

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

APPENDICES

THURSDAY 11 FEBRUARY 2010

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**REPORT BY PLAYGROUND WORKING GROUP ON PROPOSALS FOR
CHEPPING WYCOMBE PARISH COUNCIL – JANUARY 2010**

BACKGROUND.

1. During 2009, six playground specialist companies offered to undertake a survey of the 3 main recreation areas within Chepping Wycombe Parish Council (CWPC) to identify what was good and what was bad about each of the sites. The companies were also asked to propose a vision for the future of each playground which could be attained over, say, a 5 to 10 year period and to provide rough order magnitude costs. These assessments were undertaken free of charge and without commitment.
2. In the end, 5 companies provided detailed proposals (Wicksteed opted out) and those were circulated to members of the Leisure Facilities Committee (LFC) electronically. The companies were Kompan, Playground Facilities, Playground Services, Safe and Sound Playgrounds, and SMP Playgrounds. Surprisingly, no clear theme emerged from these proposals and no perfect solution.
3. Therefore the proposed next stages for this project are to:
 - a. Filter the bidders down to three.
 - b. Create an ideal solution for each of the 3 sites based on all the proposals received.
 - c. Seek formal bids.
 - d. Develop a Funding Strategy.
 - e. Select a preferred bidder.
 - f. Work with that preferred bidder to undertake public consultation and seek external funding.
 - g. Manage the project.

AIM.

4. The aim of this report is to propose an ideal solution for each of the 3 sites and to recommend the 3 bidders to go forward to the next stage.

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REVIEW OF THE 5 PROPOSALS

General Comments.

5. A table showing the existing equipment at each of the 3 sites is at Annex A. Whilst much of this is old and no longer meets the latest standards, it is not necessary in all cases to consider its immediate replacement. Consequently, the potential bidders were asked to incorporate the better aspects of the current installation in their proposals allowing for the fact that these might be replaced in the longer term. The potential bidders were also asked to put forward landscaping proposals both to enhance the general amenity of the grounds and also to improve screening for nearby residences.

6. Surprisingly, each of the 5 proposals were significantly different especially in terms of identifying the good and bad aspects of the existing playgrounds. Clearly, the major manufacturers were largely driven by commercial considerations and promoting their own products whereas the "independent" companies could select equipment from all available outlets. That said, I believe that Kompan provided the most objective assessment of the deficiencies of the three sites and clearly identified where, for example, age groups and sexes were not adequately catered for or where there was little play value from the existing equipment.

7. During the recent review of the proposals by the Working Group, independently, WDC sought comments from the local Parish Councils about the accuracy of their data on open spaces following their full survey in 2005¹. WDC also sought views on their quality assessment and proposed options for improvements. It is significant that this document also highlights the deficiencies of the playgrounds in Tylers Green and Flackwell Heath (especially for teenagers) reinforcing the need for CWPC to improve its facilities in these areas. The recreation ground in Loudwater was erroneously omitted from the database and, as part of our response, WDC will be asked to include this site and also recommend improvements.

8. In terms of costings for the 3 sites as a whole, these ranged from £113,470 to £531,000 with Safe and Sound Playgrounds offering the most expensive. With some members already expressing concern about the affordability of this project, I would suggest that a budget of approximately £150,000 would be appropriate immediately ruling Safe and Sound Playgrounds out of the bidding.

9. In analysing the 5 proposals, CWPC needs to follow the appropriate guides issued by the Department For Culture, Media and Sport (dcms) which highlights the factors that will ensure good quality playgrounds and provide best value for money. CWPC needs to ensure that the equipment provided for each age group and sex covers

¹ Planning & Sustainability letter dated 11th December 2009.

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the basic needs of **swinging, rocking, sliding, spinning, balancing, climbing, pretending, training and gathering**. It must also be suitable for use by children of all abilities. The design of the play areas should promote positive interaction between children of all age groups and stimulate their imagination. Finally, in terms of budgeting, CWPC needs to accept the responsibility for the on-going maintenance of any new equipment installed but, with the use of modern materials, this can be expected to be no more than currently. A summary of the 5 options was provided to the LFC at its November 2009 meeting but a fuller analysis follows.

KOMPAN.

10. Flackwell Heath. Kompan assessed this facility as being suited mainly to 6–10 year olds. In their opinion, more needed to be provided for teenagers and toddlers; their proposal did not include landscaping recommendations. The company recommended that the existing main play areas containing swings etc remain unchanged and that the existing toddler area be replaced with new equipment. In addition, they proposed the installation of new equipment aimed primarily at teenagers. These recommendations are listed in Table 1 below.

Home/Rescue Story Maker	Toddlers
Ambulance Springer	Toddlers
Ladybird Springer	Toddlers
2 X Cradle Seat Swings	Toddlers
Tick Tock	Toddlers
Blazer	Toddlers
Cableway	Teenagers
Supernova	Teenagers
Rigel	Teenagers
Starsurfer	Teenagers
2.4m Swing	Teenagers

Table 1

11. Loudwater. Kompan assessed this facility as being suited mainly for teenagers. Much of the existing youngsters' equipment would be removed as it was not deemed to provide good play value. Again this proposal had no landscaping recommendations. The proposed new equipment is listed in Table 2 below.

Swing	Toddlers
Steel Nest Swing	Teenagers
Dorado	Teenagers
Supernova	Teenagers
Flexus	Teenagers
Bloqx 1	Teenagers
Bloqx 3	Teenagers

Table 2

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12. Tylers Green. Kompan assessed this facility as being suited mainly for under 12s and recommended new equipment primarily for teenagers. This assessment will probably not have changed despite the fact that subsequently there has been some changes to the equipment at this location following receipt of Section 106 monies from WDC. Notably this included a Youth shelter which was in the original KOMPAN listing. Again this proposal had no landscaping recommendations. The proposed new equipment is listed in Table 3 below.

Supernova	Teenagers
Pollux	Teenagers
Rock-It	Teenagers
Skate	Teenagers

Table 3

Playground Facilities (PF).

13. Flackwell Heath. PF concluded that whilst there are areas here for each age group, the area lacks landscape interest and there has been inadequate investment in recent years. The company primarily recommended that the existing toddler area be completely renewed and that some of the current equipment in the main playground area be replaced. No significant proposals were made for the teenager area. The proposed new equipment is listed in Table 4 below.

4 X Play Panels	Toddlers
Roundabout	Toddlers
3 X Springers	Toddlers
2 X Steel Swings	6-16 Year Olds
Rotating Net Climber	6-16 Year Olds
Steel Nest Swing	6-16 Year Olds
Climbing Boulder	6-16 Year Olds
Landscaping + Seating	All

Table 4

14 Loudwater. PF concluded that the existing play equipment does not cover all age groups and layout does not maximise the benefit of the natural features. Moreover, there has been no community needs assessment which might, for example, identify the need for exercise equipment for adults as well as exploitation of the natural riverside setting for a seating area – again for adults. The company recommended that all existing play equipment (apart from the slide and swing frame) be replaced with particular emphasis on the younger users. The proposed new equipment is listed in Table 5 below.

2 X Cradle Swings	Up to 12 Year Olds
Bollards, Seating & Step Stones	Toddlers
Spring see-saw/rocker	Toddlers

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Roundabout	Toddlers
Climbing Boulders + Net	6-12 Year Olds
Landscaping + Seating	All
Fitness Equipment (5 Items)	All

Table 5

15. Tylers Green. PF concluded that this was a good recreational space with landscaping incorporated. It had also benefited from recent investment. The company noted that the ground lacked visual interest from the road and recommended additional landscaping features and a complete reorganisation of the existing areas to maximise the play value for each age group. The proposed new equipment is listed in Table 6 below.

Rotating Net Climber	6-16 Year Olds
Climbing Boulders + Net	Juniors
Landscaping + Seating	All

Table 6

Playground Services.

16. Flackwell Heath. PS proposes to replace all the existing play equipment in the main and toddler play areas with the exception of the Storm Unit. The company also proposes to build a new mound with sleeper access steps, glacial boulders and an embankment slide. Finally, it intends to remove all existing rubber and tarmac surfaces and install new tarmac, wet pour and grass tiles as detailed in the proposal. Part of this would be the creation of a "dry river bed". The proposed new equipment is listed in Table 7 below.

1.8m Cradle Swing	Toddlers
Falling Star Springy	Toddlers
Quatro See-Saw	Toddlers
Duo See-Saw	Toddlers
Cyclo Springy	Toddlers
Play Dish Roundabout	Toddlers
Play Embankment Slide	Toddlers
Summit Climber	6-16 Year Olds
Manddala Roundabout	6-16 Year Olds
Twin Fly	6-16 Year Olds
Rodeo Board	6-16 Year Olds
Aeroskate	6-16 Year Olds
Arc Swing	6-16 Year Olds
Hexagonal Swing	6-16 Year Olds
Landscaping + Seating	All

Table 7

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17. Loudwater. PS recommend that all the existing play equipment be replaced. The company also proposes to build a new mound with sleeper access steps, glacial boulders and an embankment slide. Finally, the company recommended additional landscaping features. The proposed new equipment is listed in Table 8 below.

Embankment Slide	Toddlers
1.8m Cradle Swing	Toddlers
Falling Star Springy	Toddlers
Quatro See-Saw	Toddlers
Rodeo Board	6-16 Year Olds
Arc Swing	6-16 Year Olds
Biibox Climber	6-16 Year Olds
Roll Up	6-16 Year Olds
Landscaping + Seating	All

Table 8

18. Tylers Green. PS have noted that a number of items within the existing main playground are relatively new and these have been reused within the overall new design. Significantly, the company proposes to create the play area for the younger age group within the hedged area that currently contains the wooden play equipment and aerial runway. The new equipment proposed for the older age group would be located outside this hedged area and would include a large ground-level trampoline and a replacement aerial cableway. Additionally, the company recommends a 3m high mound incorporating a rock amphitheatre and embankment slide. The proposed new equipment is listed in Table 9 below.

Embankment Slide With Stone Amphitheatre	Toddlers
30 m Cableway	6-16 Year Olds
Twin Fly	6-16 Year Olds
Ground-Level Trampoline	6-16 Year Olds
Super End Swinger	6-16 Year Olds
Playship	6-16 Year Olds
1.8m Cradle Swing	6-16 Year Olds
Giant Swing With Nest Seat	6-16 Year Olds
Landscaping + Seating	All

Table 9

SMP Playgrounds.

19. Flackwell Heath. SMP opined that most of equipment on this site is dated and located on a large rectangular area of tarmac. The company concluded that there was a need to replace all this equipment to improve play value and improve aesthetics of the site by the introduction of natural features. It recommended a wide range of equipment to cover all age groups and to be exciting, colourful and inspirational. Landscaping

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proposals include a bridge, log slices, glacial boulders and sand pit. The proposed new equipment is listed in Table 10 below.

1.8m Two Seat Swing	Toddlers
Tri-play Structure	Toddlers
See-Saw	Toddlers
Orbiter Roundabout	6-12 Years Old
Basket Swing	6-12 Years Old
Tornado Overhead Carousel	6-12 Years Old
Landscaping + Seating	All

Table 10

20. Loudwater. SMP concluded that this playground offered very basic facilities with little challenge for children and, as a result, the company would replace all the existing equipment. The company proposed to maximise the benefit of the natural setting through improved landscaping and introduction of equipment with real play value for all ages and abilities. Landscaping proposals include a dusty ditch, some small mounds, log slices and glacial boulders. The proposed new equipment is listed in Table 11 below.

1.8m Two Seat Swing	Toddlers
See-Saw	Toddlers
Basket Swing	6-12 Years Old
Multi-play Unit	6-12 Years Old
Momentum	6-12 Years Old
Pillars of Hercules	6-12 Years Old
Landscaping	All

Table 11

21. Tylers Green. SMP concluded that this playground was located in an attractive park that catered mostly for 3 -8 year olds. The company opined that the new equipment had not been sited well. It proposed to retain much of the current equipment and to relocate some to more suitable positions. It also intended to introduce more natural features along with picnic style tables and add colour to the tarmac area. Landscaping proposals again include a dusty ditch, some small mounds, log slices and glacial boulders. The proposed new equipment is listed in Table 12 below.

Four seat swing	All
Multi-play Unit	Toddlers
Tornado Overhead Carousel	6-16 Years Old
Freeride	6-16 Years Old
Big Slide	6-16 Years Old
Landscaping	All

Table 12

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DEVELOPMENT OF A SPECIFICATION.

22. As there was few common threads running through each of the proposals received and as there was clearly no ideal solution proposed, we need to define a specification against which companies can bid. Therefore, at the November meeting of the LFC, it was agreed that a Playground Working Group would be formed to develop a requirement for each of the sites. The following details the Working Group's recommendations.

Flackwell Heath.

23. Although there is clearly a need to replace the existing equipment in due course, the Working Group recommends its retention in the shorter term with the sole exception of the climbing frame which should be scrapped immediately on the basis that it provides little play value. The Working Group agreed with several of the proposers that the existing toddler area should be completely renewed and also believes that new equipment should be installed for the primary benefit of teenagers. Landscaping concepts should be developed with the aim of providing screening to the nearby dwellings and to improve the visual amenity of the site. The project for this site is partly based on the KOMPAN proposal but with some deletions and additions to achieve the stated goals above. The project should include the following:

Shorter Term:

Home/Rescue Story Maker	Toddlers	£9490
2 X Cradle Seats	Toddlers	£160
Tick Tock	Toddlers	£440
Blazer	Toddlers	£1840
Orbiter Roundabout	Toddlers	£2984
Supernova	Teenagers	£3200
Rigel	Teenagers	£5960
Starsurfer	Teenagers	£1710
Bloqx 3	Teenagers	£8500
Landscaping	All	£7000
Tile Replacement & New Surfacing	All	£7500
Total Estimated Cost Excluding Installation and VAT		£48,784

Longer Term:

2 X Cradle Seat Swings	Toddlers	£900
Embankment Slide With Boulders & Sleeper Steps	6-16 Years	£6500
2.4m Swing	6-16 Years	£1400
Total Estimated Cost Excluding Installation and VAT		£8800
Grand Total		£57,784

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Loudwater.

24. The Working Group generally agrees that with the exception of the existing swings, all the existing play equipment should be replaced in the shorter term. In addition, given the proximity of this site to the River Wye, efforts should be made to make this area more attractive to adults. However, the majority of the improvements to the landscaping along the riverside should be funded from elsewhere and only improvements to the play areas be specifically covered under this project. Of all the proposals for this site, the Working Group preferred the Playground Services proposal aiming to provide exciting facilities for all age groups. The project should include the following:

Embankment Slide	Toddlers	£6459
1.8m Cradle Swing	Toddlers	£1618
Falling Star Springy	Toddlers	£660
Quatro See-Saw	Toddlers	£1867
Rodeo Board	6-16 Year Olds	£3586
Arc Swing	6-16 Year Olds	£2770
Biibox Climber	6-16 Year Olds	£16995
Roll Up	6-16 Year Olds	£1738
Landscaping + Seating	All	£10000
New Surfacing		£10000
Total Estimated Cost Excluding Installation and VAT		£55693

Tylers Green.

25. The site at Ashley Drive is basically well equipped but the layout has been poorly arranged and, as highlighted by Playground Facilities, the ground lacks visual interest from the road. The existing hedging segregates the various age groups which may not be best for social interaction and may discourage youngsters from exploring equipment primarily provided for the older age groups. The Working Group therefore agreed that further advice should be sought on whether to remove the hedging around the wooden play facilities and whether the hedgerow and trees between the playground and the sports field should be thinned out or even removed? This may be of some benefit in dealing with the current anti-social behaviour on this site.

26. Although some new equipment should be installed here primarily for juniors and teenagers, much of the effort should be focussed on relocating the existing equipment into a more logical layout. Of all the proposals submitted, the Working Group considered the one from Playground Facilities to be the best overall and the selection of equipment and landscaping below is largely based on this submission. Additionally, we have included the overhaul of the aerial runway that was the subject of adverse comments in the last RoSPA report and added some further teenage oriented equipment.

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Climbing Boulders + Net	Juniors	£14140
Rotating Net Climber	6-16 Year Olds	£6500
Aerial Runway Overhaul	6-16 Year Olds	£3660
Aeroskate	10-16 Year Olds	£5615
Landscaping + Seating	All	£10469
New Surfacing		£3591
Total Estimated Cost Excluding Installation and VAT		£43,975

27. Based on the foregoing, the total estimated project cost would be **£157,452**.

RECOMMENDATIONS

28. The Playground Working Group recommends that:

- a. That the Clerk be asked to obtain formal quotes for the playground improvements detailed in paras 23 to 26 above,
- b. Quotes be sought from KOMPAN, Playground Facilities, and Playground Services.
- c. Based on the quotations received, a preferred bidder be selected to help take the project forward to the next phases.

D A JOHNCOCK
Chairman
Playground Working Group

?? February 2010

Annex A – List of Existing Playground Equipment.

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ANNEX A – LIST OF EXISTING PLAYGROUND EQUIPMENT.

Tylers Green

Item	Comment
Wicksteed Multi-Unit Including Climbing Wall	Newish
2 X Swing Sets Each with 2 cradle and 2 flat seats.	
Sea Saw	
2 X Springys	
Slide	
Aerial Runway	Failed RoSPA Inspection 2009
Wooden "Jungle Gym"	
Surf Rider	New in 2009
Tea Cup	New in 2009
Basket Swing	New in 2009
Youth Shelter	New in 2009

Loudwater

Item	Comment
1 X Swing Set with 2 flat seats only.	Not Suitable for Toddlers.
Slide	
Igloo Climbing Frame	Limited Play Value
Wooden Climbing Frame With Chain Netting	Limited Play Value
Youth Shelter	
Basketball Hoop	

Flackwell Heath

Item	Comment
Wicksteed Multi-Unit Including Climbing Wall	Newish
Climbing Frame	Limited Play Value
Helter Skelter slide	
Rocking Horse	
2 X Swing Sets Each with 2 cradle and 2 flat seats.	
Slide	
3 X Springys	
Youth Shelter	
Basketball Hoop	
Multi purpose sports wall	Funded by FHRA
Skateboarding ramps et al.	Funded by FHRA

ALLOTMENT TENANCY AGREEMENT REVIEW – NOVEMBER 2009Comparison With Model Issued By The National Society of Allotment & Leisure Gardeners Limited (NSALGL).

The CWPC Tenancy Agreement largely follows the NSALGL model but some of the wording has been changed to reflect the local circumstances and CWPC policy derived over many years.

The tenant shall not keep any livestock on the allotment unless permitted by statute without the prior written consent of the Council. **Comment:** Under section 12 of the Allotments Act 1950, a tenant cannot be prevented from keeping hens or rabbits for domestic use. That said, neither domesticated hens or rabbits are currently kept on CWPC allotments and we should probably not encourage such a practice.

The Tenant shall keep every hedge that forms part of the boundary of his allotment Garden properly cut and trimmed, keep all ditches properly cleansed and maintained and keep in repair any other fences and any other gates or sheds on his Allotment Garden. **Comment:** The CWPC Tenancy Agreement does not permit the erection of buildings. Concerning the issue of fences, see next para.

The Tenant shall not use any barbed wire for a fence adjoining any path set out by the council for the use of the occupiers of the Allotment Garden. **Comment:** CWPC currently maintains the border around the whole allotment site both at Flackwell Heath and Tylers Green and the current tenancy agreement prohibits the erection of fences around individual plots (para 2h refers). That said, a number of tenants have erected fences around all or part of their plots albeit many using temporary orange plastic fencing.

The Tenancy of the Allotment Garden shall terminate on the yearly Rent Day after the death of the Tenant and shall also terminate whenever the tenancy or right of occupation of the Council terminates. **Comment:** CWPC has no such condition on the death of a tenant and currently the tenancy agreement has been taken over by the widow/widower without question allowing in a few cases individuals to have 2 or 3 allotments.

Recommendation 1:

Amend the existing CWPC Tenancy Agreement to;

- a. Permit the temporary erection of low level fencing on the condition that it is maintained in decent order and does not include the use of barbed wire.
- b. Add a new condition covering the death of the tenant.

Comparison With NALC Model.

The CWPC Tenancy Agreement excludes the following which are included in the NALC model:

The tenant shall reside within the [Parish] of [Chepping Wycombe] during the continuance of the tenancy. **Comment:** With a waiting list for allotments, it does not seem appropriate to allow tenants to retain use of an allotment when they have moved outside of the parish boundary. The Hughenden Parish Council tenancy agreement states that "The tenancy can be terminated by the Council by re-entry after one month's notice:-

IF the rent is in arrears for not less than forty days; or
 IF the conditions of the tenancy are not being observed; or
~~IF the Tenant resides more than one mile outside the area of the Council.~~

No livestock or poultry of any kind shall be kept upon the Allotment Garden other than reasonable numbers of hens or rabbits for the tenant's own domestic consumption; **Comment:** This is similar to that included in the NSALGL model – see comments above.

The tenant shall maintain in decent order all fences and ditches bordering the Allotment Garden and shall keep trim and keep in decent order all hedges forming any boundary of the Allotment Garden. **Comment:** This is similar to that included in the NSALGL model – see comments above.

The tenant shall not obstruct or permit the obstruction of any of the paths on the Allotments set out for the use of the tenants of the Allotment Gardens. **Comment:** CWPC has recently had to write to a number of tenants asking them to remove all matter of objects from pathways.

The NALC model does not include the following which appears in the CWPC Tenancy Agreement:

The Council shall give twelve months' notice of any alteration to be made to the rent charged. **Comment:** Such a condition is also included in the Birmingham City Council Allotment Rules.

Recommendation 2:

Amend the existing CWPC Tenancy Agreement to;

- a. State that the tenancy agreement will automatically come to an end when a tenant resides more than 1 mile outside of the parish boundary.
- b. Insert a new condition that prohibits tenants from obstructing any of the pathways.
- c. Remove the condition that CWPC has to give 12 months notice of any alterations to allotment fees; this recommendation being subject to confirmation that there is no legal requirement to give such notice in this regard. Revised fees should be agreed by full Council prior to the end of each calendar year, be publicised before April of each year and be implemented from the following October.

Comparison With Hughenden Parish Council Allotment Agreement.

The format of the Hughenden Allotment Agreement is very different in that the allotment RULES are described on a separate page from the agreement. This looks much neater but basically covers the same basic regulations. Other differences are that the Hughenden Allotment Agreement includes the following:

You are permitted to plant a maximum of two fruit trees per plot. They must be of a dwarf variety and not grow more than 6 feet and thereafter maintained as such or will be removed by the Council. **Comment:** The current CWPC Tenancy Agreement simply states that tenants must "refrain from planting any tree other than soft fruit." The question is whether CWPC should allow any form of tree ?

You may, at your own risk, keep your allotment tools in a wooden box whose size is not greater than 6 feet long by 3 feet deep by 3 feet high. The box may be locked and must be dark green or brown. **Comment:** CWPC does not currently make provision for the convenient storage of garden tools although larger items such as mowers can be stored

in the on-site shed. The current CWPC Tenancy Agreement does however state that tenants may not erect buildings etc without the prior permission of the Council. That said, some flimsy buildings have been erected for the storage of tools and filing cabinets are also being used.

Bonfires will be permitted on the tenants' own plot, only for the purposes of the destruction of diseased material. These must only be lit when there is no nuisance caused to neighbouring properties and must be tended at all times. **NO** other bonfires will be permitted on allotment land and any organic material must be composted by the tenant on the tenants' own allotment plot. Any other material must be removed and disposed of by the tenant. **Comment:** CWPC has previously maintained a central bonfire area but this has been abused and has become a dump for stone and other non-combustible material. The meeting with FH tenants in September 2009 agreed that this facility should be discontinued and tenants encouraged to compost waste on their own plot.

These regulations override any previous regulations and the Council reserve the right to make alterations to these regulations from time to time subject to the tenant being sent 28 days prior notice to their last known address. **Comment:** The CWPC Tenancy Agreement currently states that CWPC will give 12 months notice of any changes which seriously limits the Council's ability act swiftly to new circumstances.

Recommendation 3:

Amend the existing CWPC Tenancy Agreement to;

- a. State that no trees (not even soft fruit) shall be planted on allotment plots.
- b. State that tenants may, at their own risk, keep allotment tools in a wooden box whose size is not greater than 6 feet long by 3 feet deep by 3 feet high. The box may be locked and must be dark green or brown.
- c. State that bonfires will be permitted on the tenants' own plot, only for the purposes of the destruction of diseased material. These must only be lit when there is no nuisance caused to neighbouring properties and must be tended at all times. **NO** other bonfires will be permitted on allotment land and any organic material must be composted by the tenant on the tenants' own allotment plot. Any other material must be removed and disposed of by the tenant. The Hazlemere Parish Council Allotment Agreement states that bonfires are only permitted between October and May – should this be added ?
- d. State that new regulations can be introduced by the Council provided that the tenant is given 28 days prior notice to their last known address.

Comparison With Hazlemere Parish Council Allotment Agreement.

The Hazlemere Parish Council Allotment Agreement includes the following:

The allotment shall not be used for the purpose of any trade or business. **Comment:** The CWPC Tenancy Agreement currently states that the tenant may only cultivate the allotment for the production of fruit, vegetables, and flowers "for domestic consumption by him/herself and his/her family" – para 2 j refers. This strictly prevents one tenant from giving produce to another although this clearly happens in practice.

Recommendation 4:

Amend the existing CWPC Tenancy Agreement to;

- a. Delete the existing Para 2j and replace it with "*The allotment shall not be used for the purpose of any trade or business.*"

Comparison With Birmingham City Council Allotment Rules.

The Birmingham City Council Allotment Rules includes the following:

Tenants must not bring or use corrugated or sheeted iron (or similar metal objects) or barbed wire on the Allotment. **Comment:** This is not covered by the current CWPC Tenancy Agreement.

Carpet and underlay may not be used on the Site. **Comment:** This is not covered by the current CWPC Tenancy Agreement although carpets are widely used to control weed.

Beehives are not allowed on the Allotment. **Comment:** This is not covered by the current CWPC Tenancy Agreement. However, it seems at odds with the need for insects to be available to pollinate plants and perhaps the CWPC tenancy agreement should permit them ?

Petrol, oil, fuel, lubricants or other inflammable liquids must not be stored in the chalet or greenhouse. **Comment:** This is not covered by the current CWPC Tenancy Agreement.

Recommendation 5:

Amend the existing CWPC Tenancy Agreement to;

- a. Adopt the Birmingham City Council Allotment Rule on corrugated or sheeted iron.
- b. Add the new condition that carpet and underlay may be used on the Site provided that the tenant accepts responsibility for its removal on cessation of the tenancy.
- c. Add the new condition that beehives are allowed on the Allotment.
- d. Add the new condition that petrol, oil, fuel, lubricants or other inflammable liquids must not be stored anywhere on the Allotment.

Matters Arising From Allotment Inspections and Meeting With Tenants In FH.

Are allotments primarily provided to enable parishioners to grow fruit and vegetables or is it acceptable for them to be cultivated (even in part) as a flower garden ? With that in mind, is it acceptable for allotments to include garden benches and ponds or similar ?

Recommendation 6:

Amend the existing CWPC Tenancy Agreement to prohibit the installation of benches and ponds or any other form of garden adornment.

Note : Leisure Facilities Committee Meeting 11 February 2010

	<u>Last Year 2008/09</u>		Agreed Budget	<u>Current Year 2009/10</u>		Projected Actual	<u>Next Year 2010/11</u> Next Year Budget
	Budget	Actual		Revised Budget	Actual YTD		
<u>Leisure Facilities</u>							
201	<u>ASHLEY DRIVE ALLOTTS</u>						
4001	2,704	4,881	2,943	2,943	3,721	2,943	2,976
4012	100	315	104	104	379	450	330
4037	175	117	181	181	43	181	181
	<u>OverHead Expenditure</u>	<u>2,979</u>	<u>5,313</u>	<u>3,228</u>	<u>4,143</u>	<u>3,574</u>	<u>3,487</u>
1001	INCOME - RENTS	805	853	805	838	838	805
1079	OTHER COST RECOVERED	0	17	0	0	0	0
	<u>Total Income</u>	<u>805</u>	<u>870</u>	<u>805</u>	<u>838</u>	<u>838</u>	<u>805</u>
201	<u>Net Expenditure</u>	<u>2,174</u>	<u>4,443</u>	<u>2,423</u>	<u>3,305</u>	<u>2,736</u>	<u>2,682</u>
<u>CHAPEL ROAD ALLOTTS</u>							
4001	2,604	5,226	2,834	2,834	4,990	2,834	2,866
4012	530	321	549	549	386	450	565
4017	0	0	0	0	180	180	0
4037	111	165	115	115	1,261	1,261	115
	<u>OverHead Expenditure</u>	<u>3,245</u>	<u>5,712</u>	<u>3,498</u>	<u>6,817</u>	<u>4,725</u>	<u>3,546</u>
1001	INCOME - RENTS	805	858	805	855	855	805
	<u>Total Income</u>	<u>805</u>	<u>858</u>	<u>805</u>	<u>855</u>	<u>855</u>	<u>805</u>
203	<u>Net Expenditure</u>	<u>2,440</u>	<u>4,854</u>	<u>2,693</u>	<u>5,962</u>	<u>3,870</u>	<u>2,741</u>

APPENDIX C

Note : Leisure Facilities Committee Meeting 11 February 2010

	<u>Last Year 2008/09</u>		Agreed Budget	<u>Current Year 2009/10</u>		Projected Actual	<u>Next Year 2010/11</u> Next Year Budget
	Budget	Actual		Revised Budget	Actual YTD		
<u>211</u> <u>ASHLEY DRIVE REC</u>							
4001 STAFF SALARIES	4,154	2,739	4,520	4,520	4,520	4,572	
4037 GROUNDS MAINTEN'CE	1,084	6	487	487	6	587	
OverHead Expenditure	5,238	2,745	5,007	5,007	4,526	5,159	
1002 INCOME - PERMITS	0	0	0	0	28	0	
Total Income	0	0	0	0	28	0	
211 Net Expenditure	5,238	2,745	5,007	5,007	4,498	5,159	
<u>1</u> <u>212</u> <u>DEREHAMS LANE SP GRD</u>							
4001 STAFF SALARIES	4,886	8,398	5,317	5,317	5,317	5,378	
4012 WATER	557	868	1,140	1,140	1,676	900	
4025 INSURANCE	760	732	787	787	546	600	
4036 PROPERTY MAINTEN'CE	493	1,481	510	510	510	510	
4037 GROUNDS MAINTEN'CE	1,037	2,403	1,073	1,073	1,073	1,073	
4038 MAINTENANCE CONTRACT	271	134	280	280	280	280	
4067 SPORTS EQUIPMENT	0	0	0	0	1,169	0	
4996 TFR TO REJUVENATION EMR	7,000	0	5,000	5,000	5,000	0	
4997 TFR TO DEREHAM LANE PAV. RESE	5,000	0	0	0	0	0	
OverHead Expenditure	20,004	14,016	14,107	14,107	15,571	8,741	

Note : Leisure Facilities Committee Meeting 11 February 2010

	<u>Last Year 2008/09</u>		<u>Current Year 2009/10</u>		<u>Next Year 2010/11</u>
	Budget	Actual	Revised Budget	Actual YTD	
1001 INCOME - RENTS	20	20	20	20	20
1002 INCOME - PERMITS	68	162	70	166	112
1004 INCOME - SERVICE CHS	318	683	900	894	900
1078 MAINT COST RECOVERED	0	0	0	103	0
1079 OTHER COST RECOVERED	1,030	866	880	546	890
Total Income	1,436	1,732	1,870	1,729	1,922
212 Net Expenditure	18,568	12,284	12,237	8,000	6,819
214 STRAIGHT BIT REC					
4001 STAFF SALARIES	4,187	4,183	4,557	4,113	4,609
4037 GROUNDS MAINTEN'CE	1,279	24,993	2,324	654	1,324
4049 YOUTH FACILITIES	0	570	0	0	0
4064 TIMBER BARRIER	1,000	1,200	0	0	0
OverHead Expenditure	6,466	30,947	6,881	4,767	5,933
1001 INCOME - RENTS	587	601	601	601	601
1002 INCOME - PERMITS	1,219	27	1,256	28	29
1083 THIRD PARTY CONTRIBUTION	0	24,990	0	0	0
Total Income	1,806	25,618	1,857	629	630
214 Net Expenditure	4,660	5,329	5,024	4,138	5,303

Note : Leisure Facilities Committee Meeting 11 February 2010

	<u>Last Year 2008/09</u>		<u>Current Year 2009/10</u>		<u>Next Year 2010/11</u>
	Budget	Actual	Revised Budget	Actual YTD	
215 GREEN DRAGON LANE SG					
4001 STAFF SALARIES	3,527	3,223	3,838	1,607	3,838
4025 INSURANCE	745	709	771	546	600
4036 PROPERTY MAINTENANCE	0	1,167	0	0	0
4037 GROUNDS MAINTENANCE	148	2,251	153	0	153
4038 MAINTENANCE CONTRACT	0	0	0	103	103
4065 FENCE	3,500	4,070	0	0	0
OverHead Expenditure	7,920	11,420	4,762	2,255	4,738
1001 INCOME - RENTS	9,643	10,028	9,799	12,050	11,580
1079 OTHER COST RECOVERED	745	709	771	513	703
Total Income	10,388	10,737	10,570	12,562	12,283
215 Net Expenditure	-2,468	684	-5,808	-10,307	-7,545
216 BOUNDARY ROAD REC					
4001 STAFF SALARIES	2,656	2,788	2,890	1,581	2,923
4014 ELECTRICITY	0	92	50	38	100
4037 GROUNDS MAINTENANCE	111	463	2,115	162	115
OverHead Expenditure	2,767	3,343	5,055	1,781	3,102
216 Net Expenditure	0	0	0	0	0

Note : Leisure Facilities Committee Meeting 11 February 2010

	<u>Last Year 2008/09</u>		Agreed Budget	<u>Current Year 2009/10</u>		Projected Actual	<u>Next Year 2010/11</u>
	Budget	Actual		Revised Budget	Actual YTD		
1004 INCOME - SERVICE CHS	0	14	20	20	0	20	20
Total Income	0	14	20	20	0	20	20
216 Net Expenditure	2,767	3,330	5,035	5,035	1,781	3,082	3,118
217 TYLERS GREEN TENN CL							
4013 RENT	546	819	546	546	46	46	0
OverHead Expenditure	546	819	546	546	46	46	0
1001 INCOME - RENTS	25	25	25	25	0	0	0
Total Income	25	25	25	25	0	0	0
217 Net Expenditure	521	794	521	521	46	46	0
220 GENERAL RECREATION							
4001 STAFF SALARIES	1,250	825	1,360	1,360	1,660	1,360	1,376
4029 BENCHES AND SIGNS	1,000	0	2,000	2,000	1,386	2,000	2,000
4401 DOG BIN EMPTYING	6,089	5,151	6,302	6,302	2,652	3,600	4,639
OverHead Expenditure	8,339	5,976	9,662	9,662	5,697	6,960	8,015
Total Income	0	0	0	0	0	0	0
220 Net Expenditure	8,339	5,976	9,662	9,662	5,697	6,960	8,015

Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Leisure Facilities Committee Meeting 11 February 2010

	<u>Last Year 2008/09</u>		<u>Current Year 2009/10</u>		<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget Actual YTD</u>		
221 PLAY AREAS						
4001 STAFF SALARIES	6,853	4,940	7,458	4,229	7,458	7,543
4013 RENT	51	51	51	51	51	51
4025 INSURANCE	590	590	611	611	611	630
4042 EQUIPMENT MAINTENANCE	2,262	1,267	3,080	1,011	3,080	3,080
4060 OTHER PROF FEES	276	192	286	192	192	200
4988 TFR TO PLAY EQUIP RES	3,000	0	3,000	0	3,000	3,000
OverHead Expenditure	13,032	7,039	14,486	6,095	14,392	14,504
Total Income	0	0	0	0	0	0
221 Net Expenditure	13,032	7,039	14,486	6,095	14,392	14,504
Leisure Facilities - Expenditure	70,536	87,330	67,232	43,979	63,747	57,261
Income	15,265	39,853	15,952	16,642	17,398	16,465
Net Expenditure	55,271	47,477	51,280	27,337	46,349	40,796
Total Budget Expenditure	70,536	87,330	67,232	43,979	63,747	57,261
Income	15,265	39,853	15,952	16,642	17,398	16,465
Net Expenditure	55,271	47,477	51,280	27,337	46,349	40,796

Projected Variances from budget 2009/10						
Leisure Facilities Committee						
code	Site	Description	budget	projected	variance	reason
Expenditure						
4012/201	Ashley Drive allotments	water	104	450	346	meter now working
4017/203	Chapel Rd allotments	cleaning & refuge	0	180	180	skip hire for shed clearance
4037/203	Chapel Rd allotments	ground maintenance	115	1,261	1,146	vandalism to shed & fence & stolen taps
4037/211	Ashley Dr Recreation ground	ground maintenance	487	6	-481	no grass maintenance
4012/212	Derehams Lane Sports Ground	water	1,140	1,676	536	higher than budgeted
4025/212	Derehams Lane Sports Ground	insurance	787	546	-241	new insurance company
4067/212	Derehams Lane Sports Ground	sports equipment	0	1,169	1,169	equipment for sports event
4037/214	Straight Bit Recreation Ground	ground maintenance	2,324	1,654	-670	no grass maintenance
4025/215	Green Dragon Sports Ground	insurance	771	546	-225	new insurance company
4038/215	Green Dragon Sports Ground	maintenance contract	0	103	103	security system service (reclaimed from club)
4037/216	Boundary Rd Recreation Ground	ground maintenance	2,115	162	-1,953	replanting carried out in 2008/09
4013/217	Tylers Green Tennis Club	rent	546	46	-500	lease expired
4401/220	General Recreation	dog bin emptying	6,302	3,600	-2,702	new contractor
income						
code	Site	Description	budget	projected	variance	reason
1002/214	Straight Bit Recreation Ground	permit	-1,256	-28	1,228	no fair
1001/215	Green Dragon Sports Ground	rent	-9,779	-12,310	-2,531	phone mast rent adjustment
1079/215	Green Dragon Sports Ground	costs recovered	-771	-649	122	new insurance co. & security system service
total variances of less than £100						
COMMITTEE TOTAL						
					-458	
					-4,931	

BUDGET ANALYSIS 2010/11				
	Budget as set at Council 20 1 09 2009/10	proposal recommended to FGP 7/1/10 2010/11	proposal recommended to Council 19/1/10 2010/11	Budget set by Council 19/1/10 2010/11
GENERAL REGULAR REVENUE ITEMS				
GROSS EXPENDITURE				
ROUTINE ITEMS				
AMENITY LAND	35,842	36,624	36,624	36,624
LEISURE FACILITIES	52,732	50,761	50,761	50,761
WORKS SERVICE & PLANNING	155,437	158,791	158,791	158,791
FINANCE & GENERAL PURPOSES	65,301	61,539	61,539	61,539
TOTAL	309,312	307,715	307,715	307,715
CAPITAL, EXCEPTIONAL AND LARGE ITEMS				
Amenity Land				
Benches and signs	1,000	1,000	1,000	1,000
Railway land tree surgery	0	1,000	1,000	1,000
Kingswood benches	1,000			
Tylers Green Common management	2,000	2,000	2,000	2,000
Widmer pond area improvements	1,500			
	5,500	4,000	4,000	4,000
Leisure Facilities				
Ashley Drive rec youth facilities	0	0	0	0
Derehams Sports site rejuvenation	5,000			
Derehams Lane pavilion replacement reserve fund	0	0	0	0
St Bit recreation ground 4 litter bins	1,000			
Boundary Rd rec plant replacements	2,000			
Benches and signs	2,000	2,000	2,000	2,000
Play areas bark replacement	1,500	1,500	1,500	1,500
Ashley Dr aerial runway	0	0	0	0
Play equipment reserve fund	3,000	3,000	3,000	3,000
	14,500	6,500	6,500	6,500
Works Services & Planning				
Depot door & roof repairs	2,000	5,000	5,000	5,000
Office furniture	0	0	0	0
Altona Rd cemetery extension path & tree work	3,000	3,000	3,000	3,000
Cock Land cemetery Extension	5,000	5,000	5,000	5,000
St Peter's Church wall	5,000			
Benches, signs, stiles and kissing gates	2,000	4,000	4,000	4,000
Street light replacement	10,000	10,000	10,000	7,000
Partnership working	3,000	4,000	4,000	4,000
Vehicle plant & equipment reserve	12,145	16,145	16,145	14,145
	42,145	47,145	47,145	42,145

CHEPPING WYCOMBE PARISH COUNCIL										
	RESERVES 2008/09			RESERVES 2009/10			RESERVES 2010/11			
EARMARKED RESERVES	ALLOCATION	SPEND	AS AT	ALLOCATION	SPEND	AS AT	ALLOCATION	SPEND	AS AT	
	2008/09		31/03/2009	2009/10		31/03/2010	2010/11		31/03/2011	
SMALL RIDE ON MOWER	600		2,400	350		2,750	350		3,100	
RIDE ON MOWER	1740		11,834	4,083		15,917	6,083	-22000	0	
LORRY	500		1,000	2,444		3,444	2,444		5,888	
UTILITY VEHICLE	1283		5,797	1,926		7,723	1,926		9,649	
TRACTOR	3007		8,568	2,608		11,176	2,608		13,784	
VEHICLE RESERVE	322	7130	0	29,699	11,411	0	41,010	13,411	-22000	32,421
SIDE FLAIL	400		2,614	627		3,241	627		3,868	
DRAWN FLAIL	305		1,426	107		1,533	107		1,640	
PLANT RESERVE	323	705	0	4,040	734	0	4,774	734	0	5,508
COMPUTERS	550		2,092	600		2,692	600		3,292	
EQUIPMENT	1050		4,050	1,080		5,130	1,000		6,130	
OFFICE EQUIP RESERVE	324	1600	0	6,142	1,680	0	7,822	1,600	0	9,422
AMENITY LAND										
COCK LANE RECYCLING	329	1,000	1,000		-1,000	0			0	
RAILWAY LAND TREES	367	0	1,000	0		1,000			1,000	
KINGSWOOD IMPROVEMENTS	368	8,650	8,650			8,650			8,650	
TG COMMON MANAGEMENT	331	3,000	3,000	2,000		5,000	2,000		7,000	
TG COMMEMORATIVE TREES	332	1,900	1,900			1,900			1,900	
WIDMER POND IMPROVEMENT	369	3,000	0	4,000	1,500	5,500			5,500	
LEISURE FACILITIES										
NEW PAVILION DEREHAMS	363	5,000	9,000	0		9,000	5,000		14,000	
DEREHAMS REJUVENATION	362	7,000	-2,700	7,300	5,000	12,300			12,300	
BASKETBALL	364	0	1,000		-1,000	0			0	
ST BIT CAR PARK	350		0			0			0	
GREEN DRAGON FENCE	370	3,500	-4,070	4,350		4,350			4,350	
PLAY EQUIP RESERVE	325	3,000	12,000	3,000		15,000	3,000	-5000	13,000	
WORKS SERVICES AND PLANNING										
WARDEN'S HOUSE	359		0			0			0	
OFFICE REFURBISHMENT	372		1,270		-1,270	0			0	
ALTONA TREES & EXTENSION PATH	361	5,000	5,860	3,000		8,860	3,000		11,860	
COCK LANE CEMETERY TRACK	366	5,000	7,586	5,000		12,586	5,000		17,586	
CHURCHYARD ST MARGARET & ST PETER'S WALL	321	1,560	10,000	5,000		15,000		-12000	3,000	
BENCHES & SIGNS	354	2,890	2,890			2,890			2,890	
STREET LIGHTING	351	14,000	14,000	10,000		24,000	7,000		31,000	
FINANCE & GENERAL PURPOSES										
DEED OF GRANT	357		10,200			10,200			10,200	
LEGAL FEES	371		0			0			0	
TOTAL EXCEPTIONAL ITEMS		64,500	-6,770	105,006	34,500	-3,270	31,230	25,000	-17000	8,000
TOTAL EARMARKED RESERVES		73,935	-6,770	144,787	48,325	-3,270	189,842	40,745	-39000	191,687
GENERAL RESERVE		1,635	0	92,263	-9,800		82,463	-16,642		65,821
TOTAL RESERVES		75,570	-6,770	237,050	38,525	-3,270	272,305	24,103	-39000	257,408
Target for General Reserve (25% net expenditure) suggested						84,990			86,700	
Target for General Reserve (25% expenditure) per Purple Book						94,614			85,216	
Deficit/Surplus						-2,627			-20,879	
Deficit/Surplus						-12,151			-29,394	
% Deficit/Surplus						-3%			-24%	
% Deficit/Surplus						-14%			-34%	