

# CHESHAM BOIS PARISH COUNCIL

## Minutes of the Council Meeting held at The Council Office, Glebe Way, Chesham Bois at 8.00pm on Monday 10<sup>th</sup> April 2017

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**PRESENT:** Cllr R Hartley, Cllr D Buckingham, Cllr R Harrison, Cllr R Heath, Cllr D King, Cllr J Large, Cllr C Thomas and Cllr C Woolveridge  
Mrs S Payne – Clerk

**13.1 Questions and Comments from the Public.** None.

**13.2 Apologies for Absence:** Cllr J Bailey and Cllr J Harbottle.

**13.3 To Receive Declarations of Interest Relating to this Meeting.** None declared.

**13.4 To Approve Minutes of Council Meeting held on 13<sup>th</sup> March 2017.**

The minutes were approved unopposed and signed by the Chairman.

It was noted that Cllr Heath had not received the agenda and papers for this meeting when they had originally been circulated by the Clerk and had subsequently received them late.

**13.5 Chairman's Report**

Cllr Hartley's report was circulated to Council with the agenda papers and noted.

- a) *28 Bois Lane:* A date has yet to be set to meet with the owner. A letter from a resident complaining about the unkempt nature of the shop-front has been received. This issue will be discussed at the meeting. **Action: Clerk/Cllr Hartley**
- b) *Cllr Goldstein's Resignation.* Cllr Goldstein's resignation from Council due to family reasons was noted; her valuable input will be missed by Council.  
  
Chiltern District Council will be informed of the vacancy and notices will be displayed on the noticeboards and on the website. **Action: Clerk**
- c) Cllr Hartley had attended the Bucks and Milton Keynes Association of Local Council's Parish Liaison meeting where Bucks County Council presented an outline to Modernising Local Government and a there was also a presentation of Highway Services.

**13.6 To Resolve to Proceed with the Revised Committee Structure**

Council discussed the proposed revised committee structure and concerns were raised regarding the move to bi-monthly Council meetings. After a lengthy debate, a vote was taken to proceed with the revised committee structure. The result was an equal number of votes four in favour and four against the motion; the Chairman used his casting vote to maintain the status quo and **it was resolved that** the revised committee structure would not be adopted.

**13.7 Clerk's Report & Correspondence**

The Clerk's report was circulated to Council with the agenda papers and noted.

- a) *Internal Audit:* IAC have been instructed to carry out the internal audit; a date for the audit has yet to be confirmed.
- b) *Annual Parish Meeting (15 May 17)* – John Morris has confirmed that his talk will be on 'A Long-Term Management Plan for Chesham Bois Woods and Common.'

- c) *Training*: As a result of the audit of the burial ground's records the need for additional training has been identified. **It was resolved that** Cllr Large attend a Cemetery Management & Compliance workshop at a cost of £136.05 and the Clerk attend a course on Granting, Exercising and Transferring Exclusive Rights of Burial at a cost of £130. **Action: Cllr Large/Clerk**
- d) *Thames Valley Orienteering Club*: Permission has been given to use parts of the common, woodlands and Tenterden Spinney for an orienteering event on the evening of 28<sup>th</sup> June.
- e) *Correspondence*: The Clerk had circulated and Councillors had noted the following:
- A letter from the Leader of Bucks County Council (BCC) on Modernising Local Government in Buckinghamshire.
  - A letter from NALC on Parish Precepts.
  - BCC's eNewsletter.
  - BCC's presentation on HS2 through Buckinghamshire – The Role of BCC.
  - The Chiltern's Conservation Board eNewsletter.

### 13.8 Finance

- a) The income and expenditure and balance sheets for March 2017 were noted.
- a) Payments for approval to 4<sup>th</sup> April 2017: Council approved the following payments:

Payments	NET	VAT	Amount	Description
Amersham Business Services	£13.60	£2.72	£16.32	A4 Copier Paper
Buckland Landscapes Ltd	£1,040.48	£208.10	£1,248.58	March 17 Grounds Maintenance
BMKALC	£590.16		£590.16	Annual Membership/Cemetery Mgmt Course
Chiltern District Council	£602.03	£109.46	£711.49	Dog Bin Maintenance Oct 16 - March 17
Chiltern Society	£336.00		£336.00	Volunteer work on Common in March 17
Clarity Copiers Ltd	£111.14	£22.22	£133.36	Photocopier usage/maintenance Jan - Mar 7
Clearwater Pond Management	£790.00	£158.00	£948.00	Pond Maint/Chalk Treatment March 17
Daniel Buckingham	£84.00		£84.00	Bois Own Burial Ground Advert
DCK Beavers Ltd	£25.00	£5.00	£30.00	Payroll Year End Annual Return
ICCM	£130.00	£26.00	£156.00	Rights of Burial Training for Clerk
ICCM	£90.00		£90.00	Annual Membership
JRB Treework	£1,400.00		£1,400.00	Fell Tree (5 Amersham Rd) Stump Bois Ave
More to Death	£288.00		£288.00	Burial Ground Advert in Edition 10
The Natural Death Centre	£120.00		£120.00	2017 Annual Membership Fee
Qwerty Ltd	£225.00	£45.00	£270.00	2017 Outstanding Chilterns Burial Grd Advert
St Leonards Parish Centre	£280.54		£280.54	Jan - March 17 Electricity
Samantha Payne	£34.00		£34.00	Stamps/Spoons/mileage
Shaw & Sons	£380.00	£76.00	£456.00	Register of Graves Books
Southern Electric	£241.61	£44.89	£286.50	March 17 Street Lighting Electricity
SparkX Ltd	£1,305.00	£261.00	£1,566.00	New Lamps/Swan Neck #9/Repair #63
Tamarind Painting & Decorating	£1,433.42		£1,433.42	Painting to Chapel & Copperkins Lane Gate
Thompsons Garden Services	£4,575.00		£4,575.00	Common Footpath Resurfacing (LAF Funded)
Toolshed	£312.00	£62.40	£374.40	March Grass Verge Maintenance
Utility Warehouse	£35.71	£7.14	£42.85	17 Telephone/Broadband
Voices & Choices CIC	£150.00		£150.00	Grant Allocation
Staff Salaries	£1,356.80		£1,356.80	April 17 Salaries
Bucks County Council	£357.66		£357.66	April 17 Pension Contributions
Bucks County Council	£340.00		£340.00	Survey Fee for MVAS Survey
			<b>£17,675.08</b>	

Receipts				
Bucks CC	£2,734.82		£2,734.82	2017/18 Devolved Services Payment
DCK Beavers Ltd	£12.50	£2.50	£15.00	Credit for Nov 16 payroll error
Wrights Funeral Svs	£1,450.00		£1,450.00	W132 Plot/Interment
Ms Haggerstone	£250.00		£250.00	L635 Interment
Mr & Mrs Clare	£1.50		£1.50	Chesham Bois Village Celebration Book
Mr Goldman	£800.00		£800.00	W131 Plot
Openreach	£50.00		£50.00	Wayleaves
HMRC	£6,695.68		£6,695.68	VAT Repayment 1 Apr - 31 Dec 16
NS&I Savings	£82.08		£82.08	Feb 17 interest
			<b>£12,079.08</b>	

- c) A review of the Risk Assessment Management System had been carried out by the Clerk. It was agreed that the requirement for contractors to provide copies of their public liability insurance and risk assessments should be added. **Action: Clerk**
- d) The grant application from Chesham Bois Cricket Club had been circulated to Council with the agenda papers. Council commented on the excellent condition the cricket club keep the pitch and the benefit such an asset was to the village. **It was resolved that** a grant of £760 be awarded towards the purchase of a refurbished outfield mower. **Action: Clerk**

### 13.9 General Purposes – To Receive Reports from Working Groups

#### a) Common & Woodland

Cllr Thomas' report had been circulated to Council with the agenda papers and was noted.

- i. *Update on Current Work:* The contractor has rectified the problem with the path through Tenterden Spinney when it had been left in a poor state after being used by heavy machinery to clear a fallen tree.

#### b) Burial Grounds

Cllr Thomas' report had been circulated with the agenda papers and was noted.

- i. *Update on Current Work:* The renovation to the chapel and railings is complete.
- ii. *Next Steps:* To produce updated marketing material for circulation to local funeral directors, complete the digital mapping of the Woodland Burial Ground, install a new sign at the entrance to the burial ground and establish a 'Friends of Chesham Bois Burial Grounds' group.

**Action: Cllr Thomas**

#### c) Transport

Cllr King's presented his report to Council.

- i. *Data from the MVAS Signs* located on North Road and Amersham Road was presented. It was evident from the data that there is a significant speeding problem along Amersham Road. The data has been forwarded to the Police with the suggestion that speed enforcement on Amersham Road be carried out. Cllr King will discuss traffic calming options with Transport for Bucks. **Action: Cllr King**
- ii. *LAF:* The minutes of the January LAF meeting had been circulated to Council. Matched funding is available for projects in 2017/18. Council agreed that an application towards the provision of an all-weather surface to the path in Tenterden Spinney be submitted before the 1<sup>st</sup> May deadline. **Action: Cllr King/Clerk**
- iii. *Street Lighting:* Shields have been fitted to two street lights following complaints from residents. Three quotes have been received for the 20017/18 replacement programme. A formal request to approve a contractor will be sought at the next Council meeting.

- iv. *2017/18 Grass Verge Contract:* The contract with Toolshed for the grass cutting, strimming, weedkilling and sign cleaning has been signed.

**d) Communications**

Cllr Buckingham's report had been circulated with the agenda papers and was noted. .

- i. *Media:* The Facebook post on the new path across the common reached 500 people. Cllr Buckingham asked that Councillors to inform him of newsworthy posts. **Action: All**
- ii. *Bois Own:* The new edition has been delivered to 1250 households and feedback has been positive.
- iii. *Parish Questionnaire:* The questionnaire has gone to print. Mayo Brothers butchers have provided the prize draw. An online version will be available.

Date of next Council Meeting: Monday 8<sup>th</sup> May 2017

# Chairman's Report 8/05/2017

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As we complete another year I would like to thank Councillors for their considered input and great effort throughout the year.

## **Working Groups**

We need to confirm the Chairs and members of our working groups for the year ahead. I emailed Councillors recently and have had confirmation from a number of you as to continuing in existing positions and a number of changes.

In the year ahead Working Groups will need to develop plans to a reasonably detailed level before bringing them to the full council for further discussion and decisions. With time constraints in meetings it is important that the wide ranging and developmental discussion occurs within the Working Groups.

## **Annual Parish Meeting**

The Annual Parish meeting will be on Monday 15<sup>th</sup> May 2017 - this is a key opportunity for local people to see what the Council has done in the last year, and what plans are going forward. And importantly, to put a face to Councillors names.

Please advise if there is any information from your Working Group that should be included in the report to that meeting. There will be questions from Parishioners and I am hoping each of the Chairs will be available to assist with answers and more detail on plans for the year ahead.

Please let John Bailey and Sam know if you are able to attend the meeting as we will need help with setting up, running the meeting and cleaning up. Please also advise if you are unable to attend.

Thanks

Ray Hartley

Chairman

Chesham Bois Parish Council

# **Council Meeting 8<sup>th</sup> May 2017**

## **Clerk's Report & Correspondence**

### **Internal Audit**

The internal audit will be carried out by IAC Ltd on 13<sup>th</sup> June. I have requested that this date be brought forward if possible. However, if they are unable to bring the date forward an Extraordinary Meeting will need to be called to approve the Annual Return and the internal auditors report.

I have requested that next year's internal audit is carried out in early May.

### **Public Spaces Protection Orders (PSPO)**

Councillors were asked to comment on CDC's review of their powers of dog control and anti-social drinking in public spaces. Deadline for responses is 14 May 2017. The outcome of the review will inform their plans to convert existing dog control and Designated Public Place Orders (DPPOs) into PSPOs

Currently dog control covers all carriageways with a speed limit of 40mph or less and adjoining footpaths and verges. Within our parish, it also covers Glebe land surrounding the Parish Centre, Bois Avenue Green, St Leonard's Churchyard and Paddock and the Burial Grounds.

We do not have any DPPOs.

On 4<sup>th</sup> May CDC asked councils to let them know if they want any new areas added by 18<sup>th</sup> May. As this request came after the Council Agenda was circulated it cannot be considered at this meeting. I have asked CDC to let me know the process for having an area added after the 18<sup>th</sup> May deadline.

### **Councillor Vacancy**

CDC have confirmed that they have not received requests for an election and therefore the councillor vacancy can be advertised for co-option. I will update the noticeboards and website. Three residents have already declared their interest and forms will now be sent to them.

### **Use of the Common**

The 2<sup>nd</sup> Amersham Common Cubs will be using the Common on the evening of 12<sup>th</sup> May to run their annual laser-quest session.

A license to put up a banner of Common land at the junction of Copperkins Lane and Amersham Road for one week has been issued to Chesham Bois Lawn Tennis and Squash Club

### **Use of the Field next to Woodland Burial Ground**

Permission has been granted to a resident to use the field to host a superhero themed party for her 5-year-old son. This will take place on 8<sup>th</sup> July between 10am and 12pm. The party organiser will provide us with a copy of their Public Liability Insurance. All litter will be removed from the site and due respect will be given to the burial grounds next door.

### **Correspondence**

- a) Chesham Bois Cricket Club's letter acknowledging the grant towards an outfield mower. (copy attached)
- b) BALC's Matters Arising Newsletter (emailed to Cllrs)
- c) BCC's invitation to workshops to discuss Unitary proposals (emailed to Cllrs)

# Standing Orders

Revised in July 2015

## Meetings

1. The Council shall meet every month except August. The meetings shall take place on the 2<sup>nd</sup> Monday at 8pm in the Council Offices unless the Council decides otherwise at a previous meeting. In an Election year the meeting shall be on the second Monday after the Council Elections.
2. The May meeting shall incorporate the Statutory Annual Meeting of the Council.
3. Notice of each meeting, together with the agenda, shall be delivered to members and placed on the noticeboards in the Parish and elsewhere as the Council may determine at least 3 clear days before the meeting.
4. Each year the Council shall arrange the holding of the Statutory Parish Meeting, which shall be held on some day between 1<sup>st</sup> March and 1<sup>st</sup> June, both days inclusive.
5. The Notice convening the Statutory Parish Meeting together with the agenda shall be published not less than 7 clear days before the meeting.
6. The Council may appoint committees and working groups as it sees fit. These bodies shall meet as necessary.
7. Decisions of the Council will not be revised within six months, except where a special item is placed on the agenda bearing the name of at least three Councillors, and is considered and approved by the Council
8. Meetings of Council and committees and sub-committees shall conclude within 1½ hours. If business has not been concluded in that time the Chairman will ask members present to decide upon continuing, scheduling an extraordinary meeting or prioritising remaining items at the next meeting.

## Chairman and Vice-Chairman

9. Election of the Chairman of the Council shall be the first item of business at the Annual Meeting of the Council and shall be followed by the election of a Vice-Chairman. In the absence of both Chairman and Vice-Chairman from any meeting, those members present will choose one of their number to preside at the meeting and that person shall have the powers of the Chairman of the Council in relation to the conduct of the meeting.
10. Neither the Chairman nor Vice-Chairman may hold that same office during more than three consecutive Council years.

## Quorum

11. Four members, or one-third of the membership (rounded up), which ever is higher, shall constitute a quorum for meetings of the Council and three for the planning committee.

12. If a quorum is not present when the Council meets, or if during a meeting the number of councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at the meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.
13. In the event of the Planning Committee failing to form a quorate meeting in time for planning deadlines, the Clerk is authorised to respond directly to Chiltern District Planning authority, having consulted with members of the Planning Committee.

## Voting

14. Members shall vote by show of hands or, if at least two members so request, by signed ballot.
15. In the event of an equality of votes, the Chairman shall have a casting vote, even if he<sup>≡</sup> gave no original vote. In using the casting vote, the Chairman shall be guided by the principle of “preservation of the Status Quo”.

## Conduct of Meetings

16. The public, including the press, may attend any meeting of the Council or any of its committees, subject to the provisions of Standing Order 19.
17. Except at the Statutory Parish Meeting, members of the public may not speak at meetings of the Council other than under the provisions of Standing Order 19 18.
18. The Chairman of any meeting may, at his absolute discretion, invite a member or members of the public to address the Council.
19. The Council may resolve to exclude the public from a part or the whole of any meeting at which confidential matters are to be discussed, in accordance with the Public Bodies Admission to Meetings Act 1960. For the purpose of this Standing Order, members of Chiltern District Council and Buckinghamshire County Council who represent wards wholly or partially within the Parish are not deemed to be “members of the public” and may be invited to stay at the Council’s discretion.

## Minutes

20. The Clerk shall prepare minutes of the meetings of the Council and its committees.
21. All such minutes shall be approved, subject to any necessary amendments, at the next meeting of the Council.
22. Once approved, minutes of meetings open to the public shall be made available for public inspection.
23. The public minutes shall include a summary of matters discussed at Council meetings in the absence of the public pursuant to Standing Order 19.
24. All minutes and notes of Working Group meetings shall be open to inspection by any member of the Council.

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<sup>≡</sup> Note: Throughout these Standing Orders, “he” or “his” shall imply “she” or “her” as circumstances may require.

## Officers

25. The Council shall appoint a Clerk and such other officers as it may see fit. Their duties shall be incorporated in job descriptions and conditions of employment laid down in contracts of employment.
26. The Chairman, or in his absence the Vice-Chairman, with one other Councillor shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council.
27. The remuneration of the Clerk shall be according to National Joint Council Pay Scales for Government Services. The remuneration of the sexton and the cleaner shall be determined by the Chairman in consultation with sufficient members to constitute a quorum.

## Finance

28. The Council shall consider draft estimates for the following financial year at its November meeting and approve the final estimates at its December meeting.
29. Payments made by the Council are to be authorised in advance at a full Council Meeting except as provided in clauses 30, 31 and 32 below. In all such cases the expenditure must be reported and listed separately in the next schedule of payments laid before the Council.
30. The Clerk shall have delegated authority for items of normal expenditure up to £250. In an emergency, authority is granted up to the sum of £1000 but the Clerk is expected to consult with the Chairman and one other Councillor, in advance or as soon as reasonable possible.
31. Part Payments in respect of projects authorised by the Council may be made without further formal approval provided that all the following conditions are met:
  - i. The total cost of the project is within the authorisation given;
  - ii. The individual payment does not exceed the relevant quotation or purchase order;
  - iii. Two members of the Council, having direct knowledge of the circumstances, certify that the supplier's performance is satisfactory in regard to quantity and quality, as appropriate.
32. The Council may approve the setting up of Direct Debit and similar arrangements for specific suppliers.
33.
  - i. The Council shall nominate the Chairman and four other members to be signatories for bank accounts and other financial instruments.
  - ii. Two signatures shall be required for all transactions.
  - iii. No member shall sign any instrument of which he is a beneficiary.
34. Expenses of members and officers shall be approved by the Chairman before being laid before the Council for payment. The Chairman's expenses shall be submitted to the Council meeting.

35. Contracts should be let in accordance with the following scale of tenders:

Estimated Value of Contract	Number of Tenders required
Greater than £25,000	Formal Tender See 36 below
Greater than £5,001	2
Below £5,000	1

The Council may award a contract for a maximum of three years without obtaining comparative quotes if the contract price per annum is below £2,000 even though the aggregate value over the period exceeds that sum.

36. Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 36(a) below.

a. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the Submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- iv. tenders are to be Submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for Submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or Sub-Committee with delegated responsibility.

37. Neither the Council, nor a Committee or a Sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

38. Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2015/102 (the 2015 Regulations) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

39. These limits, and that in Standing Order 30, may be varied from time to time by simple resolution of the Council.
40. In the event that it is not possible or practicable to obtain the requisite number of tenders, specific Council authority to waive Standing Order 35 must be obtained.
41. If any member has any pecuniary interest, direct or indirect, within the meaning of sections 94-95 of the Local Government Act 1972 in any contract or proposed contract or other matter, he shall first have the same opportunity to speak on the matter as is afforded to a member of the public before withdrawing while it is under consideration by the Council, unless the interest is trivial in the manner described in section 97(5) *or*:
- The disability imposed upon him by those sections has been removed by the District Council; *or*
- The Council invited him to remain: *or*
- The contract proposed contract or other matter is under consideration as part of the report of a committee or working party and is not itself the subject of debate.
42. The Clerk shall keep a record of members' and officers' interests which shall be open to inspection by members.

### Amendment of Standing Orders

43. **Amendment of these Standing Orders (except as provided in Standing Order ~~36~~ 39)** can only be made at a meeting of the Council after one at which notice of the proposed amendment(s) has been placed on the agenda. A majority of two-thirds (rounded up) of the members present is required for any amendment to be carried.

These Standing Orders were adopted by the Council at its meeting on 9 July 2001.

And revised at its meetings on 11<sup>th</sup> December 2006, 10<sup>th</sup> November 2008, 12<sup>th</sup> November 2012, 14<sup>th</sup> January 2013 and 13<sup>th</sup> July 2015.

# Chesham Bois Parish Council

## Reserves Policy April 2017

### Policy Statement

The Council is required to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that billing and preception authorities in England and Wales have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

The Council's policy on the establishment, maintenance and adequacy of reserves will be reviewed annually.

The council will hold reserves for two purposes:

- A working balance known as the General Reserve which will cover at least 3 months' expenses but not exceed 100% of one year's precept. This is to cushion the council's finances against short term cash flow.
- Specific reserves, earmarked for areas of expenditure which have been identified by the Council.
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<b>2017 Specific Reserves</b>	<b>£</b>
Woodland Reserve – this is to build up funds for the 10 year management plan that is now underway	17,000
Lighting Reserve – this is the capital spend that has been Identified as necessary to replace street lighting	26,250
LAF – funds have been earmarked to enable the Council to make applications on the basis of matched funding	5,000
Burial Ground – for unforeseen events	5,000
Grants – funds were committed at the last meeting which have not been paid, a similar sum has been set aside for the next year	1,760
Replacement Office – lease ends 2019 and the Council will need to consider options available.	30,000
<b>2017 General Reserves</b>	<b>58,190</b>
<b>Total Reserves</b>	<b>£143,000</b>

### 1. Update on current work

Little to report. A fallen tree across a footpath on the Common to the north of North Road will be cleared shortly but no general tree work is planned for the Summer.

The pond has gone from overflowing to quite low on water because of such little rain during April.

### 2. Management Plan for the Common and Woodlands

I was hoping to be able to give the Council an overview of the presentation on the Management Plan that John Morris is going to give at our Annual Parish Meeting but he has not yet finalised it. He will certainly explain the need to intervene in the wooded areas to thin out overcrowded areas and poor specimens in order to give more light and space to new growth and also the need to increase the species diversity of trees to create a more balanced and resilient woodland for the future.

Apart from the management of the trees and wooded areas as a whole, it would be useful for the Council to come to some consensus on what we would like to implement over the next few years to improve the amenity value of our woodlands and Common. A good example to look at for some ideas for discussion is the recently established Little Chalfont Nature Park – see <http://naturepark.littlechalfont.org.uk> . They had a clear vision in creating the park: to provide a haven to bring people closer to their natural environment, to create a place for teaching and learning and for relaxation and play. We need to form a similar vision for the Common and elements that might be transferable to our situation include:

i) Creation of a play area – not a formal playground but a natural adventure trail of collection of stumps for climbing on - eg



ii) Creation of a learning area – this could be a circle of stumps for a Forest School or like the Storytelling Area in Little Chalfont. In addition we could install more notice boards to give information about wildlife or the history of the site, as we do by the pond.

iii) Establishment of a better circular walk around the Common, particularly along the South Road side. And a map of the main Common could easily be provided together with more benches (perhaps out of tree trunks?)

iv) Work to encourage bio-diversity such as the installation of bird boxes, bat boxes and the like.

v) Establishment of a wild flower meadow in the field next to the Woodland Burial Ground. With the right advice, this chalk grassland could be developed into an attractive natural meadow with a rich

mixture of wild flowers and the fauna that feeds on them. This type of resource has declined in the whole country.

For example, look at the work done to create the Holtspur Bottom Butterfly Reserve on land owned by Beaconsfield Town Council – see <http://www.holtspurbottom.info/>

A lot of ideas for the improvement of the amenity value of our Common and woodlands will evolve as we take on thinning and other tree-work, but it would be useful to have some agreement in principle on these or any other ideas so that we can overlay them onto the woodland management plan to present to the community. Specifics such as the exact location of an adventure trail or Forest School do not have to be agreed at this stage.

## Transport Working Group Report for 8 May 2017 Council Meeting

### Portable Speed Sign (MVAS)

We have 3 MVAS signs operational in the parish

MVAS 1 is located in North Road, next to the Common by the pond and has been in this location since 26 February. I will move the MVAS to Bois lane during w/c 8 May.

MVAS 2 & 3 are located on the Amersham Road outside the Beacon school – one on each side of the road.

MVAS data for each of the signs is summarised below.

<b>MVAS 1 North Road (West) 31 March to 3 May 2017</b>				
		Number of		
		Movements		
5 - 9 mph		842		3.6%
10 - 14 mph		570		2.5%
15 - 19 mph		718		3.1%
20 - 24 mph		4,008		17.3%
25 - 29 mph		10,681		46.2%
30 - 34 mph		4,933		21.3%
35 - 39 mph		1,132		4.9%
40 - 44 mph		189		0.8%
45 - 49 mph		51		0.2%
50 - 54 mph		10		0.0%
55 - 59 mph		1		0.0%
60 - 64 mph		3		0.0%
65 - 69 mph		1		0.0%
<b>Total Movements</b>		<b>23,139</b>		<b>100.0%</b>

Compliance with speed below 34 mph in North Road west bound is 94% however there are still instances of vehicles travelling at speeds in excess of 40 mph between 0700 and 20.00. The highest speed recorded during the monitoring period was 65 to 69 mph whilst 3 other vehicles recorded speeds of 60 to 64 mph.

MVAS 2 Facing Amersham 6 April to 3 May 2017				
		Number of		
		Movements		
5 - 9 mph		2,531		1.3%
10 - 14 mph		4,946		2.5%
15 - 19 mph		11,280		5.7%
20 - 24 mph		30,795		15.6%
25 - 29 mph		77,941		39.5%
30 - 34 mph		51,928		26.3%
35 - 39 mph		14,341		7.3%
40 - 44 mph		2,699		1.4%
45 - 49 mph		673		0.3%
50 - 54 mph		188		0.1%
55 - 59 mph		70		0.0%
60 - 64 mph		19		0.0%
65 - 69 mph		6		0.0%
70 - 74 mph		3		0.0%
75 - 79 mph		-		
80 - 84 mph		-		
84 - 89 mph		-		
<b>Total Movements</b>		<b>197,420</b>		<b>100.0%</b>

**MVAS 2** monitored vehicles travelling from Amersham to Chesham and there is 90.9% compliance with vehicles travelling at speeds less than 34 mph. 3 vehicles recorded speeds in excess of 70 mph and there are numerous instances of vehicles travelling at excessive speed during the period 0700 to 20.00. 18,000 vehicles recorded speeds in excess of 35 mph during the monitoring period. MVAS 2 was not recording data for several days due to the batteries running flat.

**MVAS 3** monitored vehicles travelling from Chesham to Amersham and there is only 88.1% compliance with vehicles travelling at speeds less than 34 mph. The highest speed recorded was 84 to 89 mph and again there are numerous examples of vehicles travelling at excessive speeds between 0700 and 20.00. Nearly 30,000 vehicles recorded speeds in excess of 35 mph during the monitoring period.

It is evident that there is a significant speeding problem on the Amersham Road particularly from vehicles travelling from Chesham to Amersham. I assume this problem is exacerbated as the speed limit changes from 60 mph to 30 mph as the road enters Chesham Bois. I will explore traffic calming options with our LAT during the coming weeks assuming he responds to our emails and calls.

SWARCO, the supplier of the MVAS signs have adjusted the light settings on MVAS 2 & 3 and they appear to working properly now.

We have submitted our application and £350 cheque to TfB for our LAT to survey and approve new locations for the MVAS signs. We are still awaiting a response.

MVAS 3 Facing Chesham 6 April to 3 May 2017				
		Number of		
		Movements		
5 - 9 mph		3,879		1.55%
10 - 14 mph		4,746		1.89%
15 - 19 mph		10,942		4.36%
20 - 24 mph		37,348		14.88%
25 - 29 mph		98,981		39.43%
30 - 34 mph		65,403		26.05%
35 - 39 mph		21,908		8.73%
40 - 44 mph		5,594		2.23%
45 - 49 mph		1493		0.59%
50 - 54 mph		495		0.20%
55 - 59 mph		160		0.06%
60 - 64 mph		46		0.02%
65 - 69 mph		27		0.01%
70 - 74 mph		10		0.00%
75 - 79 mph		2		0.00%
80 - 84 mph		0		0.00%
84 - 89 mph		1		0.00%
<b>Total Movements</b>		<b>251,035</b>		<b>100.00%</b>

## LAF

As agreed at the last meeting we have submitted an application to LAF for matched funding for a new all-weather path through Tenterden Spinney. The estimated cost of the work is £8000 for circa 200 metres of path and we have applied for a £4000 grant

## **Street Lighting**

The intention is to upgrade the remaining stock of street lighting to LED this year and a number of contractors were approached to provide a quotation for the work. We received 3 responses which are detailed below:

R&M £ 31,976.26

Eldridge £22,850.00

Sparkx £ 23,080.00

The Council is asked to approve Capital expenditure of £23.080 for our current contractor Sparkx, to carry out the work.

We need to agree a new electricity supply contract during this financial year.

We are required to have a structural and electrical certificate for all street lighting which lasts for 6 years. We will commission this work once the replacement programme is complete. This will be paid for from the maintenance budget in 2017/18.

## **Cricket Club Dropped Kerb**

We are currently checking that we do not need planning permission to provide a dropped kerb to the gated cricket club access. We will then follow this up with our LAT and hopefully will not have to make a formal application for a Dropped Kerb licence.

## **Devolution**

Nothing to report

Cllr David King,

6 May 2017

**MEDIA**

Our Your Amersham council report was featured in the May edition. If you have anything you would like me to mention in the June edition, please let me know at the next meeting.

If a summer event is agreed, I can publicise it in Bois Own, but I would need the content by the end of May.

**SOCIAL MEDIA**

The Facebook & Twitter reach continues to grow.

Facebook now has 77 likes

Twitter account now has 91 followers

**PARISH QUESTIONNAIRE**

2000 copies of the questionnaire are due to arrive this week from the printer. (They only print in batches of 1,000.) Printing cost £125. I am hoping they will be delivered over the course of the following week. We are still to hear if St Leonards can deliver them. If not, a commercial deliverer will be used.

Cllr D Buckingham

## **Village Community Report – 2<sup>nd</sup> May 2017**

1. To fix a date for the Village Community group to meet to allocate responsibilities for this year's Beating the Bounds on 21 May. To accept all offers of help on the day – including cake making and leading of the walking party. Can this event be advertised on the CBPC webpage.
2. To report on a vote of thanks from Chesham Bois Cricket Club for the allocation of funds from the proceeds of the 2016 fete. Equipment has been updated to aid the maintenance of the pitch.
3. To confirm Friday 12 May event on the common with 2<sup>nd</sup> CB Guides to commemorate George VI 80 years coronation at 5 o'clock. Can we discuss and agree the exact nature of this event and running order?

Cllr John Bailey