

# Chairman's Report 11/03/2019

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I would be grateful for suggestions regarding a speaker or theme for the Parish Meeting on 20<sup>th</sup> May so that this can be organised in good time. In the recent past we have had talks on local suffragettes, Metroland, and the woodland plan.

Fly tipping in the parking area next to the Burial Ground – this has been cleared and I would like to thank formally the owners of the land next to the Burial Ground for their support in helping clear the mess. The Parish Council is supporting BCC actions to prevent future instances of tipping.

Clive and I attended a planning training course at CDC on Monday evening – which provided some clarification as to how planning decisions are made and hopefully will enable us as a Parish Council to be a more effective Consultee. Notes of the presentations should be made available to Sam.

As part of the papers for this meeting, you will have been sent a Parish Centre Redevelopment Report – please take the time to review it, and your support in ensuring as many parishioners are aware of the development would be appreciated.

Please note the date of the Spring Clean on 23<sup>rd</sup> March – I am sure that John would be grateful for your support at this event and apologies that I am unable to attend.

I am also unable to attend the next Parish Liaison meeting – if anyone would like to take my place please let Sam know.

Thanks

Cathy Woolveridge

Chairman

Chesham Bois Parish Council

# Council Meeting 11<sup>th</sup> March 2019

## Parish Centre Redevelopment Working Group Report

### Progress Against Terms of Reference

<b>Terms of Reference</b>	<b>Details of Latest Progress</b>
To collate and disseminate information on St Leonard's Church proposals to redevelop the Parish Centre.	<b>Ongoing</b> Cllrs Woolveridge, Hartley and Large met David Clare and Richard Turnbull of St Leonard's Church on 12 <sup>th</sup> February, to understand the next steps in the Church's proposed consultation exercise and to see how these can be communicated most effectively to residents. The lines of communication were clarified, and Richard Turnbull would act as the main conduit on behalf of the Church – whilst the Church would formally contact the CBPC via the Clerk, though could also copy in Cllr Large as representative of the Working Group.
To ensure residents are aware of the proposals and promote attendance at consultation events.	<b>Ongoing</b> Working Group has placed information on all CBPC social media outlets. It was also agreed at the WG meeting with the Church on 12 <sup>th</sup> February that the Church would provide CBPC with 43 posters for Councillors to distribute around the village using the usual Council distribution walks to inform residents about the Consultation agreements. WG has noted that the Church has given copy to Bois Own about the consultation, which will be made available to all residents in the parish. WG also gave advice on copy for the new Amersham edition of the Bucks Free Press.
To engage with the community to gather views.	<b>Ongoing</b> At the meeting of 12 <sup>th</sup> February, the Working Group agreed that the Council would be represented at the Church consultation sessions on 24 <sup>th</sup> March. This would make clear the Council's support for all residents to be fully engaged in the consultation process, whilst clarifying (as it will be both a Planning Consultee and a tenant at later stages of the process) that the Council was currently adopting a neutral stance and would not make particular comments on the development. Any views put forward by residents would be taken back to inform the Working Group.
To liaise with St Leonards on requirements for Parish Council office within the Centre.	<b>Ongoing</b>

### Action for Council

Councillors are invited to note the progress against objectives made.

Councillors are also requested to share in the distribution of the posters advertising the Church consultation sessions on 24<sup>th</sup> March when the Community have been invited to attend one of two consultation meetings.

Sam has agreed to attend the meeting on 24<sup>th</sup> and read out a statement from the Council setting out our position as above. Please could those Councillors who are able to attend, do so – being mindful that their personal position on this matter may not reflect the neutral position of the Council.

Cathy Woolveridge

# **Council Meeting 11<sup>th</sup> March 2019**

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

### **Thomas Harding Plaque Replacement**

The replacement plaque has been attached to the existing post.

### **Memorial Applications**

Between November 2018 and February 2019 4 memorial applications have been processed.

### **The Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018**

This regulation came into force on 23<sup>rd</sup> September and implements the EU directive on the accessibility of the websites and mobile applications of public sector bodies into UK law.

Common accessibility problems include websites that can't be navigated using a keyboard, inaccessible PDF forms that can't be read out on screen readers, and poor colour contrast that makes text difficult to read, especially for visually impaired people.

Websites published before 23<sup>rd</sup> September 2018 have until 23<sup>rd</sup> September 2020 to comply.

SLCC and NALC are to produce guidelines. In the meantime, I will contact our website designer to find out what work would be required to make our website compliant.

### **Correspondence**

- Email from St Leonards Church informing Council that their proposed June Fun Day has been cancelled.
- Email from a resident complaining about the increase in traffic along Bois Lane and the need for parking restrictions or yellow lines along parts of Bois Lane has been circulated to members of the Transport Working Group for a response.
- Email from a Green Lane Resident highlighting the need for double yellow lines on the junction of Green Lane and Bois Lane has been circulated to members of the Transport Working Group for a response.

<b>March 2019: Payments &amp; Receipts</b>						
<b>Payments</b>	<b>Ref</b>	<b>Payment</b>	<b>NET</b>	<b>VAT</b>	<b>Amount</b>	
2204 Sqdn (Chesham & Amersham	Grant	FP	£400.00		£400.00	Grant towards purchase of flight simulator
Buckland Landscapes	34245	FP	£852.87	£170.57	£1,023.44	Feb 19 Grounds Maintenance
Carers Bucks	Grant	FP	£600.00		£600.00	Grant award
Clearwater Pond Management	2733	FP	£790.00	£158.00	£948.00	Pond Maintenance Feb 19 & Aquatic Chalk application
Chiltern District Council	211214299885	FP	£561.70		£561.70	Supply Fit 2 x Dog Bins 118 Bois Lane & Stubbs End
Chiltern Society	4580	FP	£187.50		£187.50	BG Advert in Spring 19 Chiltern Magazine
First for Trophies	19/5798	FP	£3.00	£0.60	£3.60	Burial Disc Engraving 151
Information Commissioners' Office		DD	£35.00		£35.00	Data Controller Annual Fee
Heritage Tree Services	7257	FP	£1,280.00	£256.00	£1,536.00	Tenterden Spinney Treework following Survey
HGF Schneiders	215	FP	£775.00	£155.00	£930.00	War Memorial Post/BG Railings Repair/Lollard Sign
HMRC		FP	£1,314.91		£1,314.91	Qtr 4 NI/PAYE
Ridgeway Woodlands	23/137/542	FP	£60.00		£60.00	Remove Fallen Tree over Path near Pond
Staff Salaries		FP	£1,610.41		£1,610.41	March 19 Salaries
Bucks County Council		FP	£458.07		£458.07	March 19 Pension Contributions
Southern Electric		FP	£43.88	£2.19	£46.07	Q4 Burial Ground Electricity
Utility Warehouse		DD	£36.99	£7.36	£44.38	Jan 19 Tele/Feb 19 Broadband
					<b>£9,759.08</b>	
<b>Receipts</b>						
Non-Resident	18/52	FP	£1,450.00		£1,450.00	W82 Plot/Interment
Non-Resident	18/54	FP	£1,500.00		£1,500.00	W78 Plot/Interment
Non-Resident	18/55	FP	£800.00		£800.00	W77 Plot Purchase
Non-Resident	18/56	FP	£800.00		£800.00	W83 Plot Purchase
Non-Resident	18/57	FP	£1,450.00		£1,450.00	W27 Plot/Interment
NS&I Savings					£97.67	Jan 19 interest
					<b>£6,097.67</b>	

1. Management Plan for the Common and Woodlands

Final approval of the Woodland Management plan from the Forestry Commission is imminent. They have added some conditions relating to re-stocking in Bois Wood and Tenterden Spinney, where we are potentially thinning out a high proportion of trees, so we will have to factor in the costs of planting new trees to a specified density.

The draft plan featured on our website has not materially changed, apart from these new conditions, and the Council is asked to formally consider and adopt the Woodland Management Plan for the Common and Woodlands as a framework for our management over the next ten years.

2. Burial Ground Maintenance

We have agreed Tuesday 9<sup>th</sup> April with the Chiltern Rangers to start work on the improvement of the meadow field. This will mainly involve grass cutting in some areas and scalloping of the borders of the meadow, but we will also aim to do some scrub clearance, so if any councillors are prepared to assist, you will be welcome.

The Rangers have suggested that erecting an owl box in the vicinity would be a useful improvement; they can supply and fix it for £70 + VAT on the day in April. The Council is therefore asked to consider this request.

Some slates fell off the chapel roof when we had recent high winds and we are arranging repairs as quickly as possible.

3. Common Maintenance

As mentioned last month, our safety surveys have necessitated further tree work in Tenterden Spinney and along the upper Bois Wood footpath, costing £1200 and £1600 respectively. In addition, there are fallen trees across the Bois Wood footpath that need to be removed, plus 2 sycamore trees along South Road that were identified as needing monitoring and now need to be removed – these will cost a further £1900, so we are going to further exceed our budget for emergency tree work this year.

4. Log seat adjacent to the pond

A replacement log seat by the pond has been sourced from a local chainsaw carver based in Piddington. The design is shown below and is a 3-metre-long version of a seat he made at Hughenden Manor .

Council is asked to consider the design and cost of £1206 for this seat.



#### 5. Request for an Easement over Common land

The CWBGM Working Group has considered a request from the owner of 18, Long Park Close for a deed of easement over common land to facilitate the construction of an additional property on his land. We recommend that the Council reject this request for two main reasons: firstly, that the property has alternative access to the highway available via Long Park Close and secondly, that because the Highways authority has highlighted the need to widen the exit from Great Bois Wood onto the main Chesham Road if an additional house used this access, it would necessitate more tarmac being laid on the Common, which would harm the rural setting of the Common and the Conservation Area.

Council is asked to consider the working group's recommendation.

# Council Meeting 11<sup>th</sup> March 2019

## Burial Grounds Management Working Group Report

### Progress Against Defined Objectives

Objective for Working Group	Details of Latest Progress
Implementation of the Marketing plan for the Burial Ground	<p><b>Nearing Completion</b> The Burial Ground section of the website has been updated. This work is nearing completion, with only some photos and a link to the pdf brochure download to add. The Clerk is taking this forward with support from our IT consultant for completion this financial year.</p> <p>The Burial Ground now has its own Facebook page – and this is linked to the main Burial Ground website.</p>
Improving Burial Ground Profile	<p><b>Ongoing</b> The new Burial Ground advert has been placed in various publications. The Clerk will be asking BG clients where they heard about CBBG to try to evaluate the impact of the new marketing.</p> <p>Cllr Large has produced a standalone Visitor Guide to the Burial Ground, which is available in paper photocopied leaflet form freely from a newly installed leaflet box near front entrance.</p> <p>The Burial Ground will feature in the new Village Walk which is being produced by the Village Community WG.</p>
Evaluating impact of advertising and marketing initiatives to inform future decisions	<p><b>Ongoing</b> Five purchases were made in the Woodland Burial Ground last month (3 burials and 2 reserves), all for non-residents. Two resulted from internet searches.</p>
Developing plans for future Burial Ground events	<p><b>Ongoing</b> Work will be taken forward to:</p> <ul style="list-style-type: none"> <li>• Continue the collaboration with Alison Bailey at Amersham Museum. Cllr Large met Alison Bailey on 6<sup>th</sup> March.</li> <li>• Develop a Meadow event alongside the Beating of the Bounds walk which features the wildflowers of the Meadow at their best and show off grounds as a community amenity. This should dovetail with the national Love your Burial Ground week.</li> <li>• Repeat the Remembrance Service together with Family History/BG queries information point for Heritage Day</li> </ul> <p>This item will also include longer term planning for the Burial Ground centenary in 2024, as plans develop.</p>
Improving Burial Ground as Community amenity	<p><b>Ongoing</b> Working Group has identified a variety of possible developments over time, which would raise the profile of the Burial Ground more generally. Latest progress is as follows:</p> <ul style="list-style-type: none"> <li>• Clerk has registered BG details with Lavish Locations; the details are not yet live but will allow the BG to be searchable by location scouts once they are. Clerk will chase.</li> </ul> <p>Offering the Chapel as a possible wedding venue. WG has requested Cllr Large to approach local wedding planners to discuss this further.</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><b>Ongoing</b> Clerk working through identified anomalies. Cllr Large has identified a list of anomalies between the map and digital record of the Original Formal burial ground.</p> <p>Clerk has commissioned Pear to create accurate map of Woodland Burial Ground. Pear made an initial map of the New Formal grounds on 8<sup>th</sup> February 2018, over which a grid with plots will be laid to construct a full map. The budget for this work has been rolled forward to the current financial year and will be rolled forward again if required. Clerk is chasing Pear for completion.</p> <p>Summary maps of the Grounds will be available on the public noticeboard once installed, in line with best practice.</p>
<p>Implementing 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><b>Agreed by Full Council in November 2017</b></p> <p><b>Implementation Ongoing</b> Clerk will reissue grants for those plots in Original Formal (2), New Formal (14) and Woodland Burial Ground (82) that are affected. Position of ashes caskets within plots will be uniquely identified by a lettering system agreed and will be reflected in the records and admin system going forward.</p>
<p>Improving the Site Amenities (requiring collaboration with CWBGMWG)</p>	<p><b>Ongoing</b> Working Group identified the following items to take forward:</p> <ul style="list-style-type: none"> <li>• Electrical safety check of Chapel – work awaiting completion – new contractor to be selected</li> <li>• Infill of unsafe Memorials (<b>taken forward by CWMWG</b>)</li> <li>• Replacement of any lavender required and topdressing of Garden of Remembrance this financial year</li> <li>• Rustic seating for Woodland Burial Ground and update seating in New Formal(<b>complete – thanks to CWMWG</b>)</li> <li>• Develop plans to improve planting and seating near entrance/toilet/Chapel area</li> </ul>

### **Other Items**

Cllr Large met local historian Alison Bailey on 6<sup>th</sup> March, to work together to develop a text for the notable historic points of interest to be included in the new Village walk, including the burial ground.

The advertising budget for 2018-19 has now been spent. Your Chesham gave the Burial Ground one month of free advertising. A new-style advert has also been placed in Outstanding Chilterns, the invoice for which will fall due in 2019-20. It is the same size as the previous versions carried by Outstanding Chilterns and so will allow a direct comparison when the WG comes to review its advertising strategy later in 2019-20.

### **Action for Council**

Councillors are invited to note the progress against objectives made.

Councillors' attention is drawn to the existence of the Time Capsule, buried under the Chapel entrance mat, which was installed in 1995 to celebrate the centenary of the Parish Council.

Jane Large March 2019



## **Transport Working Group Report for 11 March 2019 Council Meeting**

### **Mobile Vehicle Activated Sign (MVAS)**

We have 4 MVAS signs operational in the parish as detailed below:

MVAS 1 remains located in Bois Lane near the Church.

MVAS 2 remains located in Copperkins Lane at the junction of Deep Acres. This sign has a fault which has been reported to SWARCO.

MVAS 3 remains located on the Amersham Road outside the Beacon school facing Chesham.

MVAS 4 remains located on the Amersham Road outside the Beacon school facing Amersham.

No MVAS data has been downloaded for the second month running.

The new MVAS unit has been received and as soon as it's commissioned it will be deployed on the Amersham Road. The Amersham Road unit will be moved to Holloway Lane and/or North Road.

### **LAF**

The LAF meeting will be held on Tuesday 26 March.

### **Devolution**

Nothing to report

### **Street Lighting**

The new street lighting has been installed but not commissioned in Milton Lawns. Unfortunately, one of the lamps was installed in the wrong position resulting in an irate complaint from No 25. I have spoken with the resident and confirmed that the light will be moved shortly. I met with Chris Rogers of SparkX on Friday at Milton Lawns to discuss our options which are currently being considered by the working group.

2018 street lamp replacements have been ordered by SparkX but due to a problem with the supplier have not yet been received. I will keep council informed.

SparkX have been successful in gaining access to the vicarage but have been unable to identify the power supply source to the street light in Glebe Way which has not working for at least 4 months. I have made contact with previous councillors to see if they have any further insight, but they thought the light was powered from the rectory. I have asked SparkX to provide a quote to connect the light to the nearest street power supply.

Cllr David King

10 March 2019

## **VC and Communications Report Feb 2019**

23 March: Commons Clear Up takes place

18 May: Chesham Bois Map leaflet launch takes place. Budget for this is within approved funds of £ 500 and it would be good if as many councillors could be present as possible.

We need to agree whether we would like to hold an outside cinema event and if yes propose this at the next council meeting.

To discuss Councillor Buckingham's suggestion of producing an annual report of the PC activities and achievements during the year.

Cllr John Bailey