reserve	<u><u>(81)</u></u>					

105 Allotments

1001	Rents	52	4,200	4,148			1.2%
	Allotments :- Income	<u>52</u>	<u>4,200</u>	<u>4,148</u>			<u>1.2%</u>

Detailed Income & Expenditure by Budget Heading 01/04/2019

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Water	66	1,500	1,434		1,434	4.4%
4037 Grounds Maintenance	74	7,500	7,426		7,426	1.0%
Allotments :- Indirect Expenditure	<u>140</u>	<u>9,000</u>	<u>8,860</u>	<u>0</u>	<u>8,860</u>	<u>1.6%</u>
Movement to/(from) Gen Reserve	<u>(88)</u>					
<u>106 General Recreation</u>						
1002 Permits	0	1,000	1,000			0.0%
General Recreation :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>
4037 Grounds Maintenance	1,550	8,000	6,450		6,450	19.4%
4060 Other Professional Fees	0	500	500		500	0.0%
General Recreation :- Indirect Expenditure	<u>1,550</u>	<u>8,500</u>	<u>6,950</u>	<u>0</u>	<u>6,950</u>	<u>18.2%</u>
Movement to/(from) Gen Reserve	<u>(1,550)</u>					
<u>107 Derehams</u>						
1001 Rents	0	6,400	6,400			0.0%
1002 Permits	0	2,500	2,500			0.0%
Derehams :- Income	<u>0</u>	<u>8,900</u>	<u>8,900</u>			<u>0.0%</u>
4012 Water	0	1,260	1,260		1,260	0.0%
4014 Electricity	156	1,500	1,344		1,344	10.4%
4036 Property Maintenance	0	1,000	1,000		1,000	0.0%
4037 Grounds Maintenance	0	9,400	9,400		9,400	0.0%
4038 Maintenance Contract	0	300	300		300	0.0%
Derehams :- Indirect Expenditure	<u>156</u>	<u>13,460</u>	<u>13,304</u>	<u>0</u>	<u>13,304</u>	<u>1.2%</u>
Movement to/(from) Gen Reserve	<u>(156)</u>					
<u>108 Dog Bins</u>						
4401 Waste Collection	470	5,600	5,130		5,130	8.4%
Dog Bins :- Indirect Expenditure	<u>470</u>	<u>5,600</u>	<u>5,130</u>	<u>0</u>	<u>5,130</u>	<u>8.4%</u>
Movement to/(from) Gen Reserve	<u>(470)</u>					
<u>109 Projects</u>						
4062 Projects	0	20,000	20,000		20,000	0.0%
Projects :- Indirect Expenditure	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>					
Open Spaces :- Income	<u>2,735</u>	<u>18,035</u>	<u>15,300</u>			<u>15.2%</u>
Expenditure	<u>3,247</u>	<u>80,460</u>	<u>77,213</u>	<u>0</u>	<u>77,213</u>	<u>4.0%</u>
Movement to/(from) Gen Reserve	<u>(512)</u>					

Detailed Income & Expenditure by Budget Heading 01/04/2019

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	2,735	18,035	15,300			15.2%
Expenditure	3,247	80,460	77,213	0	77,213	4.0%
Net Income over Expenditure	<u>(512)</u>	<u>(62,425)</u>	<u>(61,913)</u>			
Movement to/(from) Gen Reserve	<u>(512)</u>					