

# Chesham Bois Parish Council

## COMMITTEES & WORKING GROUPS & OTHER REPRESENTATIVES

2018 – 2019

<b>Planning Committee</b>	Jonathan Harbottle Cathy Woolveridge Clive Thomas Deborah Conway Read John Bailey Ray Hartley	Chairman
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### Working Groups

<b>Finance</b>	Rob Heath  Cathy Woolveridge David King Ray Hartley	Chairman
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<b>Village Community</b>	John Bailey Danny Buckingham Deborah Conway Read Jane Large Richard Harrison Rob Heath	Chairman
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<b>Common, Woodland &amp; Burial Ground Maintenance</b>	Clive Thomas Danny Buckingham David King John Bailey Richard Harrison	Chairman
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<b>Burial Ground Management</b>	Jane Large - Cathy Woolveridge Clive Thomas David King	Chairman
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<b>Transport &amp; LAF</b>	David King John Bailey Ray Hartley	Chairman
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<b>Parish Centre Redevelopment</b>	Cathy Woolveridge John Bailey Ray Hartley Jane Large	Chairman
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### Outside Bodies:

<b>Local Area Forum</b>	David King
<b>Duke of Bedford's Trustees (3 Reps)</b>	Cathy Woolveridge Deborah Conway Read John Bailey
<b>Chiltern &amp; South Bucks Strategic Partnership</b>	Jonathan Harbottle

# Council Meeting 13<sup>th</sup> May 2019

## Clerk's Report & Correspondence

### Chesham Bois 1<sup>st</sup> Scouts: Phoenix Troop

Council have been asked to provide suggestions for a community service project which the troop could carry out during the evening of Friday 14<sup>th</sup> June (from 7pm).

Some suggestions have been cleaning the memorial plaques for the oaks around the cricket pitch which are currently difficult to read or clean the litter bins and benches around the village.

**ACTION: Council to provide a list of possible projects for the troop to consider**

### Keeping it Local: Design Workshop for Town & Parish Councils

The county and district councils have arranged a number of workshops during June in order to facilitate town and parish councils' input into the design of the new Buckinghamshire Council.

There is a maximum of 3 spaces available per town/parish council

Dates are	Tues 4 June (High Wycombe)	Mon 19 June (Beaconsfield)
	Wed 12 June (Buckingham)	Thurs 13 June (Aylesbury)
	Tues 25 June (Chesham)	

Timings for all is 6pm to 8pm

**ACTION: Council need to decide who will be attending.**

### Memorial Applications

Between March and May 2019 five memorial applications have been processed.

### Correspondence

- Email from 2204 Squadron Air Cadets inviting Council to their Awards evening on Wednesday 10<sup>th</sup> July to see the Flight Simulator which was part funded by a Council grant.

**ACTION: Please let the Clerk know if you can attend.**

- Email from BALC circulating the presentation from their unitary workshops and the comments received. This was emailed to all councillors for information.
- Letter from SSAFA (the Armed Forces charity) regarding plans for VE Day 75 which will cover the weekend of 8-10<sup>th</sup> May 2020. This has been forwarded to the Village Community WG for their consideration.
- Letter from two residents of Chestnut Lane complaining about the damage caused to the common by cars. This has been forwarded to the CWBGM WG for their consideration.

### 13 May 2019 Council Meeting: Income & Expenditure

	Ref	Payment	NET	VAT	Amount	
Affinity	79	FP	£32.84		£32.84	Burial Ground Water Oct 18 - April 19
Chiltern District Council	215503	FP	£838.02	£152.37	£990.39	Dog Bin Maintenance Oct 18 - March 19
Chiltern Rangers	717	FP	£70.00	£14.00	£84.00	Supply & Installation of Owl Box at Burial Ground
Chiltern Woodlands Project	CWP31/10	FP	£487.00		£487.00	Woodland Management Plan: Bois Wood/Spinney Survey
DCK Beavers	P1336/P1376	FP	£50.00	£10.00	£60.00	April & May 19 Payroll Administration
Heritage Tree Services	7348	FP	£1,695.00	£339.00	£2,034.00	Chestnut Lane Emergency Treework
Heritage Tree Services	7347	FP	£2,450.00	£490.00	£2,940.00	Bois Wood Emergency Treework
Heritage Tree Services	7346	FP	£1,900.00	£380.00	£2,280.00	Amersham Rd/South Rd Emergency Treework
Glyn Kuhn	130419	FP	£50.00		£50.00	Prepare Chesham Bois Village Walk Map
Mrs S Payne	Expenses	FP	£36.60		£36.60	Postage Stamps
Qwerty Ltd	67047	FP	£336.75	£67.35	£404.10	BG Advert in Outstanding Chilterns 2019
Ridgeway Woodlands	24/7/542	FP	£30.00		£30.00	Make safe snapped tree on common
HGF Schneiders	222/226	FP	£250.00	£50.00	£300.00	Reinstall Bois Lane BG Sign/installing Pond Bench
St Leonards Parish Centre	911	FP	£290.58		£290.58	Office Electricity Jan-March 2019
SWARCO	90013907	FP	£880.00	£176.00	£1,056.00	MVAS Maintenance Contract April 19-March 20
The Wooden Weasel	CB0702	FP	£900.00		£900.00	Supply Chainsaw bench by pond
Southern Electric		DD	£537.25	£96.44	£633.69	April & May 19 Street Lighting Electricity
Utility Warehouse	140599180	DD	£40.11	£8.02	£48.13	March 19 Telephone/April 19 Broadband
Staff Salaries		FP	£1,693.85		£1,693.85	May 19 Salaries
Bucks County Council		FP	£483.33		£483.33	May 19 Pension Contributions
					<b>£14,834.51</b>	
<b>RECEIPTS</b>						
Bucks County Council		FP	£2,734.82		£2,734.82	Devolved Services Contract
Chiltern District Council		FP	£39,047.00		£39,047.00	2019/20 Precept 1st Tranche payment
Chalfonts Beekeepers Society		FP	£40.00		£40.00	Licence Fee for Apiary
Resident	18/63	FP	£550.00		£550.00	Plot/Interment P970/971
Resident	19/01	FP	£500.00		£500.00	Plot/Interment P978b
Resident	19/02	FP	£450.00		£450.00	Plot/Interment L633
Non-Resident	19/03	FP	£800.00		£800.00	Plot W88
NS&I Savings		FP			£97.67	March 19 interest
					<b>£44,219.49</b>	

1. Management Plan for the Common and Woodlands

I have spent two days with John Morris looking in detail at the thinning required in Bois Wood and Tenterden Spinney under our first year of operations in the management plan. We have mapped trees to be felled or coppiced using our handheld GPS device, which then produces a location map for all the trees plus a database showing type of tree, girth of the trunk and action to be taken – this will be used in a specification of work to be sent out for quotations. 130 trees in Bois Wood and 38 trees in Tenterden Spinney have been identified (and sprayed with a yellow number) so note that there will be a considerable change in the appearance of these areas when work is carried out. There will be a separate replanting programme and we are examining whether we can get help with providing trees from The Woodland Trust. I note that Amersham Town Council recently had a community tree plant in Willow Wood and we will hopefully be able to arrange a similar operation.

2. Burial Ground Maintenance

The Chiltern Rangers carried out a day of work in the meadow field, paid for by a £750 grant from the Natural Environment Partnership. About a third of the site has been mown and cuttings removed (we are now undertaking a rotational mowing regime), selected scrub on the chalk grassland area has been cleared, removing young ash and some hawthorn but leaving species such as field maple, and scallops along the top edge of the meadow have been created to soften the margin with the woodland. They also installed an owl nesting box.

Regular maintenance and grass cutting of all the burial ground areas has now started.

3. Common Maintenance

Our new log seat adjacent to the pond has been installed.

We have received complaints from residents in Chestnut Lane about the state of the common land there resulting from the encroachment of vehicles as they try to pass one another when there is a line of parked cars making the road narrow. The CWBGMG is obtaining quotes on the cost of either installing wooden posts or creating an earth mound like that on North Road. so that the Council can consider options in due course.

4. Footpaths

The Parish Council now has devolved responsibility for the care and maintenance of the Public Rights-of-Way in Chesham Bois. Councillors are reminded to report on the footpaths designated on the attached list.

Cllr C Thomas

# CHESHAM BOIS PARISH COUNCIL

## *Designated Footpaths*

Revised October 2017

Footpath or Bridleway No.	Location	Councillor
1	From Bois Lane over Holloway Lane along St. Leonard's Road through Blackwell Stubbs to railway	Jane Large
2	From Stubbs Wood - halfway along - through Blackwell Stubbs to St. Leonard Road <i>[First half of this path is strimmed by Toolshed twice a year]</i>	Jane Large
3	From end of Stubbs Wood down to railway arch	Jane Large
4	West side of Bois Lane by Tenterden Spinney over field by Church east of Warren Cottages down to railway arch by burial ground - Jacob's Ladder	Ray Hartley
5 Bway	High Bois Lane	Ray Hartley
6	Behind Church from Warren Cottages to Long Park	Deborah Conway Read
7 Bway	Corner of A416 and South Road west side of cricket pitch over North Road down to entry of wood	David King
8 Bway	Through Great Bois Wood down to Burial Ground	Clive Thomas
9	Off No. 8 where it enters wood, through wood behind Clifton Road to wood boundary	John Bailey
10	Off A416 to Aldridges Dell and wood boundary	John Bailey
11 Pt Bway	Mayhall Lane behind Oakway and Chiltern Road to far side of Howletts Wood	Danny Buckingham
12 Bway	From Mayhall Lane to Mayhall Farm	Rob Heath
13 Part Bway	Copperkins Lane to Mayhall Farm and down towards Chesham	Danny Buckingham
14	Through Common From A416 by entrance to "The Dell" to a point opposite Mayhall Lane	David King
15 Bway	From A416 bottom of dip to Great Bois Wood	David King
16	Deleted	-
17	From far end of Deep Acres, through wood, to Mayhall Lane	Rob Heath
18	From Pioneer Hall to Hollow Way Lane <i>[This path is strimmed by Toolshed twice a year]</i>	Jonathan Harbottle
19	From Bois Lane Bridge crossing Jacobs Ladder to Bridleway 8	Richard Harrison/Cathy Woolveridge
20	The Fennings to Green Lane <i>[This path is strimmed by Toolshed twice a year]</i>	Deborah Conway Read

# Council Meeting 13<sup>th</sup> May 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	<b>Complete</b> The Burial Ground section of the website has been updated.
Improving Burial Ground Profile	<p><b>Ongoing</b> The Annual Village meeting will include a presentation from Fiona Everingham, outlining the variety of wildlife in the Meadow.</p> <p>The clerk is sending copies of the Burial Ground brochure to the ANBG so that they are available for forthcoming National Funeral Exhibition and will also update them on the ashes plots available in our Woodland Burial Ground so as to be included in the new Cremated Remains Information Bureau initiative.</p>
Evaluating impact of advertising and marketing initiatives to inform future decisions	<b>Ongoing</b> No new plot purchases this month, though there have been some memorial installations resulting in income.
Developing plans for future Burial Ground events	<p><b>Ongoing</b> The Village Walk leaflet will be launched on 18<sup>th</sup> May, and will include the Burial Ground and Meadow, and will feature stories of local interest. There are already five bookings for this walk on the Chiltern Society walk festival website.</p> <p>Work will be taken forward to repeat the Remembrance Service together with Family History/BG queries information point for Heritage Day. Perhaps link with Bat Walk.</p> <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 is chasing.</li> </ul>
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><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 again to FY19-20. Clerk is chasing Pear for completion.</p> <p>Summary maps of the Grounds will be available on the</p>

	public noticeboard once installed, in line with best practice.
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.	<b>Agreed by Full Council in November 2017</b> <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.
Improving the Site Amenities (requiring collaboration with CWBGMWG)	<b>Ongoing</b> Working Group identified the following items to take forward: <ul style="list-style-type: none"> <li>• Electrical safety check of Chapel – work awaiting completion – new contractor to be selected</li> <li>• Replacement of any lavender required and topdressing of Garden of Remembrance as weather allows – new plants are on order.</li> <li>• Develop plans to improve planting and seating near entrance/toilet/Chapel area</li> </ul>

### Other Items

**HS2 exhumations:** The HS2 scheme requires the excavation of the cemetery of St Marys Church Stoke Mandeville which dates from the medieval period until the 1860s. Current estimates are that there may be about 4000 remains. HS2 have a requirement from the Archbishops Council that the remains are to be reburied together in 2021 and that a memorial is to be erected at the reburial site. The specialist who will be overseeing reburial has indicated that an area of 30m x 30m x 2m depth would be sufficient to accommodate the remains and would allow for the erection of a memorial. The design and structure of the memorial has not yet been determined but is likely to include both landscaping as well as a built structure.

The site will be consecrated, and it needs to be within the Diocese of Oxford and within the locality or region from where the remains were excavated. An existing cemetery rather than new land is preferred. Built Heritage has compiled a long list of sites that would be considered to meet the archbishop's criteria of 'locality' and 'region' and has written to CBPC seeking confirmation on two issues – first that we have capacity for these remains and second that we have no objection to be included in the process. Inclusion on the list entails nothing further, the process is that HS2 will select a short list and seek confirmation from the archbishops that the shortlisted sites meet their criteria. If CBBG were to be included on the shortlist it would be at that point that HS2 would enter into further detailed discussions with the parish concerning logistics, practicalities, costs, and benefits etc. The final preferred site would then be chosen by agreement between HS2, the Archbishops Council and the cemetery concerned.

The size of plot that is required is the equivalent of 300 double depth plots (or a maximum of 600 future burials). There is space of this size in the New Formal burial ground, equivalent to about a third of the capacity. Whilst we do currently have space in the burial ground, Council has a duty to consider and protect both the current and future needs of our own residents. Although CBPC is not closely local to the original Church site – many burial grounds in Bucks are demonstrating that they have very limited capacity at the moment, so are restricting plots only to their own residents, or already searching for new burial grounds. Many will have little capacity for such a large area to be dedicated. On that basis, whilst being on the long list does not imply the certainty that we would be shortlisted, any decision to join it must surely depend on the Council being content with the possibility that it will be the final site chosen.

As the plots would be paid for, there would be a large amount of income secured for the site in one year (which would need to be handled prudently to recognise that the maintenance of the site would be required over the life of the lease). The memorial and the stories attached to those buried would also generate both historical interest and profile for CBBG.

However, it does take up a significant section of the resource upon which Councils and their residents in many years hence will rely – the New Formal is only lightly committed at the moment, but its availability is what underpins our more personalised service of allowing people to choose plot location (rather than “next one along”) and to welcome non-residents. There may also be debates amongst residents about the principal of these exhumations, particularly as this is to facilitate the controversial HS2 development. Council is asked to consider these competing issues when drawing up a response to Built Heritage.

### **Action for Council**

Councillors are invited to note the progress against objectives made.

Councillors are asked to consider their response to the request from Andrew Harris of Built Heritage, and to confirm whether or not CBBG is content to be placed on the long list of possible sites.

Jane Large

May 2019



## **Transport Working Group Report for 13 May 2019 Council Meeting**

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

We now have 5 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 was relocated from the Amersham Road to North Road on 4 April 2019.

MVAS 4 remains located on the Amersham Road outside the Beacon school facing Amersham. The lock mechanism is broken on this sign so I'm unable to change the batteries. This has been reported to SWARCO.

MVAS 5 is located from 4 April on the Amersham Road outside the Beacon school facing Chesham.

No data has been downloaded this month.

The Council has entered into a maintenance contract with SWARCO from 1 April which covers 4 units out of warranty at a cost of £220pa per unit giving an annual cost of £880 for 2019/20.

### **LAF**

Nothing to report

### **Devolution**

Nothing to report

### **Street Lighting**

The new street lighting has been installed but not commissioned in Milton Lawns. The delay is with UKPN.

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 6 months. I have asked Sparkx to provide a quote to connect the light to the nearest street power supply and they estimate £5000 as the nearest supply is in Bois Lane or North Road.

Sparkx has also suggested an alternative solution. If we have a supply to the War Memorial at a cost of £6250, they would be able to provide a supply to the Glebe Way street light at a cost of c£2500. This would require moving the street light to the Triangle thus avoiding having to dig up the road in Glebe Way. To be discussed at the meeting.

Cllr David King 12 May 2019

# Council Meeting 13<sup>th</sup> May 2019

## Parish Centre Redevelopment Working Group Report

### Progress Against Terms of Reference

Terms of Reference	Details of Latest Progress
To collate and disseminate information on St Leonard's Church proposals to redevelop the Parish Centre.	<b>Ongoing</b> The latest draft plans and proposals, which were presented at the Consultation meetings in March, have been uploaded to the Church website. Links to this website are on the Parish Council website and on its social media outlets.
To ensure residents are aware of the proposals and promote attendance at consultation events.	<b>Ongoing</b> The Working Group has contributed a section to the forthcoming CBPC Annual Review, which outlines the aims of the redevelopment, and provides links for residents to engage with the Church consultation process and feed back to the Parish Council. The Annual Review will be delivered (with "Your Amersham" to all Chesham Bois residents). Similar wording has been posted on the Parish Social Media outlets.
To engage with the community to gather views.	<b>Ongoing</b> The Working Group met a group of North Road residents on 12 <sup>th</sup> April. The residents outlined various aspects of their concerns for the size of the development in a conservation area. The Working Group recorded these concerns and was able to clarify its role in relation to the ongoing planning process. Further opportunities to engage with residents from other parts of Chesham Bois will be sought. Following these discussions there would be the opportunity to explore the possibility of establishing a Development Consultation Forum. Correspondence has recently been received from the Protect Chesham Bois Common Action Group outlining its concerns.
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.

Cathy Woolveridge

May 2019