

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

AGENDA

TUESDAY 7 SEPTEMBER 2010

The meeting will commence at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Buckinghamshire, HP10 8DS

Ms K Wood **Chairman** (TG)
Ms J Johnson **Vice-Chairman** (TG)
Ms E Belcher (FH)
Mrs J Chalmers (FH)
Mrs S Digby (FH)
I Forbes (TG)
C Jordan (L)
R Smith (L)
L Willis (L)
D Johncock (ex-officio) (FH)
J Herschel (ex-officio) (TG)

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1. **APOLOGIES FOR ABSENCE:** At the time of the agenda distribution, apologies for absence have been received from J Herschel (Family Matters).
2. **DECLARATIONS OF INTEREST:** To receive any declarations of interest by Members pertaining to Agenda Items.
3. **TYLERS GREEN COMMON** (agenda pages 2-5)
4. **KINGSWOOD** (agenda page 6)
5. **FENNELS WOOD** (agenda page 7)
6. **COMMITTEE FINANCES** (agenda pages 8)
7. **ACCOUNTS FOR PAYMENT** (agenda page 9)
8. **DELEGATED ACTION** (agenda page 10)



H R O Jones
Clerk of the Council
1 September 2010

AGENDA ITEM 3

CHEPPING WYCOMBE PARISH COUNCIL AMENITY LAND COMMITTEE 7 SEPTEMBER 2010

The Council owns this land, which is registered as Village Green and lies within a Conservation Area.

TYLERS GREEN COMMON

Rays Lane: Condition of Track – INFORMATION

At the Committee meeting on 13 May 2010, the Council's current policy on the condition of tracks and crossings on Tylers Green and Totteridge Commons was reaffirmed; namely:

“the Council's policy for those residents asking for repairs to be made to the tracks on Tylers Green Common be as follows:

- *the Council had no planned Budget to undertake the work and was not bound to maintain the tracks for Vehicular use; and*
- *the Council would grant permission for interested residents to pay for the desired work to be undertaken (but at specifications to be approved first by the Council).”*

Rays Lane on Tylers Green Common was also inspected by Members at the annual Committee Site Visit on 1 July 2010 in view of a number of ongoing concerns having been raised about its condition.

At the site visit, it was felt that the gravel put down by a resident on Rays Lane (albeit without the Council's permission) had improved the track and no action was considered necessary in terms of resurfacing Rays Lane at this stage.

As such, the matter was to be noted by the Committee.

Buckingham House: Dead Tree - INFORMATION

The replacement tree planted on the Buckingham House site (following the Developer's cutting down of the original TPO protected tree) had failed to take and as such Wycombe District Council had been approached by the Parish Council in order to seek enforcement of a further replacement tree.

The matter is under review.

Condition of Front Common Turf – CONSIDERATION

At the Site Visit the Council Warden recommended that the Committee consider utilising the management budget for work to improve/fertilise and maintain the Front Common turf (estimated cost of £2,000 to £3,000).

The 2010/11 Budget for Tylers Green Common Management is £2,000.

The Ear Marked Reserve for Tylers Green Common Management (as at 31/03/2011) is £7,000.

Members are asked to consider the recommendation to use the Tylers Green Common Management Budget for 2010/11 solely for turf management on the Front Common and to advise accordingly.

Car Park on Old Common Road: Surface Work - CONSIDERATION

At the Site Visit the Council Chairman recommended that the Committee consider authorising the resurfacing of the car park on Old Common Road.

The suggested method for doing so was given as '*compacting*', '*blading*', '*rollering*' and '*stoning*'.

The estimated cost for the Council (less Staff costs) would be c£600.

The 2010/11 Budget for Tylers Green Common Grounds Maintenance is £841.

The Ear Marked Reserve for Tylers Green Common Management (as at 31/03/2011) is £7,000.

Members are asked to consider the recommendation to use the Tylers Green Common Management Budget for 2010/11 solely for turf management on the Back Common and to advise accordingly.

Widmer Pond Benches: EIIR Replacement – CONSIDERATION

At the Site Visit the Committee Chairman recommended that the Committee consider replacing two EIIR benches at Widmer Pond (those in poorest condition).

The Grounds Maintenance Budget for Widmer Pond is £158 for 2010/11.

The Benches and Signs Budget for the Committee' General Amenity Areas is £1,000 for 2010/11.

The Ear Marked Reserve for Widmer Pond Improvements (as at 31/03/2011) is £5,500.

Widmer Pond Benches	Cost
New Item (Southampton)	£418 + VAT
Installation	£148 + VAT or Part of Grounds Team workload
Base Work	Slabs/ballast etc cost £200 installed by Grounds Team

Members are asked to consider the recommendation to authorise two EIIR benches to be replaced at Widmer Pond, and if agreed to identify the funding source, and to advise accordingly.

Dog / Waste Bins: Tylers Green Common – CONSIDERATION

Following e:mail and telephone comments from Residents, the Committee Chairman has recommended that the Committee review the dog waste bin provision on Tylers Green Common and gives further consideration to Waste bins (i.e. for litter). It has been suggested that a litter bin should be placed adjacent to every seat.

	Dog Bins	Litter Bins
Number	2	4
Emptying Frequency	x2 per week	x2 per week
Cost of New Item and Installation	To supply and install 45 ltr lockable/chuted bin and root-mounted post the cost would be £295.00 + vat. To supply and install 45 ltr non lockable bin and root-mounted post the cost would be £265.00 + vat. To remove/dispose of old bin the cost is currently £27.00 + vat.	£300 per item Installation is Part of Grounds Team workload
Cost of emptying	£2.00 per bin per emptying	Part of workload

Members are asked to consider whether any addition Dog and/or Litter Bins are required on Tylers Green Common, and if agreed to identify the funding source, and to advise accordingly.

Tracks, Crossings and Parking on Tylers Green and Totteridge Commons: Review of Policy – CONSIDERATION

Council had agreed that the Council's Solicitors be asked to prepare a new draft of the Policy for Tracks, Crossings and Parking on Tylers Green and Totteridge Commons.

A copy of the current policy is attached (APPENDIX A).

A copy of the draft policy prepared by the Council's Solicitors (submitted to the Council on 24 June 2010) is attached (APPENDIX B).

Members are asked to consider revisions to the Policy for Tracks, Crossings and Parking on Tylers Green and Totteridge Commons, and to advise accordingly.

Deed of Grant Fees for Vehicular Accesses on Tylers Green and Totteridge Commons – CONSIDERATION

Following a meeting with the Council's Solicitors on 5 August 2010, the Chairman of Council has recommended that the Committee consider making the following recommendation:

'That the Council's administration fee for processing Deeds of Grant for Vehicular Access on Tylers Green and Totteridge Commons be set at £500 each with all legal costs being met by the applicant (as per current practice).'

The Council's current standard administration fee (for e.g. processing Street Light knock downs) is £150 or 15% of the cost (if applicable) whichever is the greater.

Members are asked to consider the fee for Deed of Grant administration by the Council and make any recommendations, as appropriate.

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The Council owns this woodland. The land is maintained in conjunction with the Council's Forestry Consultants, UPM Tilhill.

KINGSWOOD

Kingswood All Ability Path – CONSIDERATION

Members are asked to receive a verbal update report from the Clerk in relation to progress in obtaining grant funding towards the extension of the disabled access path in Kingswood.

It is recommended that the Committee authorises the use of the required amount of Kingswood Improvement Earmarked Reserve, up to £8,650 (as at 31/03/2011), to pay for remainder of the work not covered by Forestry Commission, Bucks County Council (£1,000) or other grants and donations.

The Forestry Commission grant options are:

All ability path @ 50% rate £9,000
or 80% rate £14,400

Track surfacing @50% rate £900.00
or 80% rate £1,440

The total projected cost of the entire project is c.£22,000.

The Committee Chairman has been kept informed of all significant developments and the Chairman of Council has asked to be involved in choosing appropriate bench styles and linking in interpretive board maps with those of Bridle path routes produced by the Friends of Kingswood.

Members are asked to consider the Clerk's verbal update report on the All Ability Path project and to agree for any required Earmarked Reserve transfers, if necessary.

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FENNELS WOOD

This wood is not owned by the Council. The owner gave permission for the public to walk the wood, for which a rent is paid by the Parish.

Fennels Wood: Review of Licence – CONSIDERATION

At Council on 24 June 2010 it was agreed that the Licence arrangements for Council access in Fennels Wood be referred to the Amenity Land Committee meeting on 7 September 2010 for review.

A copy of Allan Janes Solicitors letter to the Parish Council of 8 June 2009 together with enclosed Licence Agreement of 3 April 2000 is attached (**APPENDIX C**).

The current owner of the wood, through Allan Janes Solicitors, has indicated that she is content for the existing arrangements and agreement terms to continue.

Members are asked to review the Licence arrangements for Council access in Fennels Wood and to make any recommendations accordingly.

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COMMITTEE FINANCES

Income and Expenditure – INFORMATION

Members will find attached a copy of the Detailed Income and Expenditure Report for the Committee (**APPENDIX D**) together with a summary of the Council's Ear-Marked Reserves (**APPENDIX E**).

Members are asked to note the contents of the reports and to be updated by the Clerk, as appropriate.

Where questions arise on the Committee's finances, it is extremely helpful if these can be put to the Office at least two days before the date of the Committee meeting in order to allow any research using the Finance Package or external advice to be obtained.

Budget Setting – CONSIDERATION

This Committee has taken on work at new sites since the 2009/10 Council Year (e.g. Hedley Green/Juniper) and may wish to consider allocating a Budget vote for the 2011/12 Council Year for any activities taking place on these sites.

Members are asked to consider preliminary Budget considerations for the 2011/12 year.

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ACCOUNTS FOR PAYMENT

Approval of Accounts for Payment - CONSIDERATION

The Accounts for Payment are to be circulated at the meeting for the approval of Members.

Members are reminded to declare any personal or personal and prejudicial interests in any items submitted for payment.

Members of the Press and Public are asked to be excluded from the meeting for the consideration of any Confidential Payments, such as payments to members of the Council Staff.

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DELEGATED ACTION

Delegated Action - INFORMATION

Since the last meeting of Amenity Land Committee the Clerk has authorised and processed the following permits:

- Tylers Green First School Annual Country Dancing & Sports Day on Tylers Green Common on 8 June and 2 July 2010 (21 05 10);
- Temporary Signage of Penn & Tylers Green Village Show to be erected on Tylers Green Common from 15 August – 13 September 2010 (25 06 10);
- Ayres Fayre on Tylers Green Common:

Standing Dates 8 and 13 September 2010
Operating Dates 9-12 September 2010 (inclusive)
- Wedding Reception on Tylers Green Common on 4 September 2010 (20 08 10).

Since the last meeting of Amenity Land Committee the Committee Chairman, Vice-Chairman and Clerk have authorised and processed the following permit:

- St Margaret's Church to erect a marquee on Tylers Green Common from 10 – 11 July 2010 to hold a hog roast and praise service on 11 July 2010 (23 06 10).