

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Meeting to be held on Thursday 17 May 2018 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	Cllr I Forbes	Cllr J Johnson
	Cllr K Wood	Cllr C Jordan	Cllr L Johncock
	Cllr J Gurney	Cllr S Digby	Cllr J Herschel
	Cllr M Wilkes		

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. Election of Chairman of Committee
4. Election of Vice Chairman of Committee
5. Straight Bit Recreation Ground
 - 5.1 Hedge on northern boundary
6. Orchard Green
7. Jubilee Gardens Planter
8. Allotments
 - 8.1 Ashley Drive Allotments
 - 8.2 Chapel Road Allotments
 - 8.2.1 Fencing
- 9 Magpie Wood
- 10 King's Wood
 - 10.1 Ride widening on northern boundary
 - 10.2 Ashwells Development
- 11 Playgrounds
 - 11.1 Updates
 - 11.2 Green Dragon Lane
 - 11.3 Boundary Road Recreation Ground
- 12 Tree Maintenance Policy
- 13 Tylers Green Common
 - 13.1 Tracks
 - 13.2 Tracks Maintenance Policy
 - 13.3 Tylers Green Management Plan
 - 13.4 Request for Crosses – 1st & 2nd WW Fallen
- 14 Railway Land
- 15 Committee Projects from Informal Meeting
- 16 Questions from council members and the public
- 17 Accounts for payment



Wendy Thompson
Clerk of the Council
10 May 2018

AGENDA ITEM 3

Election of Chairman of Committee

Members are asked to ELECT a Committee Chairman to serve until the new council year.

Members are asked to CONSIDER the following suggestions put forward for the position of Chairman:

Cllr Les Willis

Cllr Ian Forbes

The procedure for electing the chairman and vice chairman of the committee will be by secret ballot by elimination, suspending Standing Orders, as resolved at the last full council meeting held on 13 March 2018

AGENDA ITEM 4

Election of Vice Chairman of Committee

Members are asked to ELECT a Committee Vice Chairman to serve until the new council year.

Members are asked to CONSIDER the following suggestions put forward for the position of Vice Chairman

Cllr Clive Jordan

Cllr Liz Johncock

Cllr Mike Wilkes

Cllr Ian Forbes

AGENDA ITEM 5

Straight Bit Recreation Ground

5.1 Hedge on northern boundary (Rear boundary)

Members are asked to NOTE that the works to the hedge on the northern boundary have been completed.

AGENDA ITEM 6

Orchard Green

Members are asked to RECEIVE the following proposition from Cllr Herschel;

A management plan is required for this small parcel of land adopted by the council. It is planted up with a number of cherry trees and local residents have over the years planted bulbs and bushes to improve its attractiveness, there has however not been a coherent plan for its maintenance and elements of the site have steadily deteriorated. One current issue is the condition of the hedge that separates Orchard Green from the highway. It is not now considered 'fit for purpose'.

Members are asked to **CONSIDER** and, if so minded, **APPROVE** that;

1. The council develops a management plan for the future maintenance of Orchard Green, similar to those prepared for other council sites.
2. The council should invite suggestions for consideration in the preparation of the management plan from those residents in Cherry Close who front the site.
3. The clerk obtains quotes for the cost of making good or replacing the hedge along Green Dragon Lane.

AGENDA ITEM 7

Jubilee Gardens Planter

Members are asked to NOTE that the planter has been purchased with funds from Cllr D Johncock, Cllr J Savage and Cllr D Watson and is in position. Drainage and soil has also been purchased; a planting scheme is currently being agreed.

AGENDA ITEM 8

Allotments

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

Chapel Road – 2 half plots and 6 full plots

Ashley Drive – 2 full plots

There is currently one person on the waiting list.

8.1 Ashley Drive Allotments

Members are asked to NOTE that following approval at the last Leisure Facilities committee meeting in January the disposal of the rubbish from the cleared plots has been completed.

Members are asked to NOTE that quotes will be obtained for a replacement shed at the site and will be brought to the next committee meeting for approval.

8.2 Chapel Road Allotments

Members are asked to NOTE that the new shed has been installed at the site.

Members are also asked to NOTE that clearance has been undertaken on the empty plots at the site.

8.2.1 Fencing

Members are asked to NOTE that the continuation of the stock and rabbit fencing to the bottom of the site had been ordered, however it has been necessary to place the order with another contractor.

AGENDA ITEM 9

Magpie Wood

Members are asked to NOTE the Progress Report provided by Cllr Jordan at **APPENDIX A**

APPENDIX 10

King's Wood

10.1 Ride widening on northern boundary

Members are asked to NOTE that signs will be placed along the ride advising of the works. A start date for the works is currently awaited.

10.2 Ashwells Development

Members are asked to NOTE that there has been no progress on the WDC ideas for the redevelopment of the car park opposite the Middle School nor on the cycleway through the wood. Both ideas have had serious concerns raised by this council.

AGENDA ITEM 11

Playground Updates

11.1 Updates

Members are asked to RECEIVE updates from the Playground Working Parties.

Tylers Green: Members are asked to CONSIDER and, if so minded, APPROVE the quotation for refurbishment of the Wicksteed play equipment at Ashley Drive at **APPENDIX B**

Flackwell Heath: Members are asked to NOTE that a similar refurbishment quotation has been requested from Wicksteed for the climbing frame with new safety surfacing.

11.2 Green Dragon Lane

Members are asked to NOTE that quotes are currently being obtained for the post and rail fencing along the boundary with Chapman Lane.

Members are also asked to NOTE that a meeting will be set up with the Chairman of the football club to discuss the possible position for a small play area on the site.

11.3 Boundary Road Recreation Ground

Members are asked to CONSIDER the possible siting of a plaque rescued from the Ford's Mill chimney originally sited on Boundary Road; a local resident would like to donate the item.

Members are asked to NOTE that the plaque is a very large heavy curved brick and a possible location would be along the river bank at the recreation ground.

AGENDA ITEM 12

Tree Maintenance Policy

Members are asked to CONSIDER and, if so minded, APPROVE the amendment to the policy highlighted in yellow at **APPENDIX C**.

AGENDA ITEM 13

Tylers Green Common

13.1 Tracks

Members are asked to NOTE the report from the recent tracks working party at **APPENDIX D**

13.1 Tracks Maintenance Policy

Members are asked to CONSIDER the attached policy at **APPENDIX E** with a view to recommendation for approval at the next full council meeting in June 2018.

13.2 Tylers Green Management Plan

Member are asked to NOTE that the Management Plan will be updated and brought forward for review in due course. Members are asked to CONSIDER volunteering to assist in its revision.

Members are asked to NOTE that ivy clad trees have been identified on the Common. Members are asked to CONSIDER the use of the Community Payback teams to undertake the girdling of the ivy. Members are asked to NOTE that the Warden has advised that the work would take several months.

13.4 Request for Crosses – 1st & 2nd WW Fallen

Members are asked to CONSIDER a request received from a resident to erect 64 wooden crosses, to commemorate the villagers who lost their lives in the 1st and 2nd WWs, on the front common.

Members are asked to NOTE that the crosses would need an area of 24ft x 24ft, the preferred area on the common is where the Christmas tree is sited.

AGENDA ITEM 14

Railway Land

Members are asked to CONSIDER and APPROVE the process of selected tree removal and thinning along the boundary with properties in Bay Tree Close and Woodside Close, Loudwater. Members are asked to also CONSIDER further consultation with the residents concerned following marking up of the selected trees.

AGENDA ITEM 15

Committee Projects from Informal Meeting

Members are asked to CONSIDER the projects attached at **APPENDIX F** with a view to prioritisation.

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: Tuesday, 10 July 2018 @ 7.30pm

Magpie Wood Progress Report

Since the parish council purchased the wood in March 2014 clearance work has been undertaken, unfortunately the initial volunteer force did not materialise but with the help of a neighbour, occasional helpers and a former parish councillor, who has been missed in recent months due to his ill health, we have managed to create some open spaces.

Clearance undertaken during autumn and winter – tidying the western boundary which backs on to the houses along Robinson Road. Several trees were removed by a contractor along the boundary as they were leaning and overhanging the gardens.

Further clearance has been undertaken along the embankment on the eastern side of the wood which borders Rayners Avenue – highlighted in yellow of the map. Also in the photo



Boundary maintenance

The wire boundary fence that runs down Rayners Avenue and along Robinson Road needs strengthening and pulling tight, some remedial work to the posts is required. The chainlink fence along the western boundary also needs attention, part of the fence appears to have been trodden down giving easy access to the wood.

Issues in the wood

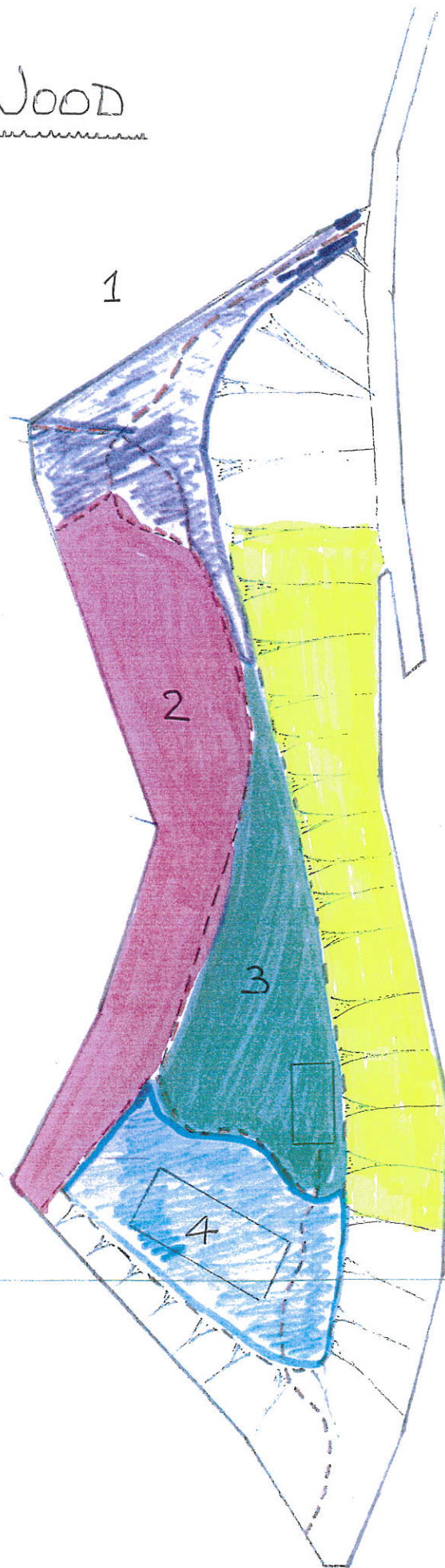
- There has been a problem with garden and food waste being disposed of in the wood.
- Wooden fencing panels have been piled up near the top of the bridleway – disposal is required
- Wood stack – created from clearance work will need chipping.

The residents and users of the wood appear to be pleased with the openness that has been created while working in the wood several people have commented on how good the wood is looking now.

Clearance will start again in autumn this year.

Clive Jordan

MAGPIE WOOD



COMPARTMENTS

PLATEAU 1 TO 4

EMBANKMENT TO BE
DECIDED AT A LATER DATE.

SEPT 2015
B. TORWOCK

APPENDIX B

Date: 27/04/2018 Quotation No. 17/JH/27042018/A				
CHEPPING WYCOMBE PARISH COUNCIL - ASHLEY DRIVE Quotation For Supply & Installation Of New Play Items & Safety Surfacing At Ashley Drive Play Area				
Qty	Product Code	Description	Unit Price	Total Price
REMOVALS				
1	L-Installation	Dig Out & Remove 1 No Existing Teacup Twister	183.00	183.00
REFURBISHMENTS				
1	L-Maintenance	Rub Down & Repaint 2 No Sets Of Traditional Swings - Colours To Match The New DDA Swing on Site	1080.00	1080.00
2	2820-002	2 Litres Of Primer	20.00	40.00
2	2820-004	1 Litre Of Red Gloss Paint	20.00	20.00
2	2820-008	1 Litre Of Yellow Gloss Paint	20.00	20.00
NEW PLAY EQUIPMENT				
1	6020-085	Teacup Twister Roundabout	2493.00	2493.00
		Installation Into Existing Wetpour Pad	522.00	522.00
		Supply & Install 20 Sqm Of Sub-Base	30.00	600.00
80	ECO200GRE	Supply & Lay 80 Sqm Of 40mm Thick Ecotumble Safety Surfacing Beneath 2 No Sets Of Traditional Swings	80.00	6400.00
51	L-Installation	Allowance To Chase Cut Approx 51.2 Linear Metres Into Tarmac	179.00	179.00
SITE SETUP				
1	L-Installation	Temporary Site Security Heras Fencing	300.00	300.00
1	PII	Post Installation Inspection	549.00	549.00
Sub Total			12386.00	
Discount			-2220.65	
Carriage			124.65	
Grand Total Excluding VAT			10290.00	

All prices are subject to a site visit from our Installation Contracts Manager.

Please note our payment terms for 'Supply and Installation' contracts: - Payment for goods - on invoice, following delivery to site.

Payment for installation - on interim progress invoices submitted during and on completion of installation. (Unless pro-forma terms apply.)

Work can commence within 6 to 8 weeks from receipt of an order.

These prices are valid for a period of 3 months from the date of this quotation.

Errors & Omissions Excluded

1. Introduction

This policy identifies Chepping Wycombe Parish Council's approach to the management of trees on land owned by the Parish Council. It is intended to act as a point of reference for the public, Councillors and Council employees to ensure a clear, consistent and structured approach to the management of trees.

Chepping Wycombe Parish Council is responsible for managing its trees in a safe condition and ensuring that they do not create a legal nuisance such as causing damage to property.

The Council seeks to maintain and improve the amenity values of its woodlands whilst also undertaking to improve its' bio-diversity and their environmental impact. Tree felling or pruning and the method of disposal of any arising material will always consider the impact these activities will have upon local wildlife.

The Council may undertake works under its' emergency powers if appropriate and is always mindful of the financial regulations amongst other policies.

The Council will undertake a prioritised inspection programme of its' woodlands to ensure that the risks are well mitigated.

Trees that have a TPO, Tree Preservation Order, require the approval of the Wycombe District Council for any works to be done as do trees within a Conservation Area. Tree works are very restricted within the bird nesting season.

2. Works to Trees

Any work carried out will be subject to available budget which will be applied on a priority scale.

Any work will only be undertaken by the Parish Council in accordance with the following priority list:

2.1 Priority 1 – Public Safety (high risk areas)

The Parish Council will undertake all work which removes actual hazards to safeguard the public and property. These areas being footpaths and boundaries where the general public are often present.

2.2 Priority 2 – Public Safety (low risk areas)

The Parish Council will undertake all work which removes actual hazards to safeguard the public and property. These areas being within woodlands where the general public go less often.

2.3 Priority 3 – Remedial/Preventative Works

The Parish Council will undertake all work which:

- a) Remove potential hazards that may subsequently threaten public safety or property;
- b) Prevent or minimise the effects of a tree on the structure of a property (eg. Preventative subsidence related work).

2.4 Priority 4 – Management of Veteran Trees

The Parish Council will, where public safety is not compromised, undertake all work which;

- a) Conserves trees with high ecological value and,
- b) Preserves trees with significant local historical and / or aesthetic value.

2.5 Priority 5 – Young Tree Maintenance

The Parish Council will undertake all work which:

- a) Assists the establishment of young trees with significant life expectancy; and
- b) Enables new tree planting to reach its full potential
- c) Self setting trees will be removed as necessary
- d) Removes non-native species

2.6 Priority 6 – Nuisance Management

The Parish Council will undertake remedial work where it is considered that its trees are causing an actionable nuisance to a neighbouring property.

For example **and in descending order of priority:**

- a) Root / branch encroachment over property boundaries where damage has occurred or is likely to do so imminently.
- b) Trunk encroachment over property boundaries and also significant branch encroachment.**
- c) When a tree is thought to be causing a nuisance which does not threaten public safety or property, the Council will consider appropriate remedial works during the next programmed cycle inspection of that tree.

The Parish Council is unable to undertake one-off, reactive inspections to consider general nuisance issues such as:

- Shade onto a garden or property;
- Deposits of seed / leaf litter;
- Tree is considered too large;
- Summer honeydew deposits;
- Droppings from roosting birds;
- TV reception interference.

3. Neighbouring Properties

Neighbouring properties may always trim back branches to the property boundary that overhang the boundary lines.

The Council should be advised of the proposed works in sufficient time to allow an inspection to be made. The council may insist on an appropriate contractor being employed and other works (eg balancing works) being undertaken at the same time.

Track Meeting 09 May 2018

Notes of Meeting

1. Present

- a. W Thompson (WT)
- b. I Forbes (IF)
- c. L Johncock (LJ)
- d. L Willis (LW)

2. Tracks Policy

- a. Ian had prepared a policy statement for further discussion and amendment and ultimately approval at Full Council.
- b. Noted that an incorrect version had been circulated so a general discussion was held and no difficulties with the current practice were noted.
- c. Version excluding legal notes was circulated just after the meeting

3. Probono Input

- a. WT was still trying to some external expertise although the original contractor choice was no longer available.

4. Tender Position

- a. Noted that the preferred contractor had withdrawn as he was not comfortable with the preferred solution.
- b. WT to start the retendering using the original spec but inviting alternative ideas as well

IF 10/05/2018

1. Introduction

This policy identifies Chepping Wycombe Parish Council's approach to the management of tracks on land owned by the Parish Council. It is intended to act as a point of reference for the public, Councillors and Council employees to ensure a clear, consistent and structured approach to the management of these tracks.

The tracks are all the areas covered by Village Green status that are not wooded or grassed and includes all types of surfaced tracks and car parks and footpaths.

The Council is mindful of three restraints in the management of these assets ie

1. Legal
2. Budget
3. History

The legal position is that the special status of Village Greens as open spaces for the enjoyment of all is protected by a number of Acts of Parliament. It is illegal to dig up, drive over, park on or damage the surface of a Village Green. (See the Inclosure Act 1857 s12; The Commons Act 1876 s29; the Law of Property Act 1925 s193(4) and the Road Traffic Act 1988 s34(1).) The Parish Council has a legal duty to be cognisant of these laws in its management of the Common.

The budget position is set out each year for The Common and part of that budget may be used to maintain or improve the tracks. The budget may be augmented contributions from residents or users.

The History position means that there is no necessity to change or improve the tracks but the council recognises its obligations to maintain the tracks

The Council recognises that the residents (or their contractors or visitors) are generally the main users of the tracks and therefore they should be encouraged to participate in the track maintenance. Key exceptions being the car parks and footpaths.

The Council will undertake a prioritised inspection programme of its' tracks to ensure that they are maintained and welcomes feedback from residents as well.

The Council does all in its powers to minimise damage through the advertisement of the 5mph speed limit and trying to discourage both through and heavy vehicles.

2. Works to Tracks

Any work carried out will be subject to available budget which will be applied on a priority scale. Significant improvements will need to be approved by Full Council and may well require contributions from residents.

Work may be undertaken by residents at their own expense subject to satisfactory materials and techniques being used. These should be the subject of discussion and approval by the Clerk.

Works by the Council will generally be limited to pot hole filling and soakaway cleansing.

The Council may/shall facilitate the maintenance of potholes through the positioning of small dumps of suitable material.

Open Spaces Projects

Informal Meeting

- Green Flag open spaces
- Identify area within the parish where play facilities are deficient
- King's Wood
Revise Thrills and Spills
Improve footpaths – more all weather
- Straight Bit Recreation Ground – more landscaping
- Fennels Wood (north of motorway) – mark and clear all footpaths (permissive)
- Magpie Wood – new boundary fence
- Derehams
Renew MUGA
Rebuild pavilion
- Railway Land
Consideration of extensive tree felling/lopping
Meandering path (western section)