

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Tuesday 27 October 2020

Members of the council are summoned to attend the meeting to be held at **7pm via Microsoft Teams**

Under the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (4 April 2020) allowing Local Authorities flexibility to hold meetings at a time, day and frequency to suit their own needs, without the requirement for further notice

The meeting is open to members of the public and press

Present:	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 S Herron	Cllr B Kin

AGENDA

1. Apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.

2. Declarations of members' interests in Items on the agenda

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer (Clerk) of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council.

3. Delegated Actions

4. Allotments

5. Tylers Green Common

- 5.1 Track 4
- 5.2 Track 2
- 5.3 Rays Lane Drain Diversion

6. Tree works

7. Playground Updates

- 7.1 Ashley Drive Recreation Ground
- 7.2 Straight Bit Recreation Ground
- 7.3 Playground Inspections – areas of concern

8. Dog Bins

9. Orchard Green – Hedge Project

10. Derehams Lane Recreation Ground - redevelopment

11. Magpie Wood – Fencing

12. Committee Finances

13. Draft Budget 2021/22 and EMRs

14. Questions from council members and the public

15. Accounts for payment



Wendy Thompson
Clerk of the Council
20 October 2020

Delegated Actions

Members are asked to NOTE that since the last committee meeting in August the following delegated actions have been taken:

Repair to the cable runway at Ashley Drive Recreation Ground	£823.00
Repair to pirate ship at Straight Bit Recreation Ground	£504.00

AGENDA ITEM 4

Allotments

Members are asked to NOTE that the following vacancies exist at the allotment sites:

All plots on both sites have been offered to people on the waiting list and there are still 10 people on the waiting list.

AGENDA ITEM 5

Tylers Green Common

5.1 Track 4

Members are asked to NOTE that a site meeting with the contractor on site has been arranged for Friday 30 October to further discuss options for the track.

5.2 Track 2 (highlighted red)

Members are asked to NOTE that following several requests for the track surface to be repaired a temporary solution to the potholes has been undertaken; the surplus stone from the Cock Lane Cemetery path renewal has been used.



Members are asked to CONSIDER and, if so minded, APPROVE one of the quotes for a more substantial repair to the track to include dig down to bottom of potholes, re-grading the track down towards the verge away from the houses, to re-lay and compact the base, lay flint shingle and compact, in addition 2 granite sett sleeping policemen to assist any surface water to be channelled into the verge.

Quote A	£8,100.00
Quote B	£10,980.00

5.3 Rays Lane Drain Diversion

Members are asked to NOTE that the work to the drain in Rays Lane is needed to be improved. The original work to assist with the removal of surface water from the Lane included a pipe to take the water away, however in the event of heavy rain this pipe is causing flooding to a resident's garden, blowing through a banked flowerbed.

Members are asked to NOTE that diversion works have been ordered in the sum of £990.00 to correct this issue.

AGENDA ITEM 6

Tree works

Members are asked to CONSIDER, and if so minded, APPROVE quotes for the following tree works;

Railway Land – emergency removal of Ash trees along the western section (all trees being removed have Ash Die Back)

Quote A	£8,800.00
Quote B	£8,333.33

Railway Land – Sycamore leaning towards property – remove branch

Quote A	£500.00
Quote B	£450.00

King's Wood – Totteridge side and along the bridleway from Cock Lane to 15 Ways Car Park

Emergency tree works are required to the Ash trees at the above-mentioned sites, all the Ash trees have Ash Die Back and will become dangerous. Unfortunately, due to COVID 19 one of our usual contractors has not been able to quote. The single quote received for the above works totals £7,200.00.

Members are asked to CONSIDER and, if so minded, APPROVE the above works as a single tender action.

AGENDA ITEM 7

Playground Updates

Members are asked to receive updates from the working parties.

7.1 Ashley Drive Recreation Ground

Members are asked to NOTE that a further quote for the bow top fencing for the play area has been received in the sum of £12,860 some £7k lower than the first quotation received.

7.2 Straight Bit Recreation Ground

Members are asked to CONSIDER whether to obtain quotes for bow top fencing for the above site. Members are asked to NOTE that once the fencing is in place no further equipment can be added.

7.3 Play Inspection Report

Members are asked to NOTE that all four play areas were inspected in September. The only Moderate Risk highlighted on the inspection was the cable runway at Ashley Drive Recreation Ground and the works have already been ordered to make safe. [APPENDIX A](#)

AGENDA ITEM 8

Dog Waste Bins

Following the last committee meeting Cllr Johncock was asked to undertake a survey of the dog bins in Flackwell Heath, members are now asked to NOTE the following;

'All bins were well used and were clean and tidy at our visit. Excrement was found that had not been picked up but very little.

Request for additional bins;

- one at the junction of Chapman Lane and Straight Bit, as the general waste bin has an open top bin which is unsightly and can have a strong odour in the hot weather.*
- One for Fennel's Wood at the at Swains Lane entrance, due to the fact that if some dogs have performed before they reach the woods, the owners have picked up but then dropped the bags in the wood on or by the foot path, or hung them on trees like Christmas decorations*

There were two bins on the foot path between Green Dragon Lane and the woodland on Blind Lane which has caused a few residents annoyance, as people have a habit of letting the lid bang shut, also the smell is noticeable in their gardens during hot weather, they suggested it be moved to the end of the footpath at the Green Dragon Lane end.'

Members are reminded that each bin costs £190.00 and collection per week is £3.35/trip (for one collection per week the annual amount is £174.20).

Members are also asked to CONSIDER an appeal made against their decision not to move the dog bin on the Fire Ride, Tylers Green. Members are reminded of the initial request and resolution from the last committee meeting in August;

Members were also asked to review a request from a Tylers Green resident to move the site of the dog bin at the Church Road end of the fire ride. The resident had been suffering from an increased number of flies in the back garden.

It was RESOLVED that;

the bin has been in its current location for many years and had been no problem. The increase in flies was being suffered everywhere and therefore the bin would remain.

Orchard Green Hedge Project

Members are asked to APPROVE the quote for the final phase of the hedge project;

Hedge removal	£4,105.00 (contractor who has done all the previous hedge removal)
Hedge species	£7,000.00 (from the usual supplier)
Holly infill	£600.00 (from the usual supplier)
Fencing Post & Rail	£1,000.00 (contractor who has done all the previous fencing)

Members are reminded that this last section is the longest totalling 56 metres.

AGENDA ITEM 10**Derehams Lane Recreation Ground – redevelopment**

Members are asked to CONSIDER making the pavilion on the site a priority for replacement. Members are asked to REVIEW its current use as a nursery Monday – Friday term time and football club changing facility (COVID 19 dependent) at the weekend. There are currently 4 clubs using the pitches (3 senior and 1 junior).

Magpie Wood

Members are asked to APPROVE the quote received for the continuation of the fence work already undertaken in the wood. This section of fencing will complete the boundary with properties on Robinson Road. Quote in the sum of £1,750.

AGENDA ITEM 12**Committee Finances**

Members are asked to NOTE the committee income and expenditure to Period 6 (September). [APPENDIX B](#)

AGENDA ITEM 13**Draft Committee Budget 2021/22 and EMRs**

Members are asked to REVIEW the attached draft committee budget [APPENDIX C](#) with a view to making any amendments/additions prior to taking to the Finance & General Purposes committee meeting in November.

AGENDA ITEM 14**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 15**Accounts for payment**

Accounts for payment were circulated prior at the meeting for councillors to note.

Date and time of next meeting to be confirmed

Meeting link:**[Join Microsoft Teams Meeting](#)**

+44 1494 362643 United Kingdom, High Wycombe (Toll)

Conference ID: 772 238 714#



 12 - Moderate Risk

Item: Cable Runway
Manufacturer: Eibe Play Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 5



Finding 1

We have completed a visual inspection of the cable and fixing points from ground level, however it is not possible to fully inspect the cable and fixings without either hiring equipment to gain access or removing the cable and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for damage, security or internal rusting, this will help to ensure the continued safe use of the equipment - Inspect in accordance with the manufacturers recommendations

Finding 2

The seat and suspension are missing from the Cableway; ensure that the traveller is secured against use or removed to prevent misuse - Refer to the site operator

Finding 3

The edges of the grass mat surface have not been installed in accordance with the API Code of Practice - Tuck in edges of grass mat to remove trip hazards

Finding 4

There are gaps opening between the grass mat tiles - Reinstate surface

Finding 5

The surfacing around the item is damaged - Repair the damaged areas of surfacing

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Open Spaces						
<u>101 General Amenity</u>						
4037 Grounds Maintenance	1,110	7,000	5,890		5,890	15.9%
General Amenity :- Indirect Expenditure	<u>1,110</u>	<u>7,000</u>	<u>5,890</u>	<u>0</u>	<u>5,890</u>	<u>15.9%</u>
Net Expenditure	<u>(1,110)</u>	<u>(7,000)</u>	<u>(5,890)</u>			
<u>102 Railway Land & Magpie Wood</u>						
4013 Rental	0	250	250		250	0.0%
4037 Grounds Maintenance	0	7,500	7,500		7,500	0.0%
Railway Land & Magpie Wood :- Indirect Expenditure	<u>0</u>	<u>7,750</u>	<u>7,750</u>	<u>0</u>	<u>7,750</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(7,750)</u>	<u>(7,750)</u>			
<u>103 King's Wood</u>						
1002 Permits	375	150	(225)			249.7%
King's Wood :- Income	<u>375</u>	<u>150</u>	<u>(225)</u>			<u>249.7%</u>
4037 Grounds Maintenance	5,152	8,000	2,848		2,848	64.4%
4059 Fees	488	2,000	1,513		1,513	24.4%
King's Wood :- Indirect Expenditure	<u>5,639</u>	<u>10,000</u>	<u>4,361</u>	<u>0</u>	<u>4,361</u>	<u>56.4%</u>
Net Income over Expenditure	<u>(5,265)</u>	<u>(9,850)</u>	<u>(4,585)</u>			
<u>104 Tylers Green Common & Pond</u>						
1002 Permits	150	1,000	850			15.0%
1004 Service Charges	0	100	100			0.0%
1078 Maintenance Costs Recovered	0	500	500			0.0%
Tylers Green Common & Pond :- Income	<u>150</u>	<u>1,600</u>	<u>1,450</u>			<u>9.4%</u>
4012 Water	22	1,000	978		978	2.2%
4014 Electricity	82	150	68		68	54.8%
4037 Grounds Maintenance	2,815	3,000	185		185	93.8%
Tylers Green Common & Pond :- Indirect Expenditure	<u>2,919</u>	<u>4,150</u>	<u>1,231</u>	<u>0</u>	<u>1,231</u>	<u>70.3%</u>
Net Income over Expenditure	<u>(2,769)</u>	<u>(2,550)</u>	<u>219</u>			
<u>105 Allotments</u>						
1001 Rents	3,750	4,200	450			89.3%
Allotments :- Income	<u>3,750</u>	<u>4,200</u>	<u>450</u>			<u>89.3%</u>

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Water	762	1,500	738		738	50.8%
4037 Grounds Maintenance	1,097	5,000	3,903		3,903	21.9%
Allotments :- Indirect Expenditure	<u>1,859</u>	<u>6,500</u>	<u>4,641</u>	<u>0</u>	<u>4,641</u>	<u>28.6%</u>
Net Income over Expenditure	<u>1,891</u>	<u>(2,300)</u>	<u>(4,191)</u>			
<u>106 General Recreation</u>						
4037 Grounds Maintenance	2,678	8,000	5,322		5,322	33.5%
4060 Other Professional Fees	0	500	500		500	0.0%
General Recreation :- Indirect Expenditure	<u>2,678</u>	<u>8,500</u>	<u>5,822</u>	<u>0</u>	<u>5,822</u>	<u>31.5%</u>
Net Expenditure	<u>(2,678)</u>	<u>(8,500)</u>	<u>(5,822)</u>			
<u>107 Derehams</u>						
1001 Rents	6	8,000	7,994			0.1%
1002 Permits	705	2,500	1,795			28.2%
Derehams :- Income	<u>711</u>	<u>10,500</u>	<u>9,789</u>			<u>6.8%</u>
4012 Water	823	1,400	577		577	58.8%
4014 Electricity	1,169	2,000	831		831	58.5%
4036 Property Maintenance	453	500	47		47	90.6%
4037 Grounds Maintenance	3,111	9,000	5,889		5,889	34.6%
4038 Maintenance Contract	80	300	220		220	26.8%
Derehams :- Indirect Expenditure	<u>5,636</u>	<u>13,200</u>	<u>7,564</u>	<u>0</u>	<u>7,564</u>	<u>42.7%</u>
Net Income over Expenditure	<u>(4,925)</u>	<u>(2,700)</u>	<u>2,225</u>			
<u>108 Dog Bins</u>						
4401 Waste Collection	2,228	7,000	4,772		4,772	31.8%
Dog Bins :- Indirect Expenditure	<u>2,228</u>	<u>7,000</u>	<u>4,772</u>	<u>0</u>	<u>4,772</u>	<u>31.8%</u>
Net Expenditure	<u>(2,228)</u>	<u>(7,000)</u>	<u>(4,772)</u>			
Open Spaces :- Income	4,985	16,450	11,465			30.3%
Expenditure	22,069	64,100	42,031	0	42,031	34.4%
Movement to/(from) Gen Reserve	<u>(17,084)</u>					
Grand Totals:- Income	4,985	16,450	11,465			30.3%
Expenditure	22,069	64,100	42,031	0	42,031	34.4%
Net Income over Expenditure	<u>(17,084)</u>	<u>(47,650)</u>	<u>(30,566)</u>			
Movement to/(from) Gen Reserve	<u>(17,084)</u>					

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	0	0	0			0.0%
Expenditure	37,734	291,852	254,118	0	254,118	12.9%
Net Income over Expenditure	<u>(37,734)</u>	<u>(291,852)</u>	<u>(254,118)</u>			
Movement to/(from) Gen Reserve	<u>(37,734)</u>					

Open Spaces

Figures to be rolled forward

		Current Actual Yr to Date (Month 6)	Annual Budget 19/20	Prorate month 6+ (times 2)	18/19 Actuals	Draft Budget 20/21	Draft Budget 21/22	Comments 21/22
101	General Amenity							
	4013 Rental	0	0	0	30			
	4020 Establishment Cost Misc	0	0	0				
	4037 Grounds Maintenance	5,406	6,000	10,812	6,619	7,000	7,000	
	General Amenity Exp	5,406	6,000	10,812	6,649	7,000	7,000	
	1001 Rents	0	0	0	50	0	0	
	General Amenity Inc	0	0	0	50	0	0	
102	Railway Land & Maggie Wood							
	4013 Rental	0	250	0	250	250	250	
	4037 Grounds Maintenance	1,470	4,500	2,940	4,541	7,500	4,500	Reduced as major works completed
	Railway Land & Maggie Wood Exp	1,470	4,750	2,940	4,791	7,750	4,750	
103	King's Wood							
	4037 Grounds Maintenance	3,480	5,000	6,960	12,477	8,000	8,000	Roll figure forward
	4059 Fees	950	2,000	1,900	1,850	2,000	2,000	
	King's Wood Exp	4,430	7,000	8,860	14,327	10,000	10,000	
	1002 Permits	61	150	122	198	150	150	
	1079 Miscellaneous	2,683		5,366	2			
	1077 Grants	0	2,185	0	2,185	0	0	
	King's Wood Inc	2,744	2,335	5,488	2,384	150	150	
104	Tylers Green Common & Pond							
	4012 Water	1,215	1,000	2,430	1,249	1,000	1,000	
	4014 Electricity	134	150	268	145	150	150	
	4037 Grounds Maintenance	825	5,000	1,650	7,487	3,000	5,000	
	TG Common & Pond Exp	2,174	6,150	4,348	8,881	4,150	6,150	
	1002 Permits	843	1,000	1,686	1,416	1,000	1,000	
	1004 Service Charges	15	100	30	47	100	100	
	1078 Maintenance Costs Recovered	634	500	1,268	625	500	500	
	TG Common & Pond Inc	1,492	1,600	2,984	2,087	1,600	1,600	
105	Allotments							
	4012 Water	568	1,500	1,136	1,213	1,500	1,500	
	4037 Grounds Maintenance	2,817	7,500	5,634	7,751	5,000	3,000	
	Allotment Exp	3,385	9,000	6,770	8,964	6,500	4,500	
	1001 Rents	2,644	4,200	5,288	4,521	4,200	5,100	
	Allotment Inc	2,644	4,200	5,288	4,521	4,200	5,101	
106	General Recreation							
	4014 Electricity	0		0	81			
	4037 Grounds Maintenance	3,832	8,000	7,664	9,399	8,000	8,000	
	4060 Other Professional Fees	300	500	600	174	500	500	
	General Recreation Exp	4,132	8,500	0	8,264	8,500	8,500	
	1002 Permits	0	1,000	0	840	0	0	

	Actual Yr to Date (Month 6)	Annual Budget 19/20	Current Prorate month 6+ (times 2)	18/19 Actuals	Draft Budget 20/21	Draft Budget 21/22	Comments 21/22
1079 Miscellaneous	0	1,000	0	840	0	0	
General Recreation Inc							
Derehams							
4012 Water	509	1,260	1,018	1,253	1,400	1,400	
4014 Electricity	307	1,500	614	553	2,000	2,000	
4025 Insurance	0	0	0	0	0	0	
4036 Property Maintenance	44	1,000	88	816	500	500	
4037 Grounds Maintenance	2,621	9,400	5,242	8,064	9,000	9,000	
4038 Maintenance Contract	80	300	160	152	300	300	
Derehams Exp	3,561	13,460	7,122	10,838	13,200	13,200	
1001 Rents	1,917	6,400	3,834	7,857	8,000	8,000	
1002 Permits	1,583	2,500	3,166	1,700	2,500	2,500	
1004 Services Charges	0	0	0	150	0	0	
Derehams Inc	3,500	8,900	7,000	9,707	10,500	10,500	
Dog Bins							
4401 Waste Collection	3,055	5,600	6,110	5,510	7,000	7,000	May need to be increase dependent on decision on additional bins
Dog Bins Exp	3,055	5,600	6,110	5,510	7,000	7,000	
PROJECTS	0	20,000	0	0	20,000		

Gross exc EMR	27,614	80,460	69,615	84,100	61,100
Income	10,379	18,035	19,589	16,450	17,351
Net	17,235	62,425	50,026	67,650	43,749
EMR Railway Land	0	0	0	0	2,000
EMR Kingswood	5,000	5,000	5,000	5,000	8,000
EMR TG Common	0	0	0	0	7,000
EMR Derehams Park	10,000	10,000	10,000	10,000	10,000
EMR Play Area equipment	9,800	9,800	9,800	5,000	5,000
EMR Totals	24,800	24,800	24,800	20,000	32,000
Project Ideas 20/21					
Orchard Green - final hedge				6,000	13,000

Hedging/holly/removal costs

Chepping Wycombe Parish Council

Detailed Income & Expenditure by Budget Heading 30/09/2020

Committee Report

Month No: 6

	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% Spent	Comment
Earmarked Reserves						
900 EMR Open Spaces						
9324 EMR Play Equipment	0	14650	14650	14650	0.0%	
9326 EMR TG Common Management	5748	2054	(3,694)	(3,694)	279.8%	Track 6 Apron/Trial holes Track 4
9331 EMR Dereham Park	0	32440	32440	32440	0.0%	
9332 EMR Dereham Pavilion	0	2020	2020	2020	0.0%	
9333 EMR Railway Land & Magpie Wood	0	4785	4785	4785	0.0%	
9334 EMR Kingswood Improvement	0	9228	9228	9228	0.0%	
EMR Open Spaces :- Indirect Expenditure	5748	65177	59430	59430	8.8%	
Net Expenditure	(5,748)	(65,177)	(59,430)			