

# Chesham Town Council

Bill Richards  
Town Clerk



Tel: 01494 774842

Fax: 01494 582908

[www.chesham.gov.uk](http://www.chesham.gov.uk)

Email: [admin@chesham.gov.uk](mailto:admin@chesham.gov.uk)

4<sup>th</sup> January 2010

Dear Councillor,

You are **SUMMONED** to attend a meeting of the **CHESHAM TOWN COUNCIL** to be held in the Council Chamber, The Town Hall, Chesham, on

**MONDAY 11<sup>TH</sup> JANUARY 2010 AT 7.30PM**

## AGENDA

1. Apologies for absence.
2. To confirm Minutes of the Meeting of the Council held on 16<sup>th</sup> November 2009.
3. Declarations of Interest.
4. Public Question Time: A period of up to 15 minutes or less, as the case may be, will be allowed for members of the public present, who are electors or residents in the parish of Chesham, to ask questions primarily in respect of items on the agenda of this Town Council meeting but also in the interests of wider public discussion.
5. To receive the Mayoral engagements and any other announcements as the Town Mayor may wish to lay before the Council.
6. To receive the minutes from the Youth Council meeting on the 18<sup>th</sup> November 2009.
7. To receive and consider the Minutes of the under mentioned Committees.
  - **Development Control** of 23<sup>rd</sup> November 2009.
  - **Development Control** of 14<sup>th</sup> December 2009.
  - **Recreation and the Arts** of 23<sup>rd</sup> November 2009.
  - **Policy and Resources** of 14<sup>th</sup> December 2009.
8. Cemetery Locking-Up Times and Procedures.
9. Adverse Weather Conditions.
10. Public Conveniences in Chesham.
11. Tree Management Policy.
12. Completion of External Audit 2008/09 (to follow).
13. Revised Estimates 2009/10 and Estimates 2010/11.
14. To receive and consider Pay Schedule No: 5.
15. Information Items.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bill Richards'.

Bill Richards  
Town Clerk

Circulation: To All Members of the Council

Publication Date 05.01.10



Chesham Town Council, Town Hall, Chesham, Bucks HP5 1DS  
Twinned with Friedrichsdorf Germany; Houilles France; Archena Spain

# Chesham Town Council

Bill Richards  
*Town Clerk*



Tel: 01494 774842

Fax: 01494 582908

[www.chesham.gov.uk](http://www.chesham.gov.uk)

Email: [admin@chesham.gov.uk](mailto:admin@chesham.gov.uk)

The Mayoral engagements from 17<sup>th</sup> November to 11<sup>th</sup> January 2010

## NOVEMBER

- Wednesday 18<sup>th</sup> Endeavour Christmas Fair
- Friday 20<sup>th</sup> Museum – receiving artefacts on loan from Bucks County Museum  
Independent Livers Children in Need Coffee Morning – Amersham College  
(Chesham Campus)
- Saturday 21<sup>st</sup> Guides Senior Citizens' party – Hivings Free Church  
Twinning Association quiz night
- Sunday 22<sup>nd</sup> Cllr Bhatti's Community Leaders Event – Chesham Town Hall - Deputy
- Tuesday 24<sup>th</sup> Christmas Day Lunch for the Elderly - Planning Meeting
- Friday 27<sup>th</sup> Victorian Shopping Evening
- Sunday 29<sup>th</sup> Iain Rennie Santa Run, Lowndes Park

## DECEMBER

- Thursday 3<sup>rd</sup> Pantomime Opening – Elgiva
- Friday 4<sup>th</sup> Turkey donation from Gerry Martin for Christmas Day Party for the Elderly
- Saturday 5<sup>th</sup> Tree O'clock event – Crabtree Farm
- Sunday 6<sup>th</sup> Town Mayor's Carol Service – Aylesbury
- Monday 7<sup>th</sup> Bucks Vision Chiltern Christmas Lunch – Emmanuel Church



# Chesham Town Council

continued . . .



- Wednesday 9<sup>th</sup> Bucks Fire Service Carols – Beaconsfield – Deputy
- Thursday 10<sup>th</sup> Christmas Day Lunch for the Elderly - Planning Meeting  
Waitrose Shopping Evening
- Saturday 12<sup>th</sup> Amersham and Lions Christmas Parcels Photoshoot – Deputy
- Sunday 13<sup>th</sup> Amersham and Lions Christmas Parcels delivery
- Monday 14<sup>th</sup> Carol Service Rehearsal – St Mary’s Church  
Meeting at 81 High Street with freeholder and his agent to discuss return of Post Office.
- Wednesday 16<sup>th</sup> Town Carol Service – St Mary’s Church
- Friday 25<sup>th</sup> Christmas Day lunch for the Elderly – Chesham Town Hall
- JANUARY**
- Thursday 7<sup>th</sup> Christmas Day Party Debrief meeting  
Senior Awards - Chesham Park Community College
- Friday 8<sup>th</sup> Senior Awards – Chesham High School

## Chesham Youth Council

### Minutes of the meeting held on Wednesday 18<sup>th</sup> November 2009

#### At Chesham Town Hall

**Present:** David Pirouet (Chair), Taisha Egan (Vice Chair), Johanna Osborne (Secretary), Tom Pirouet (Secretary 2), Rebecca Pirouet, Amy Nash, Ruth Taylor, Whitney Lemon, Simran Sharry.

**Also Present:** Alison Pirouet, Rachel Tomkins.

**Apologies for Absence:** Bill Richards, Charlie Dutton, Matt Sims.

**Minutes of last meeting:** Appeared to be in order.

#### **Matters Arising:**

- The drug leaflet is complete, and has already been introduced to Chesham Park School, and Chesham High school, we are aiming the leaflet now at the Year 6's.
- Tree Dressing will be on Saturday 28<sup>th</sup> November 2009.
- Bag Packing will be on a possible Friday or Saturday
- The Christmas Party will be at the football club on Friday 18<sup>th</sup> December 2009.
  - People will pay for the venue
  - Basic food ... Crisps, sandwiches, nibbles...
  - For sausages - meat and veggie
  - David will supply the music
  - The money will go towards the Youth Council
  - The main cost of the wreath will be £23.00

**Peer pressure project:** Thinking of having an assembly about peer pressure in our schools. Also thought of leaflets on peer pressure, or a website, or even face book and it was agreed that we would have a informal project meeting to discuss how we can take this project forward. We must remember that the funding received from the town council of £500.00 is ring fenced for the leaflet which is the third in a series.

**Any other business:** Chesham Youth Council has been nominated the Chiltern Community Award for 2009.

**Date of the next meeting is Wednesday 16<sup>th</sup> December 2009**

*Meeting ended at 5:25pm*

## **AGENDA ITEM NO : 8 - CEMETERY LOCK-UP**

**Reporting Officer: Bill Richards (01494 583824)**

### **Summary**

1. To consider how best to proceed with the lock-up of the cemetery.

### **Background Information**

2. At the Recreation and the Arts Committee meeting of the 23<sup>rd</sup> November 2009, it was agreed *'that the Committee's stated preference for the Cemetery to be locked at 5.00pm daily by the Parks and Premises Operatives be considered at full Council following discussions with the Parks and Premises Manager and Operatives.'* (Min No. 65).

### **Financial Implications**

3. As outlined within the report.

### **Strategic Objectives**

4. Accords with the Council's strategic aim 1 – *'To enable residents to enjoy high-quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents'*.

### **Detailed Consideration**

5. The Recreation and the Arts Committee was of the view that the cemetery ought to be open until 5.00pm during the summer months. Accordingly the Clerk was requested to speak to the Parks and Premises team about staggering the shift of his team on a rota basis so one member could lock the gates each evening.
6. The Parks and Premises Manager has spoken to his team about this and both he and the Parks and Premises Operatives are not in favour of this. All members of the Parks and Premises team, since its recent restructuring, work a standard 8am-4pm shift both during the winter and summer. This means that the Parks and Premises Manager can ensure that he is able to supervise them all and utilise them collectively during the day. A staggered shift would, in the Parks and Premises Manager's opinion, adversely affect the overall service they collectively provide. The Parks and Premises operatives have been locking and unlocking the Cemetery 365 days per year (including Christmas Day) but have expressed the collective view that they understandably do not wish to wait around until 5pm to lock it up. Accordingly the Cemetery has been locked at 4pm for the last six months and the new signage reflects these opening hours. The operatives who are currently being paid overtime to lock up from 4.00pm onwards (an operation that takes some 20 minutes) have stated that they would rather give up this overtime

Report of the Officers to a meeting of the **TOWN COUNCIL**  
on Monday 11<sup>th</sup> January 2010

opportunity on weekdays than have their shift hours changed. Moreover it should be highlighted that three of the five operatives' contracts have the hours of works i.e. 8.00am – 4.00pm, in their contract which limits the opportunities to insist upon a change in shifts.

7. The current amount spent on overtime unlocking the cemetery before 8.00am on a weekday, locking after 4.00pm and locking and unlocking at weekends and public holidays is £5,250.
8. Before these new hours were implemented, the previous Administration Manager and the Secretary of the Friends of Chesham Cemetery did a survey of visitors in the Cemetery between 4-5pm and found that there was little in the way of actual relatives visiting graves but inevitably several people using the facility as a short cut from one end of town to the other.
9. If the Council do not wish to pursue the option of trying to change the current staff's working hours without their agreement, it may wish to reconsider the option put forward by the Friends of Chesham Cemetery at the last Recreation and the Arts Committee. The Friends have located two possible people to potentially undertake the lock-up, both of whom are known to one or more of the Friends. They live in Chesham and both understandably are seeking some sort of remuneration for the task. If the Committee is minded to pay them, then clearly they would need to be taken onto the Council's payroll as the skatepark operatives are and be vetted accordingly. A fee has yet to be discussed with either possible employee. However the Friends agreed to cover sick leave, holidays, etc. if this proposal is acceptable. If this is not acceptable, the Friends Committee has kindly agreed to close the cemetery gates at 7 pm each Friday evening only during March - October and will be asking Chesham Town Council to look at a proposal of a donation for the Friends' funding account to cover the Friday closure times.
10. A more radical approach would be to leave the cemetery unlocked at all times other than during periods of icy weather (see below). This would clearly save on any sort of overtime payments and would not require the Council to continue to pay for periodic fence improvements to try and make the facility safe from unauthorised entry. However this may not prove popular with nearby residents and the bereaved and does leave the site susceptible to anti-social behaviour. Members may consider whether a trial period for this approach may be reasonable, perhaps through the early summer months.
11. Assuming that the Council does want the site to be continued to be locked, the question of not opening the cemetery during icy periods needs to be addressed. Currently the Parks and Premises Manager makes the decision not to open when the paths are slippery on health and safety grounds. This is a decision vindicated to a degree by the recent tragic death of a man in Urmston who died after slipping when visiting his mother's grave. However there have been requests to open the cemetery from the public wishing to visit deceased relatives over the holiday period. Therefore officers are suggesting the following compromise. The Council only unlock the pedestrian gate at the Bellingdon Road end and put up signage on all the gates making it clear that this is the only gate that is open, so people cannot

Report of the Officers to a meeting of the **TOWN COUNCIL**  
on Monday 11<sup>th</sup> January 2010

use the cemetery to walk through. This will greatly reduce the numbers of people accessing the cemetery and ensure that only genuine users of the cemetery are going in. We add to the signage the explanation that conditions may be very slippery and that people should take appropriate precautions and are accessing the cemetery at their own risk.

**Recommendation**

**That the Council decide on its preferred option on the cemetery access both during the summer months and during wintry conditions.**

## **AGENDA ITEM NO : 9 - ADVERSE WEATHER CONDITIONS**

**Reporting Officer: Bill Richards (01494 583824)**

### **Summary**

1. To receive an update on the roles of this Council and Buckinghamshire County Council during the recent wintry conditions.

### **Background Information**

2. The Council agreed to undertake certain remedial works during adverse weather conditions as part of its devolved services agreement with Buckinghamshire County Council.

### **Financial Implications**

3. All works undertaken by this Council are re-charged to Buckinghamshire County Council as part as the Getting Closer to the Communities initiative.

### **Strategic Objectives**

4. Accords with the Council's strategic aim 5 – *'To represent the views and wishes of the residents of Chesham'*.

### **Detailed Consideration**

5. The Council will be aware that Buckinghamshire County Council provided the Council with rock salt and a salt dispensing barrow to grit the High Street and other areas where necessary as part of the devolved services initiative. It was agreed that during the start of a period of icy weather, the Town Hall caretaker who is the designated Getting Closer to Communities operative was tasked with gritting the High Street early in the morning before setting up the Town Hall. On the first Saturday of bad weather, he was out at 6.20am on Saturday morning (before the early market set-up). Unfortunately it transpires that the grit, when cold and wet, does not distribute properly from the grit barrow dispenser. Therefore he manually shovelled grit from Mackays to Poppins (a tough job for which he is to be commended).
6. Following the disappointing effectiveness of the barrow, the Clerk instructed the Parks and Premises team to take a lead by shovelling grit/salt manually. The following was undertaken:
  - Mon 21<sup>st</sup> - grit around clock tower area, 2 men x 1hr = 2hrs
  - Tues 22<sup>nd</sup> - clear & grit wide strip from Lucia's to War Memorial 4 men x 5½hrs = 22hrs



Report of the Officers to a meeting of the **TOWN COUNCIL**  
on Monday 11<sup>th</sup> January 2010

- Wed 23<sup>rd</sup> - clear & grit wide strip from Waggon & Horses to the Market, 4 men x 4hrs = 16hrs
- Thurs 24<sup>th</sup> - re-grit all high street from Waggon & Horses to Lucia's 4 men x 2hrs = 8hrs

The Parks and Premises team also spent a morning clearing the car-park outside the Town Hall on Christmas Eve in order to assist the Christmas Day Party for the Elderly.

7. Following a request from a member of the public, the Caretaker also spread salt on the subway steps on the 22<sup>nd</sup> December following a request from the Town Clerk.
8. Buckinghamshire County Council has also promised to supply another four tonnes of free rock salt and has asked whether the Parks and Premises team can fill the grit bins in Cameron Road, Harding Road, Prior Grove and Taylor Road. The Parks and Premises Manager has confirmed he is prepared to do this upon delivery of the salt.
9. The Parks and Premises Manager has highlighted the heavy manpower required for gritting the High Street with shovels due to the ineffectiveness of the grit barrow. He has suggested the Council needs a suitable gritting machine (preferably fitted to a vehicle), and enough grit to put down, and a snow plough to clear the bulk of the snow before the grit is put down, to be effective – preferably with a rubber edge in case a raised manhole cover or similar is hit. The Clerk has subsequently spoken to the lead officer at Buckinghamshire County Council about the problems and he is investigating whether a properly working barrow could be sourced.
10. Many compliments were received from the public by the Parks and Premises team for their hard work in the High Street. However some shop keepers expressed their disappointment that their entrances were not cleared though your Clerk does not feel this was the remit for this Council, bearing in mind the amount of work also required by our officers to keep our own areas clear and functioning.
11. In respect to the conditions generally, not surprisingly the Town Hall received many queries and complaints. Most of these were about the problems of cars getting up hills and the lack of either grit bins or salt within them.
12. Also due to the severe weather conditions experienced in the last few weeks, the conditions of the roads on the network have deteriorated significantly in relation to potholes. Therefore to tackle this problem Buckinghamshire County Council has advised it has been, and will be, taking the following action:

***Monday 4th January.***

*Provide 3 number 2 man gangs to "find and fix" category 1 pothole defects only on the precautionary salting network.*

*Provide 1 number 2 man gang to continue salt bin filling operations*

Report of the Officers to a meeting of the **TOWN COUNCIL**  
on Monday 11<sup>th</sup> January 2010

*.Tuesday 5th January until Friday 22nd January.*

*Provision as above PLUS 2 additional gangs to continue work on "find and fix".  
In total it will have 5 gangs working proactively to seek and repair Category 1  
potholes on the precautionary salting network.*

*All defects are to be repaired using hot material and are to be of a first time fix  
standard.*

*Any requests received via the Transport for Buckinghamshire Contact Centre  
reporting potholes that are not on the precautionary salting network will be  
passed to the Local Area Technician who will inspect and prioritise accordingly.  
Category 1 defects on these routes will be dealt with within 48 hours.*

13. Officers have been pleased with the positive relationship with Buckinghamshire County Council particularly with its salt provision, though obviously the ineffectiveness of the gritting barrow has been a major disappointment.

**Recommendation**

**That the actions taken by the Council during adverse weather conditions be noted and welcomed.**

**AGENDA ITEM NO : 10 - PUBLIC CONVENIENCES**

**Reporting Officer: Bill Richards (01494 583824)**

**Summary**

1. To consider what response the Council wishes to make to Chiltern District Council plans for public conveniences in the District.

**Background Information**

2. The Council directly owns and manages the Lowndes Park toilets. Star Yard and the Moor public conveniences are owned and managed by Chiltern District Council.

**Financial Implications**

3. As outlined within the report.

**Strategic Objectives**

4. Accords with the Council's strategic aim 5 – *'To represent the views and wishes of the residents of Chesham'*.

**Detailed Consideration**

5. The **attached** letter from the Director of Planning and the Environment at Chiltern District Council sets out the District Council's position in regard to the two public conveniences which it manages in Chesham, namely Star Yard car-park and The Moor.
6. As can be seen, the option is there for this Council to take over its management of these facilities as a possible alternative to closure. The cost of operation (excluding cleaning) is estimated by Chiltern District Council as follows:

<i>Public Conveniences</i>	<i>Annual Electricity</i>	<i>Annual Water</i>	<i>Annual Rates April 1 2009- March 31 2010</i>	<i>Total</i>	<i>Value of repairs April 09 to present</i>	<i>Cleansing and consumables through Contract</i>
<i>Moor Road - Chesham</i>	<i>£359.70</i>	<i>£219.72</i>	<i>Not known at present</i>	<i>Not Known</i>	<i>£269.42</i>	<i>£402.67</i>
<i>Star Yard - Chesham</i>	<i>£1,406.54</i>	<i>£702.89</i>	<i>£2,170.38</i>	<i>£4,279.81</i>	<i>£57.57</i>	<i>£546.48</i>

7. The contractor's fees for cleaning the Lowndes Park public conveniences for this year is £6,255 so it is safe to assume the cleaning of the other public conveniences is around the

Report of the Officers to a meeting of the **TOWN COUNCIL**  
on Monday 11<sup>th</sup> January 2010

same amount. The overall figure would likely to be in the region of around **£11,000 per annum** for Star Yard and perhaps £2-3,000 less for the Moor therefore.

8. The Council's net figure to manage the Lowndes Park public conveniences (not including the public works loan and interest) is £8,060. Should Chiltern District Council's public conveniences be closed, the current contractor (who cleans all the public conveniences in town) may charge more to clean Lowndes Park as a stand-alone facility.
9. Members will of course be aware of the pressures of the budget for the forthcoming financial year and may feel that this would not be an appropriate time to add a further increase on the precept.

**Recommendation**

**That the Council do not agree to the taking over of the management of Star Yard and The Moor public conveniences from Chiltern District Council.**

# CHILTERN DISTRICT COUNCIL

## DIRECTOR

Gill Gowing DipTP.,MBA.,MRTPI

Council Offices, King George V Road, Amersham, Bucks HP6 5AW

Tel: (01494) 729000 Fax No: (01494) 586504 DX No: 50711 Amersham

Web Site: [www.chiltern.gov.uk](http://www.chiltern.gov.uk) Email: [ggowing@chiltern.gov.uk](mailto:ggowing@chiltern.gov.uk)

Direct Line: 01494 732051

Your Ref:

Our Ref: GMG/ cr/mail-eng

3 December 2009

Mr B Richards  
Clerk to Chesham Town Council  
The Town Hall  
Chesham  
Bucks  
HP5 1DS

Dear Mr Richards

**PUBLIC CONVENIENCE: Star Yard, Chesham  
The Moor, Chesham**

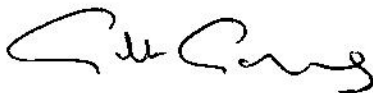
As you may be aware, the Council is currently consulting on the budget. The Council is looking to reduce its base budget by over £1 million during the next four financial years. This means we are having to critically review all areas of service provision. A particular focus is on those services the provision of which is entirely discretionary. The provision of public conveniences is one of these services. There is therefore a specific question about public conveniences in the budget consultation – you can access the budget consultation on the Council's website [www.Chiltern.gov.uk](http://www.Chiltern.gov.uk).

In order to make a saving in this area the public convenience would have to be closed and demolished. As an alternative to closure the Cabinet, when it met on 25 November to consider potential savings, asked that I write to all those Town and Parish Councils which had public conveniences in their area to ask whether they would be interested in taking on responsibility for the public convenience in their area.

I am therefore writing to you to ask whether your Council would in principle be interested in taking on responsibility for the public convenience at Star Yard, Chesham and The Moor, Chesham.

For budgeting purposes it would be helpful to have a response by 15 January 2010.

Yours sincerely



**Gill Gowing**  
Director



## **AGENDA ITEM NO : 11 - TREE MANAGEMENT POLICY**

**Reporting Officer: Kathryn Graves (01494 583798)**

### **Summary**

1. To consider the adoption of a Tree Management Policy.

### **Background Information**

2. Chesham Town Council owns or manages multiple sites with trees. There are hundreds of trees that are the council's responsibility. The tree population needs to be managed for safety, its aesthetic qualities, historic value and for the conservation and promotion of biodiversity. It is best practice for local councils to have tree management policies in place to demonstrate how they are managing their tree stocks.

### **Financial Implications**

3. The full financial implications cannot be known at this stage, as essential tree safety works may be identified by the initial tree inspection and the scale of these cannot be predicted. Currently there is £7,175 remaining in the tree budget for 2009-10 and £8,065 proposed for 2010-11.

### **Strategic Objectives**

4. Accords with the Council's strategic aims 1 – *'To enable residents to enjoy high-quality social, recreational and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.'* and 3 – *'To preserve the unique identity of Chesham and promote its heritage.'*

The adoption of a Tree Management Policy also accords with the council's Environmental Policy.

### **Detailed Consideration**

5. The **attached** Tree Management Policy (**Appendix 1**) is intended to provide a consistent and structured approach to the council's management of its trees. The Chesham and District Natural History Society, the Friends of Lowndes Park, the town's Tree Warden, the Chesham Society and the Chilterns Woodlands Officer were given the opportunity to comment on the policy and amendments have been made in light of the feedback received.
6. The policy is intended to ensure that the council's trees are managed with due regard to the following issues:

7. **Safety**

In our urban environment, it would not be appropriate to allow the trees to follow their natural life cycle and die or fall down in situ without assessment or intervention as this poses a potential risk to human health and property. The town council's tree population, therefore, requires management for safety. The council needs to be proactive in managing tree safety to satisfy its duty of care obligations to the public in its role as a landowner.

8. Whilst there have been high profile cases where trees have failed resulting in injuries or deaths, the risks posed by trees must be kept in perspective. The average number of fatalities in the UK resulting from trees or parts of trees failing between 1998 and 2004 was six per year. The annual risk to any one individual of being killed by a tree whilst being in a public open space has been calculated as 1:20,000,000.

9. The level of tree management should be proportional to the likelihood of death, injury and damage. The risks posed by trees must be weighed up against the tremendous benefits they bring to both the environment and human health and it is important to avoid the large-scale, unnecessary tree felling that can result from an overly-cautious approach. This can be achieved by proactive safety management.

10. The safety element of the policy is underpinned by regular, prioritised inspections of tree safety. This systematic assessment and management of risks will enable council officers to manage the tree population in an organised, time-efficient and cost-effective manner. It is proposed that the first inspections will be undertaken by a qualified contractor, whilst the Parks and Premises Leading Hand, Kevin Caudery, will be trained so that following inspections can be carried out in-house.

11. The inspections must be recorded and a system is needed to link the tree data to its geographic location to enable trees to be easily identifiable. The Pear Technology mapping software provides such a facility. Without such technology, it will be extremely difficult to develop a useful tree database. In the absence of an easily accessible database linked to geographic data, it will be almost impossible to conduct tree inspections in-house. As requested at the Policy and Resources Committee Meeting on the 14<sup>th</sup> December 2009, Minute no. 55, a representative from Pear Technology will be providing a demonstration of the software to Members at the Policy and Resources Committee meeting on the 8<sup>th</sup> February 2010.

12. **Tree Health**

Implementing a proactive, rather than reactive, system of inspections will help to achieve a healthier tree stock, as it will enable some defects to be identified and dealt with before they become irreversible.

13. Regular inspections will enable the arrival of new pests and diseases to be identified earlier, providing time to develop suitable strategies of control and management.

14. **Biodiversity and Sustainability**

The policy specifies that the majority of trees planted in the future will be native species, sourced from local stock wherever possible, to be of maximum benefit to biodiversity. The policy also sets out how waste from tree management will be disposed of in an environmentally-friendly manner.

15. **Perpetuity of Tree Cover**

The policy commits the council to tree planting to ensure a healthy age profile of our tree stock and to guarantee perpetuity of tree cover on the council's land. Tree planting has the additional benefit of helping to lock up carbon dioxide emissions and therefore combat climate change.

16. **Maintenance Standards**

The policy sets out the standards to which trees will be planted, established and maintained, to ensure a high standard of tree care.

17. **Communication**

A lack of communication regarding tree works can cause considerable upset to members of the public. The policy clearly explains:

- the system by which tree management will be prioritised
- when maintenance will and will not be undertaken
- when felling will be undertaken

The policy also stipulates that notices will be erected on site to provide advance warning of major tree works. The relevant Ward councillors will also be notified.

18. **Site Specific Characters**

Whilst the policy sets out overall guidance and standards for tree management, it is acknowledged that individual sites have specific characteristics that require protection and development. For this reason, site-specific supplements will be produced for particular sites. To date, a supplement has been produced for Lowndes Park, to assist with management of this site to regain Green Flag status. This supplement is **attached as Appendix 2**. Such supplements will deal with specific issues relevant to the site. The Lowndes Park supplement was developed following guidance received from the Chilterns Woodlands Officer and sets out a system for commemorative tree planting, identifies locations for planting and sets out the management of trees in specific areas of the park. The Friends of Lowndes Park have contributed to the development of this supplement.

**Recommendation**

**That the Tree Management Policy be adopted, subject to any changes that the Council wishes to make.**





## CHESHAM TOWN COUNCIL

### TREE MANAGEMENT POLICY

---

#### STATEMENT OF PURPOSE

This policy defines the Council's approach to tree management on its land. It is intended to be a point of reference for the public, Councillors and Officers to ensure a consistent and structured approach to the management of our trees. This policy sets out a proactive and systematic method of management that will both conserve and enhance our tree population and the amenity value of our land.

For sites of special character, or that have trees of particular significance, this general policy will be supplemented with a site specific policy that addresses the site's particular management needs.

#### LEGAL REQUIREMENTS AND GUIDANCE

The main pieces of relevant legislation and guidance are:

*The Occupiers Liability Acts (1957 & 1984)* requires occupiers of land to have a common duty of care to all visitors. The occupiers must take reasonable care to maintain their land such that it does not harm any person or damage any property.

*The Health & Safety at Work, etc. Act (1974)* and *Management of Health & Safety at Work Regulations (1999)* require the Council to manage trees and undertake work on trees with regard to the health and safety of employees and the public.

*Natural Environment and Rural Communities Act (2006)* requires every public authority, in exercising its functions, to have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.

*Circular Roads No 52/75* issued by the Department of Environment in 1975 requires local authorities to regularly inspect trees adjacent to highways.

*Trees in Towns II (2008)* produced by the Department for Communities and Local Government recommends that local authorities should check their tree stock in a systematic way.



*The Highways Act (1980)* requires the Highway Authority to prevent the obstruction of the highway, which includes ensuring that land owners properly manage the growth of trees and hedges adjacent to the highway.

## **THE VALUE OF TREES**

Trees have many positive impacts on the environment:

- reduce air pollution
- combat climate change
- promote biodiversity
- stabilise soil
- noise reduction
- shade
- wind shelter

Trees are also known to have beneficial impacts on human diseases, including asthma, and stress. The presence of trees has a significant and positive impact on the aesthetic and amenity value of the Council's land.

The Council acknowledges the importance of maintaining a healthy tree population that is appropriate to the character of each of its sites and will allocate sufficient resources to ensure that it is able to manage the trees that it owns.

## **TREE PLANTING**

We are committed to a scheme of tree planting to ensure a healthy age profile of our tree stock. It is accepted that there will be mortalities of newly-planted trees, in some cases owing to vandalism, but this will not prevent the continuation of the planting scheme.

The majority of trees planted will be native, to maximise indigenous flora and fauna, however, this will be site-dependent. For native trees, wherever possible, specimens grown from British seed will be planted, preferably from local stock to preserve the native genetic make-up of the tree population. However, it is acknowledged that exotic species may be planted at sites with a formal, ornamental character, e.g. the Lower Lowndes Park.

Species will be planted that are appropriate to the specific conditions of each site and will take into consideration the problems that trees or certain species may cause in certain locations, e.g. falling leaves blocking drains and aggressive root growth damaging paths. We are committed to choosing species that are likely to be able to cope with our changing climate. We will aim to plant a diversity of species to avoid species-specific diseases and pests having a major impact on our tree stock.



New tree planting, including establishment and maintenance will be undertaken to comply with *British Standard 3998 (1989): Recommendations for Tree Work*. We are committed to undertaking systematic post-planting maintenance until trees have become established.

## **TREE PROTECTION**

Due care will be taken by Parks and Premises Officers to ensure that damage to trees by mowing and strimming is prevented. Longer grass margins around trees may be left.

Protection will be provided for newly planted or young trees where appropriate, e.g. timber-sided planting boxes and strimmer guards.

## **TREE INSPECTIONS**

The Council's trees will be regularly inspected for condition and health, with priority given to those trees which may potentially be hazardous (e.g. over-mature trees or those with signs of disease) and those which are located in the most highly visited areas of the Council's land (e.g. adjacent to major footpaths or in play areas). All trees will have been inspected and the results recorded in a database by 2014. In line with best practice, the trees will be categorised according to the risk they represent. The period of re-inspection will depend on the level of risk associated with a tree: those rated as high-risk may be inspected annually, whereas a low-risk tree will be inspected once every 5 or more years.

We will also consider requests to conduct tree work on the Council's land from members of the public. If the request concerns a potentially dangerous tree, the tree will be inspected on the same or next day. If the request is of a non-urgent nature, an inspection will be undertaken within 30 days. In all cases, the member of the public will be informed of this inspection policy and will be informed of any action to be taken resulting from the inspection.

We recognise the importance of mature and ancient trees and will balance safety with our duty to protect the environment. Higher levels of risk will be acceptable in areas of lower footfall (e.g. the middle of a woodland site) as opposed to highly visited areas (e.g. play areas). This will allow us to keep veteran trees to encourage biodiversity without creating undue risk.

## **MAINTENANCE**

Tree work will be prioritised and carried out according to identified hazard and risk. After investigation and inspection we will produce a programme of works informed



by our available budgets. The emphasis will be on planned, rather than reactive, tree maintenance.

The following categories will be used to categorise our tree works:

- **Emergency:** Dangerous trees requiring immediate attention  
Timescale for works: Same day or next day wherever possible
- **Category One:** Essential works to mitigate hazard  
Target timescale for works: Within 12 weeks of identification
- **Category Two:** Desirable works, e.g. to improve tree health, loosening/removing tree ties as the trees grow.  
Target timescale for works: Within 6 months of identification
- **Category Three:** Non-essential works, e.g. thinning out, formative pruning  
Target timescale for works: Within 12 months of identification

Tree maintenance will be conducted by trained Council Officers, or by contractors, subject to the nature of the work. All tree works will be conducted to comply with *British Standard 3998 (1989): Recommendations for Tree Work*.

Tree pruning will be carried out when deemed necessary following an assessment. Pruning will be carried out:

- for health and safety reasons  
e.g. to remove some of the lower branches of a tree located near a road to enable traffic to pass safely
- where it benefits the health of the tree  
e.g. pollarding will be conducted regularly on species such as crack willow, where it extends the lifespan of the tree and prevents splitting
- where it is in-line with site-specific management plans  
e.g. to improve light levels

There may be times when the tree maintenance we conduct does not meet the expectations of members of the public requesting works. In this situation, members of the public are advised to follow our *Complaints Policy and Procedure*.

There are circumstances when we will not undertake maintenance:

**When we will not undertake maintenance:**

- We will not undertake any tree pruning or removal in response to natural  
o



occurrences that do not pose a health and safety risk, such as falling nuts, bird droppings, falling leaves, or sap exudation.

- We will not undertake tree pruning or removal where trees have a negative impact on television reception, where the canopy is blocking lighting (with the exception of street lighting), or where the tree is blocking views from a residence.
- Tree works will not be conducted during the nesting season (March to August), unless the work is for urgent health and safety reasons. It is an offence to intentionally damage or destroy the nest of any wild bird while it is in use or being built; therefore our tree works will avoid this.
- Tree works will not be conducted if a tree contains roosting bats (it is a criminal offence to recklessly or intentionally disturb bats, or to damage or destroy a roost). If work is required for health and safety reasons, the advice of English Nature will be sought.
- We will not usually prune back trees overhanging an adjacent property unless it poses a health and safety risk.
- We will not remove dead branches (conduct crown cleaning) from trees located in relatively quiet locations due to their ecological value. However, if the dead or diseased branches pose a health and safety risk, or are felt to be impacting upon the tree's health, crown cleaning will be conducted.

## **TREE FELLING**

We will avoid felling trees unless it is necessary. This will usually be for health and safety purposes, or to prevent the spread of serious tree diseases and pests. However, we reserve the right to fell trees to prevent overcrowding, to improve habitats or restore landscapes in line with site management plans (e.g. the Lowndes Park Management Plan), or where a tree is inappropriate to its location and has a significantly detrimental impact on the appearance or amenity of a site. We will keep records of tree removals.

If a tree dies, or is felled, a tree will usually be planted to replace it, although not necessarily in the same location.

## **COMMUNICATION**

The Council will inform the Tree Warden and Ward Councillors of any major tree works in their ward before these works are carried out. We will erect notices on site



to inform the public of major proposed works. Notification in this manner will not take place in the event of emergency works due to time constraints.

## **ARISINGS – NATURAL AND FROM MAINTENANCE**

The Council is committed to disposing of waste from its activities in an environmentally-friendly manner, in accordance with its Environmental Policy.

### **(i) Woody Debris**

Subject to a safety assessment and if appropriate to the specific site, large woody debris will be left in situ for the creation of wildlife habitats. Where possible, the trunks will be left standing, or lying on the ground in habitat piles. Tree stumps will also be left in situ where it is safe to do so as they provide a valuable wildlife habitat whilst they rot down. Hardwood loggery features may be created around tree stumps to encourage organisms such as stag beetles, whilst ensuring the stump is not a trip hazard. Small woody debris will be chipped and applied to gateways and footpaths on Council land.

### **(ii) Leaves**

Leaves will be supplied to Council allotment tenants for use as mulch. However, horse chestnut leaves will not be disposed of in this manner, due to the risk of transferring horse chestnut leaf miner (*Cameraria ohridella*) around town. As many infested leaves will be collected as is feasible during each autumn and winter period. The leaves will be stored and covered with a thick layer of soil until the end of May, thus preventing adult emergence in the spring.

## **HEDGES**

We acknowledge that hedges are an attractive feature on our sites and provide an important habitat for a wide range of species, offering food, shelter, protection from predators, wintering and nesting sites, and act as transit corridors. It is recognised that trimming hedges too severely can have a detrimental impact on their wildlife value. Where there is no negative impact on health and safety (e.g. visibility for motorists), we aim to have taller, bushier hedges. However, we will ensure that hedge growth does not impair the safety of highway users nor impede their access.

For long hedges, we aim to cut only one section of hedge in any year, leaving the remainder of the hedge uncut. Any given section of hedge will be cut every other year, or on a three year cycle for slow-growing thorn hedges. Unless for urgent health and safety reasons, cutting will not be conducted between April and August. Cutting times will be varied between autumn (September) and later winter (January to February), as cutting at these times has different effects on wildlife.

Gaps will be filled using a mixture of hedgerow species. The new plants will be of



local provenance wherever possible.

Grass buffer strips will be developed next to hedges where feasible and appropriate to the particular site, e.g. Lowndes Park, to promote a diverse hedge-base flora. Cutting of hedge-base vegetation, particularly in autumn, will be avoided where possible. If necessary, a rotational approach will be adopted to ensure undisturbed habitat refuges remain.

Policy Adopted:



## **Glossary**

**Crown Cleaning** – the removal of dead or diseased branches.

**Exotic trees** – trees which do not naturally grow in Britain and have been brought into the country by humans.

**Hedge/Hedgerow** - a row of shrubs or bushes which form a boundary and may or may not contain trees.

**Loggery** – logs 10 to 50 cm in diameter, with bark, are sunk 60 cm into the ground in a group to form a wildlife habitat feature.

**Native trees** – trees which naturally occur in Britain and have not been introduced by humans.

**Pollarding** – branches are pruned back to the same point on a regular cycle.

**Pruning** – the cutting away of unwanted parts of a tree.







## **CHESHAM TOWN COUNCIL**

### **LOWNDES PARK TREE MANAGEMENT**

#### **A supplement to the Tree Management Policy**

---

#### **STATEMENT OF PURPOSE**

This is a supplement to the town council's Tree Management Policy that outlines tree management issues specific to Lowndes Park. This supplement should be read in conjunction with the main Tree Management Policy.

#### **THE IMPORTANCE OF TREES TO LOWNDES PARK**

Historically, trees were a feature of the land that now forms Lowndes Park, as can be seen in the Town Painting dating from c.1760 and early photographs of the Avenue of Elms. A substantial number of memorial trees were planted in the park in the 20<sup>th</sup> Century and these trees contribute to the heritage of both the park and Chesham's community. The Sovereign Coppice was planted in 1992 to celebrate the 40<sup>th</sup> anniversary of the Queen's Accession, and its cultural importance has been recognised by its inclusion in the Special Trees and Woods of the Chilterns scheme.

The current tree population is very significant for the park's appearance and amenity value. We acknowledge the importance of maintaining a healthy tree population that is appropriate to the park's character and of protecting the culturally and historically valuable trees that grow there.

#### **TREE PLANTING**

We acknowledge that a significant proportion of the park's existing tree stock is mature, or over-mature. We are committed to a scheme of tree planting to create a more balanced age profile of the tree stock and ensure perpetuity of tree cover for the future.

The majority of trees planted will be native, to maximise indigenous flora and fauna. Wherever possible, specimens grown from British seed will be planted, preferably from local stock to preserve the native genetic make-up of the tree population. However, exotic species may be planted in the Lower Park, as this is in keeping with its more ornamental character and will help to provide year round interest.



The following locations have been identified as areas appropriate for new planting:

- The path running roughly parallel above the Rue de Houilles
- On the east-facing slope of the Upper Park above the existing plantings (whilst ensuring that views are not blocked)
- The path that runs from the south-western end of Skottowes Pond up towards the Rue de Houilles.

## **COMMEMORATIVE TREES**

There is a history of planting commemorative trees in Lowndes Park and the council is pleased to receive requests for planting such trees as long as there is available space. The sponsors will be given a choice of species appropriate to the park and will be consulted regarding suitable locations for planting; however, planting will only take place in areas identified as suitable for new planting, or where a tree requires replacement. The planting will be carried out by the council.

The sponsors would be required to cover the cost of the tree and any desired plaque. Plaques will be in the house style of engraving on a plaque and will be fixed into the ground.

## **LOWNDES PARK FEATURES**

### **(i) The Upper Park**

The Upper Park meadow area has been left uncut for a number of years, allowing a large number of self-seeded oak whips to develop. It has been agreed not to allow the whips to develop into oak woodland as this would fundamentally change the nature of this area. However, the council are happy to allow some trees to develop in this area as oaks provide habitat for many species and are thought to be more likely to cope with climate change compared to some other native species, e.g. beech.

In consultation with the Friends of Lowndes Park, the Parks and Premises Manager selected a number of whips to remain in situ to create small copses and specimen trees without blocking the key views from the Upper Park. The remaining whips have been removed and donated to British Flora. A new mowing regime will be implemented from 2010 to prevent large numbers of self-sown trees establishing in the future.

### **(ii) The Bowl Barrow (Rolling Pin)**

A ring of ornamental trees was planted around the barrow structure in the 1970s, the number of trees representing the number of sails on the mythical windmill that some residents believe once stood on the barrow. The trees were planted to replace



earlier trees that had once formed a ring around the barrow. When in the leaf, the trees obscure the view of the town from the barrow. The root systems of the trees may have damaged the barrow when growing. As the majority of trees are ornamental cherries, when the trees die they will be allowed to decay in situ which will cause minimal soil disturbance. Once the existing trees have died and decayed there will be no replacement planting in the area of the barrow.

**(iii) The Park Road Hedge**

Sections of the hawthorn-dominated hedge will be cut in a three-year rotation to ensure continuous habitat provision. A longer grass margin is maintained on the park side of the hedge to provide a further wildlife habitat. The Park Road side of the hedge will be maintained to ensure that the footpath is not obstructed. If gaps arise that require re-planting, we will look to introducing other species, such as blackthorn and field maple, to provide a more diverse mix of planting.

**(iv) The Rue de Houilles**

The Rue de Houilles is the site of the original avenue, planted with a double row of elm trees in the mid-18<sup>th</sup> Century. This was replanted in the mid-19<sup>th</sup> Century with a single row of elms. These elms were cut down in the 1950s in response to fears of Dutch Elm disease. The avenue is currently lined with a mixture of species of significantly differing heights and shapes.

Considerable consultation was undertaken from 2003-07 to decide whether a uniform avenue of trees should be re-planted along the Rue de Houilles. Whilst there was some support for this idea, the consensus was that it would not be appropriate to fell a large number of healthy trees, as would be required to recreate an avenue. It was decided by the Recreation and the Arts Committee on the 3<sup>rd</sup> September 2007 that the proposal to recreate the avenue would be rejected.

As trees along the avenue die, replacement specimens will be chosen that will help to create a more uniform appearance. This is likely to include limes and walnuts.

We will investigate the feasibility and desirability of crown lifting the trees surrounding the Scented Garden as this area is heavily shaded. There are a number of birch trees and a diseased rowan tree along the northern half of the avenue which are not aesthetically pleasing. Subject to the tree inspection and available budgets, these trees may be felled and replaced with more suitable species.

**(v) The Sovereign Coppice**

Forty trees of native species were planted in 1992 at the western end of the Upper Park. The planting was intended to create the shape of a crown visible from the air once the trees had matured. Whilst only a few of the trees have failed to establish, the crown shape is not apparent from aerial photos. The planting is not a true coppice, as it is not cut regularly for wood.

Whilst tree management will be guided by the results of the first tree survey, it is



expected that we will thin out the weaker trees and conduct formative pruning to improve the shape of the remaining trees. In line with the main Tree Management Policy, replacement trees will be planted and, if possible, it will be attempted to restore the coppice to 40 trees, as the planting was undertaken to celebrate 40 years of the Queen's reign.

We will plant a mixed hedge to hide the unattractive fencing along the far western boundary at the end of the coppice.

**(vi) Chesham Park Community College Boundary**

The existing boundary is a mixture of trees and hedging with substantial gaps exposing unsightly fencing. These gaps will be filled in with mixed hedging.

**(vii) St. Mary's Way Northern Entrance**

The entrance has a confused series of footpaths with no clear view into the park. To improve the structure of the entrance, the conifers will be felled to enable the large beech to be viewed from the entrance, creating a focal point.

**(viii) Archena Gardens**

Archena Gardens also provides an unclear entrance way into the park and can appear dark and gloomy. Along with improvements to the planting and footpaths, the conifers will be removed and replaced with more appropriate species.

**(ix) Western Edge of Skottowes Pond**

When the rowan tree flanking the pond has died, it will be replaced by alternative species, which will result in larger, more impressive specimens more suited to this location.

**(x) The Wildlife Area**

The Wildlife Area is under the management of the Friends of Lowndes Park. In December 2009, a cherry and a rowan were planted in this area. It is intended to fell the conifer, as it is not in keeping with the Wildlife Area. A more suitable, replacement species will be provided by the Friends of Lowndes Park.

**(xi) Family Tree Planting Scheme**

Over 120 trees were planted between 1983 and 1993 to commemorate or celebrate family events. Many of these were planted on the east-facing slope in the Upper Park. The majority of trees belong to native species. There is no central point of focus to these plantings, but this has provided sufficient space to enable the trees to fill out, and successfully forms a break between the open section at the top of the park and the rest of the park. The new mowing regime, implemented in 2009, has left a longer grass border around these groups of trees, to prevent mowing/strimming damage and to provide wildlife-friendly undergrowth. There is room for additional planting in this area, although care will be taken to consider the impact on the views from the top of the park.



**(xii) Hudson's Dell**

Hudson's Dell is now outside the park border, in Park Road, but was historically part of the park and will be considered as such for the purposes of this supplement. Although small, it is heavily wooded, hence its name. It is intended that this high level of tree cover will be maintained.

Policy Adopted:



**AGENDA ITEM NO: 13 – REVISED ESTIMATES 2009/10  
AND ESTIMATES 2010/11**

**Reporting Officer: Steve Pearson (01494 583825)**

**Summary**

1. To consider the amount of the precept to be levied on the District Council for 2010/2011.

**Strategic Objectives**

2. Accords with strategic objective 1 – *‘To enable residents to enjoy high-quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents’.*

**Financial Implications**

3. As detailed in the report.

**Background Information**

4. Full details of the estimates were made available and reported to the Recreation & the Arts Committee at its meeting held on 23rd November 2009 and a further report was made to the Policy and Resources Committee on the 14<sup>th</sup> December 2009. The Policy and Resources Committee decided to defer consideration of the budgets to this Council meeting to allow the Chairman of the Policy & Resources and Recreation & the Arts Committees to meet with the individual service heads. Members are requested to bring any relevant papers from both of these two Committees to the Council meeting. Copies of the estimates can, if needed, be provided in advance to any Member on request.

**Detailed Consideration**

5. The Chairmen met the individual service heads and went through each budget and the following adjustments have been agreed:
  - Elgiva - Bar wages saving of £1,400 due to a proposed change in working practice in that the bar will close earlier on certain show nights (not amateur)
  - Staff - it is not proposed to replace the poster vacancy and this will be done by current staff saving £400
  - Gas - the first gas bills under the new contract have recently come in with increases ranging from 5% to 18% rather than the forecast of 20% - estimated 2010/11 savings £800 (Moor Swim & Gym), £160 Town Hall and £135 Elgiva
  - Postage - Councillors to collect weekly dispatch £350 (£700 if 100% take up)
6. The savings of £3,245 as detailed above could either be used to reduce the amount taken from reserves (shown as option A in para 8 below) or reduce the precept (shown as option B in para 8 below).

7. A meeting of the Trust and Finance Working Party was held on the 7<sup>th</sup> December 2009 and part of the discussion included the long term budgets, the minutes of which are shown below:

**Long Term Budgets**

1. *Steve Pearson (SP) reiterated that the Council would ultimately have to close the gap on the annual projected deficit of £80-90k p.a. since the Council could not necessarily rely on an underspend every year and budgets had already been considerably pared back for next year. He opined that while he understood why Members wanted to set a low, possibly 0% increase, precept for 09/10, the real terms decrease in income would exacerbate the budgetary deficit and leave fewer options to rectifying it in the future. SP also highlighted that utilities costs such as gas and electricity had risen markedly while low interests rates were continuing to affect the Council's income.*
  2. *The working party accepted that increasing income, particularly in leisure activities such as swimming and the theatre, would be difficult in the current economic climate. The direct management of the market remained a possibility for income generation but again it was accepted that it would be unwise to assume large amounts would be forthcoming above the £8,000 received from CDC to manage the contract at the moment.*
  3. *The working party agreed that the end of year figures would give them a better indication of how the Council was doing in a particularly difficult year economically and to convene again after that. If the figures showed that considerable use of the reserves was required then all areas of service, including staffing levels and employees' pay and conditions would need to be reviewed in light of this. In the meantime it was agreed the working party recommend a 2010/11 precept increase of 2.2% to the Council as proposed by the Finance and Contracts Manager.*
8. A simple comparison of various possible precept options is shown below taking into account previous reports and the above adjustments:

	P&R Committee Proposal	Option A	Option B
	£	£	£
Total Net Expenditure required as per summary sheet	774,845	774,845	774,845
<b><u>Add</u></b> Annual contribution to Renewal & Repairs Reserve	<u>113,815</u>	<u>113,815</u>	<u>113,815</u>
	888,660	888,660	888,660
<b>Less:</b>			
<b>Savings identified under para 5 above</b>	0	3,245	3,245
<b>Appropriation from the General Reserve Fund</b>	<u>82,270</u>	<u>79,025</u>	<u>82,270</u>
<b>Precept Requirement</b>	<b><u>806,390</u></b>	<b><u>806,390</u></b>	<b><u>803,145</u></b>
<b>Band 'D' Property Increase</b>	1.5%	1.5%	1.1%
<b>Precept Increase</b>	2.2%	2.2%	1.8%

9. A precept of £803,145 represents a band 'D' annual property charge of £95.64 for 2010/11, an increase of **1.1%**. Each one per cent increase/decrease on the precept is the equivalent of £7,945 or 95 pence per annum on a band 'D' property.

10. The sum of £3,020 has been left in the 2009/10 Town Centre Revitalisation budget to cover projects such as planters and snow clearing equipment but could possibly be reduced if Members are still looking for further reductions.
11. As mentioned in the Policy & Resources Committee report, there are two amendments required to be added to the current year (2009/10) figures as previously presented; namely the £3,000 grant due to be received from Bucks Sport towards the 2009 October swimming and the £1,000 provision for professional fees for possible alterations to the downstairs changing rooms at the gym. Neither was shown in the print out and therefore not included in the figures.
12. The officers and the Chairmen of the Policy & Resources and Recreation & Arts the Committee also carried out a review of the Renewal and Repairs Fund and the updated programme is attached.
13. A recent survey was carried out by another town council on minimum reserves policies. Its findings were that, on average, general funds were equivalent to 25% of a council's annual gross expenditure and a buildings reserve of £50,000. Based on this, this Council would require a general fund balance of £375,000 plus a Renewals and Repairs Balance of £50,000.
14. The District Council is scheduled to meet on the 23<sup>rd</sup> February to set the Council Tax for the area but in order to make the relevant calculations and issue the Council Tax resolution report to their Members ahead of the meeting, the information is required by the 12<sup>th</sup> February. Legislation requires this Council to issue a precept before 1<sup>st</sup> March.
15. If a Member has specific detailed questions, it would be helpful if they would telephone the office in advance of the meeting.

#### **Recommendation**

- 1. That the 2009/10 and 2010/11 estimates be agreed subject to the adjustment for the £3,000 expected October 2009 swimming grant, £1,000 professional fees and other adjustments of £3,245 shown in this report above.**
- 2. That the Committee give consideration to the precept that should be levied on the Chiltern District Council for the financial year 2010/11.**
- 3. That the revised Renewal and Repairs Programme attached and Estimated Fund Balances also attached be agreed and the officers be permitted to continue to progress any scheme, or item within a scheme, costing up to £5,000 without further referral to Committee or Council.**
- 4. That the small working group set up to review future budgets and policies be instructed to devise a proposed balanced budget by no later than 2011/12 and bring its initial proposals to this Committee at the earliest opportunity but, at the latest, for its meeting on the 29<sup>th</sup> June 2010.**

Bill Richards  
Town Clerk



## RENEWAL AND REPAIRS PROGRAMME

	<b>2009/10 *</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
	<b>ESTIMATE</b>	<b>REVISED</b>	<b>ESTIMATE</b>	<b>ESTIMATE]</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>EXPENDITURE</b>				
Allotments fence	500	500	-	-
Computer/office equipment	7,303	3,000	1,500	1,500
Franking Machine	1,500	-	-	1,500
Elgiva	38,935	26,000	22,000	12,000
Town Hall	16,062	4,000	10,000	10,000
Play Equipment-Lowndes Park Play Area	-	54,192	-	-
Play Equipment - General	80,000	76,000	40,000	40,000
Skate park Resurface (5 years 2010) deferred	-	-	-	-
Seats	4,300	4,300	1,500	1,500
Litter bins	4,600	4,600	700	700
Paths – Lowndes Park pond	30,000	30,000	-	-
Paths – Red Lion Street Gardens	718	718	-	-
Moor Hard standings	5,000	1,000	-	-
General fencing (Meades/Bury Lane/Lowndes Park/Codmore)	200	200	-	-
Information Boards – Allots/Cemetery/Station Rd/roads	2,970	2,970	2,000	2,000
Depot main building-doors/ driveway	7,604	1,000	-	2,000
Water Bowser	-	-	4,500	-
Tractor/Trailers/vehicles	9,669	9,669	-	25,000
Marston pavilion-total costs	312,026	1,000	-	-
Codmore Pavilion – redecoration,etc	660	660	-	-
Cemetery Lodges 2011	-	-	-	-
Cemetery walls/fences	6,058	-	-	-
Cemetery Chapel – renovation	6,500	-	-	-
Cemetery roads	-	-	-	-
Cemetery paths	-	-	10,000	-
Cemetery Hearse House/toilets	4,000	2,320	-	4,000
St. Mary's Walls / trees/mausoleum	5,000	5,000	-	-
Christmas lights	14,000	14,000	-	18,000
Swimming Pool	27,932	27,932	15,000	10,000
Multi-Courts	4,070	4,070	-	-
War Memorial Path	700	700	-	-
Moor Marsh	5,000	-	-	-
<b>TOTAL EXPENDITURE</b>	<b>595,307</b>	<b>273,831</b>	<b>107,200</b>	<b>128,200</b>

	<b>2009/10 ESTIMATE £</b>	<b>2009/10 REVISED £</b>	<b>2010/11 ESTIMATE £</b>	<b>2011/12 ESTIMATE £</b>
<b>BALANCES BROUGHT FORWARD:</b>				
Capital –Marston Pavilion	17,000	16,000	16,000	16,000
Renewal & Repairs	269,840	269,840	159,624	166,239
<b>INCOME:</b>				
Precept contributions	111,615	111,615	113,815	114,405
Christmas Lighting –Town Centre Consortium	1,000	1,000	-	1,000
P.W.L.B/Grants -(Split 50/50)	300,000	-	-	-
B.C.C. Grant-Play area	-	50,000	-	-
Friends Chesham Cemetery	-	1,000	-	-
<b>TOTAL</b>	<b>699,455</b>	<b>449,455</b>	<b>289,439</b>	<b>297,644</b>
<b>LESS EXPENDITURE SHOWN ABOVE</b>	<b>595,307</b>	<b>273,831</b>	<b>107,200</b>	<b>128,200</b>
<b>BALANCE CARRIED FORWARD</b>	<b>104,148</b>	<b>175,624</b>	<b>182,239</b>	<b>169,444</b>

\*Includes schemes and balances carried over from 2008/09

Council 11<sup>th</sup> January 2010.

**CHESHAM TOWN COUNCIL**

**ESTIMATED FUND BALANCES**

<b>FUND</b>	<b>ACTUAL 31.03.2009 £</b>	<b>REVISED ESTIMATE 31.03.2010 £</b>	<b>ESTIMATE 31.03.2011 £</b>
<b>CAPITAL</b>			
Grave maintenance	2,672	2,672	2,672
<b>REVENUE</b>			
Election	3,000	3,800	6,800
Marston Fees	17,000	16,000	16,000
Renewal and Repairs	269,840	175,624	182,239
General Reserve	366,021	292,658*	213,633*
Long Term Staff Absences	14,000	14,000**	14,000**
Asset Valuation Reserve	2,500	3,500	3,500
Elgiva	10,713	10,713	10,713
Green Flag Reserve	4,038	3,648	3,468
Pool Hanging Baskets	3,338	2,760	2,170
<b>TOTAL</b>	<b>693,122</b>	<b>525,375</b>	<b>455,195</b>

\* Balance after taking into account estimate alterations

\*\* Subject to any long term sickness

Council 11.1.10.

**AGENDA ITEM NO. 14**

**CHESHAM TOWN COUNCIL**

**PAY SCHEDULE NO. 5**

**MONDAY 11<sup>th</sup> JANUARY 2010**

**£ p**

<b>October 2009</b>	<b>150,263.76</b>
<b>November 2009</b>	<b><u>137,806.10</u></b>
	<b><u>288,069.86</u></b>

**PETTY CASH ITEMS OVER £50**

19.11.09	P.J. Shoe Repairs	Allotment Keys	90.00
----------	-------------------	----------------	-------

At : 18:39

## LLOYDS CUR/CALL A/CS

## List of Payments made between 01/10/2009 and 31/10/2009

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2009	THE SHOW PROVIDERS LTD	18223	2,300.00		ESSENCE OF IRELAND
01/10/2009	UPBEAT MANAGEMENT	18224	1,951.19		FORCES SWEETHEARTS 16/09/09
01/10/2009	GARY BROWN	18225	1,323.62		THE COMMITMENTS 18/09/09
01/10/2009	BIG DOG THEATRE COMPANY	18226	3,768.23		BEST EVER MUSICALS SEPT 09
01/10/2009	BUCKS COUNTY COUNCIL	18237	7,697.18		SUPERANNUATION SEPT 2009
01/10/2009	MR V ABRAHAM	18238	72.00		MILEAGE NALC LEADERSHIP
01/10/2009	NEOPOST LIMITED	18239	1,000.00		FRANKING MACHINE TOP UP
01/10/2009	VIZARDS WYETH	18242	187.50		VAT ON PROFESSIONAL CHGS
01/10/2009	G F BULL	18227	182.62		CABLES
01/10/2009	DHL EXPRESS (UK) LTD	18228	122.02		TRANSPORT CHARGES
01/10/2009	CAROL WILES	18229	947.50		CONTRACT CLEANING
01/10/2009	CORONA ENERGY RETAIL 2	18230	1,518.00		GAS CHARGES
01/10/2009	SOUTH EAST EMPLOYERS	18232	51.70		CRB D J JACKSON
01/10/2009	CITY SERVICING LIMITED	18233	172.21		CALL OUT COFFEE MACHINE
01/10/2009	LONDON GRAPHIC	18234	104.45		MISC STATIONERY
01/10/2009	SUMMIT HYGIENE	18235	183.84		CLEANING SUPPLIES
01/10/2009	BFS GROUP LIMITED	18236	283.27		SUPPLIES
01/10/2009	H2O COOLER RENTALS LTD	18240	47.50		WATER COOLER SERVICE
01/10/2009	PERFORMING RIGHT	18241	78.48		MUSIC LICENCES
01/10/2009	CHILTERN DISTRICT	D/D	75.00		NON DOMESTIC RATES
01/10/2009	CHILTERN DISTRICT	D/DA	1,164.00		NON DOMESTIC RATES
01/10/2009	CHILTERN DISTRICT	D/DB	1,436.00		NON DOMESTIC RATES
01/10/2009	CHILTERN DISTRICT	D/DC	2,546.00		NON DOMESTIC RATES
01/10/2009	BUCKS COUNTY COUNCIL	18237	-7,697.18		SUPERANNUATION SEPT 2009
01/10/2009	BUCKS COUNTY COUNCIL	18237	7,697.98		SUPERANNUATION SEPT 2009
02/10/2009	TWENTIETH CENTURY FOX	18243	370.75		ICE AGE 3
05/10/2009	ING LEASE (UK) LIMITED	D/D	1,552.50		GYM EQUIPMENT
08/10/2009	NTL GROUP LIMITED	D/D	18.40		PAYPHONE CHARGES
09/10/2009	BIG DOG THEATRE COMPANY	18226	-3,768.23		BEST EVER MUSICALS SEPT 2009
09/10/2009	BIG DOG THEATRE COMPANY	18244	1,581.77		BEST EVER MUSICALS SEPT 2009
09/10/2009	CAFE ENCORE	18249	70.06		CAFE SERVICES
09/10/2009	GOOD TIMES PROMOTIONS	18253	799.84		WHOLE LOTTA LED
09/10/2009	D JACKSON	18258	68.50		ESET SMART SECURITY
09/10/2009	HOSTING SYSTEMS	18259	63.22		HOSTING WEB SITE
09/10/2009	CHESSMAN & PARTNERS	18260	58.00		OVERPAYMENT ROOM HIRE
09/10/2009	CHESHAM TANGENT	18262	130.50		CANCELLED BOOKING
09/10/2009	JOHN LYONS	18245	50.00		PIANO TUNING
09/10/2009	CHESHAM TOWN TALK	18246	650.00		NOVEMBER 2009 ISSUE
09/10/2009	SECOM PLC	18247	950.97		MAINTENANCE & MONITORING
09/10/2009	NTL GROUP LIMITED	18248	273.05		TELEPHONE CHARGES
09/10/2009	TS.COM LIMITED	18250	206.51		VENUE TRANSACTION CHARGES
09/10/2009	BROADWAY NEWS	18251	41.97		NEWSPAPERS
09/10/2009	DOCWRA PROPERTY	18252	63.25		FAULT BACK STAGE LIGHTS
09/10/2009	GOCOLD LIMITED	18254	265.51		SUPPLIES

At : 18:39

## LLOYDS CUR/CALL A/CS

## List of Payments made between 01/10/2009 and 31/10/2009

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/10/2009	OPEN SPACES SOCIETY	18255	40.00		OPEN SPACES SOCIETY
09/10/2009	FUTURE SIGNS AND	18256	246.10		PARK FLAG
09/10/2009	ENTERTAINMENT FILM	18257	266.70		MY SISTERS KEEPER
09/10/2009	CHUBB FIRE LIMITED	18261	182.79		SMOKE DETECTOR
12/10/2009	BARCLAYS MERCHANT	D/D	372.06		MERCHANT CHARGES
14/10/2009	TOTAL UK LTD	D/DA	320.68		DIESEL & PETROL
15/10/2009	TELEPAY WAGES/SALARIES	D/D	42,538.07		SALARIES OCTOBER 2009
15/10/2009	THREE VALLEYS WATER	D/D	29.69		WATER CHARGES
15/10/2009	THREE VALLEYS WATER	D/DA	143.26		WATER CHARGES
16/10/2009	INLAND REVENUE	18266	12,197.20		PAYE & NHI
16/10/2009	GEO BROWNS IMPLEMENTS	18267	351.01		PARTS & SERVICE
16/10/2009	CHOIR CONNEXION LTD	18275	2,464.16		LONDON GOSPEL CHOIR 02/10/09
16/10/2009	THE SHOW PROVIDERS	18277	1,511.50		ESSENCE OF IRELAND 08/10/2009
16/10/2009	OFF THE KERB	18278	3,599.99		ANDY PARSONS 19/09/2009
16/10/2009	ELGIVA PETTY CASH	18280	188.93		ELGIVA PETTY CASH
16/10/2009	WWW.INFOBERKHAMSTED	18281	100.00		SPECIAL PROMOTIONAL ADVERT
16/10/2009	SOUTH HEATH GARDEN	18263	42.00		PAVING SLABS
16/10/2009	HAWES SKIP HIRE LIMITED	18264	556.60		SKIP EXCHANGE
16/10/2009	JEWSON LIMITED	18265	235.00		SHARP SAND & PAVING SLABS
16/10/2009	SUMMIT HYGIENE	18268	594.59		CLEANING SUPPLIES
16/10/2009	SIMON COLLINS	18269	1,238.55		HANGING BASKETS AUGUST 2009
16/10/2009	NEOPOST LIMITED	18270	299.55		INK CARTRIDGES
16/10/2009	K C & CO (AMERSHAM) LTD.	18271	108.41		BOUNDARY WALL REPAIRS
16/10/2009	A C ENTERTAINMENT	18272	54.02		FILTERS & TAPE
16/10/2009	UNIVERSAL PICTURES	18273	92.00		PUBLIC ENEMIES
16/10/2009	FLEXIVEND LIMITED	18274	93.08		SUPPLIES
16/10/2009	WARNER	18276	354.75		HARRY POTTER
16/10/2009	G & MB MANNING	18279	516.12		SLEEPERS
16/10/2009	DAYLA LIMITED	18282	1,794.37		SUPPLIES
16/10/2009	SIGN & DESIGN	18283	25.00		UPDATE MAYORAL BOARD
19/10/2009	BRITISH	D/DB	51.30		ALARM LINE RENTAL
23/10/2009	CHAMBER OF TRADE	18284	16.00		VICTORIAN EVENING STALL
23/10/2009	SALTMINE THEATRE	18297	526.17		FAUSTUS 13/10/2009
23/10/2009	CHRIS HANCOCK	18302	80.00		ELGIVA PHOTOGRAPHS
23/10/2009	RING OF FIRE	18304	1,191.45		RING OF FIRE
23/10/2009	KINGFISHER	18285	52.77		WATER SAMPLING
23/10/2009	CORONA ENERGY RETAIL 2	18286	2,031.33		GAS CHARGES
23/10/2009	LONDON GRAPHIC	18287	259.93		MISC STATIONERY
23/10/2009	UPFIELD DEVELOPMENTS	18288	3,507.50		BUILDING REGULATIONS
23/10/2009	ROYAL MAIL	18289	3,012.35		CR DOOR TO DOOR
23/10/2009	E.ON ENERGY	18290	52.84		ELECTRICITY CHARGES
23/10/2009	SOUTH EAST EMPLOYERS	18291	6.90		COPY OF GREEN BOOK CD
23/10/2009	SONY PICTURES RELEASING	18292	69.00		MOON
23/10/2009	CHILTERN DOOR SYSTEMS	18293	251.97		REPAIR SHUTTER DOOR

At : 18:39

## LLOYDS CUR/CALL A/CS

## List of Payments made between 01/10/2009 and 31/10/2009

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/10/2009	UK MATS LTD	18294	190.33		MAT SERVICE
23/10/2009	DAVE LISLEY	18295	35.00		WINDOW CLEANING
23/10/2009	FASTBREAK (SPORTS)	18296	40.00		STAFF CLOTHING
23/10/2009	H2O COOLER RENTALS LTD	18298	47.50		WATER COOLER SERVICE
23/10/2009	A R DARVELL LTD	18299	411.83		REPLACEMENT LIGHTS & TUBES
23/10/2009	P A HAWKES	18300	57.50		OLD AMERSHAM VISITOR GUIDE
23/10/2009	VAN GEEST NURSERIES LTD	18301	494.50		WINTER BULBS
23/10/2009	OPTIMUM RELEASING LTD	18303	237.12		COCO BEFORE CHANEL
23/10/2009	AXIOM FILMS	18305	115.00		FROZEN RIVER
26/10/2009	INFORMATION	D/D	35.00		DATA PROTECTION RENEWAL
28/10/2009	VEOLIA ENVIRONMENTAL	D/D	221.96		CONTAINER EXCHANGE
30/10/2009	MTD PRODUCTIONS	18306	2,025.71		MUGENKYO DRUMMERS 01/10/09
30/10/2009	DUO ENTERTAINMENT LTD	18307	1,978.50		SOOTY IN SPACE 26/10/2009
30/10/2009	MARK GOUCHER LTD	18308	3,450.00		VAGINA MONOLOGUES 03/11/09
30/10/2009	MR C ROBERTSON	18309	93.46		CARPET CLEANER & MATERIALS
30/10/2009	CHESHAM MUSICAL	18313	2,434.41		RED HOT & COLE
30/10/2009	EVENTFUL PRODUCTIONS	18315	4,878.99		ELKIE BROOKS 15/10/2009
30/10/2009	INTERNATIONAL ARTISTES	18316	562.50		MARC PAUL MIND TO MIND 17/09
30/10/2009	VIENNA FESTIVAL BALLET	18317	3,499.50		THE NUTCRACKER 17/10/2009
30/10/2009	BUCKS COUNTY COUNCIL	18320	8,167.50		SUPERANNUATION OCT 2009
30/10/2009	CASH	18323	179.83		POOL PETTY CASH
30/10/2009	DOMESTIC SERVICES	18310	117.30		CLEANING PAVILION
30/10/2009	DOMESCO LTD	18311	300.00		FRIDGE
30/10/2009	PROJECT DISTRIBUTION LTD	18312	420.90		BOTTLE COOLER
30/10/2009	CINEFILE	18314	218.63		CONVERSATIONS WITH GARDENER
30/10/2009	CHILTERN WATER	18318	828.00		WATER CHECKS
30/10/2009	SOUTHERN ELECTRIC	18319	1,574.48		ELECTRICITY CHARGES
30/10/2009	KOMPUTER CONSULTANCY	18321	784.88		BROADBAND SUBSCRIPTION
30/10/2009	NTL GROUP LIMITED	18322	241.47		TELEPHONE CHARGES
30/10/2009	GEORGE TUTILL LIMITED	18324	85.68		REPLACING DATE ON BANNER
30/10/2009	CHESHAM CHAMBER OF	18325	50.00		CHAMBER OF TRADE 2009/2010
30/10/2009	CHILTERN DISTRICT	18326	1,197.58		CLEANSING OCTOBER 2009
30/10/2009	DCS VOICE & VISION LIMITED	18327	178.25		MAINTENANCE TELE SYSTEM
30/10/2009	CHARTEX PRODUCTS	18328	76.00		WEIGHT TRAINING CHARTS
30/10/2009	LEN VOCKINS GARDEN	18329	1,333.13		CUT SOUTHERN HEDGE
30/10/2009	ORBITPRESS LTD	18330	165.00		OVERPRINTING ELO
30/10/2009	TRINITY MIRROR	18331	207.00		BUCKS EXAMINER ADVERT
30/10/2009	BFS GROUP LIMITED	18332	523.88		SUPPLIES
30/10/2009	GIFFORDS RECYCLING	18333	480.07		NATURAL CUSHIONFALL

<b>Total Payments</b>	<u>150,263.76</u>
-----------------------	-------------------

At : 14:49

## LLOYDS CUR/CALL A/CS

## List of Payments made between 01/11/2009 and 30/11/2009

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2009	CHILTERN DISTRICT	D/D	75.00		NON DOMESTIC RATES
02/11/2009	CHILTERN DISTRICT	D/DA	1,164.00		NON DOMESTIC RATES
02/11/2009	CHILTERN DISTRICT	D/DB	1,436.00		NON DOMESTIC RATES
02/11/2009	CHILTERN DISTRICT	D/DC	2,546.00		NON DOMESTIC RATES
03/11/2009	ING LEASE (UK) LIMITED	D/D	1,552.50		RENTAL OF GYM EQUIPMENT
06/11/2009	POPPY APPEAL	18334	50.00		CIVIC WREATH
06/11/2009	SPACE	18335	60.75		RETURN OF HIRE CHARGES
06/11/2009	DAVE CLARKE	18342	647.62		SECRET GARDEN 30/10 & 31/10/09
06/11/2009	GTA MUSIC	18348	683.28		NEIL INNES 10/10/2009
06/11/2009	LEE JAMES ASSOCIATES LTD	18349	1,460.88		POP GOES THE 80'S 16/10/09
06/11/2009	WOODLAND TRUST	18350	21.00		MEMBERSHIP 2009/2010
06/11/2009	CHESHAM BOOK SHOP	18351	242.17		MEET THE AUTHOR 29/10/09
06/11/2009	LAMPS & TUBES LTD	18336	517.50		HIRE STREET DECORATION
06/11/2009	ICON FILM DISTRIBUTION	18338	184.00		PRIVATE LIVES OF PIPPA LEE
06/11/2009	PLASTICA LIMITED	18339	434.70		REPLACE MANUAL SWITCH
06/11/2009	OPTIMUM RELEASING LTD	18340	153.25		VICKY CRISTINA BARCELONA
06/11/2009	SPALDINGS (UK) LIMITED	18341	307.75		TARPAULIN SHEET
06/11/2009	K. R. RANCE	18343	485.00		GENERAL MAINTENANCE WORK
06/11/2009	HYDEMILL BUILDING LTD	18344	414.00		PAINTING KERBSTONES
06/11/2009	THE HOUSE OF COFFEE	18345	51.30		WHITENER & COFFEE
06/11/2009	CAROL WILES	18346	915.00		CONTRACT CLEANING
06/11/2009	GOCOLD LIMITED	18347	391.38		SUPPLIES
06/11/2009	WF ELECTRICAL	18337	41.12		LAMPS
09/11/2009	NTL GROUP LIMITED	D/DD	18.40		PAYPHONE CHARGES
10/11/2009	BARCLAYS MERCHANT	D/DE	388.87		MERCHANT CHARGES
13/11/2009	POOL PETTY CASH	18352	197.17		POOL PETTY CASH
13/11/2009	INLAND REVENUE	18353	13,670.92		PAYE & NHI
13/11/2009	CREATIVE PRODUCTIONS	18356	1,758.99		BIG GIRLS DONT CRY 07/11/09
13/11/2009	GEO BROWNS IMPLEMENTS	18354	797.14		PARTS & EQUIPMENT
13/11/2009	TELEPAY WAGES/SALARIES	D/D	36,103.16		SALARIES NOVEMBER 2009
13/11/2009	AXIOM FILMS	18355	125.48		BLUE EYELIDS
13/11/2009	JFMG LIMITED	18357	196.00		SPECIAL EVENTS LICENCE
13/11/2009	BRADY CORPORATION	18358	416.13		SAFETY DVD'S
13/11/2009	G & MB MANNING	18359	213.78		PLYWOOD
13/11/2009	SUMMIT HYGIENE	18360	500.65		CLEANING SUPPLIES
13/11/2009	E.ON ENERGY	18361	290.48		CEMETERY CHAPEL ELECTRICITY
13/11/2009	DAYLA LIMITED	18362	2,913.18		SUPPLIES
13/11/2009	KINGFISHER	18363	52.77		WATER SAMPLING
13/11/2009	JRB TREEWORX	18364	747.50		WILLOW TREE LOWER MOOR
13/11/2009	BFS GROUP LIMITED	18365	256.77		SUPPLIES
13/11/2009	ENTERTAINMENT FILM	18366	115.00		THE TIME TRAVELLERS WIFE
13/11/2009	SIMON COLLINS	18367	1,238.55		HANGING BASKETS SEPT 2009
16/11/2009	TOTAL UK LTD	D/DF	103.39		DIESEL
20/11/2009	C C SMITH	18374	715.56		SWING 'N' SINATRA 01/11/2009



At : 14:49

## LLOYDS CUR/CALL A/CS

## List of Payments made between 01/11/2009 and 30/11/2009

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/11/2009	JAY MOBBS-BEAL	18375	66.00		DOMAIN NAMES RENEWAL
20/11/2009	B S I	18376	89.95		RECOMMENDATIONS TREE WORK
20/11/2009	CHILTERN DISTRICT	18378	1,248.00		CAR PARKING LOANS
20/11/2009	CHUBB FIRE LIMITED	18368	80.56		QUARTERLY ALARM SERVICE
20/11/2009	PANASONIC UK LTD	18369	462.47		RENTAL & COPIES CHARGE
20/11/2009	LEN VOCKINS GARDEN	18370	2,207.14		HEDGE CUTTING
20/11/2009	TS.COM LIMITED	18371	196.01		VENUE TRANSACTION CHARGES
20/11/2009	DHL EXPRESS (UK) LTD	18372	122.61		TRANSPORT CHARGES
20/11/2009	A C ENTERTAINMENT	18373	269.23		LAMPS
20/11/2009	LAMPS & TUBES LTD	18377	8,679.26		REMOVE & REPLACE TREE LIGHTS
23/11/2009	WAITROSE	18380	315.00		CHOC ICES
24/11/2009	BRITISH	D/D	52.57		ALARM LINE RENTAL
24/11/2009	BRITISH	D/DA	88.19		TELEPHONE CHARGES
24/11/2009	BRITISH	D/DB	198.66		TELEPHONE CHARGES
27/11/2009	OFFICE PETTY CASH	18379	371.30		OFFICE PETTY CASH
27/11/2009	AGE CONCERN BUCKS	18381	150.00		AGE CONCERN BUCKS
27/11/2009	AMER & CHES HARD	18382	150.00		AMER & CHES HARD HEARING
27/11/2009	ASH VALE & LOWNDES COM	18383	300.00		ASH VALE & LOWNDES COM ASS
27/11/2009	CHESHAM MUSEUM	18384	200.00		CHESHAM MUSEUM
27/11/2009	CHESHAM CRICKET CLUB	18385	375.00		CHESHAM CRICKET CLUB
27/11/2009	CHES & DIST COMMUNITY	18386	400.00		CHES & DIST COMMUNITY ASS
27/11/2009	CHESHAM ENVIRONMENTAL	18387	300.00		CHESHAM ENVIRONMENTAL GRP
27/11/2009	CHES EVENING TOWNS	18388	100.00		CHES EVENING TOWNS GUILD
27/11/2009	CHESHAM IN TRANSITION	18389	400.00		CHESHAM IN TRANSITION
27/11/2009	CHESHAM STUDENTS FUND	18391	60.00		CHESHAM STUDENTS FUND
27/11/2009	CHESHAM THEATRE	18392	200.00		CHESHAM THEATRE COMPANY
27/11/2009	CHESHAM TOWN TWINNING	18393	100.00		CHESHAM TOWN TWINNING
27/11/2009	CHESHAM YOUTH COUNCIL	18394	500.00		CHESHAM YOUTH COUNCIL
27/11/2009	CHILTERN CAB	18395	1,500.00		CHILTERN CAB
27/11/2009	CHILTERN COUNSELLING	18396	250.00		CHILTERN COUNSELLING
27/11/2009	DIAL-A-RIDE LTD	18397	1,400.00		DIAL-A-RIDE LTD
27/11/2009	OLD PEOPLES XMAS DAY	18398	450.00		OLD PEOPLES XMAS DAY PARTY
27/11/2009	FAIRTRADE STEERING	18399	300.00		FAIRTRADE STEERING GROUP
27/11/2009	HOUSING INTERACTION	18400	200.00		HOUSING INTERACTION TRUST
27/11/2009	POND PARK COMMUNITY	18401	200.00		POND PARK COMMUNITY ASSOC
27/11/2009	PRIORS CHARITY	18402	40.00		PRIORS CHARITY
27/11/2009	RACHEL JOHNSON TRUST	18403	130.00		RACHEL JOHNSON TRUST
27/11/2009	IAIN RENNIE HOSPICE	18404	100.00		IAIN RENNIE HOSPICE
27/11/2009	SCHOOLS CARNIVAL	18405	407.00		SCHOOLS CARNIVAL
27/11/2009	SHED AT THE PARK	18406	500.00		SHED AT THE PARK
27/11/2009	VITALISE	18407	436.00		VITALISE
27/11/2009	WAY IN	18408	400.00		WAY IN
27/11/2009	W J STANDRING	18409	40.00		W J STANDRING
27/11/2009	CHESHAM SICK POOR FUND	18410	150.00		CHESHAM SICK POOR FUND

At : 14:49

## LLOYDS CUR/CALL A/CS

## List of Payments made between 01/11/2009 and 30/11/2009

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/11/2009	PHIL COOL	18412	1,053.91		PHIL COOL 06/11/2009
27/11/2009	MARK GOUCHER LTD	18413	1,066.86		VAGINA MONO 03/11/2009
27/11/2009	BUCKS COUNTY COUNCIL	18415	7,548.94		SUPERANNUATION NOV 2009
27/11/2009	CHESHAM BOOK SHOP	18416	977.89		MEET THE AUTHOR 17/11/2009
27/11/2009	SALVATION ARMY	18417	1,611.98		XMAS IS COMING 16/11/2009
27/11/2009	CHESHAM THEATRE	18418	1,295.78		A CHRISTMAS CAROL NOV 2009
27/11/2009	CAMPSIE MUSIC	18419	2,919.07		BEVERLEY CRAVEN 05/11/09
27/11/2009	MRS JUSTINE FULFORD	18424	1,242.50		MAYORAL ALLOWANCE 09/10
27/11/2009	ELGIVA PETTY CASH	18425	141.65		ELGIVA PETTY CASH
27/11/2009	NEWPALM PRODUCTIONS	18411	10,350.00		ADVANCE SETTLEMENT 1
27/11/2009	AMERSHAM TOWN COUNCIL	18414	317.98		HIRE CHERRY PICKER
27/11/2009	PERFORMING RIGHT	18422	1,376.64		CR MUSIC LICENCES
27/11/2009	HAWES SKIP HIRE LIMITED	18420	278.30		SKIP EXCHANGE
27/11/2009	PRINTHAUS LIMITED	18421	5,600.00		ELGIVA WHATS ON JAN/APRIL
27/11/2009	CHILTERN DISTRICT	18423	2,972.06		REPLACE & RELOCATE BINS
30/11/2009	VEOLIA ENVIRONMENTAL	D/D	213.50		CONTAINER EXCHANGE
<b>Total Payments</b>			<u>137,806.10</u>		

---

# CHESHAM TOWN COUNCIL

## INFORMATION SHEET FOR COUNCILLORS TO THE COUNCIL MEETING

OF 11<sup>th</sup> JANUARY 2010

---

### List 15 of 2009/10

29. Town Council Surgery 5<sup>th</sup> December 2009

Details of the concerns raised at the Town Council Surgery which was held on 5<sup>th</sup> December 2009.

TOWN COUNCIL SURGERY

5<sup>th</sup> December 2009

ISSUES	SUGGESTED ACTION	ACTION TAKEN
Weeds on High Street, unclean, pigeons. No Police patrols out of Town Centre.	Refer to Town Centre working group.	Put on agenda for next TCWG meeting (March 10)
White Hill - Drains blocked on side of low concrete wall, edge of road also needs clearing of rubbish.	Kathryn Graves reported to BCC HoC (ref 13967)	Mike Barber emailed on 23/12/09 to confirm that an order has been issued for this work to go ahead. He is unable to give a definite date but anticipates it will proceed sometime during the first quarter of 2010.
Commemorate Alfred Burt VC – Landlord New Inn Waterside.	Details of Alfred Burt VC taken to bear in mind when asked about street names in future.	Cllr Littley has suggested that we could put forward Mr Burt’s name as a recommended street name. Kathryn Graves has looked into Mr Burt’s history and forwarded the details to Bill Richards for consideration.
Uneven pavements in Bois Moor Road, (Cresswell Road to Swimming Pool) Dangerous condition.		Kathryn Graves reported issue to BCC HoC (ref 13966). HoC system states that a customer services request has been raised.
Bus Timetable consultations and recommendations. Cycle ways, Playgrounds in Waterside. Happy to be consulted on all future plans.		Kathryn Graves emailed resident on 18/12/09 to confirm that she wished to be consulted on these matters. Following confirmation, the residents’ contact details have been passed to the Town Clerk.
Buses Leyhill – very irregular service. Lady has phoned up to		Kathryn Graves emailed John Bass at BCC

<p>complain twice but bus company quite abusive.</p>		<p>18/12/09 with complaint and asked him to contact resident directly. John Bass replied 21/12/09. This service is not subsidized by BCC, however, John Bass will pass comments onto Carousel and has contacted the resident.</p>
--	--	---