

Chesham Town Council

Bill Richards
Town Clerk



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23rd November 2020

Dear Councillor,

You are SUMMONED to attend a meeting of the **COMMUNITY ASSETS AND ENVIRONMENT** to be held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, on

MONDAY 30TH NOVEMBER 2020 AT 6.30pm

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. To receive and confirm the Minutes of the Community, Assets and Environment Committee meeting held on 7th September 2020.
4. Eco Audit Report
5. Water Abstraction Reductions.
6. Fees and Charges 2021/22.
7. Capital and Investment Projects and Purchases 2021/2022 (report to follow).
8. Exclusion of the Public and the Press.
9. Contracts for Energy Supply.

Yours sincerely

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

Bill Richards
Town Clerk

Publication Date: 23.11.2020



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

Chesham Town Council

continued . . .



<u>Councillor</u> <u>Circulation</u>
Councillor Emily Culverhouse
Councillor Peter Hudson
Councillor Jane MacBean
Councillor Tony Franks
Councillor Diana Varley
Councillor Qaser Chaudhry
Councillor Mohammad Fayyaz
Councillor Mohammad Bhatti
Councillor Nick Southworth
Councillor Roderick McCulloch

AGENDA ITEM NO: 4 – ECO-AUDIT UPDATE

Reporting Officers: Bill Richards (01494 583824) and Kathryn Graves (01494 583798)

Summary

1. To receive an update on the Eco-Audit action plan.

Background Information

2. At the Community, Assets and Environment Committee Meeting of the 7th September 2020, members were presented with a draft Action Plan to get the Council to Carbon Neutral status by 2030.

Financial Implications

3. As detailed within the report.

Strategic Objectives

4. Accords with the Council's strategic objectives three, '*To preserve the unique identity of Chesham and promote its heritage and its environment.*'

Environmental Implications

5. The purpose of the Action Plan is to enable the Council to become Carbon Neutral by 2030, in line with the Council's Climate Emergency declaration.

Equality Act Implications

6. Each proposed action will be considered in detail for potential implications for people with protected characteristics.

Detailed Consideration

7. The Town Council report for the October edition of 'YourChesham' magazine discussed our eco-audit and the work that we are doing to reduce our carbon footprint.
8. A section has been created on our recently refreshed web site which provides easy access to our eco-audit and provides regular updates on our progress, as well as inviting comment from the public via our Contact Us form. <https://www.chesham.gov.uk/Environment/Climate.aspx>
9. Attached as **Appendix One** is an update on progress on the Action Plan.

10. As part of the eco-Audit, 3 Acorns Eco-Audit can provide a two-hour online workshop for councillors, covering the climate emergency, the results and recommended actions from the eco-Audit and engaging the community in working towards Carbo-Zero Chesham.
11. Quotes and indicative prices for works and equipment in the Action Plan that have been obtained to date are included within a separate report to this committee.

Recommendation

- 1. That the Report be noted**
- 2. That the Committee decides whether to have an online workshop provided by the eco-Audit consultant.**

TOWN HALL

COMPLETED ACTIONS

Frost protection setting on radiators for stairwells, toilets, kitchens	Done - April 2020
Investigate temperature needed for the CCTV room, currently on 15.5°C	Appropriate temperature confirmed with Buckinghamshire Council and changed to 21°C - August 2020. Scrap paper from old fliers and used envelopes now in use in the office. 100% post-consumer recycled paper notebooks used where more formal records are required - March 2020.
Use scrap paper instead of notebooks where suitable	Done - April 2020
Conversion of dispatch to electronic only	Done - July 2020. We were planning to change from paper towels to 100% hand driers, but following our COVID risk assessment, we are not using our hand driers at present.
100% post-consumer recycled paper towels.	
Clear boxes from in front of radiators on outside walls of Town Hall Office	Done - 5 October 2020.
Get Digital thermometers and measure Town Hall temps	Installed on walls on 13/10/2020
Install heat reflectors behind radiators on outside walls	Radiator reflector foil stops heat going into the outside wall and keeps it in the room. Purchased and Parks & Premises team fitted October 2020.B22 Policy & Projects Officer attended NALC conference Climate Change for town and parish councils - 28 September 2020 and Green Recovery conference by Chilterns AONB - October 2020
Additional actions	

GREEN ACTIONS

Use of E-cloths for cleaning at the Town Hall	During the pandemic, we will continue to use chemical cleaners. However, tests on e-cloths have shown they remove >99% of bacteria and mould, so we will look to introduce these post-pandemic.
Trial of new heating timings at Town Hall	Administration Manager is waiting to hear back from our contractor
Hot water pipe and heating pipes insulated	Purchase materials and get fitted in-house.
Check cavity walls and roof have been insulated	Parks & Premises team to check this
Energy saving mode for laptops and PCs	Done by office staff between May and August 2020, but some machines not currently in use due to Homeworking, so settings will need to be changed when in use again.
Investigate whether screen brightness can be reduced and comfort maintained	Successfully trialled a reduction in brightness on one PC, remaining officers requested to trial a reduction to see if it is comfortable to work with.
Timer on water cooler	Safety implications of timer to be investigated for Chamber machine which has a high level of use. Suggestion to remove machine from the Town Hall office due to comparatively low usage.

AMBER ACTIONS

Replace T8 bulbs with LEDs	See Red Action on replacing lighting
Replace flip charts with reusable white board and refillable markers	Currently using 100% recycled flipchart and pens. Portable whiteboards cost approximately £95. Would require 3.
Install temperature zoning controls at Town Hall	Contractor is putting together a quote following a site visit - first week of October.
Install timer for water heater in boiler room	Cost for material and labour c.£250 No space at present for additional bins. Advice to be sought from Bucks Waste Team once new Waste Contract is in place (post September 2020)
Install recycling bins	When fridges are due for replacement, we will change to counter-top fridges for all three rooms, as a number of hirers use them, especially all-day functions, so Administration Manager wished to see some refrigeration capacity retained in all three rooms.
Are fridges needed/smaller version? Turn off when not in use	

RED ACTIONS

Town Guide 100% recycled paper	To be investigated prior to production of the 2021-22 Guide.
Decision on slim-line Town Guide	To be investigated prior to production of the 2021-22 Guide.
Replace recessed lighting with pendant lamps and LED bulbs	Quote provided for replacement lighting for each room, giving a total of £8,010, but reduced to £7,380 if all work done in one go.
Stop use of door curtain heater	Investigate infrared heaters instead.
Re-usable cups for water cooler in the Council Chamber.	Compostable cups purchased as interim measure. Administration Manager feels level of washing required is too much for caretakers due to the heavy usage of the Chamber water cooler. The boiler is only a few years old and so has a considerable lifespan left. Cost : benefit analysis needed to determine the point at which it is beneficial to replace it.
Conversion of heating boilers to electric	

DEPOT**COMPLETED ACTIONS**

Draft proof the doors	Done - 5 October 2020
Install door closers	Done - 5 October 2020
Replace tea urn for kettle	Done - 5 October 2020
Replace heater for infrared heater in workshop	2 infrared heaters installed October 2020, but 2 don't provide sufficient coverage for all 3 areas of work. The success of these will be monitored whilst the heater is retained for the third area of work. If the infrared heaters are satisfactory, a third one will be purchased to replace the heater.
Timer controls on heaters in the office and staff room	Done - 5 October 2020 Installation of slow worm hibernacula at Berkhamstead Field Community Meadow, with explanatory signage following slow worm translocation

GREEN ACTIONS

Switch office and security lights to LEDs	In progress
Get timer for hot water boiler	
Turn heating in bathroom down to frost protection	
Recycled bin bags	

AMBER ACTIONS

Check for cavity walls, if they exist are they insulated	
Only turn heating on in drying room when needed	Old, hard-wired heaters - will need to investigate replacements.
Look at recycling on litter picks	This has manpower implications - also where does the recycling go as we have a lack of bin space? Recycling bins in the park are abused by the public and so there is an H&S risk from sorting the waste. Advice to be sought from Bucks Waste Team once new Waste Contract is in place (post September 2020)
Need for can am?	This is more economic for single person journeys than the pick ups.
Lease electric vans on a trial	The Parks team use tipper vans with a 1-ton payload. At present, there is no equivalent electric vehicle. We are currently in the first year of a 5-year contract with the small van (Fiat Fiorino) used by the Deputy Parks Manager.
Significant expansion of wildlife verges	Continue to identify suitable verges and encourage residents to apply for cultivation licences to manage their own verges for wildflowers. Verge project to be reviewed Autumn 2020.
Change composition of mown areas	This can be investigated as part of the development of Biodiversity Management Plans for our open spaces. Policy Officer is in discussions with BBOWT - September 2020.
Increase wildlife friendly areas at our open spaces	This can be investigated as part of the development of Biodiversity Management Plans for our open spaces. Policy Officer is in discussions with BBOWT - September 2020.
Tree planting at cemetery	Work to be done to identify where more trees can be planted without reducing the availability of burial plots.
Wildflower meadows in the cemetery	Currently working with the Chiltern Rangers to create a new area at the top of the cemetery.
Change management regimes for Marston and Co-op	Will need to look at level of use of Marston for sport and whether any management changes can be made whilst continuing to support football. Co-op to be looked at as part of the development of Biodiversity Management Plans for our open spaces. Policy Officer is in discussions with BBOWT - September 2020.
Replacement leaf blowers	Blowers are used to clean up after strimming, to use a brush would take 10x as long so not cost effective. Can investigate other brands/types of blowers on the market.
Create compost areas on all sites or get mulching grasscutter	This will be implemented at Berkhamstead Field Community Meadow and Codmore Playing Field in 2020. Feasibility of other sites to be investigated. Policy Officer is in discussions with BBOWT - September 2020.
Eliminate use of glyphosate for routine weed control	Need to investigate alternative control methods.
Investigate why Depot water consumption is so large	This is due to watering of flower beds once harvested rainwater store has been exhausted. Longer-term solution would be to change type of planting in the flower beds. Could be an opportunity to plant pollinator friendly plus drought-resistant and perennial planting, rather than seasonal, which would be less wasteful. We could also look at installation of more water harvesting tanks at council buildings.

RED ACTIONS

Consider motion sensors for park lights and LEDs	Not town council infrastructure. Will require liaison with Buckinghamshire Council.
Electric cargo bike	Will need cost:benefit analysis and look at the ways in which the vehicle could be used.
Consider woodland style burials	This can be considered if the council chooses to invest in a new burial ground.
Rent out chapel	This would be subject to renovation of the Chapel.
Consider big change of management for Codmore Playing Fields	Analysis will need to be done on the level of use, including for public events and will require public consultation. An intermediate plan has been adopted for Codmore and a community tree planting session has been scheduled for late November 2020.
Investigate sharing Amersham's bio-composter	The size of Amersham's bio-composter means that it is stationary at their Depot. This would require us to make multiple trips to Amersham with our green waste, and working on the assumption that they had the space to store the waste until processed. Your officers think that investing in a smaller, portable bio-composter would be more practical.

ELGIVA

COMPLETED ACTIONS

Install soap dispensers in backstage dressing room	Done
Trial new heating timings	Done - August 2020
Ensure printers use recycled paper for all promotional mate	Done - August 2020

GREEN ACTIONS

Recycled plastic bin bags	£22.82 for bags made from recycled plastic and are again recyclable X 200 / usual cost £9.43
Replace T5s with LEDs	Cost of replacement lights c. £29,000, but with additional costs for installation.
Check for flow restrictors in the sinks	
Aerating shower heads	
Trial eco-tubes in urinals	Eco-water saver urinal caps have been suggested.
Train staff to maximise use of natural light	
Insulate joints and pipes in main boiler room	
Check cavity walls and roof have been insulated	
Frost protection only for stairwells, toilets, kitchens	
Digital thermometer and measure temps	
Can the ice cream freezers be reduced down to one?	Additional freezer only required for peak periods - need to ensure that only one is used / switched on during non-peak periods
Ensure correct temperature of beer cellar	Looking to replace beer cellar due to age and noise.
Brief cleaning & catering contractor and include requirements in contract	Contractual changes can be made in next contract round

AMBER ACTIONS

Switch to reusable plastic glasses	Costs being worked out, but need to consider deposit scheme - added complexity in cashless environment due to COVID.
Install handdrier in one remaining bathroom	This could be a health and safety issue due to close proximity of shower and space. May need a risk assessment.
Switch from Pringles	Impact on income due to switching from a top brand with good GP. Need to review sales and investigate local brand.
Replace backstair light and install motion sensor	
Motion sensor for all bathroom lights	£28,000.00
Switch to LEDs in foyer bathrooms	Part of the £28,000 quote
	Stage lights are 20 years old and due for replacement. Equipment costs c. £60,000, would be installed in-house. Overall programme of light replacement should see payback in about 3 years.
Complete switch over of stage lights to LEDs	
Turn off floodlights over ticket office window	Currently used overnight as security deterrent - can a lower energy alternative be used or install motion sensor floodlights on building to deter intruders?

RED ACTIONS

Boiler replacement	Boiler identified for replacement but delayed for Extension proposals
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GYM & SWIM

COMPLETED ACTIONS

Trial new operating hours of central heating	Done August 2020
Set timer for hot water in downstairs boiler room	Done August 2020
Install door closer for door from entrance to viewing room	Done
Install separate switch to control downstairs studio lights	Done
Reduce temperatures in corridors etc to frost protection only	There's no heating in the corridors, only heated by the door heaters that are listed as needing to be replaced by Infrared heaters.
Install heat reflectors behind radiators on outside walls	Done - September 2020

GREEN ACTIONS

Insulate hot water pipes in downstairs boiler room	Cost £20 - in progress
Insulate pipes from boiler in Ladies changing room	Cost £40 - in progress
Check whether professionally insulated	
Install timers for vending machines	Checking with electrical contractor
Decide if heating is needed in abs room	
Put timer on tube heaters in gents changing room	Checking with electrical contractor
Timers for heaters in the downstairs studio	Checking with electrical contractor
Check heating issues for ladies are the same and fix if so	Checking with electrical contractor
Buy recycled bin bags	
Trial ecotubes for urinal	Eco-water saver urinal caps have been suggested.
Check urinal for leaks	
Aerating shower heads	

AMBER ACTIONS

Install infrared heater for reception office to replace curtain heaters	Checking with electrical contractor
Move thermostat	Checking with electrical contractor
Can pool temp be reduced further, e.g. in summer?	
Install movement sensor for disabled bathroom light	Checking with electrical contractor
Install separate switch for therapy room	Checking with electrical contractor
Install movement sensor for stairs	Checking with electrical contractor
Organic supplies for coffee machine?	Seeking price from supplier
Introduce recycling	Liaise with Bucks Waste Team

RED ACTIONS

Fix gaps in the gents changing room walls and door	The door is off the ground deliberately to combat water ingress
Seal styro-foam insulation on plant room pipes	Cannot be done
Insulate joints in plant room	Cannot be done
Determine if pool opening in winter is justifiable	Need to carry out analysis of usage and customer appreciation versus financial savings, environmental gains and loss of customer goodwill to make an informed decision Pool manager not in favour of this idea - need to investigate alternatives such as angled clear wind barriers attached to the surrounding walls that won't impinge on access, enjoyment yet reduce heat loss and wind effects?
Install glass wind barriers around pool enclosure	
Increase local abstraction rather than mains supply	Proceed with caution (a) have licensing limit and (b) as local abstraction regimes change by water companies, increasing abstraction for pool could be more harmful to the Chess than using mains water

CODMORE PAVILION

GREEN ACTIONS

Install timer on immersion heaters	Approx. cost £530
Switch lights to LEDs	Approx cost £1,531 to change whole unit plus fittings, or £420 to change just the tubes (but think some fittings will need changing)
Fit door closers	Cost £150 materials, work done in-house as part of Winter Maintenance
Draught proof doors	Cost £200 materials, work done in-house as part of Winter Maintenance

AMBER ACTIONS

Install infrared panels	Approx. cost £1000
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LOWNDES PARK

GREEN ACTIONS

Rewild park side of Chartridge Lane hedge Look at as part of devising management plans for open spaces.

AMBER ACTIONS

More tree planting

Can be included within later phases of CommuniTree.

Change management of main slope

Investigate creating large meadow areas with mown paths from them to allow people to continue to walk through them.

RED ACTIONS

Evergreen hedge between road and park

Will need to identify appropriate species, feasibility/safety of planting and any roadside maintenance implications in partnership with Transport for Bucks

GENERAL ISSUES

COMPLETED ACTIONS

Zero Carbon Chesham section created on web site	Initial section created 14 September 2020, but will be expanded and developed.
Appoint councillor Green Champion	Cllrs McCulloch and J. MacBean confirmed as Green Champions at CAE Committee on 7th September 2020.
100% recycled paper	Done at the Town Hall, Elgiva, Depot and Gym & Swim for printing - 5 October 2020.
	Done for The Elgiva. Cemetery Guide printed on 100% recycled paper - October 2020. Local Produce Market bookmarks produced as use less paper than fliers, and used 100% recycled paper - November 2020. Other teams to investigate as printing required.
Request recycled paper for any external printing	

GREEN ACTIONS

Production of annual eco-report	To be scheduled into CAE reporting schedule.
Zero Carbon aspirations in Neighbourhood Plan	Environmental policies being investigated.
Inclusion of carbon zero in staff inductions	Inductions currently being revised at the Town Hall.
Inclusion of in-house cleaning staff in this process	
100% post-consumer recycled toilet paper, kitchen roll, paper towels	Done at the Town Hall
Stop buying antibacterial soap	To be looked at post-pandemic
Purchase organic/Fairtrade refreshments	Done at the Town Hall, except for milk, which is to be done.
Switch over cleaning products, e.g. to Bio-D	Town Hall officers currently talking to The Refill Project.
Reduce use of laminators wherever possible	Investigate alternatives

AMBER ACTIONS

Inclusion of eco issues in future tenancy agreements	Identify number of contracts and find examples of clauses for inclusion.
Future contracts to include carbon zero criteria	To be investigated with Sustainable Chesham subject to lockdown restrictions/alternatives to be considered e.g. virtual workshops
Community Engagement Day	Very hard to retro fit in an old and densely populated town but community group already looking at this.
Protected cycle network in Neighbourhood Plan	
Change job specs	Officers have obtained a variety of quotes for electricity and gas for four council buildings.
Sign up to 100% green electricity supplier	
Implement green purchasing policy and train staff	Will look at examples of green purchasing policies.
Installation of solar PV systems	Requires research.

RED ACTIONS

Amend staff contracts	Look at examples to assess feasibility or ask all staff to sign up to a common charter to pull in existing staff?
Investigate wind turbines on council land	Requires research

AGENDA ITEM NO: 5 – WATER ABSTRACTION REDUCTIONS

Reporting Officer: Kathryn Graves (01494 583798)

Summary

1. To receive a report on reductions to local water abstractions.

Background Information

2. Chesham's water is supplied by Affinity Water. Affinity Water has two abstraction points at the top of the Chess catchment to supply the local area, but the high level of water use here means that some water is imported into the catchment to meet demand. Thames Water also has an abstraction point at the top of the catchment and supplies this water to Tring. The Chess is a globally-rare chalk stream habitat, which is under increasing pressure from numerous factors including local abstraction and climate change. As a result, the upper sections of the Chess are drying up with increasing frequency.
3. Your Policy & Projects Officer represented the Town Council at an Environment Agency-led investigation into restoring sustainable abstraction on the upper Chess which started in 2014. Both water companies, Buckinghamshire County Council, the Chilterns Chalk Streams Project and the River Chess Association also participated in the investigation. The objective was to quantify the impact on flow regimes, the ecology and amenity of the Chess in Chesham, and then develop options to improve the hydrology, morphology and ecology of the river.
4. Whilst the investigation floundered at the options appraisal stage in 2018, data collected during the investigation showed for the first time that abstraction does impact upon the flows in the upper Chess. Tests were conducted at Affinity Water's two sites in which abstraction was halted temporarily.
5. As part of the investigation, flow-monitoring equipment was loaned to River Chess Association volunteers. The River Chess Association and Chilterns Chalk Streams Project have been monitoring flows at fixed points along the Chess on a monthly basis since 2016, and continue to do so. The data is supplied to the Environment Agency and the consistent monitoring over the last four years has provided valuable data on flows during droughts and changes to the abstraction regime.

Financial Implications

6. None pertaining to this report.

Strategic Objectives

7. Accords with the Council's strategic objectives three, '*To preserve the unique identity of Chesham and promote its heritage and its environment.*'

Environmental Implications

8. Reductions in abstraction should alleviate some of the pressure on the River Chess. However, importing more water from out of the catchment will have an increased carbon requirement.

Equality Act Implications

9. None pertaining to this report.

Detailed Consideration

10. On World Rivers Day, the 27th September 2020, Affinity Water announced that it had stopped taking water from its two boreholes at the top of the Chess catchment. This is part of a wider commitment from the company to restore chalk streams in their London and Eastern Region. This is a welcome move, and will hopefully mean there will be more water available for the River Chess. The monitoring work by local volunteers should be able to detect resulting impacts on river flow. Affinity Water will also conduct monitoring to ensure there are no negative effects on the environment or public water supply.
11. Thames Water have committed to ceasing their abstraction from the top of the Chess catchment by 2024.
12. Whilst Chesham's public water supply now comes entirely from water supplies outside the catchment, it is still important that the residents and businesses try to save water wherever possible. Water being imported into the catchment will have a greater carbon footprint than water abstracted locally.

Recommendation

That the report be noted.

AGENDA ITEM NO : 6 – PROPOSED FEES AND CHARGES 2021/22

Reporting Officers: Bill Richards (01494 583824) and Steve Pearson (01494 583825)

Summary

1. To consider the fees and charges for 2021/2022.

Background Information

2. The Council is required to review its fees and charges on a regular basis and full details are given below for Members' information.

Financial Implications

3. As detailed 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'*.

Equality Act Implications

5. Non applicable.

Detailed Consideration

6. At the time of writing this report, the Consumer Price Index for October was 0.9% and the Retail Price Index was 1.3%.
7. At this Committee it has been usual to make detailed recommendations on fee increases on all services from allotments through to ice cream concessions and usually based upon a generally inflationary increase in line with the CPI. However, with the Covid 19 pandemic, there has obviously been a significant effect on income and attendances, particularly at the Elgiva and the Gym and Swim Centre. Many of the Council's customers have been very loyal and perhaps this needs to be taken into consideration. Because of this, section heads have been asked for their indicative thoughts, with this Committee asked to whether the general principles are agreed before more detailed proposals are submitted for ratification.

Allotments

8. Officers are yet to liaise with the Allotments Group on fees and charges. However, Members are asked to note that the allotments have been operational throughout the whole pandemic

and no price rise was implemented last year. However with the importance of the allotments to health and well-being, no increase is recommended again this year.

Cemetery

9. Again, the Cemetery has been fully operational during the pandemic. Fortunately, there has not been the anticipated number of increased interments due to Covid. Officers believe there is a case to increase interment and Exclusive Right of Burial fees having benchmarked them with Amersham and Aylesbury Town Councils but are conscious there is the issue of possible financial hardship with residents during this period.

Housing

10. The Council owns two cemetery lodges which are on lease to the Paradigm Housing Group Ltd. Rents are reviewed and set annually by the Housing Group in line with their own. Rents are exempt from VAT and the exclude water rates and Council Tax:

The Elgiva

11. The pandemic's effect on the Elgiva has been well-documented and has probably had the biggest single effect on the Council's services. The Manager is suggesting therefore that the Council keep hire fees where they are and leave to him the discretion to charge less. Hire charges will be totally linked to social distancing. If the capacity remains at 90 then he believes it is reasonable that the facility needs to reduce its pricing accordingly to make the hire viable.

Elgiva Catering

12. Discussions remain on-going with the concessionaire on lost income this year and future plans.

Town Hall

13. In order not to further deter regular hires who she is keen to entice back to the Town Hall, the Administration Manager is recommending no increase on hire fees this year.

Sports Pitches

14. It has been a difficult time for football teams with games halted permanently during the first and second lockdowns and no access to changing facilities in line with government guidance. Accordingly, it is recommended no increase to fees.
15. An agreement with a local fitness trainer for regular use of the Codmore pavilion started from the 1st March 2019 and has been working well. A rent of £360 from the 1st April 2020 was agreed. The trainer too has suffered during the pandemic and therefore it is recommended Officers be delegated to negotiate a 'per client' fee with the trainer until further notice.

Fairs and Circuses

16. The Council rents the Moor and Nashleigh Hill Recreation Ground for travelling fairs and circuses. The Policy and Resources Committee (*15th December 2008 Minute No. 43*) agreed to a charge of between £100*- £135* per operating day (actual charge to be determined by the Clerk) and £50 per non-operating day plus any veterinary inspection fees. To date this year there obviously have been no fairs or circuses. It is proposed that no increase be applied to the current scale of charges and that the Town Clerk be allowed to negotiate within the range as stated above.

Film Fees

17. The Clerk is empowered to negotiate charges for the use of Lowndes Park and other Council facilities by film companies.

Shelter – Chesham Moor

18. This is let on a free use basis to the local Environmental Group and no change is proposed.

Hire of Open Spaces

19. Again, regrettably few hires happened this summer and it is recommended that the charge of £100 should again remain unchanged.

Lowndes Park Ice Cream and Catering Concession

20. Discussions remain ongoing with the current concessionaire who, again, was badly affected by the pandemic.

Wayleaves

21. Current charges of £5 per annum for pedestrian access only and £50 per annum exist and no increase is proposed.

Moor Hardstanding

22. Your officers agreed that a local company could park up to four commercial vehicles on the Moor Hardstanding for a year ending 31st January 2021 for an agreed fee of £234. It is recommended that should this or other companies wish to continue, or enter into, such an agreement, the fee be delegated to the Town Clerk.

Chesham Moor Gym and Swim Centre

23. As with the Elgiva, the Gym and Swim Manager feels it would be counter productive to raise fees particularly as so many members have been very loyal during the lockdown period. It should be noted even when the facilities were re-open, customers did not have access to the changing rooms. He is therefore recommending no increase and the flexibility to negotiate pool and room hire fees where appropriate in a very difficult period.

Gym and Swim Therapy Room

24. No increase in fee is recommended for another room hirer who has seen a loss of income during the last 9 months.

Moor Football Pitches and Pavilion

25. The Moor is let to the Chesham Athletic Football Club on similar terms it previously enjoyed with the Chess Valley Sports & Leisure Association Limited. The club obviously has had serious disruption to its season in 2020 and again no increase is recommended to the 2021/22 season.

Recommendation

That the provisional fees and charges recommendations be considered.



Bill Richards
Town Clerk