

Chepping Wycombe Parish Council Tracks Maintenance Policy

Approved – November 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.

Residents, and their visitors, have permission to use the tracks and this permission has been granted through prescriptive rights or wayleaves being granted.

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 by contributions from residents.

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 and drains associated with them.

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.

Concrete slabs to be laid



Wetpour insert – quote required



Play Area – Ashley Drive

Concrete slabs to be laid



Stand-alone slide – Ashley Drive

Wetpour insert – quote required



Open Spaces101 General Amenity

4037	Grounds Maintenance	7,006	7,000	(6)		(6)	100.1%
	General Amenity :- Indirect Expenditure	<u>7,006</u>	<u>7,000</u>	<u>(6)</u>	<u>0</u>	<u>(6)</u>	<u>100.1%</u>
	Net Expenditure	<u>(7,006)</u>	<u>(7,000)</u>	<u>6</u>			

102 Railway Land & Magpie Wood

4013	Rental	250	250	0		0	100.0%
4037	Grounds Maintenance	4,131	4,500	369		369	91.8%
	Railway Land & Magpie Wood :- Indirect Expenditure	<u>4,381</u>	<u>4,750</u>	<u>369</u>	<u>0</u>	<u>369</u>	<u>92.2%</u>
	Net Expenditure	<u>(4,381)</u>	<u>(4,750)</u>	<u>(369)</u>			

103 King's Wood

1002	Permits	501	150	(351)			334.2%
	King's Wood :- Income	<u>501</u>	<u>150</u>	<u>(351)</u>			<u>334.2%</u>
4037	Grounds Maintenance	6,219	8,000	1,781		1,781	77.7%
4059	Fees	990	2,000	1,010		1,010	49.5%
	King's Wood :- Indirect Expenditure	<u>7,209</u>	<u>10,000</u>	<u>2,791</u>	<u>0</u>	<u>2,791</u>	<u>72.1%</u>
	Net Income over Expenditure	<u>(6,708)</u>	<u>(9,850)</u>	<u>(3,142)</u>			

104 Tylers Green Common & Pond

1002	Permits	1,572	1,000	(572)			157.2%
1004	Service Charges	56	100	44			56.5%
1078	Maintenance Costs Recovered	0	500	500			0.0%
	Tylers Green Common & Pond :- Income	<u>1,628</u>	<u>1,600</u>	<u>(28)</u>			<u>101.8%</u>
4012	Water	332	1,000	668		668	33.2%
4014	Electricity	142	150	8		8	94.3%
4037	Grounds Maintenance	4,996	5,000	4		4	99.9%
	Tylers Green Common & Pond :- Indirect Expenditure	<u>5,470</u>	<u>6,150</u>	<u>680</u>	<u>0</u>	<u>680</u>	<u>88.9%</u>
	Net Income over Expenditure	<u>(3,841)</u>	<u>(4,550)</u>	<u>(709)</u>			

105 Allotments

1001	Rents	5,447	5,100	(347)			106.8%
	Allotments :- Income	<u>5,447</u>	<u>5,100</u>	<u>(347)</u>			<u>106.8%</u>

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Water	1,421	1,500	79		79	94.8%
4037 Grounds Maintenance	412	3,000	2,588		2,588	13.7%
Allotments :- Indirect Expenditure	<u>1,833</u>	<u>4,500</u>	<u>2,667</u>	<u>0</u>	<u>2,667</u>	<u>40.7%</u>
Net Income over Expenditure	<u>3,614</u>	<u>600</u>	<u>(3,014)</u>			
<u>106 General Recreation</u>						
1002 Permits	1,392	0	(1,392)			0.0%
General Recreation :- Income	<u>1,392</u>	<u>0</u>	<u>(1,392)</u>			
4037 Grounds Maintenance	7,992	8,000	8		8	99.9%
4060 Other Professional Fees	500	500	(0)		(0)	100.1%
General Recreation :- Indirect Expenditure	<u>8,492</u>	<u>8,500</u>	<u>8</u>	<u>0</u>	<u>8</u>	<u>99.9%</u>
Net Income over Expenditure	<u>(7,100)</u>	<u>(8,500)</u>	<u>(1,400)</u>			
<u>107 Derehams</u>						
1001 Rents	8,241	8,000	(241)			103.0%
1002 Permits	769	2,500	1,731			30.8%
Derehams :- Income	<u>9,010</u>	<u>10,500</u>	<u>1,490</u>			<u>85.8%</u>
4012 Water	1,194	1,400	206		206	85.3%
4014 Electricity	1,913	2,000	87		87	95.7%
4036 Property Maintenance	112	500	388		388	22.4%
4037 Grounds Maintenance	4,240	9,000	4,760		4,760	47.1%
4038 Maintenance Contract	35	300	265		265	11.7%
Derehams :- Indirect Expenditure	<u>7,494</u>	<u>13,200</u>	<u>5,706</u>	<u>0</u>	<u>5,706</u>	<u>56.8%</u>
Net Income over Expenditure	<u>1,516</u>	<u>(2,700)</u>	<u>(4,216)</u>			
<u>108 Dog Bins</u>						
4401 Waste Collection	4,582	7,000	2,418		2,418	65.5%
Dog Bins :- Indirect Expenditure	<u>4,582</u>	<u>7,000</u>	<u>2,418</u>	<u>0</u>	<u>2,418</u>	<u>65.5%</u>
Net Expenditure	<u>(4,582)</u>	<u>(7,000)</u>	<u>(2,418)</u>			
<u>109 Projects</u>						
4062 Projects	19,360	20,000	640		640	96.8%
Projects :- Indirect Expenditure	<u>19,360</u>	<u>20,000</u>	<u>640</u>	<u>0</u>	<u>640</u>	<u>96.8%</u>
Net Expenditure	<u>(19,360)</u>	<u>(20,000)</u>	<u>(640)</u>			
Open Spaces :- Income	17,978	17,350	(628)			103.6%
Expenditure	65,826	81,100	15,274	0	15,274	81.2%
Movement to/(from) Gen Reserve	<u>(47,848)</u>					

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	17,978	17,350	(628)			103.6%
Expenditure	65,826	81,100	15,274	0	15,274	81.2%
Net Income over Expenditure	<u>(47,848)</u>	<u>(63,750)</u>	<u>(15,902)</u>			
Movement to/(from) Gen Reserve	<u>(47,848)</u>					

Open Spaces

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 General Amenity						
4037 Grounds Maintenance	0	7,000	7,000		7,000	0.0%
General Amenity :- Indirect Expenditure	0	7,000	7,000	0	7,000	0.0%
Net Expenditure	0	(7,000)	(7,000)			
102 Railway Land & Magpie Wood						
4013 Rental	0	250	250		250	0.0%
4037 Grounds Maintenance	0	2,500	2,500		2,500	0.0%
Railway Land & Magpie Wood :- Indirect Expenditure	0	2,750	2,750	0	2,750	0.0%
Net Expenditure	0	(2,750)	(2,750)			
103 King's Wood						
1002 Permits	0	150	150			0.0%
King's Wood :- Income	0	150	150			0.0%
4037 Grounds Maintenance	0	8,000	8,000		8,000	0.0%
4059 Fees	0	2,000	2,000		2,000	0.0%
King's Wood :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%
Net Income over Expenditure	0	(9,850)	(9,850)			
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	0	1,600	1,600			0.0%
4012 Water	0	1,000	1,000		1,000	0.0%
4014 Electricity	0	150	150		150	0.0%
4037 Grounds Maintenance	0	4,000	4,000		4,000	0.0%
Tylers Green Common & Pond :- Indirect Expenditure	0	5,150	5,150	0	5,150	0.0%
Net Income over Expenditure	0	(3,550)	(3,550)			
105 Allotments						
1001 Rents	60	5,100	5,040			1.2%
Allotments :- Income	60	5,100	5,040			1.2%

Detailed Income & Expenditure by Budget Heading 01/04/2022

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Water	0	1,500	1,500		1,500	0.0%
4037 Grounds Maintenance	0	3,000	3,000		3,000	0.0%
Allotments :- Indirect Expenditure	<u>0</u>	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>4,500</u>	<u>0.0%</u>
Net Income over Expenditure	<u>60</u>	<u>600</u>	<u>540</u>			
<u>106 General Recreation</u>						
4037 Grounds Maintenance	1,194	8,000	6,806		6,806	14.9%
4060 Other Professional Fees	0	500	500		500	0.0%
General Recreation :- Indirect Expenditure	<u>1,194</u>	<u>8,500</u>	<u>7,306</u>	<u>0</u>	<u>7,306</u>	<u>14.0%</u>
Net Expenditure	<u>(1,194)</u>	<u>(8,500)</u>	<u>(7,306)</u>			
<u>107 Derehams</u>						
1001 Rents	0	8,000	8,000			0.0%
1002 Permits	0	2,500	2,500			0.0%
Derehams :- Income	<u>0</u>	<u>10,500</u>	<u>10,500</u>			<u>0.0%</u>
4012 Water	0	1,400	1,400		1,400	0.0%
4014 Electricity	929	2,000	1,071		1,071	46.4%
4036 Property Maintenance	0	500	500		500	0.0%
4037 Grounds Maintenance	0	9,000	9,000		9,000	0.0%
4038 Maintenance Contract	0	300	300		300	0.0%
Derehams :- Indirect Expenditure	<u>929</u>	<u>13,200</u>	<u>12,271</u>	<u>0</u>	<u>12,271</u>	<u>7.0%</u>
Net Income over Expenditure	<u>(929)</u>	<u>(2,700)</u>	<u>(1,771)</u>			
<u>108 Dog Bins</u>						
4401 Waste Collection	464	11,310	10,846		10,846	4.1%
Dog Bins :- Indirect Expenditure	<u>464</u>	<u>11,310</u>	<u>10,846</u>	<u>0</u>	<u>10,846</u>	<u>4.1%</u>
Net Expenditure	<u>(464)</u>	<u>(11,310)</u>	<u>(10,846)</u>			
Open Spaces :- Income	60	17,350	17,290			0.3%
Expenditure	2,587	62,410	59,823	0	59,823	4.1%
Movement to/(from) Gen Reserve	<u>(2,527)</u>					
Grand Totals:- Income	60	17,350	17,290			0.3%
Expenditure	2,587	62,410	59,823	0	59,823	4.1%
Net Income over Expenditure	<u>(2,527)</u>	<u>(45,060)</u>	<u>(42,533)</u>			
Movement to/(from) Gen Reserve	<u>(2,527)</u>					