

Chairman's Report 13/11/2017

I would like to remind Councillors of the following events and ask all of you to let John Bailey and his team know if you are able to support in any way:-

Remembrance Day Parade 12th Nov 2017

Christmas Lights 8th Dec 2017 4pm

Each of these events requires considerable effort before, during and after the event and your support would be greatly appreciated.

NEW CHAIR AND VICE CHAIR

As you are all aware Richard Harrison and I will have completed our three year term and are required to stand down from our Chair and Vice Chair positions at the end of our current year.

Having spent considerable time discussing this matter with councillors I now have confirmation that Cathy Woolveridge has agreed to have her name go forward for the position of Chair and David King for Vice Chair. David has advised that in being put forward for the role he cannot guarantee to take the Chair role in the future were it to become available.

If the council were to confirm Cathy and David for these roles I have asked Rob Heath to take over the chair for the Finance Group to free up time for Cathy.

Ray Hartley, Chairman

Council Meeting 13th November 2017

Clerk's Report & Correspondence

Meeting Dates for 2018

Attached are the dates for meetings and events during 2018. Council's Standing Orders state that Council shall meet on the 2nd Monday of every month and that the Annual Parish Meeting (APM) must be held between 1st April and 1st June.

Over the past few years the APM has been held after the May Council meeting, although it can be held as soon as the end of year account have been approved.

It is customary for the Beating the Bounds to be held on Rogation Sunday which is on 6th May, this is over the May Bank Holiday weekend. Council have in the past agreed to hold Beating the Bounds on an alternative date.

Action: Council need to agree dates and select a date for the Annual Parish Meeting and Beating the Bounds

Election of Parish Members to the Chilterns AONB Conservation Board

There are 6 nominations, which includes Cllr Thomas, for the two vacancies. Attached are the ballot papers and information on each candidate.

Action: Council are to select up to two candidates.

General Data Protection Regulation (GDPR)

Data protection law will significantly change on 25th May 2018 when the 2016 EU Directive known as General Data Protection Regulation (GDPR) takes effect. The purpose of the GDPR is to increase the obligations on organisations when acting as data controllers and increase the rights of individuals to ensure that their personal data is respected and used only for legitimate purposes. Personal data is data that relates to a living individual who can be recognised from that data.

I have booked a place on BMKALCs' GDP & Freedom of Information Training on 11th April 2018 and will go through the Information Commissioner's Office's GDPR self-assessment compliance exercise and will report back to Council.

Annual Leave

I will be on leave from Wednesday 20th December until Tuesday 2nd January (inclusive).

Correspondence

- Letter from Chesham Bois Women's Institute informing Council that the bulb planting is complete and the purchase of a bench is still under consideration.
- Chiltern & South Bucks Lottery has been launched with weekly draws. Tickets are available on www.chilternsouthbuckslottery.co.uk
- BCC are carrying out a public consultation on the future of the mobile library services. They are proposing to discontinue the current service as of May 2018 and replace it with community-based options There is a survey to complete on www.tinyurl.com/bucksmobile or views could be emailed to library@buckscc.gov.uk. The closing date for the consultation is 31st December 2017. This has been advertised on the Council's website and noticeboard.
- BCC are carrying out a public consultation on their budget priorities for next year. There is a survey to complete on www.tinyurl.com/bucksbudget18. The closing date is 19th November 2017.

1. Update on current work

The Chiltern Society have agreed to assist us in the repair of the steps at the top portion of Jacob's Ladder, either on Tuesday 14th Nov or Tues 28th Nov. The material cost should be approx £200. In addition they will carry on with holly and laurel clearance in the north part of the Common.

Planning permission has been granted for tree work around the cricket pitch and in Manor Drive but this has yet to be completed.

Autumn pond tidy-up was completed on 9th November.

2. Management Plan for the Common and Woodlands

The draft Management Plan was sent to the Forestry Commission and John Morris has received comments back and the need for clarification on certain points. When amendments have been completed, the Woodland Officer for Bucks and E Berks Forestry Commission, has said that he will accept the plan and arrange a site visit.

We have put a short article in Bois Own Autumn edition to inform our parishioners of the work going on and hopefully we will get some feedback. In addition, we have written to inform the owners of the last remaining property to retain commoner's rights of the development of the plan and offered to meet them to explain in detail if they desire.

3. Designation of the Burial Ground as a Local Wildlife Site (LWS)

We have received a detailed report (attached) from the Bucks CC Local Wildlife Sites Surveyor on the flora and fauna of the Parish Burial Ground. She was particularly impressed by the grassland area, which is a combination of lowland meadow and chalk grassland and has quite a diverse range of species, and she has asked the Council to agree to this area being put forward for selection as a Local Wildlife Site. A leaflet explaining Local Wildlife Sites is also attached; this status does not confer any extra statutory protection (the grassland area is already in the AONB and Green Belt) but once it is approved by the Project it will be officially recognised in our Local Plans and we can get support on how to maintain and enhance the wildlife interest of the land.

4. Burial Ground Maintenance

The maintenance contractors have still caused delays, particularly in cutting the hedges on the site; this should have been done twice in the season but they have been unable to confirm a date for just one cut. They have therefore been told that their contract will be terminated (we had a 6-month probationary period) and we will revert to our previous contractors next season. In the meantime a separate quote is being obtained to cut all the hedges straight away. It is now too late to cut the meadow field.

5. Notes on Budget 2018/19 submission

Burial Ground Maintenance

There will be a lower cost in grounds maintenance as we have carried out some key tasks this year, similarly a lower number for chapel maintenance as we repaired and painted this year. An extra provision of £4000 for safety work in infilling graves and/or re-erecting headstones is requested along with a sum to add a new

noticeboard and provide for the purchase of wildlife boxes. The track in the middle of the Formal Burial Ground needs some repair work to potholes and siding out, and to improve access we are proposing to construct a gravel pathway from Old to New Burial Grounds – this may be in front of the chapel or possibly an improvement in the path to the left inside the main gate if we can screen the eco-toilet better.

Common and Woodlands Maintenance

Grounds maintenance costs should drop slightly with work on the Management Plan overlapping, but consultancy on this is likely to rise. 2 additional dog bins have been included, sites to be agreed. The main change is a request for £6000 to cover replacement of the sculpted seats by the pond, which have been vandalised, plus additional seats for the Common if there are funds remaining. If “normal” bench seats are provided at the pond this amount would cover 6 seats in total – Council to decide on this in due course.

Burial Grounds Management Working Group Report

Progress Against Defined Tasks

Ongoing Task for Working Group	Details of Latest Progress
<p>Completion of transfer of information from historic documents held by the Parish relating to the ownership / contents of graves to the new electronic database</p>	<p>COMPLETED</p>
<p>Updating electronic database to reflect best practice and to enable smooth link with data from the digital mapping of the burial ground. Eventually this will enable some information to be searchable by the general public online.</p>	<p>Clerk has shared completed database with Pear to identify any issues with current data structure</p> <p>Cllr Hartley is taking forward the digital mapping of the burial ground. A priority is a detailed plan of plots and trees in the Burial Ground.</p>
<p>Agreeing a new numbering system for the New Formal and Woodland Burial Grounds to fit more logically with the database, and make it easier for future plots to be identified, sold and managed.</p>	<p>Working Group agreed new numbering system for Burial Grounds, in line with best practice, on 13th October. Clerk will reissue grants for those plots in Original Formal (2), New Formal (14) and Woodland Burial Ground (82) that are affected.</p>
<p>Establishing a system, reflecting best practice, to ensure information on plot ownership is kept up to date, in particular to ensure that owners can be easily contacted when memorial maintenance is required.</p>	<p>Working Group meeting of 13th October agreed operation and fees of new Memorial Licence scheme. The scheme will apply initially to new memorial applications. For retrospective licences blocks of plots, most recent first, will be safety tested in line with the 5-year legal requirement, and memorial licences issued. The scheme will be kept under review by the working group to ensure that the benefits are proportionate to the administration time involved. Where licence fees are unpaid they will be raised as a charge against the plot.</p> <p>Assuming full Council approval of the terms of the scheme as set out in the Burial Regulations, the Clerk will take this scheme forward.</p>
<p>Preparation of new Regulations relating to the Burial Ground for agreement by main Council</p>	<p>Regulations agreed by Working Group of 13th October, and now submitted for approval by Full Council.</p>
<p>Consideration of Requirements of various Religions for Burial Plots</p>	<p>Working Group of 13th October considered whether an additional area of consecrated ground should be made available in the New Formal Burial Ground. Requests for consecrated ground are now rare, and it is possible to consecrate individual plots on a case by case basis. No new area is therefore required.</p> <p>Working Group of 13th October considered research into Muslim burials. It noted that: with plots available on high ground, an administrative system that can deal with speedy burials, and a Sexton on hand at every burial to supervise back filling of graves by mourners if necessary, our Burial Grounds are already able to meet the needs of</p>

	<p>Muslim residents. There is no requirement for any land to be officially designated at this point.</p> <p>We will continue to monitor demand from Muslim mourners, as well as those of other faiths.</p>
<p>Establishing a marketing plan for the Burial Ground</p>	<p>Working Group of 13th October agreed that, as a key contribution to Council income, a professional marketing treatment is desirable. Funds will be requested in the forthcoming budget for this.</p> <p>Cllr Large will visit local Funeral Directors to research needs. Once the Regulations are agreed, our specific offer will be clear and will enable a marketing strategy to be developed.</p> <p>The intention is to develop a series of promotional material in 2018, for both local Funeral businesses and the public, building towards a Burial Ground open day (possibly Heritage Day in September – depending on progress, and perhaps the state of play of the Woodland management in that area), which can raise the profile of the burial ground with residents, family historians, and potential plot owners.</p>

Action for Council

1. Councillors are asked to approve the Draft Regulations and Fees which have previously been agreed by the Working Group and are now submitted to this full Council meeting. The text has been restructured since the draft submitted for approval in November 2016. In addition, Council may wish to note the following substantive amendments:

- Scale of Fees and Charges now includes provision for Family Plots in the formal burial grounds. It also introduces a waived fee for interments of infants under 12 months, including still birth and miscarriage.
- The regulations now provide for a new Memorial Licence application scheme. Plot owners have sole responsibility for the maintenance of memorials on their plots – though the Council has the responsibility to ensure that the Burial Grounds are safe. Memorials are tested every five years – and this scheme, which reflects best practice, from ICCM, at Chesham Town Council and elsewhere, is designed to help the Clerk by ensuring that ownership details are kept up to date, to ensure that plot owners can be easily traced if remedial work is needed, and in turn to ensure a more attractive Burial Ground. The licence will be introduced immediately for new memorials, and in stages for those already in place, so as to be manageable. It will also result in a modest new income stream for the Council.
- A scheme which enables sponsorship of bat/bird/insect boxes, which will be installed in appropriate locations surrounding the burial grounds, will be introduced. This has proved popular in other Woodland burial grounds, where more formal memorials are not permitted.
- A formalisation of the existing scheme to enable family and friends of the deceased to donate a bench to the Burial Grounds in their memory.

2. Councillors are asked to approve the renumbering of the New Formal and Woodland Burial Grounds to ensure that every plot has a unique identifying number.

- New Formal Burial Ground to have plot numbers from 2000 to 3999
- Woodland Burial Ground to have plot numbers from 4000

Councillors are also invited to note the progress made on other action points.

Transport Working Group Report for 13 November 2017 Council Meeting

Portable Speed Sign (MVAS)

We have 3 MVAS signs operational in the parish

MVAS 1 was located in Bois lane facing down the hill between St Leonards Church and Holloway Lane and was moved to the junction of North Road and Long Park on 19 October

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

Data for the 3 MVAS units is summarised below. Please note the different measurement periods for each MVAS due to batteries not being replaced promptly.

Bois Lane & North Road - There was 96% compliance with speeds below 34 mph from the 31,261 vehicles monitored during the period. This does mean that 1,261 vehicles travelled at speeds greater than 35 mph with 15 recording speeds of 50 to 64 mph.

During the 21 day monitoring period a total of 161,514 vehicles travelled from Amersham to Chesham achieving 93.5% compliance with speeds below 34mph and 98.6% of vehicles recorded speeds below 39 mph. 2,207 vehicles travelled at speeds greater than 40mph with 17 recording speeds between 60 - 79 mph.

During the 22 day monitoring period 216,062 vehicles travelled from Chesham to Amersham achieving 91.1% compliance with speeds below 34 mph and 97.6% of vehicles recorded speeds below 39mph. 5,097 vehicles travelled at speeds greater than 40 mph with 81 achieving speeds between 60 - 84 mph.

All data will be sent to the local community police for their follow up. In April 2017 I requested the police to carry out enforcement activity on the main Amersham Road and wrote again to them in July requesting confirmation and results of any activity. I have still not received a response and will continue try and get the police to engage.

Whilst there are a significant minority of driver's who do not drive within the speed limits within Chesham Bois we are achieving a high level of compliance with the majority and I'm in no doubt that the MVAS units really do make a difference by making drivers aware of their speed.

It is good to note that Amersham Town Council have purchased an MVAS which has been used in Copperkins and Sycamore Road during the past 6 weeks.

Quotes from Amersham and Chesham Town Councils have been received for the installation of 4 extension poles to 30 mph repeater signs in Holloway Lane and Copperkins. The quotes were £403 and £350 respectively compared to the TfB of price of £1000. An order has been placed with Chesham Town Council.

MVAS 1 Bois Lane & North Road 4 Oct to 7 Nov 2017			
32 day period and 29 days data			
		Number of	
		Movements	
5 -9 mph		657	2.1%
10 - 14 mph		1,100	3.5%
15 - 19 mph		3,186	10.2%
20 - 24 mph		8,911	28.5%
25 - 29 mph		11,370	36.4%
30 - 34 mph		4,776	15.3%
35 - 39 mph		1,010	3.2%
40 - 44 mph		202	0.6%
45 - 49 mph		34	0.1%
50 - 54 mph		11	0.0%
55 - 59 mph		3	0.0%
60 - 64 mph		1	0.0%
65 - 69 mph		-	0.0%
70 - 74 mph		-	0.0%
75 - 79 mph		-	0.0%
80 - 84 mph		-	0.0%
85 - 89 mph		-	0.0%
Total Movements		31,261	100.00%

MVAS 2 Facing Amersham 4 October to 7 November 2017

34 day period but only 21 days data

	Number of Movements	
5 - 9 mph	2,259	1.4%
10 - 14 mph	5,017	3.1%
15 - 19 mph	11,632	7.2%
20 - 24 mph	30,383	18.8%
25 - 29 mph	66,123	40.9%
30 - 34 mph	35,527	22.0%
35 - 39 mph	8,366	5.2%
40 - 44 mph	1,637	1.0%
45 - 49 mph	404	0.3%
50 - 54 mph	114	0.1%
55 - 59 mph	35	0.0%
60 - 64 mph	11	1.4%
65 - 69 mph	4	0.0%
70 - 74 mph	1	0.0%
75 - 79 mph	1	0.0%
80 - 84 mph	-	0.0%
85 - 89 mph	-	0.0%
Total Movements	161,514	100.00%

MVAS 3 Facing Chesham 4 October to 7 November 2017

34 day period but only 22 days data

	Number of Movements	
5 -9 mph	4,193	1.9%
10 - 14 mph	5,739	2.7%
15 - 19 mph	11,628	5.4%
20 - 24 mph	38,279	17.7%
25 - 29 mph	87,709	40.6%
30 - 34 mph	49,249	22.8%
35 - 39 mph	14,168	6.6%
40 - 44 mph	3,654	1.7%
45 - 49 mph	958	0.4%
50 - 54 mph	290	0.1%
55 - 59 mph	114	0.1%
60 - 64 mph	55	0.0%
65 - 69 mph	10	0.0%
70 - 74 mph	10	0.0%
75 - 79 mph	5	0.0%
80 - 84 mph	1	0.0%
85 - 89 mph	-	0.0%
Total Movements	216,062	100.00%

LAF

As reported last month, LAF agreed to purchase Community Speed Watch Sentinel Camera equipment before the end of the 2017/18 financial year. CBPC will be the custodian of the equipment (£3359 value) with the obligation to include it on our insurance policy. The equipment will be made available to other parish councils as requested. I will need to organise Community Speed Watch training with members of the Council and local resident volunteers. We have been sent a purchase order for the Sentinel equipment by BCC and are required to purchase the equipment via CBPC and reclaim the money from BCC.

The Council is therefore asked to approve the temporary expenditure of £3359 which will be reclaimed from BCC.

Street Lighting

I carried out an inspection of all lighting during September with the contractor and agreed a work schedule for completion prior to March 2018 all of which is within agreed budgets. This includes a full clean of all lanterns and poles, a complete electrical and structural test of all equipment as required by law (the certificate will provide 6 years cover), straitening the column at the bottom of Bois Lane and repositioning a column in Hollybush Lane.

4 new lanterns are required to finalise the capital replacement programme which has been operating during the past 2 years and £6000 has been budgeted for 2018/19.

A public consultation is recommended regarding the provision of additional street lighting in the Parish in future years. It is clear that some members of the local community will welcome additional lighting whilst others will resist it on the grounds of light pollution. £10,000 is budgeted for 2018/19.

Cricket Club Dropped Kerb

No progress to report

Devolution

Some minor work is required on the Amersham road to finalise the 2017/18 programme.

Other Activities/Actions

Obtain quotes for the new all-weather path through Tenterden Spinney.

Meet with the contractor who laid the new all-weather path near the cricket pitch to see if can be compacted to provide a more solid surface similar to that along the common in North Road.

Get a quote from TfB for the dropped kerb near the cricket pitch.

Cllr David King,

12 November 2017

Community Report November 2017

Dear All

Apologies for late arrival of report.

1: I have received really encouraging reports from several people who attended this year's event and would like to thank everyone who helped for their efforts. It would be a good procedure for the community working group to meet up to discuss ways of improving the running of this event.

2: The Clerk has contacted our local schools to find out which will be singing this year at the Christmas Lights switch on. We discussed in our committee ways of improving this event and we have identified the marginal improvements to be made on last years event.

3: We will looking forward to agreeing the date at the end of this month to pick up the Xmas tree and securing it on the triangle. We would be asking council members to be available to help in this and to be available for the lights switch on.

4: Cllr Conway Read has been to the Good Neighbours meeting and we look forward to seeing her report.

MEDIA

- Our council report was featured in the November edition of Your Amersham
- I have emailed the journalist contact at Bucks Examiner asking for a photographer to be present at the Remembrance Day Service, but have not had a reply.
- The Remembrance Day Service has been promoted in Your Amersham, Bois Own, Twitter and Facebook

SOCIAL MEDIA

Facebook now has 98 likes.

Twitter account now has 121 followers.

BOIS OWN

The Autumn Edition was delivered last weekend. The front page was used to promote the Woodland Management Plan and inside, there was a Parish Council News section. It also featured an advert for the Burial Grounds.

Ideally, each edition should breakeven. It costs £640 to produce (design, print and delivery) each edition. Advertising revenue was £580 for this edition. The shortfall was due to the free advert for Mayo Bros Butchers, which was offered in return for the £50 voucher incentive for the Parish Survey. I will ask the council to pay the difference for the promotion of the Management Plan.

Cllr Buckingham