

# 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)

28<sup>th</sup> May 2010

Dear Councillor

I hereby give notice of a meeting of the **RECREATION AND THE ARTS COMMITTEE** to be held in the Council Chamber, The Town Hall, Chesham, on

**MONDAY 7<sup>th</sup> JUNE 2010 AT APPROXIMATELY 8.00 PM**

( or immediately following the close of the meeting of the Development Control Committee which commences at 7.30pm)

when the business set out below is proposed to be transacted:

## AGENDA

1. Election of Chairman and Vice Chairman for the administrative year 2010/11.
2. Apologies for absence.
3. Declarations of Interest.
4. To receive and confirm the Minutes of the Committee meeting held on 1<sup>st</sup> March 2010.
5. To receive and consider the Minutes of:
  - i. *Friends of Chesham Moor Gym & Swim meetings of the 23<sup>rd</sup> March 2010 and 27<sup>th</sup> April 2010*
  - ii. *The Elgiva Board of Management meetings of the 15<sup>th</sup> March 2010 and the 17<sup>th</sup> May 2010*
  - iii. *Friends of Chesham Cemetery meeting of the 20<sup>th</sup> April 2010 and AGM*
  - iv. *Impress the Chess Steering Group meetings of the 30<sup>th</sup> March and the 25<sup>th</sup> May 2010*
  - v. *Chesham Environmental Group AGM of the 22<sup>nd</sup> April 2010*
  - vi. *Allotments Group meetings of the 30<sup>th</sup> March 2010 and the 11<sup>th</sup> May 2010*
6. Youth Council Presentation on Consultation on Skate-Park Future.
7. Chesham Moor Gym and Swim Update.
8. Cemetery Locking Up Times.
9. Future of Council Owned Buildings.

Yours sincerely,

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

Bill Richards  
Town Clerk



continued . . .



**Circulation**

**Councillor E.L. Bamford**  
" **M.Z. Bhatti**  
" **Ms. J.E. Bramwell**  
" **Mrs. J.C. Fulford**  
" **D. J. Lacey**  
" **Mrs. C. Littley**

**Councillor Mrs. C.M. Michael**  
" **Mrs. M. Molesworth**  
" **Mrs A.M. Pirouet**  
" **C.H. Spruytenburg**  
" **Mrs. G. Walker**

## Minutes of the Friends of Moor Road Gym and Swim 23rd March 2010

**Present:** Peter Ashby (PA), Francis Holly (FH), Sue Hutchinson (SH), Tina Michael (TM), John Popple (JP) left early

**Late:** Nicola Atuayna (NA), Trevor Davies (TD), John Dunn (JD), Danny Essex (DE)

**Apologies:** Nazma Khan (NK), Trish Croot (TC), Moira Walker (MW)

**Chair:** Peter Ashby **Minutes:** Peter Ashby (No other volunteers!)

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| <p><b>Previous minutes:</b><br/>It was noted that whilst a number of actions have been undertaken several had not been. PA asked Friends to please check the actions next time before coming to the meeting.</p> <p>The intention is to continue the practice of circulating sub group notes before the main Friends meeting. However since the last meeting this was only done in a few cases.</p>  | <p><b>ACTIONS</b><br/>All to check</p> <p>Sub groups to email their minutes.</p>             |
| <p><b>Managers Report:</b></p> <p><b>Gym;</b> February saw a new monthly record number of 1547 visits and a new daily record of 84 visits was set on 2<sup>nd</sup> March. Up to 22 March 1100 visits had been recorded and thus the February record might well be exceeded. Danny put the high number of visits down to extra marketing and PR. He added that classes were good for getting new members and retaining existing members.</p> <p>The discrepancies between the till and computer records of gym visits are being tackled by the staff. As people visit their membership details are being checked and updated. This would help eliminate some of the differences. However there is still some way to go with daily cross checking.</p> <p>A more comprehensive facility to analyse the visits recorded by the computer system has been installed by Rob Fraser-Green. These could track individual member's usage and generally examine trends in intensity of usage by different classes of membership. He has also added a facility to give usage rates by time of day. With this analysis it is possible to examine when to set peak and off peak times.</p> <p><b>Classes</b><br/>Classes are still taking place and the new 'corebox' class is oversubscribed. DE said that it was becoming more urgent that the downstairs is repartitioned so as to provide a decent sized room. (see below)</p> | <p>DE/Staff to complete check of records</p> <p>Staff/PA to use to analyse visit trends.</p> |

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| <p>JP is collecting information on class attendance for the committee and this will be explored more at the next meeting.</p> <p><b>Swim/ Maintenance required;</b><br/> A recent professional investigation of the pool leak has revealed that water is seeping back from the pool into the 'spring feed' well. Not only was the 'loss' large but it also has been contaminating the well water. The well itself was shown to be in a poor state and would need relining. The leak has been blocked using foam as a temporary measure but no water from the well can now be drawn. An estimate to reline the well is £12000. Further expenditure may be needed to treat the spring water before it enters the pool at the shallow end.</p> <p>It was agreed that whilst it is very desirable to use spring water for both publicity and cost reasons, a mains water alternative to the plant room needs to be installed as soon as possible. Danny thinks this would cost about £2000 to install and add about £1200 to the annual water bill. Danny thought work could be undertaken at the same time as the other plant room repairs in the next few weeks. The Friends agreed that the mains supply should go ahead asap whilst the well supply problems could be examined in more detail before action was taken.</p> <p>There was £25,000 in the Repairs and Renewals budget for this year and hopefully sufficient remains to cover the work above.</p> <p>DE said that he had designed a draft new 2010 Pool timetable and would be interested in any feedback from the Friends before it went to print.</p> <p>In view of the maintenance required there was no possibility of opening the pool in April</p> | <p>JP to follow up</p> <p>DE to install mains supply to plant room and get further estimates for the well repairs etc.</p> <p>All to check</p> |
| <p><b>Finances:</b></p> <p>TD reported that he had meet Steve Pearson with PA and they had agreed a simplified and more aggregated monthly set of accounts. A draft version had been produced and was shown around. (see attached spreadsheet) TD still needed to check it but he thought it looked much better. PA thanked Councillors Holly and Michaels for getting things moving on this front.</p> <p>TD reported that he now also received the monthly figures produced at the Centre from the till takings and would look to compare them with the accounts produced at CTC.</p> <p>In terms of the finances up to end of February (covering 11 months of 2009/10) TD reported that overall revenue was up</p>   | <p>TD will need to check new summary.</p> <p>TD to compare to CTC figures</p>  |

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| <p>£17K on 2008/09 total. So with March revenue to come the improvement should be about £25K. His analysis showed that gym revenue should be about £10K up on 2008/09 at about £75K.</p> <p>TD predicted the deficit to be £60,000-£65,000 which is less than CTC budgeted £80,000-£85,000. PA thanked TD for his work on the finances.</p> <p>Sales from the newly introduced hot drinks and food appear to be going well in addition to the cold drinks sold from the till. However it was questioned whether it can meet the demands of summer swimmers.</p> <p>PA stated that it appears that the October swimming 2009 broke even. He will produce an adjusted costing for October 2009.</p>   | <p>DE to consider</p> <p>PA to action.</p>   |
| <p><b>Publicity:</b></p> <p>SH presented a revised costing for 2009/10 to include the new signage which gave a predicted spent of £6300 against the budget of £5500. However CTC's figure for the first 11 months of 2009/10 showed that only £3300 had been spent. DE and SH suggested that this was mainly due to delays between ordering items and their actual payment – at which point they enter CTC's accounts. All the new signage ordered amounted to some £2000.</p> <p>The committee suggested that it would be useful for SH and DE to produce a short report stating their advertising objectives and plans for the next financial year. i.e. how the total spent would be divided between the various activities (swim, gym etc) and the various media i.e. Newspaper, magazines, notices etc. Also, if possible, to provide information about lead generation and membership conversion rates targets from the adverts/offers.</p> <p>SH agreed to find out the type of promotion packages that the local radio might be prepared to offer us. It was suggested that we might be able to get 'free' coverage of the pool opening in return.</p> <p>DE said that the new road side signs were now in place.</p> <p><b>Email lists:</b></p> <p>Nicola and Danny reported that they had made considerable progress in specifying mailing lists for different types of membership (gym, pool etc) using the Outlook facility. Nicola said that many of the email addresses she had were defunct as</p> | <p>SH,TC and DE</p> <p>SH/TC to produce</p> <p>TC/SH/DE to pursue</p> <p>DE and NA to complete email lists</p> |

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| <p>they 'bounced back' when she sent out a newsletter. It was agreed that DE would get the staff to check email addresses for gym users. In addition a box would be added to the swim season ticket forms to collect email addresses. In addition Nicola said there was another 3 to 4 hours of 'inputting' details of gym members and volunteered to do it. Otherwise DE said he could employ someone to do it. PA thanked NA and DE for what they had already achieved.</p> <p>There was discussions on what mail outs should be done and when. NA agreed to help DE draw up a list which would include sending out targeted emails such as membership reminders to annual gym members.</p> <p>It was suggested that a mail out to gym members was undertaken by Alex to ask them what additional facilities they thought desirable.</p> <p>DE said that he had recently set up a Facebook club which had attracted 60 'friends'. He hoped to use this to encourage younger people to use the centre more.</p> <p>Website; DE needs to give Rob (of Millepedia) the go-ahead for the website changes.</p> | <p>DE follow up with CTC</p> <p>DE and NA to draw up list.</p> <p>Alex to email gym members.</p> <p>DE to action</p> |
| <p><b>Projects/ Downstairs Upgrade</b></p> <p>DE said that it was fairly urgent that the downstairs was altered to accommodate larger classes. In fact Abi Sagar had written a note outlining the problems in undertaking Pilates classes in the present space. DE said there was a danger she would stop doing the class at the centre if the facility was not improved fairly soon. (<a href="#">See attached note</a>).</p> <p>DE said he needed to get a proposal to R &amp; A committee to authorise the expenditure. It was agreed that DE would get at least 2 quotes to move the partitions. PA offered to then write a short note setting out the business case.</p>   | <p>DE to get quotes</p> <p>PA to draft business case.</p>  |

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| <p><b>Green Team/ Energy Savings:</b></p> <p>It was noted that gas usage had not decreased as expected with the new boilers. This was probably due to the leaks which DE had discussed earlier. It needs investigating once the leak has been fixed.</p> <p>The Green Sub group had recommended three new bins for recycling which they had found through Alex's help. It was agreed to order them. It was also noted that there were difficulties in getting the bins emptied. DE will speak to Bill R about possible solutions. Another suggestion was to ask members to be 'recycling volunteers'.</p> <p><b>Street Lighting etc</b></p> <p>DE reported that the low energy saving lamps was still awaited.</p> <p>TM reported her findings to improve pedestrian access from the car park to the centre. She said that as it was common land it was prohibited to have a 'hard' surface. However a cinder path was possible and Kathryn Graves was getting some quotes for this.</p> | <p>DE/JD to investigate</p> <p>Alex/DE to action</p> <p>CTC to provide quotes. DE to chase.</p>                  |
| <p><b>Swimming classes:</b></p> <p>DE reported that he was finding it difficult to pin down Bucks Sports (Charlotte Smith) regarding the subsidised swimming lessons for adults. However he assumed it was still going ahead and had put sessions in the new Timetable. He had also hoped that she would recommend swimming teachers but nothing had been heard to date. DE had now asked Alex to find teachers who would contact ASA amongst other bodies.</p> <p>Regarding the Schools hire DE would just contact a few in the locality and gauge their response as it was too late to undertake a full marketing campaign.</p> <p>Regarding swimming private lessons a draft set of pool hire rates had been drawn up for consideration. We also required some swim teachers which hopefully Alex will find (see above). It was agreed that it would helpful for DE and PA to meet with Steph to discuss lessons further.</p>   | <p>DE to contact C. Smith</p> <p>Alex to find swim teachers.</p> <p>DE to action</p> <p>PA and DE to explore</p> |

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| <p><b>List of Tasks</b></p> <p>PA said he thought there was a danger that there were too many new initiatives. This would stretch DE and the Friends resources too thinly so we needed to 'focus'. It was suggested that DE derived his priorities by using a matrix approach of time/effort versus impact.</p> <p>PA further stated that as there was going to be squeeze on finances over the next year or two we needed the centre to make the most of its existing facilities rather than propose much new expenditure. He described his slogan for this as 'making the assets sweat'!</p>   | <p>DE to action with help from FH</p>   |
| <p><b>Any Other Business</b></p> <p>PA raised the topic of free swimming for under 16 and over 60's. It was agreed we should try again for next swim season.</p> <p>The suggested dates for future meetings and the AGM were acceptable to those present. Friends also liked the idea of having a Xmas celebration in December.</p> <p>It was agreed that we would start future meetings at 7.30pm</p>   | <p>PA to ask Richard Thorndike</p> <p>Get dates in your diaries.</p> <p>All to note</p> |
| <p><b>BRAIN STORM :</b></p> <p>The Brainstorm was continued from the previous meeting and the ideas and Objectives proposed for next two/three years are:</p> <p>These for 2010/11 :</p> <ul style="list-style-type: none"> <li>• Longer pool opening hours X 2</li> <li>• Better/new changing facilities X 3</li> <li>• Lockers and/or new baskets</li> <li>• Poolside makeover, better benches for picnics</li> <li>• Bucks sport funding for water polo, octipush etc</li> <li>• Front aspect of the building makeover X 3</li> <li>• Create a more social side to Centre</li> <li>• Create a social area to sit and chat</li> <li>• Reduce deficit by a further £10k to £15k.</li> <li>• Monthly Management Information System(MIS)</li> <li>• Benches and chairs at front for picnics etc.</li> <li>• Gym visits 15% higher for 2010.</li> <li>• Footpath to car park.</li> </ul> |   |

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| <p>For 2011 onwards</p> <ul style="list-style-type: none"> <li>• Changing room redevelopment</li> <li>• A retractable cover for the pool-2010 onwards</li> <li>• Extend pool opening times (more months)</li> <li>• Exploration of other year round open air pools including Hackney and Hampton pool</li> <li>• Improve footpath access to courts</li> <li>• Expand gym area</li> <li>• Sauna and or Jacuzzi</li> <li>• New flooring</li> <li>• New fencing around pool</li> <li>• Re-surface around poolside in modern clean material.</li> </ul> <p>PA thanked everyone for their contributions and asked how to evaluate all these ideas. In order to gauge the relative importance of these it was agreed we should assign priorities to each (eg 1,2 or 3) They will be circulated to the Friends to give their priorities.</p> | <p>PA to circulate list and Friends to assign priorities.</p> |
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NEXT MEETING 27 April

Further Meetings

8 June

13 July

7 September

12 October

16 or 23 November (AGM)?

3 December Meeting and Xmas Party/Outing

Minutes of the 'Friends of Moor Road' 27<sup>th</sup> April 2010

Present: Tricia Croot (TC), Peter Ashby (PA), Nazma Khan (NK), Danny Essex (DE), John Dunn (JD), Francis Holly (FH).

Apologies: Justine Fulford (JF), Tina Michael (TM), Moira Walker (MW), Jonathan Popple (JP), Sue Hutcheson (SH), Trevor Davis (TD).

Chair: Peter Ashby Minutes: Nazma Khan

| Matters arising from previous minutes:<br>No matters  | ACTIONS                    |
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| <p><u>Managers Report:</u></p> <p>Plant room work is ongoing but will be completed by the end of the week for the 1<sup>st</sup> May pool opening. The Mayor will be jumping in at 11.30 am TC will contact the Bucks Examiner to inform them of the photo opportunity, the centre will also take their own pictures. The fresh water system for the pool however will not be complete until the second week of pool opening and will cost between £2000-3000.</p> <p>The Moor Stars event write up in the Examiner was very complimentary. The ongoing project has approximately £2,500 funding for future events. Hopefully CTC will also provide ongoing support with free court hire.</p> <p>CTC has spoken to last year's pool café operator who is not interested in returning this year after the poor season last year. DE will be running a tuck shop system at peak times using existing staff that can be used to complete other jobs when not busy. Reception will continue to sell drinks and food at off peak times. FH expressed the need to ensure that accurate records are kept of income from vending as the figures were previously rolled into in CTC accounting system and proved difficult to isolate. DE stated that the tuck shop will have its own till to record takings. Alex is currently responsible for all vending ordering and cashing up the main till, and will be responsible for the tuck shop till also.</p> <p>New roadside signs for the centre have been put in place and work will be commencing for the new front door sign to be put up in the next few months.</p> <p>Easter holidays camps were not run as the minimum number to ensure a profit did not sign up, despite 1000 flyers being sent to schools and notices to children at staggered intervals before the end of term. PA and TC suggested trying again but targeting the private schools in the area, DE to look into. DE is exploring new niches like kids' sports parties rather than holiday camps which have so far not been viable</p> <p>.</p> | <p>TC contact examiner</p> |

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| <p>Finances:<br/>TD not yet received the end of year figures from CTC. Till figures shown that March was very good: £4,700 after VAT in 'pay as you go' and £2,800 after VAT in standing orders. March also set the record for the most visits - 1602.</p> <p>Budget: Friends have not seen the actual budget yet, waiting for from CTC.</p>  | <p>TD to explore when CTC provide information</p>                        |
| <p>Publicity:<br/>DE/ SH have placed adds with vouchers into the Bucks Examiner and other publications and are currently targeting areas affected by the Rye's closure in Wycombe. DE is keeping all vouchers returned to the centre so he can see how effective the marketing is. DE explored radio ads previously, specifically Mix 96. Costs are over £1000 for a campaign and coverage in our specific area is minimal due to the Chiltern Hills affecting reception.</p>   |  |
| <p>Website: DE and Rob from Milipedia have been working changes. An ad was also placed on the website for swimming teachers and have had a good response. JD stated that he couldn't find the Easter opening times when looking and suggested better navigation may be needed. DE to look into.</p> <p>Computer: New system in place to provide a breakdown of usage of the gym by hour (allowing us to monitor peak and off peak times) and types of users. It was suggested that a system be put in place to monitor members that are not using the centre and follow up calls can be made to explore why. DE stated that there would not be the staff resources available for this.</p> <p>DE/ NA are continuing to work on an e-mail list and compiling a database for the gym and swimmers. PA suggested that it may be more efficient to employ someone to concentrate on compiling the information. DE and PA to create a job description.</p> | <p>DE follow up</p> <p>DE/PA to create job description</p>               |
| <p>Swimming lessons: the 'Make a Splash' initiative (subsidised lessons) with Bucks Sports have been timetabled; brochures and marketing are required and full details are still to be finalised. DE is also talking to several teachers who will be running private lessons, one also wishes to run triathlon training.</p>  |  |
| <p>Energy Saving: JD waiting for pool to be operating to run tests. Green Team: exploring the requirements for recycling bins for poolside usage. TC will also appeal to centre users to help take collected recycling to the recycling centres. DE will ask if CTC can arrange for a mini recycling point be place at the centre itself.</p>   | <p>JD to complete tests</p> <p>TC/NA follow up with bins and DE with</p> |

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|   | CTC |
| Closing remarks:<br>Friends in jeopardy of spreading themselves too thin and need to concentrate on increasing income from the existing resources like the courts. Friends concerned about the implications of free swimming for the over 60's and will need to be explored more in detail and may need the help of CTC to get answers. |     |

NEXT MEETING 8<sup>th</sup> June 2010

**MINUTES OF THE MEETING OF THE ELGIVA BOARD OF MANAGEMENT  
AT 10.30AM ON MONDAY 15<sup>th</sup> MARCH 2010 AT THE TOWN HALL**

**PRESENT**

Trevor Pilling (Chairman, presiding)  
Roy Abraham  
Stephen Cherry  
Yvonne Plester  
Anthony Ogden  
Patricia Cherrill  
Peter Fletcher  
Bernard Carey  
Linda English (Minutes Secretary)

Officers: Mark Barnes – Manager, Elgiva  
Moir Little – Assistant Manager, Elgiva  
Bill Richards – Town Clerk

1. Apologies for absence were received from Howard Elson.

2. **MINUTES OF LAST MEETING**

The Minutes of the last meeting held on 18<sup>th</sup> January 2010 were agreed as a true and correct record.

Matters arising from the minutes:

- Patricia asked if any work had been carried out on the overgrown garden, Mark replied that some cutting back had been done.
- Patricia asked if there had been any progress on locating an additional box office in the High Street. There had been no progress and Mark agreed that an additional box office would have to be at least as large as the current box office and include advertising space.
- Mark apologised for not bringing the commission figures to the meeting as requested and also confirmed that the administration charges are sufficient. He will bring figures to the next meeting.

3. **MANAGER'S TWO MONTHLY REPORT**

Mark reported on the following:

- The trend of late ticket bookings continues and has been demonstrated by the recent show by the Panda Players for which Mark monitored the weekly sales.
- The general feeling is that the box office activity has picked up in the last six weeks and web sales are now approximately 30% of total sales.
- Mark has carried out a survey of post-interval bar takings and confirmed that these are generally low with the exception of amateur shows when the audience stays in the bar after the show has finished.
- Pantomime 2010
  - The flyer has been designed with photographs of the actors in costume.
  - Some schools have been contacted and bookings taken.

- Mark distributed a budget for the Pantomime which he described as ‘fluid’. One additional item this year is the reimbursement to chaperones for parking costs.
- Stagecoach and The Bucks Examiner are confirmed as the main sponsors and Mark is approaching other sponsors including Waitrose and The Entertainer.
- The costs of the stage crew are covered by the sponsorship and are not included in the budget.
- Bernard asked if there was a requirement to take out insurance as it was an in-house production, Mark stated that the risk had been assessed and it had been decided that insurance was not necessary.
- Tina has resigned and leaves on 26<sup>th</sup> March 2010. She has worked in the box office and marketing and has been key in the development of the on-line booking system. Her post has been advertised and interviews arranged. The new person will be required to take on the web management as part of the role. Tina has been a valuable member of staff and will be greatly missed. The Board wishes her well for the future.
- Future bookings continue to look good for the rest of 2010.

#### 4. **FINANCIAL UPDATE**

Trevor circulated his spread sheet for the month of December 2009. Due to printing difficulties, the January and February spread sheets were not available but were discussed and will be forwarded to Board members in due course.

By the end of February 2010 the overall income had dropped by 2.8%, bar takings were down and costs had increased. This was expected due to the current financial climate. Mark commented that he hoped to reach year end under budget.

There may be some impact on The Elgiva from the opening of the new theatre in Aylesbury in July 2010 and the refurbishment of the Wycombe Swan and the Watford Coliseum.

#### 5. **POST OFFICE AND THE ELGIVA**

Peter and Steve reported from a working party they had attended which discussed the use of Council premises to house a post office in Chesham. The premises considered were the Council Offices, The Elgiva and the library.

After much discussion the Board was advised that to site a post office in The Elgiva would not be viewed favourably by the planners, would incur cost to build a secure extension to accommodate it and would require an improvement to the road crossing to cope with the increased pedestrian traffic. Additionally, they were advised that it is difficult to run a post office as a financially viable business within the restraints of the Post Office Counters Ltd. regulations.

The current situation is that a temporary post office has opened in the High Street and tenders are being invited to permanently relocate it within a retail outlet.

6. **POSSIBLE CAPITAL PROJECTS / DEVELOPMENT; RING FENCED MONIES**

Bernard suggested that The Elgiva could become a Social Enterprise. This would be a not-for-profit organisation that was funded by Council grants but the advantage would be that it could obtain private sponsorship for specific projects or get grants from the government.

Roy will be attending a conference on Social Enterprise on 18<sup>th</sup> March 2010 and will report back to the Board at the next meeting.

Bernard will investigate whether potential sponsors would be more interested if The Elgiva was to become a Social Enterprise.

7. **DATE OF NEXT MEETING**

The next meeting of the Board of Management was provisionally suggested 10.30am on the 17<sup>th</sup> May 2010 at the Town Hall.

The meeting closed at 12:40pm.

**MINUTES OF THE MEETING OF THE ELGIVA BOARD OF MANAGEMENT  
AT 10.30AM ON MONDAY 17<sup>th</sup> MAY 2010 AT THE TOWN HALL**

**PRESENT**

Trevor Pilling (Chairman, presiding)  
Roy Abraham  
Stephen Cherry  
Yvonne Plester  
Anthony Ogden  
Patricia Cherrill  
Peter Fletcher  
Bernard Carey  
Howard Elson  
Linda English (Minutes Secretary)

Officers: Mark Barnes – Manager, Elgiva  
Moirra Little – Assistant Manager, Elgiva  
Bill Richards – Town Clerk

1. There were no apologies for absence.

2. **MINUTES OF LAST MEETING**

The Minutes of the last meeting held on 15<sup>th</sup> March 2010 were agreed as a true and correct record.

There were no matters arising from the minutes.

3. **MANAGER'S TWO MONTHLY REPORT**

Mark reported on the following:

- To date, bookings have been made to a value of £21,000 for the Pantomime 2010, which is £2,000 more than this time last year.
- Mark is pleased to have completed the year within budget and to report that credit card payment charges have been more than covered by administration charges.
- Mark expressed concern over the administration costs incurred when outside group hirers sell 'agency' tickets and there is no income to cover these costs. He suggested charging 2% on ticket sales instead of the usual 6% for local companies. Both Anthony and Stephen replied on behalf of their local theatre companies stating that any increased costs would prove difficult for them to meet as things were very difficult in the local economic climate. It was agreed that this was obviously an issue for both the theatre and the local community groups and Bill suggested that the matter of Elgiva income set against local community usage may be a matter for the Council to determine. Mark will supply figures for the next meeting with a cost analysis. Bill reminded board members with an active involvement in companies who hire the theatre that they would need to declare their interest and potentially abstain from taking part in the discussion if appropriate.
- The Council have agreed to spend £10,000 on new stage lighting.
- Anthony Pearson is now in post as Marketing Officer.

- The database of emails for marketing purposes is building. The software has not been purchased but Mark is looking into negotiations for this.
- Staff morale is considered to be good.

4. **FINANCIAL UPDATE**

Trevor circulated his spread sheets for the months of March and April 2010.

Overall, income for the year was down 5% which was considered to be a good result in a difficult year. There were slight differences between Trevor's figures and those provided by the Council due to different accounting processes. The Board would like to have the differences explained and Steve Pearson will be invited to attend the next meeting.

Trevor presented the April figures in a new format and the Board accepted this with the exception that Mark would like to see the number of days per month of community hire on the spreadsheet.

5. **SOCIAL ENTERPRISE CONFERENCE FEEDBACK**

Roy reported from a meeting he attended. He didn't consider it was appropriate for the theatre to become a Social Enterprise because of the current funding arrangements with the Council.

Bernard reported that he had talked to the Social Enterprise Coalition and had learned of organisations that were part-funded by a council and part-funded by grants or sponsorship, although none of the organisations were theatres. This was subject to the conditions of profits re-invested in the business and 50% of the business had to be operational. Bernard considered that the Elgiva could work as a Social Enterprise but it would require a change in the way that it was funded by the Council. This was discussed at some length by the Board. Bernard agreed to research other similar organisations that have become Social Enterprises and also to assess the likelihood of grants from local companies for capital projects at the theatre.

6. **DATE OF NEXT MEETING**

The next meeting of the Board of Management was provisionally suggested 10.30am on the 9<sup>th</sup> August 2010 at the Town Hall.

The meeting closed at 11:50am.

# Friends of Chesham Cemetery

Minutes of meeting  
held on Tuesday 20<sup>th</sup> April 2010 7. 10 pm at  
Chesham Town Hall, Baines Walk

|           |                            |    |    |    |
|-----------|----------------------------|----|----|----|
| Present : | Cllr Francis Holly - Chair | FH |    |    |
|           | Sharon McEwan - Secretary  | SM |    |    |
|           | Phil Folly - Treasurer     | PF |    |    |
|           | Kate Folly                 |    | KF |    |
|           | Ken Austin                 |    |    | KA |
|           | Jean Queripel              | JQ |    |    |

## Apologies for Absence:

Mors Walker and Thames Valley Police

### 1. Approve the minutes of the meeting held on Tuesday 6<sup>th</sup> October 2009:

The minutes were approved and signed as a true copy

### 2. Matters Arising from Previous Minutes:

Phil Folly informed the meeting that he had erected a Robin Box in the Garden of Remembrance and that he would take the Blue Tit Box up to the Parks and Premises Manager and ask for the box to be erected within the cemetery.

### 3. Verbal update - Thames Valley Police:

There were no matters raised.

### 4. Website

It was agreed that the group ask Chesham Town Council if they can update their web site with any events that the Friends organise, such as dates for working parties on the wild flower project and the Heritage weekend.

SM

### 5. Cemetery Closure Times:

After some debate it was agreed that the group would make a collective recommendation to Chesham Town Council with regards to the locking/opening of Chesham Cemetery

The recommendation is:

It is the view of the Friends of Chesham Cemetery that Chesham Town Council should keep the cemetery open until 8pm in the summer months (May - October) and close at 4pm in the winter months. to give people the opportunity to visit graves. Would it also be possible for Chesham Town Council to feed back their views on this recommendation to the Friends of Chesham Cemetery.

SM

## **6. Second Cemetery / Woodland Burials**

The group were informed that the Natural History Society is surveying the field abutting the Nashleigh Hill Recreation Ground in Vale Road in the summer months and a botanist report will be sent to Chesham Town Council.

After some debate it was agreed to bring back to next meeting after enquires were made into how many burials had taken place in the last three years and how many burial spaces were left in the present cemetery. **SM**

## **7. Hedges and Footpaths**

The group were informed that the hedge in K section had been cut back, but this was not a hard cut as it would kill lower hedge and shrubs.

The group would like some fencing erected at the gaps appearing around the boundary of the cemetery and if there is no funding in the budget this year maybe it could appear in next years budget.

The Friends would like to see the potholes that need attention be repaired following the adverse weather conditions this year. **SM**

## **8. Chapel and Hearse House**

It was agreed to set up a sub committee to look at external funding for the Chapel and Hearse House as there is no monies available to redecorate the chapel or future roof repairs to the Hearse House because of low usage this is not a priority.

The sub committee consists of Cllr Holly, Phil and Ken, who will arrange a date and time to meet and bring their findings back to the next meeting. **FH. PF.**

**KA**

It was agreed to find more information on the chapel bell for the Heritage weekend. Sharon would arrange with Bob Ayres when a time would be convenient for her to enter the belfry to take photographs. **SM**

## **9. Memorial Project**

Add to next agenda.

## **10. Setting dates for meetings.**

It was agreed to pre-book yearly dates for meetings. These are as follows:

Tuesday 27<sup>th</sup> July 2010

Tuesday 5<sup>th</sup> October 2010

Tuesday 19<sup>th</sup> April 2011

Tuesday's were the preferred days, but it was agreed to review this annually.

## **11. Working Party Dates**

**Friday 23<sup>rd</sup> April 2010 at 6pm**

**Friday 30<sup>th</sup> April at 6pm**

**ALL**

## **12. Any Other Business:**

### **• Special thanks**

The group would like to send a special thank you to Richard Caddrick for all the hard and wonderful work that he done in the cemetery and he will be greatly missed.

- **Heritage Weekend**

It was agreed that the Friends would open the chapel and have the same information on display as they did in September 2008.

This year the group will only open on Saturday 11<sup>th</sup> September 10 - 3pm

- **Memorials**

The group was informed that a memorial that was lying down in section D Unconsecrated as been restored to its former state.

- **Agenda Items**

Memorial Project, Second Cemetery and Woodland Burials, Heritage Weekend, Chapel/Hearse House funding.

**13. Date of Next Meeting**

**Tuesday 27<sup>th</sup> July 7pm at Chesham Town Hall**

**Close of meeting 8.20 pm**

# Friends of Chesham Cemetery

## AGM

**Minutes of Meeting held on  
Tuesday 20th April 2010 at 7pm  
Chesham Town Hall, Baines Walk, Chesham**

**Present:** Cllr Francis Holly - Chair  
Sharon McEwen - Secretary  
Phil Folly - Treasurer  
Ken Austin  
Jean Queripel  
Kate Folly

### Apologies for Absence:

**Mora Walker and Thames Valley Police**

### **1. Approve the minutes of the AGM held on Tuesday 21<sup>st</sup> April 2009**

The minutes of the AGM held on Tuesday 21<sup>st</sup> April 2009 were approved as a true record and the minutes were signed.

### 2. Election of Officers

The nominations for Chair 2010 - 2011

**Cllr Francis Holly**

**Phil Folly - Proposed**

**Jean Queripel - Seconded**

The committee elected **Cllr Francis Holly as Chair**

### **There were no nominations for Vice - Chair 2010 - 2011**

There were no nominations for Vice - Chair.

The nominations for Secretary 2010 - 2011

**Sharon McEwan**

**Ken Austin - Proposed**

**Phil Folly - Seconded**

The committee elected **Sharon McEwan as Secretary**

The nominations for Treasurer 2010 - 2011

**Phil Folly**

**Jean Queripel - Proposed**

**Kate Folly - Seconded**

The committee elected **Phil Folly as Treasurer**

### 3. Treasurer's Report

The Treasurer informed the meeting that there were two bank accounts.

The first is a savings account that has £251.00

The second was a current account that has £269.00

The Treasurer is awaiting a bank statement and will update at the next meeting.

**4. Any other Business**

It was agreed that the group continue to look at finding external funding for the Hearse House and Chapel.

**5. Date of next meeting**

**Tuesday 27<sup>th</sup> July 2010 7pm at Chesham Town Hall**

**Close of Meeting 7.10pm**

These minutes to be agreed and signed as a true record of the above meeting, held on 20<sup>th</sup> April 2010.

**Signed.....**

**Chair for the Friends of Chesham Cemetery**

## CHESHAM TOWN COUNCIL

### MINUTES of the meeting of the 'Impress the Chess' Steering Group

held on Tuesday 30 March 2010 at 1.30 pm at the Town Hall

|                 |                           |                                  |
|-----------------|---------------------------|----------------------------------|
| <b>PRESENT:</b> | Bill Richards (BR)        | Town Clerk, Chesham Town Council |
|                 | Cllr Justine Fulford (JF) | Chesham Town Council             |
|                 | Allen Beechey (AB)        | Chalk Streams Project Officer    |
|                 | Kathryn Graves (KG)       | Chesham Town Council             |
|                 | Ken Austin (KA)           | Environmental Group              |
|                 | David Stowe (DS)          | Chiltern District Council        |
|                 | Bernard Harris (BH)       | Rotary Club                      |
|                 | Cllr Colette Littley (CL) | Chesham Town Council             |
|                 | Michael Browne            | Meades Lane Resident             |

#### 1. MINUTES OF LAST MEETING (19th January 2010) AND MATTERS ARISING

##### (i) **Invasive Weeds**

Arising from *Minute 2(i)* KG reported that the council has agreed upon a contractor to control the Japanese knotweed infestation on the Moor.

##### (ii) **Promotion of Water Efficiency**

In relation to *Minute 2(vii)* KG has put up new pages on water efficiency on [www.chesham.gov.uk](http://www.chesham.gov.uk) based on information provided by the Environment Agency. JF queried the status of the riparian landowners' leaflet. AB explained that he is currently finishing the riparian advice leaflet for the Misbourne and will be able to base the Chesham leaflet on that model.

##### (iii) **Holloway Lane**

Relating to *Minute 2(viii)*, BR said that he had spoken to Mike Barber the Bucks County Council (BCC) local area technician who said that a major clear up would not be possible. AB was of the opinion that this area should be a priority for works as it is a gateway to Chesham which is spoilt by fly-tipping and that as the area is BCC's responsibility they should co-operate in a clean-up. JF said that some members of Chesham Environmental Group (CEG) are keen to work in the area and suggested that perhaps BCC may be able to do more work now that they have started to schedule works other than repairing potholes. BR agreed to talk to Mike Barber again.

**Action: Bill**

##### (iv) **Tree Work Near Canon's Mill**

Arising from *Minute 2(ix)*, BR confirmed that Bob Ayres had conducted a site visit to see whether the necessary work could be conducted by the town council's Parks and Premises team. BR will find out the outcome of this.

**Action: Bill**

**(v) Little Chess between Pow Wow and Latimer Road**

Arising from *Minute 2(x)*, BR said that Decco's Manager is happy to facilitate a site visit. AB offered to attend.

**Action: Allen**

**2. POW WOW UPDATE**

BR informed the group that new owners of Pow Wow had made an application for a Vehicle Operator's Licence for 10 vehicles per day, which the town council has objected to. Since then, BR has received a letter from the company manager to explain that the vehicle operation will not be intrusive to neighbouring properties.

JF reported that the company went into administration this morning. As a result the Environment Agency has put the application for the renewal of the abstraction licence on hold. JF raised her concern that the company may not be "fit and proper" to hold an abstraction licence, due to the fish stocking at the site and the company going into administration. JF also reported that the Environment Agency representative she spoke to said that we do not have the right to make representations on the licence application.

A discussion was held as to whether Impress the Chess should make a representation to the Environment Agency anyway. AB said that whilst it is important that the Agency is reminded that this is an opportunity for them to help meet their CAMS target for 2014 of reducing abstraction, both he and JF had already spoken to the Agency on the matter and that if the Agency will not accept representations there may not be much point in making one. It was agreed that AB will send a list of the salient points to BR so that he can draft a letter and that these details will also be sent on to the River Chess Association to assist them in any representation they may wish to make.

**Action: Allen & Bill**

**3. DUCK ALLEY FOOTPATH**

BR reported that he, KA and Bob Ayres had met with John Codling, a representative of the landlord for Blaser Mills to discuss widening the footpath. Mr Codling was very amenable to the idea and is waiting for the town council to supply definitive maps of the land which he can pass on to the district council. The town council cannot supply the maps until it has received a licence from the district council for use of their Ordnance Survey data, although BR said this should be arriving imminently. The neighbouring doctors' surgery is also supportive of the idea. As yet, the costs of the project are unknown, but they are not expected to be great. KA said that there will be an additional benefit to the work because it will remove the thin wedge of land between the fences that currently gets packed full with litter.

**4. CANON'S MILL MEADOW UPDATE**

A site visit was held between Phil Folly and KA of Chesham Environmental Group (CEG) and JF and DS. KA explained that the outcome of the meeting is that the majority of the area will be cut eight times a year by Chiltern District Council's contractor and a small area downstream will be managed as a wildflower meadow by CEG. This will involve fewer cuts, with the arisings being removed by CEG to encourage the development of native flora. DS reported that he will be meeting with the area supervisor of the district council's new

contractor to confirm the arrangements. DS will let CEG know when the cuts are scheduled to happen to allow CEG to take care of the arisings.

BH asked whether tree thinning will take place. DS agreed to ask Keith Musgrave (CDC's Tree Officer) for guidance and will come back to Impress the Chess with ideas for suggested works.

**Action: David**

KA reported that CEG and the Chiltern Society are working together to clear the footpath in that area and that 75% of the length has been cleared. BH asked whether the path could be kept clear of grass by herbicide application. DS said that the council would not look to use herbicides in this area, but will keep the grass to a low level throughout the year by mowing.

5. **MEADES WATER GARDENS GAZEBO**

BR will check whether the town council has received quotes for moving and demolishing the gazebo.

**Action: Bill**

BR asked the group for a steer on what they wanted to see happen to the gazebo. KG said that she had spoken to a number of long-term Chesham residents to try and ascertain the historical context of the gazebo. It would appear that Arnold Baines paid for the removal of the gazebo from the garden of a house in Church Street that was demolished when St. Mary's Way was built. At Mr Baines' request the gazebo was resurrected in Meades Water Gardens to commemorate a part of Chesham that no longer exists. There was also a suggestion that the arch of the doorway contains whale bones. As a result, KG felt that the historical significance of the gazebo was limited, but suggested that the council minutes from the 1970s and 1980s might shed more light on it.

KA said that the gazebo was a memorial to distant relations of Mr Baines and that if the gazebo was to be demolished, we should take care to remove the memorial plaque and donate it Chesham Museum for safekeeping.

After some discussion, the group agreed that the current location was not suitable and, costs permitting, the gazebo should be moved to Red Lion Street gardens and refurbished. If moving the structure is too expensive, the second preference would be to brick up the structure and move the plaque to the outside of the gazebo to provide its historic context (it was felt that installing grilles would only result in the gazebo filling up with rubbish). As a third choice, the gazebo could be offered to Chiltern Open Air Museum. The least preferred option was demolition.

BR agreed to email the quotes round the group once received.

**Action: Bill**

6. **TROUT IN THE CLASSROOM UPDATE**

AB said that the project had been even more successful this year than last and that Waterside School had successfully reared over 100 fish. These will be released on the 31<sup>st</sup> March at Canon's Mill. The fish raised at Rickmansworth Park School will be released on the

1<sup>st</sup> April. The Waterside pupils will be visiting a stretch of the river at Latimer in June to find out more about what lives in the river.

AB said that he is thinking of moving the Waterside unit to another Chesham school. JF said that Ley Hill School is very keen to have the unit and that they would make some funding available for it. AB said that he would be looking for a volunteer to help assist with the unit in future.

KA explained that he had attended the River Chess Association public meeting on the 29<sup>th</sup> March at which a member of the River Wandle Trust had spoken about how they have released fertile trout into the Wandle through Trout in the Classroom. AB explained that this is because the Wandle did not have a pre-existing trout population. AB said that it would be possible to use fertile trout in Trout in the Classroom if we could get eggs from the Chess. Whilst AB was unsuccessful in earlier attempts to get consent from local fishery owners, he will continue to pursue this. He added that the River Chess Association may be able to assist with this, as they have good landowner contacts.

## 7. ANY OTHER BUSINESS

### (i) Feedback from Impress the Chess Open Forum

BR was pleased by the good level of attendance at the Open Forum held on the 18<sup>th</sup> March. The main point of feedback was that the attendees were in favour of holding the next forum as a walk along the river. The 8<sup>th</sup> June (6.30 pm) was suggested as a date for the walk, although the route was not decided.

BR mentioned that one member of the public seemed particularly interested in Impress the Chess, and may want to get involved in the future. The group agreed that Julia Irving should be included on the distribution list for these minutes if she would like to receive them.

**Action: Kathryn**

### (ii) Local Development Framework Core Strategy

KA asked whether Impress the Chess should respond to the Core Strategy consultation. Following a discussion on the implications of the Core Strategy for abstraction and its impact on the river, the group agreed that it should formulate a consultation response in advance of the deadline of the 23<sup>rd</sup> April 2010. KA volunteered to write a response to be passed round the group for comment.

**Action: Ken**

AB said that the Chilterns Chalk Stream Project and the River Chess Association will be responding to the consultation.

### (iii) Lord's Mill Weir

DS said that the district council were in receipt of a letter from the Environment Agency over the state of the weir at Lord's Mill, which is owned by the council. DS has yet to examine the letter fully to identify what works need to be done. AB explained that Impress the Chess has long been targeting Lord's Mill as a site for a fish pass, as the current structure completely blocks fish movement. It is an important site as it also marks the point where the perennial river starts. Therefore, enabling fish movement at this point would ensure that fish could

naturally re-colonise the headwaters and also be able to escape in times of drought. AB said that it would be possible to use the existing structure to create the fish pass, which would reduce the costs involved. DS will pass the details to BR and it was agreed that this issue should be added to the next Impress the Chess agenda.

**Action: Kathryn**

**(iv) Culvert**

BR reported that the Environment Agency is convening a meeting of all riparian owners of the culvert.

**(v) Amy Lane**

AB said that he has a site visit coming up at a property in Amy Lane through which an offshoot of the Chess runs from Meades Water Gardens. The resident is requesting that the town council raises the weir downstream of the gardens to provide more flow through her stretch. However, AB is suggesting that she lowers or removes the weir in her stretch to help increase flow. This would also have the benefit of removing another impoundment from the river.

**8. DATE OF NEXT MEETING**

The date of the next meeting is Tuesday 18<sup>th</sup> May at 1.30 pm.

## CHESHAM TOWN COUNCIL

### **MINUTES of the meeting of the 'Impress the Chess' Steering Group**

held on Tuesday 25 May 2010 at 1.30 pm at the Town Hall

|                 |                           |                                  |
|-----------------|---------------------------|----------------------------------|
| <b>PRESENT:</b> | Bill Richards (BR)        | Town Clerk, Chesham Town Council |
|                 | Cllr Justine Fulford (JF) | Chesham Town Council             |
|                 | Allen Beechey (AB)        | Chalk Streams Project Officer    |
|                 | Kathryn Graves (KG)       | Chesham Town Council             |
|                 | Ken Austin (KA)           | Environmental Group              |
|                 | David Stowe (DS)          | Chiltern District Council        |
|                 | Cllr Colette Littley (CL) | Chesham Town Council             |
|                 | Will Rand (WR)            | Waterside Fishing Lakes          |
|                 | Marco Nicolosi (MN)       | Waterside Fishing Lakes          |

#### 1. **WELCOME AND INTRODUCTIONS**

BR welcomed WR and MN to their first meeting and provided a brief background to Impress the Chess, and said that he was particularly pleased to have riparian landowners attending the meeting.

#### 2. **APOLOGIES**

Apologies for absence were received from Michael Browne (Meades Lane Resident) and apologies for lateness from Allen Beechey.

BR reported that Mel Challis from the Environment Agency is no longer able to attend these meetings, but has asked to be kept on the distribution list.

#### 3. **MINUTES OF LAST MEETING (30th March 2010) AND MATTERS ARISING**

##### **(i) Pow Wow**

In relation to *Minute 2*, JF reported that the deadline for the Environment Agency (EA) to make a decision on the renewal of the abstraction licence is Friday 28<sup>th</sup> May. JF referred to a recent decision by the EA to renew a licence on the Mimram until 2015, but with notice that they do not intend to renew the licence again. This could be a hopeful sign for the decision for the Pow Wow site.

#### 4. **IMPRESS THE CHESS JUNE WALK**

Following the success of the Open Forum Walk in 2009, it was agreed to hold another riverside walk this year on the 8<sup>th</sup> June at 6.30 pm. CL, JF and KG trialled the approximately 2-hour walk and KG described the route to the group and highlighted topics for discussion along the walk. The group thanked WR and MN for their permission to allow the walk to enter their land. JF is willing to talk about the industrial heritage along the route and asked WR whether he had any photos of the Waterside site when it was functioning as gravel pits. WR offered to scan some photos and send them to JF.

**Action: Will Rand**

It was noted that KG has sent out a walk invitation to the Impress the Chess distribution list and organised publicity through the media along with posters being displayed around town.

5. **DUCK ALLEY FOOTPATH**

BR explained that he had undertaken a site visit with KA and Bob Ayres with a view to widening Duck Alley footpath for wheelchair and pushchair access. BR distributed a report by BA indicating that the works may be more extensive and expensive than first thought. BR acknowledged that it was important to make every effort to improve accessibility, but stated that reasonableness had to be applied.

BR explained that the representative for the landowner concerned would need to obtain planning permission for the widening works. The group was of the opinion that an indicative quote should first be obtained for these works to enable the Council to determine whether it wished to proceed. Only then should the planning permission be investigated. BR will contact the agent and ask Bob Ayres to obtain a quote.

**Action: Bill Richards**

JF queried whether a short section of boardwalk could be installed instead. This would, however, require EA permission and the other boardwalk appears to have suffered from vandalism recently. However, BR agreed to talk to Len Vockins, whose company constructed the other boardwalk, to see if he felt one could be put in place.

**Action: Bill Richards**

*AB arrived at 1.50 pm.*

6. **LORD'S MILL WEIR & CANON'S MILL MEADOW**

**(i) Lord's Mill Weir**

DS reported that the EA has conducted a visual assessment of Lord's Mill Weir as the structure forms part of a Flood Risk Management System. The survey has identified the weir as being in poor condition due to saplings in the channel damaging the channel wall, missing bricks from the end of the intermediate wall, missing and dislodged bricks from both sides of the main channel walls and the whole site being overgrown causing damage to masonry walls. The EA have stated that Chiltern District Council (CDC) is responsible for the weir and that it requires attention. DS has notified the EA that CDC intends to act as a responsible riparian owner and is currently obtaining quotes for (i) the production of a survey and report to outline work options and (ii) overseeing the whole works and contractors.

JF asked whether Chesham Environmental Group could help with removing the saplings. DS said that some of the saplings are large and he is not sure whether the site is safe enough for volunteers to access. JF said that the structure had been listed at one point and asked whether it still had listed status. DS will check the listing status of the structure.

**Action: David Stowe**

DS raised with the EA representative that CDC would like to take the opportunity to put in a fish pass as it is a long term goal of Impress the Chess. The EA were supportive of this suggestion. AB said that the existing structure of the weir may lend itself to the creation of a

fish pass without too many alterations. AB offered to provide the contact details for a fish passage expert on to DS and also suggested that the EA may be able to provide advice.

**Action: Allen Beechey**

JF asked whether any grants may be available to assist with the creation of a fish pass, particularly as the original suggestion for installing a fish pass came from an EA officer. AB said that as the Chess is a Water Framework Directive failing river he would hope that funding would be available to facilitate such improvements.

**(ii) Canon's Mill Meadow**

JF said that a management regime had been agreed upon following a site visit. A small section of grassland would be cut twice a year in July and October, with the arisings removed by Chesham Environmental Group and the remaining areas cut six times a year starting in April. However, JF, CL and KG had observed the contractors carrying out their first cut in late May, when the grass was already too high. The large amount of cuttings are now mulching on top of the grass. The agreed wildlife area has already been cut and one small area opposite Priests had not been cut, the contractors saying this section was not scheduled to be cut at all. Furthermore, the mowing had taken place right up to the river bank, with large amounts of cuttings entering the water course.

JF said that she had held a constructive discussion with the contractors, who showed her their maps which were not consistent with the instructions that DS had provided to CDC's Contracts Manager.

DS said that the April cut did not happen because the contractors were still getting into their contract and did not have the appropriate equipment at the time. DS will speak to the Contracts Manager to ensure that the correct instructions are passed on to the contractor. JF asked whether the arisings could be removed to prevent them mulching on top of the grass and also asked DS to emphasise the importance of the April cut before the grass gets too long and invertebrates oviposit in the habitat. The need to leave an unmown section along the riverbank will also be communicated to the contractor.

**Action: David Stowe**

**7. CANON'S MILL TREE WORK**

DS has spoken to Keith Musgrave (CDC's Tree Officer) to obtain advice on thinning out trees on CDC's Canon's Mill meadow area. He is waiting for a date to arrange a site visit.

**8. HOLLOW WAY LANE CLEAR UP**

JF reported that Chesham Environmental Group is keen to do some work in this stretch. BR had emailed the Highways Local Area Technician, Mike Barber, to ascertain what his Community Gang could achieve in the area. Mike Barber is of the opinion that there are logistical problems associated with working in this area.

AB expressed his concern that the Community Gang may not be aware of the importance of this stretch as a trout spawning habitat and could clear out good habitat along with the litter. AB suggested that the work would be more successful if it was conducted by Chesham Environmental Group, with the county council providing a road closure and a vehicle for the

removal of fly-tipped waste and vegetation. The Environmental Group may be able to install some soft engineering deflectors to improve the habitat for fish. However, some of the crown lifting work may be beyond what the Environmental Group volunteers are able to do. AB would be willing to meet Mike Barber to discuss what work is required.

BR said that the cost of implementing a road closure may make the county council reluctant to do this work. BR will contact Mike Barber again regarding the possible involvement of volunteers and obtaining a road closure.

**Action: Bill Richards**

JF asked who is responsible for cleaning the Latimer Road screen. BR will check with Mike Barber.

**Action: Bill Richards**

*Ken Austin left the meeting at 2.14 pm.*

9. **MEADES WATER GARDENS GAZEBO**

The following indicative quotes have been received:

Demolishment: £1,200

Moving to Red Lion St Gardens by crane: £7,500

Taking down and rebuilding in Red Lion St Gardens: £3,000

Bob Ayres may have sufficient money in his budget to take down and rebuild the gazebo in Red Lion St Gardens.

The consensus of opinion was that it was too expensive to move the gazebo. Other suggestions for improving the gazebo's appearance included bricking up the windows and door and putting the plaque outside the building to provide its historic context. CL suggested that it may make a suitable bat roost. JF offered to speak to Richard Elkington to see if he had any ideas for the structure.

**Action: Justine Fulford**

AB suggested that the public could be consulted to assess their awareness of the gazebo and whether they had any preferences for its future. JF noted that the gazebo is located in the Conservation Area.

10. **ANY OTHER BUSINESS**

**(i) The Gravel Pits and Associated Land**

The town council's Parks and Premises team conducted minimal pruning to remove the most dangerous branches overhanging the footpath from a crack willow on WR and MN's land. AB said that there are four or five crack willows in the area which are collapsing and these trees should be revisited in autumn for pollarding and coppicing work, which would bring the trees under management for about the next decade.

WR explained that the family is currently deciding how best to manage their land, which is currently under low-level management as fishing lakes. WR and MN are keen to receive ideas from Impress the Chess.

AB said that the site is a wildlife haven and suggested that BBOWT might be willing to assist with the management of the site, or provide advice and possibly guidance on accessing funding streams to support the work. AB said that Bog bean is growing around the lakes, which is quite a scarce plant in Buckinghamshire. In addition, lots of relatively scarce migratory birds are recorded on the lakes. One suggestion is to concentrate the fishing on the shallower lake only. Alternatively, the site could be managed as a wildlife reserve. It was noted that the large amount of Japanese knotweed on the land is a potential liability and may affect land values. AB said that one of the stands is occasionally strimmed and asked whether the bailiff could be approached about this to prevent it happening in future.

JF said that Chesham Environmental Group might be interested in working on the site if there was some kind of community benefit obtained, e.g. access to the site.

**(ii) Wild Trout Trust Master Class**

AB reported that the River Chess Association are organising a Wild Trout Trust Master Class so volunteers can learn about improving fish habitat. One possible location for this is Canon's Mill. Whilst the work would be conducted solely in the river, one bank of this location falls within WR and MN's land. AB asked whether they were comfortable with the Master Class being located there. WR said that they were in favour of any works to improve the wildlife value and conservation of the site. AB suggested that WR and MN may wish to attend the Master Class as this could teach helpful techniques for dealing with the bank erosion on one of their lakes.

**(iii) Ornamentals in Canon's Mill Wood**

KG said that two varieties of ornamental plant are still present in Canons Mill Wood, having been planted by a local resident, one of which is liable to spread. The group agreed that these should be removed by the council's Parks and Premises Department. JF suggested that Chesham Environmental Group could plant some native saplings there instead.

**(iv) In-Channel Vegetation at the Queens Head**

CL said that starwort is growing completely across the wide section of the channel near the Queens Head and that grass cuttings and litter are getting trapped in the vegetation, which looks very unsightly. She also reported that bank erosion is occurring in the area. AB said that removing a small amount of the vegetation may help to alleviate the problem, but that it may be better if he arranges a site visit with the local tennis club, where it is suspected that the arisings are coming from to discuss sympathetic riparian habitat management. KG will find contact details for the tennis club and pass them onto AB. AB also said that the bank erosion could be dealt with by the Environmental Group if they attend the Wild Trout Trust Master Class to learn the appropriate techniques, but permission would need to be obtained from the owners of the Queens Head before any work was carried out.

**Action: Kathryn Graves**

**(v) Riparian Management Leaflet**

AB distributed copies of a riparian management leaflet that the Chilterns Chalk Streams Project has produced for the River Misbourne. AB said that if Impress the Chess were interested in producing a leaflet that covered the entire Chess, his project would be able to provide the funding. Alternatively, Impress the Chess may wish to produce an advisory leaflet that covers only Chesham. AB said he welcomed any comments on the leaflet and whether the group would like to see something similar produced in conjunction with Impress the Chess. He added that the leaflet would be an opportunity to promote Impress the Chess and the River Chess Association.

**(vi) River Chess Association**

KG asked whether the group had any objections to including the River Chess Association committee members on the Impress the Chess distribution list for agenda and minutes. There were no objections.

**Action: Kathryn Graves**

**(vii) Sewage Discharging**

AB informed the group that members of the River Chess Association had met with Thames Water to discuss the water quality issues arising from the storm reservoir tanks at the Blackwell Hall Sewage Treatment Works being exceeded following heavy rainfall incidents.

*The meeting closed at 2.55 pm.*

**Minutes of Chesham Environmental Group  
Annual General Meeting**

**Meeting held on 22<sup>nd</sup> April 2010 at 07.30pm,  
Council Chamber, Chesham Town Hall**

**Present**

Phil Folly (Chair), Henricus Peters (Secretary), Ken Austin (Treasurer), Michael Browne, Georgina Lomnitz (email contact), Geraldine Berry, Richard Berry, Timandra Slade, JR and RA Main, Jean Queripel, Andrew Clark, Trevor Brawn, Kate Folly.

**1. Welcome**

Chair welcomed everyone to the meeting....

**2. Apologies for absence**

Pam Edwards, Ruth Freeman, Colette Littley

**3. Minutes of Previous Meeting/Matters Arising**

Phil said that we are very pleased to see that the mini recycling centre on Moor Road has now been refurbished. However, as of this meeting there is no sign of the proposed screen, to keep the litter from blowing from into the river being in place. Which is disappointing?

**4. Treasurer's Report**

***Main CEG account***

Income for Year ending 31/3/10: £300.00

Expenditure for Year ending 31/3/10: £460.29, thus shortfall of £160.29

Closing balance: £494.81

***Walkers are Welcome Sub Account:***

Income: £400

Expenditure: £140 surplus/closing balance £260

Note: this is not to be lodged in separate WaW account

Received £1, 200; from Bucks Community Fund towards notice boards.

Ruth Freeman had certified the accounts as being true and proper.

## **5. Election of Officers**

Phil Folly vacated the Chair to Ken Austin. Phil is willing to continue 1 more year, no further nominations and Phil took back the Chair from Ken. Nominated by Henricus/ Seconded by Richard.

Henricus Peters is willing to continue as Secretary and there were no further nominations. Nominated by Georgina/Seconded by Andrew.

Ken Austin agreed to continue as Treasurer, with no further nominations. Nominated by Roger/Seconded by Kate.

Georgina agreed to continue as the Groups email contact person.

## **6. Chairman's Annual Report**

### Highlights of the Report

- CEG website has been updated by Phil and Henricus, with thanks to Sue Gordon of Chesham Museum.
- Poster to be reinstated in Chesham Library (Action: Henricus) and Town Hall reception.
- Range of successful projects completed including replanting of shrubs and tree saplings along water lane, removing the invasive plant Himalayan Balsam from the banks of the upper Chess, an ongoing undertaking, litter picking Captains Wood., and the Balks(Backs) although most of the litter is behind wire fencing on London Underground land.
- 'Impress the Chess': water voles population seems to have increased, Environment Agency ceased dredging work near Kitty Bridge as there were signs of water voles. Cannons Meadow, meeting on site with David Stowe CDC re the possibility of the group managing a section of the meadow as a nature area.
- A very important happening of 2009 was the forming of the River Chess Association, Chaired by Paul Jennings, and regular public meetings on the future of our river. Meetings included owners of parts of the river, landowners and interested parties.
- CEG has sponsored the 'Walkers Are Welcome' concept and Chesham has now been recognised as first town near London and adjacent to Chilterns Area of Outstanding Natural Beauty to gain the Walkers Are Welcome status. Reps from CEG plus others from Chiltern Society and the local authorities make up new committee (Henricus is Chair of this).

- We are still interested pond surveys: How healthy is the water In your ponds and lakes is now being undertaken by OPAL (open Air Laboratories Network), who are given out free survey packs, we have an order in with Natural History Society , they have ordered several of these packs.
- Pathways: Bucks County Council has asked each parish to undertake a condition survey. Chesham has 133 pathways of various descriptions, lengths etc. Volunteers have come forward but more are needed.
- 'Snow go': Much discussion about how to respond to and be better prepared for snow.
- Chesham in Bloom: CiB committee, following a full vote decided not to enter into the Regional, Thames and Chiltern competition for 2010. They will be concentrating on front garden, business, and hanging baskets competitions. The local schools will be invited to participate in the poster, miniature garden and school cup competitions. CEG discussion at this point re how to encourage schools e.g. Waterside, Chesham Park Community College and Thomas Harding, to keep areas near and outside their school grounds tidy. Action: Henricus (Transition Towns Learning Group)
- Phil thanked the volunteers who turned up on the third Sunday of every month to give a couple of hours of their time, in keeping Chesham a nice place to live and visit, and he thanked the officers of the Chesham Environmental Group, Henricus, Ken and Georgina for their assistance. He also thanked The Town Clerk Bill Richards, Town Councillors, and Kathryn Graves project manager, for their support. Allen Beechey, of the Chiltern Area of Outstanding Natural Beauty, Chalk stream project Manager, and Bob Ayers Parks Manager and his team for their advice and knowledge, Chiltern District Council for clearing our litter bags, and not forgetting CllrJustine Fulford who has had a busy year as Chesham Mayor, but is still a staunch supporter of our group

7. **Guest Presentation by** Trevor Brawn, Chesham and District Natural History Society, on Mammals of Britain.

8. **Date of next ordinary meeting :**

Thursday 17<sup>th</sup> June, 2010, at 7.30pm, Chesham Town Hall

9. **Any Other Business:** Henricus to update projects list on CEG website.

**Meeting closed at:** 9.20pm

CHESHAM TOWN COUNCIL  
ALLOTMENTS GROUP  
MEETING HELD 30<sup>TH</sup> MARCH 2010  
7.30PM AT TOWN HALL

Present:

|                             |                             |
|-----------------------------|-----------------------------|
| Allen Tilbury (Chair)       | Vince Crompton (Vice Chair) |
| Andrew Reynolds (Treasurer) | Kate Hobbs (Secretary)      |
| Kate Folly                  | Chris Challis               |
| Peter Halward               | Dave Page                   |
| Sara Saunders               | Francis Holly (Council)     |

1. Apologies for Absence

|                |            |
|----------------|------------|
| Yvonne Webster | Jim Abbott |
| Gill Walker    |            |

2. Approval of Minutes from 2<sup>nd</sup> February

Proposed to accept: Peter Halward

Seconded: Francis Holly

Approved

3. Chairman's Report: AT stated he had nothing specific to report.

- a. Security: Sarah-Jane Cook (CPSO) had attended a coffee morning on 13<sup>th</sup> March. The allotment plots would be incorporated into their walks. Updated names and photos would be placed on the Focal Point notice board. CPSOs already had keys to the allotments.

4. Secretary's Report: KH had nothing to report.

5. Treasurer's Report: AR provided a statement of account. The approximate yearly income is £600. He reminded the group that they could claim expenses if they purchased anything on the group's behalf.

FH proposed acceptance of the accounts. Seconded by VC.

VC reminded the group that we could afford to send officers on relevant courses to develop them further.

AR suggested paying for a rubbish skip for use of the Cameron Road allotments in 2010. Asheridge Road tenants had been provided this service in 2009. AT to raise the idea with Bob Ayres.

FH suggested that the allotments be questioned as to how they would like to see the allotment funds spent in the future. (to be included with point 7)

6. Event Co-ordinator's Report: AT would report later.

7. Focal Point – What next? AT reported that Bob Ayres had pegged out the area of the plot. Shutter boards had been supplied which would be used to define the paths. Volunteers required to fix the boards. KH volunteered Phil. FH's suggestion about a questionnaire to all allotment holders could also ask them how they wanted the Focal Point developed. FH proposed the questionnaire, DP seconded. A small group would come together to formulate a questionnaire to be sent out with the Summer Grower edition.

8. New Allotment Site: AT reported that there was no further news coming from the Council on this subject.
9. Website: YW has reported in previous meeting that she would not be able to deal with this until end of April. Carried forward.
10. Affiliation Membership to NSALG (National Society of Allotment and Leisure Gardeners Ltd) It had been agreed that the 4 officers details would be on the membership form. AR to write the cheque to NSALG, and form to be sent.
11. Risk Assessment: Bob Ayres and Kathryn Graves had attended the Cameron Road plots (63/64). They had completed a Risk Assessment but had advised that there was no money forthcoming and that the area was safe to access for a tractor. A notice would be placed on the gates advising that “vehicles enter at their own risk”. AT had advised MT Loos who access this area on a regular basis.
12. Allotment Watch: Margaret Dale would be attending the Open Meeting on April 15<sup>th</sup>. AT advised that we will need to report back to Bill Richards.
13. Open Meeting 15<sup>th</sup> April: AT has given his apologies. VC will chair the meeting. Bill Richards has seen the agenda and this has been posted to all allotment holders. DP also provides his apologies for this meeting. CPSO Sarah-Jane Cook will be looking to attend re: shed alarms, available for purchase at £6.45 each.
14. Allotment Awareness Information Sheet: carried forward.
15. Toilets: As per instructions from Rec and Arts Committee, a sub-committee had been formed to make recommendations to the Rec and Arts about composting toilets being made available instead of a chemical toilet on Cameron Road. This report is with Bill Richards who will pass it on to their next meeting. AT summarised the conclusions of the report: the cost to implement a compost toilet, the labour required, the location for the toilet, were all beyond the scope of the Allotment Group. The specifications of the toilet would have to come from the Council. A copy of this report is attached. VC thanked the sub-committee for their report. He also thanked AR for completing the anti-tipping framework and gate around the chemical toilet, completing the Allotment Group requirements under the Council’s health and safety notice.
16. The Grower: articles to be added in the next edition were discussed.
17. Allotment Inspections: the first of the year to be conducted in the first full week of April.
18. Fish and Chip Supper 24<sup>th</sup> April: Only 2 booking forms to date, although verbal bookings had been received. AT would not be around. KH reminded the group that she would be responsible for co-ordinating help.
19. Summer Coffee Mornings: commence 3<sup>rd</sup> April. Volunteers for April had been forthcoming but more needed for the rest of the season. Group agreed to do 2 coffee mornings on Asheridge Road – 22<sup>nd</sup> May and 18<sup>th</sup> Sept. AT proposed investing in a sturdy gazebo for the coffee events, up to the value of £100. Seconded VC/DP. VC expressed his thanks to CC for organising the rota.
20. AOB:
  - a. Allotment judging days by the Chesham Horticultural Society will be 2<sup>nd</sup> June and 28<sup>th</sup> July. There will be a best newcomer prize for

anyone who had taken on a plot since 1<sup>st</sup> August 2009. CHS plant sale 15<sup>th</sup> May, Early show 3<sup>rd</sup> July, Late show 4<sup>th</sup> Sept.

- b. NAGS: DP had attended the meeting on 18<sup>th</sup> Feb. From an allotment point of view there was no reason to be there, therefore, was it essential that there be a rep. from the Group. There are members of NAGS who are also plot holders i.e. Diane Brackley and Phil Folly. Agreed to ask them to keep the Secretary informed.
- c. Cameron Road, safety issues for both pedestrians and drivers. The allotment group had made suggestions to the Council concerning the parking around the recycling area/parking area. A copy of this report is attached. Bill Richards will forward this to the Highways Dept.
- d. KF advised the group of a fence panel between allotments and roadway on the south side of the Cameron Road. AT advised that as this was put up by tenants, it was the tenant's responsibility to replace/remove accordingly.
- e. Recycling area: Many members of the group were now seriously concerned about the upkeep of the recycling area since "improvements" had been made. Commercial bins had been replaced by wheelie bins, which could not be locked into place. There were no litter bins provided. On numerous occasions contents had been left strewn on road and allotments because the capacity of the bins was significantly smaller. There was a fear of increased vandalism. FH suggested a letter to the District Council. KH would write the letter on behalf of the group but she asked for group members to provide her with their experiences to be used in the letter. The letter will be sent to Mr Brown, Chiltern District Cabinet Member, cc'ing Jane Bramwell and Bill Richards.
- f. AR highlighted the untidiness of the notices on the gates to the plots. AT advised that the group members could remove any out of date notices, and any unauthorised notices. All notices to go through the Chair/Vice Chair.

21. Date of Next Meeting: 11<sup>th</sup> May.

Meeting closed: 9.15pm.

## CHESHAM ALLOTMENTS GROUP

MEETING HELD  
11<sup>TH</sup> MAY 2010 7.30PM  
CHESHAM TOWN HALL

### **Present:**

|                             |                             |
|-----------------------------|-----------------------------|
| Vince Crompton (Vice-Chair) | Andrew Reynolds (Treasurer) |
| Kate Hobbs (Secretary)      | Gill Walker (Council)       |
| Francis Holly (Council)     | Yvonne Webster (Member)     |
| Jim Abbott (Member)         | Dave Page (Member)          |
| Chris Chalis (Member)       | Sara Saunders (Member)      |

### 1. Apologies for absence

Allen Tilbury                      Kate Folly

Peter Halward – not present

### 2. Approval of last minutes and matters arising

Proposer to accept minutes – FH

Seconded – CC

Accepted

There were no matters arising.

### 3. Reports

- a. Chair – VC proposed that acceptance of a teenage boy who had approached the group for an allotment plot. FH reminded the group of the waiting list and that he should be instructed to register. There was, however, a desire to encourage youngsters. Would invite to coffee mornings. GW asked if he could help an existing plot holder. VC advised that teenager would not be insured by the Council under their public liability insurance. VC asked if FH/GW raise the insurance issue again with Town Hall. Also, secretary to contact NSALG and seek legal advice from them.

*Action: FH/KH*

- b. Treasurer – The Saturday coffee mornings were averaging £25/week. Fish and Chip supper figures: Loss on ticket sales of approx £37, but profit on raffle giving an overall profit of approx £37.

### 4. Report of Open Meeting held 15<sup>th</sup> April 2010

- a. Allotment Watch update – KH advised that several allotment holders had registered interest in the scheme. Now needed to approach the Town Hall to get permission to set up. Proposer AR, seconded YW, meeting agreed. *Action: KH to write to Bill Richards*

GW raised the issue of permissions from the Town Hall to sell produce, as she wished to invite the allotments group and holders to be involved in the Local

Producers Market due to take place on 22<sup>nd</sup> May. Aware of the issues around sale of produce to make a profit (restricted by the Allotments Act 1922) GW asked if there was any printed information that the Group wished to make available to interested parties, then she would happily receive this.

5. Overview of Fish and Chip Supper/Quiz Night 24<sup>th</sup> April.

VC expressed his thanks to AR and son (Jonathan) for attending to set up the room, although they couldn't stay for the event. Numbers were down but a profit still made. VC advised that we have been offered Trinity/Broadway Baptist Church Hall for future occasions/events.

VC requested permission to approach the church for costs: Proposed AR, seconded JA, carried.

6. Focal Point – update

KH advised of Lorraine Faulkner's work on the plot and her plans for the beds she had created: sunflowers, nasturiums and marigolds (annuals)

SS had received requests from two plot holders to plant apple trees on the Focal Point. KH advised she had mentioned this to Lorraine Faulkner who challenged the Group to think about ongoing access to the Focal Point. There was a higher than normal footfall onto the plot and this could affect neighbouring plots. She advised a central access point to the plot. VC asked that all members go away and draw up plans to the Focal Point and discuss next Meeting. *Action: ALL*  
VC requested that a letter of thanks be sent to Lorraine and Larry Faulkner,  
Seconded JA. *Action: KH*

7. Allotment Inspections

These had been carried out by Bob Ayres along with VC. Letters of varying seriousness had been sent out. VC had received feedback from some recipients of these letters challenging that others were not working the plots and had not been sent a letter. Some "new tenants" who had not done any work, inspite of the good weather during the Spring had been marked to receive a "gentle letter". However, even though the recommendation for these letters had been forwarded to the Town Hall, they had decided not to send them out as they considered it "too soon". This goes against the reasons for tightening the Tenancy Agreement in 2009. FH to raise this with Bill Richards. *Action: FH*

8. Inauguration of new Town Mayor and Civic Service

Annual Town Meeting to take place Thursday 13<sup>th</sup> May, 7.30pm, Town Hall

Inauguration will take place on Monday 17<sup>th</sup> May, 7.30pm, Town Hall.

Civic Service will take place Sunday 13<sup>th</sup> June, 9.30am, Christ Church, Waterside.  
All are invited.

VC proposed that he would invite the new Mayor to the Allotments Open Day to be held 14<sup>th</sup> August. Seconded JA. Carried.

9. Allotment Judging – 7<sup>th</sup> June, 28<sup>th</sup> July

Please note the change of dates.

10. AOB

- a. GW invited the Allotments to be part of the Transition Towns “float” at the forthcoming Town Carnival on 12<sup>th</sup> June.
- b. YW asked that we purchase more Thermos flasks for the coffee mornings. Seconded SS. Agreed.
- c. YW advised the Toilet on the focal point was in need of a cleansing by MT Loos. VC to arrange.
- d. DP asked for clarification that no ball games were allowed on the allotment sites. Confirmed.
- e. CC asked for progress to be made in relation to the purchase of a good quality gazebo. AR reminded the group that he has access to a gazebo should it ever be needed.
- f. SS asked that if anyone wanted to put up posters on the gates of allotment sites, they should be encouraged to approach KH. She had removed all old and unauthorised posters.
- g. KH requested that a post box be put on the focal point hut for plot holders to leave correspondence. VC advised that this was in hand.
- h. SS advised a garden in Francis Street had complained that rubbish from the plots was being alongside his hedge. Article to be put in the Grower worded accordingly.
- i. AR thanked all who had sponsored him on his recent Marathon. Article f/up in the Grower.
- j. AR: First Aid course for Allotment Group members and plot holders. Both KH and AR had done some investigating and the local St Johns Ambulance could provide courses. Dates and costs to be obtained and then circulated via the Grower to all plot holders. *Action: AR*

11. Date of Next Meeting – 22<sup>nd</sup> June

Date of next Grower: 10<sup>th</sup> July.

Meeting closed at 8.25pm

Report of the Officers to a meeting of the  
**RECREATION AND THE ARTS COMMITTEE**  
on Monday 7 June 2010

**AGENDA ITEM NO: 7 - CHESHAM MOOR GYM AND SWIM CENTRE**

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

**Summary**

1. To consider the financial report up to the 31<sup>st</sup> March 2010 and other matters pertaining to the Chesham Moor Gym and Swim Centre.

**Background Information**

2. At the meeting of the Policy and Resources Committee held on the 17<sup>th</sup> December 2007 *'it was resolved that the Officers, in consultation with the Friends of Moor Road, produce a five year business plan and that there be regular monitoring reports to each Recreation and the Arts Committee Meetings.'* (Minute 38(1b)).

**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 attached financial report (excluding Renewals & Repairs) shows an operational deficit for the year ended 31<sup>st</sup> March 2010 of £60,256 (£70,431- 2009) against the revised year end estimate of £64,815.
6. The budget under spend of £4,559 mainly relates to salaries and pension option provision.
7. The main improvement on the 2009 figure is due to income from the gym improving by £10,662 and multi-court hiring's by £4,287. The swimming income was up by £13,251 but this included £6,257 relating to October swimming (which also included a £3,000 donation from Bucks Sports).
8. Season ticket sales to date for the current year are shown below against the full season for other years which includes any half price tickets e.g. 5 in 2009. This year the season ticket price also included October swimming, whereas last year October was an optional extra available later in the season.

|                      | 2007       | 2007          | 2008       | 2008          | 2009       | 2009          | 2010       | 2010          |
|----------------------|------------|---------------|------------|---------------|------------|---------------|------------|---------------|
|                      | Tickets    | £             | Tickets    | £             | Tickets    | £             | Tickets    | £             |
| Adult                | 87         | 5,898         | 78         | 5,880         | 65         | 5,164         | 72         | 7,353         |
| <b>Family Adult</b>  | -          | -             | -          | -             | 21         | 1,461         | 19         | 1,553         |
| Concession           | 108        | 4,570         | 101        | 5,600         | 85         | 4,929         | 80         | 5,719         |
| Junior               | 63         | 2,413         | 57         | 2,391         | 22         | 949           | 20         | 1,021         |
| <b>Family Junior</b> | -          | -             | -          | -             | 29         | 1,009         | 23         | 940           |
| Junior Concession    | 28         | 596           | 22         | 546           | 3          | 81            | 2          | 71            |
| <b>TOTALS</b>        | <b>286</b> | <b>13,477</b> | <b>258</b> | <b>14,417</b> | <b>225</b> | <b>13,593</b> | <b>216</b> | <b>16,657</b> |

**All figures exclude VAT**

9. The budgeted income for 2010 season tickets is £14,260 but this didn't include October swimming. October swimming normally costs around £4,500 and so the £2,397 current additional season ticket income will go towards funding the October costs plus there will be additional daily and hire income in October, around £1,500 based on last year.
10. The gym takings for the last eleven months compared against the same twelve months for the preceding year (excluding VAT) are shown below:

| 2008/09      | £                    | 2009/10      | £                    |
|--------------|----------------------|--------------|----------------------|
| April 2008   | 5,771                | April 2009   | 5,859*               |
| May          | 4,753                | May          | 6,678*               |
| June         | 3,805                | June         | 6,590*               |
| July         | 5,239                | July         | 8,084*               |
| August       | 5,185                | August       | 6,182*               |
| September    | 4,965                | September    | 5,688*               |
| October      | 5,090                | October      | 5,464*               |
| November     | 5,587                | November     | 4,818*               |
| December     | 4,384*               | December     | 4,747*               |
| January 2009 | 6,490*               | January 2010 | 6,443                |
| February     | 5,007*               | February     | 6,608                |
| March        | <u>7,880*</u>        | March        | <u>7,618</u>         |
| <b>TOTAL</b> | <b><u>64,156</u></b> |              | <b><u>74,779</u></b> |

\*VAT @ 15%

**Recommendation**

**1. That the financial position be noted.**

**2. That a decision on whether to issue half price season tickets be delegated to the Town Clerk after consulting with the Chesham Moor Swim & Gym Manager and the friends Group.**

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : AS AT 31ST MARCH 2010

|  | <u>Last Year</u> |        | <u>Current Year</u> |                |              |                |            |                | <u>Next Year</u> |                  |              |
|--|------------------|--------|---------------------|----------------|--------------|----------------|------------|----------------|------------------|------------------|--------------|
|  | Budget           | Actual | Agreed Budget       | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Committed Exp. | Projected Actual | Next Year Budget | C/Fwd Budget |
| <b>201 CHESHAM MOOR GYM &amp; SWIM</b> |                  |        |                     |                |              |                |            |                |                  |                  |              |
| 4001 SALARIES                          | 60,000           | 60,760 | 72,000              | 0              | 0            | 72,000         | 95,931     | 0              | 72,000           | 81,500           | 0            |
| 4002 CONTRACTORS FEES                  | 750              | 0      | 750                 | 0              | 0            | 750            | 0          | 0              | 0                | 0                | 0            |
| 4004 WAGES                             | 30,000           | 24,603 | 28,000              | 0              | 0            | 28,000         | 27,343     | 0              | 28,910           | 27,500           | 0            |
| 4005 SALARIES TRANSFERRED              | 0                | 0      | 0                   | 0              | 0            | 0              | -27,343    | 0              | 0                | 0                | 0            |
| 4008 TRAINING                          | 500              | 1,126  | 2,000               | 0              | 0            | 2,000          | 1,311      | 0              | 1,300            | 750              | 0            |
| 4009 TRAVELLING                        | 0                | 45     | 0                   | 0              | 0            | 0              | 60         | 0              | 0                | 0                | 0            |
| 4010 MISC STAFF COSTS                  | 1,500            | 846    | 750                 | 0              | 0            | 750            | 1,811      | 0              | 1,300            | 750              | 0            |
| 4011 RATES                             | 13,000           | 13,675 | 9,955               | 0              | 0            | 9,955          | 14,356     | 0              | 14,355           | 14,640           | 0            |
| 4012 WATER RATES                       | 3,500            | 3,492  | 3,520               | 0              | 0            | 3,520          | 3,861      | 0              | 4,020            | 4,100            | 0            |
| 4014 ELECTRICITY                       | 5,145            | 6,222  | 6,450               | 0              | 0            | 6,450          | 6,107      | 0              | 5,460            | 6,500            | 0            |
| 4015 GAS                               | 11,700           | 9,049  | 15,000              | 0              | 0            | 15,000         | 12,539     | 0              | 10,000           | 11,200           | 0            |
| 4016 CLEANING                          | 1,500            | 1,867  | 1,825               | 0              | 0            | 1,825          | 2,103      | 0              | 1,825            | 1,865            | 0            |
| 4017 SKIP HIRE                         | 735              | 187    | 760                 | 0              | 0            | 760            | 242        | 0              | 245              | 250              | 0            |
| 4019 CHEMICALS                         | 3,500            | 3,387  | 3,565               | 0              | 0            | 3,565          | 3,719      | 0              | 3,105            | 3,170            | 0            |
| 4021 TELEPHONE & FAX                   | 750              | 831    | 875                 | 0              | 0            | 875            | 991        | 0              | 875              | 900              | 0            |
| 4022 POSTAGE                           | 500              | 36     | 300                 | 0              | 0            | 300            | 88         | 0              | 50               | 50               | 0            |
| 4023 STATIONERY                        | 1,000            | 727    | 550                 | 0              | 0            | 550            | 648        | 0              | 550              | 550              | 0            |
| 4025 INSURANCE                         | 3,500            | 3,327  | 3,625               | 0              | 0            | 3,625          | 4,021      | 0              | 3,900            | 3,980            | 0            |
| 4026 PUBLIC LICENCES                   | 200              | 316    | 325                 | 0              | 0            | 325            | 326        | 0              | 325              | 330              | 0            |

Continued on Page 2

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : AS AT 31ST MARCH 2010

|                            | <u>Last Year</u> |        | <u>Current Year</u> |                |              |                |            |                |                  | <u>Next Year</u> |              |   |
|----------------------------|------------------|--------|---------------------|----------------|--------------|----------------|------------|----------------|------------------|------------------|--------------|---|
|                            | Budget           | Actual | Agreed Budget       | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Committed Exp. | Projected Actual | Next Year Budget | C/Fwd Budget |   |
| 4028 PHOTO-COPIER          | 0                | 51     | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            | 0 |
| 4032 PUBLICITY             | 5,000            | 3,628  | 5,500               | 0              | 0            | 5,500          | 3,436      | 0              | 5,000            | 5,500            | 0            | 0 |
| 4033 ADVERTISEMENTS        | 0                | 362    | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            | 0 |
| 4036 PROPERTY MAINTENANCE  | 5,000            | 7,871  | 5,000               | 0              | 0            | 5,000          | 7,597      | 0              | 8,000            | 8,000            | 0            | 0 |
| 4038 MAINTENANCE CONTRACT  | 4,900            | 2,450  | 4,000               | 0              | 0            | 4,000          | 4,058      | 0              | 4,000            | 4,500            | 0            | 0 |
| 4041 EQUIPMENT RENTAL      | 15,000           | 11,180 | 15,000              | 0              | 0            | 15,000         | 16,200     | 0              | 16,200           | 16,200           | 0            | 0 |
| 4042 EQUIPMENT MAINTENANCE | 2,500            | 3,896  | 3,000               | 0              | 0            | 3,000          | 3,441      | 0              | 3,000            | 3,000            | 0            | 0 |
| 4047 ALARM                 | 0                | 2,860  | 1,000               | 0              | 0            | 1,000          | 916        | 0              | 1,000            | 1,000            | 0            | 0 |
| 4048 EQUIPMENT             | 1,000            | 2,900  | 750                 | 0              | 0            | 750            | 3,258      | 0              | 2,500            | 1,250            | 0            | 0 |
| 4053 LOAN INTEREST         | 7,065            | 6,316  | 7,065               | 0              | 0            | 7,065          | 5,937      | 0              | 7,065            | 7,000            | 0            | 0 |
| 4054 P.W.L.B.              | 3,620            | 4,367  | 3,620               | 0              | 0            | 3,620          | 4,746      | 0              | 3,620            | 3,685            | 0            | 0 |
| 4091 ADMIN STAFF RECHARGE  | 9,020            | 9,020  | 9,335               | 0              | 0            | 9,335          | 9,335      | 0              | 9,335            | 9,615            | 0            | 0 |
| 4092 ADMIN OHEAD RECHARGE  | 5,285            | 4,591  | 5,200               | 0              | 0            | 5,200          | 4,652      | 0              | 4,925            | 5,055            | 0            | 0 |
| 4093 DEPOT STAFF RECHARGE  | 20               | 0      | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            | 0 |
| 4094 DEPOT OHEAD RECHARGE  | 20               | 0      | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            | 0 |
| 4103 WATER CHECKS          | 0                | 1,255  | 615                 | 0              | 0            | 615            | 376        | 0              | 615              | 630              | 0            | 0 |
| 4151 HANGING BASKETS       | 0                | 392    | 350                 | 0              | 0            | 350            | 577        | 0              | 580              | 590              | 0            | 0 |
| 4152 HOSPITALITY           | 0                | 0      | 0                   | 0              | 0            | 0              | 78         | 0              | 0                | 0                | 0            | 0 |
| 4155 INSURANCE CLAIMS      | 0                | 1,274  | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            | 0 |
| 4199 SUNDRY EXPENSES       | 500              | 541    | 500                 | 0              | 0            | 500            | 745        | 0              | 2,000            | 1,000            | 0            | 0 |
| 4250 NEW INITIATIVES       | 0                | 2,642  | 0                   | 2,358          | 0            | 2,358          | 0          | 0              | 2,360            | 0                | 0            | 0 |

Continued on Page 3

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : AS AT 31ST MARCH 2010

|      |                             | <u>Last Year</u> |         | <u>Current Year</u> |                |              |                |            |                |                  | <u>Next Year</u> |              |
|------|-----------------------------|------------------|---------|---------------------|----------------|--------------|----------------|------------|----------------|------------------|------------------|--------------|
|      |                             | Budget           | Actual  | Agreed Budget       | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Committed Exp. | Projected Actual | Next Year Budget | C/Fwd Budget |
| 4280 | WEB SITE                    | 0                | 300     | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            |
| 4281 | COMPUTER SUPPORT            | 0                | 0       | 0                   | 0              | 0            | 0              | 180        | 0              | 0                | 0                | 0            |
| 4923 | TFR TO/FR POOL FUND         | 0                | 1,006   | 0                   | 0              | 0            | 0              | 419        | 0              | 420              | 0                | 0            |
| 4926 | TFR TO/FR FLOWERS RES       | 0                | -333    | -350                | 0              | 0            | -350           | -577       | 0              | -580             | -590             | 0            |
|      | <b>OverHead Expenditure</b> | 196,710          | 197,068 | 210,835             | 2,358          | 0            | 213,193        | 213,489    | 0              | 218,260          | 224,470          | 0            |
| 3003 | COLD DRINKS SUPPLIES        | 0                | 2,634   | 1,725               | 0              | 0            | 1,725          | 3,144      | 0              | 2,650            | 2,650            | 0            |
| 3004 | POOL SNACKS SUPPLIES        | 2,500            | 1,756   | 1,700               | 0              | 0            | 1,700          | 1,686      | 0              | 1,750            | 1,750            | 0            |
| 3005 | POOL HOT DRINKS SUPPLIES    | 1,750            | 579     | 520                 | 0              | 0            | 520            | 634        | 0              | 515              | 515              | 0            |
| 3006 | POOL CAFE SUPPLIES          | 250              | 0       | 50                  | 0              | 0            | 50             | 64         | 0              | 65               | 65               | 0            |
|      | <b>Direct Expenditure</b>   | 4,500            | 4,970   | 3,995               | 0              | 0            | 3,995          | 5,527      | 0              | 4,980            | 4,980            | 0            |
| 1004 | POOL HOT DRINK SALES        | 3,600            | 1,175   | 1,200               | 0              | 0            | 1,200          | 0          | 0              | 0                | 0                | 0            |
| 1005 | POOL SNACK SALES            | 3,600            | 1,852   | 2,100               | 0              | 0            | 2,100          | 118        | 0              | 0                | 0                | 0            |
| 1006 | POOL COLD DRINK SALES       | 0                | 632     | 700                 | 0              | 0            | 700            | 0          | 0              | 0                | 0                | 0            |
| 1101 | HIRE FEES                   | 0                | 141     | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            |
| 1105 | RENT BUILDINGS              | 3,100            | 3,209   | 3,255               | 0              | 0            | 3,255          | 3,121      | 0              | 3,037            | 3,150            | 0            |
| 1187 | INSURANCE CLAIMS            | 0                | 1,979   | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            |
| 1197 | OVERS/UNDERS                | 0                | 62      | 0                   | 0              | 0            | 0              | 18         | 0              | 0                | 0                | 0            |
| 1199 | SUNDRY INCOME               | 0                | 26      | 25                  | 0              | 0            | 25             | 5          | 0              | 0                | 0                | 0            |
| 1500 | CVSLA TRANS FUND            | 0                | 1,006   | 0                   | 0              | 0            | 0              | 419        | 0              | 420              | 0                | 0            |

Continued on Page 4

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : AS AT 31ST MARCH 2010

|                           | <u>Last Year</u> |        | <u>Current Year</u> |                |              |                |            |                | <u>Next Year</u> |                  |              |
|---------------------------|------------------|--------|---------------------|----------------|--------------|----------------|------------|----------------|------------------|------------------|--------------|
|                           | Budget           | Actual | Agreed Budget       | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Committed Exp. | Projected Actual | Next Year Budget | C/Fwd Budget |
| 1501 ADULT SWIM           | 12,000           | 13,194 | 13,500              | 0              | 0            | 13,500         | 15,794     | 0              | 15,955           | 14,735           | 0            |
| 1502 JUNIOR SWIMMING      | 9,500            | 9,277  | 7,720               | 0              | 0            | 7,720          | 10,639     | 0              | 10,640           | 10,000           | 0            |
| 1503 SENIOR SWIMMING      | 1,280            | 1,750  | 1,450               | 0              | 0            | 1,450          | 3,303      | 0              | 3,300            | 2,555            | 0            |
| 1504 SPECTATORS           | 555              | 751    | 750                 | 0              | 0            | 750            | 765        | 0              | 765              | 765              | 0            |
| 1505 FAMILY SWIM          | 1,980            | 0      | 0                   | 0              | 0            | 0              | 1,414      | 0              | 1,415            | 1,300            | 0            |
| 1506 OCTOBER SWIM         | 1,920            | 0      | 0                   | 0              | 0            | 0              | 6,257      | 0              | 6,833            | 0                | 0            |
| 1507 POOL HIRE            | 5,440            | 7,840  | 8,230               | 0              | 0            | 8,230          | 660        | 0              | 0                | 0                | 0            |
| 1508 SWIMMING LESSONS     | 900              | 466    | 700                 | 0              | 0            | 700            | 0          | 0              | 0                | 0                | 0            |
| 1509 WET CLASS            | 1,950            | 2,670  | 2,800               | 0              | 0            | 2,800          | 11,191     | 0              | 10,860           | 10,860           | 0            |
| 1510 GYM                  | 40,000           | 37,566 | 40,000              | 0              | 0            | 40,000         | 40,735     | 0              | 42,500           | 42,500           | 0            |
| 1512 COURT                | 2,000            | 2,781  | 4,000               | 0              | 0            | 4,000          | 7,068      | 0              | 6,000            | 6,000            | 0            |
| 1513 VENDING              | 360              | 1,471  | 1,000               | 0              | 0            | 1,000          | 4,467      | 0              | 5,250            | 5,250            | 0            |
| 1514 FOOTBALL PITCHES     | 1,700            | 1,847  | 1,860               | 0              | 0            | 1,860          | 1,768      | 0              | 1,770            | 1,770            | 0            |
| 1515 DRY CLASS            | 120              | 733    | 120                 | 0              | 0            | 120            | 3,367      | 0              | 2,250            | 2,250            | 0            |
| 1516 PERSONAL TRAINING    | 0                | 120    | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            |
| 1517 SHOWERS              | 10               | 72     | 35                  | 0              | 0            | 35             | 10         | 0              | 0                | 0                | 0            |
| 1518 BARBECUE HIRE        | 5                | 14     | 15                  | 0              | 0            | 15             | 0          | 0              | 0                | 0                | 0            |
| 1519 POOL INFLATABLE      | 70               | 0      | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            |
| 1520 ROOM HIRE            | 50               | 0      | 0                   | 0              | 0            | 0              | 0          | 0              | 0                | 0                | 0            |
| 1601 ADULT SEASON TICKETS | 6,000            | 5,880  | 6,175               | 0              | 0            | 6,175          | 5,164      | 0              | 5,000            | 5,290            | 0            |
| 1602 ADULT CONC S/TICKETS | 5,875            | 5,600  | 4,700               | 0              | 0            | 4,700          | 4,929      | 0              | 4,930            | 5,400            | 0            |

Continued on Page 5

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : AS AT 31ST MARCH 2010

|            |                                 | <u>Last Year</u> |         | <u>Current Year</u> |                |              |                |            |                |                  | <u>Next Year</u> |              |
|------------|---------------------------------|------------------|---------|---------------------|----------------|--------------|----------------|------------|----------------|------------------|------------------|--------------|
|            |                                 | Budget           | Actual  | Agreed Budget       | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Committed Exp. | Projected Actual | Next Year Budget | C/Fwd Budget |
| 1603       | JUNIOR SEASON TICKETS           | 2,500            | 2,391   | 2,010               | 0              | 0            | 2,010          | 949        | 0              | 950              | 990              | 0            |
| 1604       | JUNIOR CONC S/TICKETS           | 600              | 546     | 460                 | 0              | 0            | 460            | 81         | 0              | 80               | 80               | 0            |
| 1605       | FAMILY SEASON TICKETS           | 0                | 0       | 0                   | 0              | 0            | 0              | 2,470      | 0              | 2,470            | 2,500            | 0            |
| 1702       | BGC GYM RECEIPTS                | 30,000           | 26,554  | 30,000              | 0              | 0            | 30,000         | 34,047     | 0              | 34,000           | 34,000           | 0            |
|            | <b>Total Income</b>             | 135,115          | 131,606 | 132,805             | 0              | 0            | 132,805        | 158,759    | 0              | 158,425          | 149,395          | 0            |
| <b>201</b> | <b>Net Expenditure</b>          | 66,095           | 70,431  | 82,025              | 2,358          | 0            | 84,383         | 60,256     | 0              | 64,815           | 80,055           | 0            |
|            | <b>Total Budget Expenditure</b> | 201,210          | 202,038 | 214,830             | 2,358          | 0            | 217,188        | 219,015    | 0              | 223,240          | 229,450          | 0            |
|            | <b>Income</b>                   | 135,115          | 131,606 | 132,805             | 0              | 0            | 132,805        | 158,759    | 0              | 158,425          | 149,395          | 0            |
|            | <b>Net Expenditure</b>          | 66,095           | 70,431  | 82,025              | 2,358          | 0            | 84,383         | 60,256     | 0              | 64,815           | 80,055           | 0            |

Report of the Officers to a meeting of the  
**RECREATION AND THE ARTS COMMITTEE**  
on Monday 7 June 2010

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

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

**Summary**

1. To determine the times for locking-up the cemetery.

**Background Information**

2. Following a period of long-term sick leave, one Parks and Premises Operative decided that he did not wish to continue with the 365 days a year locking and unlocking of the cemetery that he had previously undertaken for many years. Since that time, the unlocking has been undertaken by the Parks and Premises team before 8.00am, with locking after 4.00pm on an overtime basis. 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.
3. When this matter was last discussed, at the Recreation and the Arts Committee meeting of the 1<sup>st</sup> March 2010, the following options were suggested:
  - (i) **Maintain the status quo** i.e. staff continue to unlock and lock before and after their contracted hours. Advantage: would mean the facility would still be unlocked and locked seven days a week. Disadvantage: the Council still pays full overtime.
  - (ii) **As in (i), but Friends of Chesham Cemetery do late night locking on Friday.** Advantages: as above, plus one late night for the bereaved to visit. Disadvantages: as above, plus an extra donation to the Friends of Chesham Cemetery.
  - (iii) **Unlocking time in staff core hours, but locked at same time as present (with or without late night Friday locking by Friends).** Advantage: reduced overtime payments. Disadvantage: disruption to Parks and Premises team on weekday mornings.
  - (iv) **Unlocking and locking during core working hours.** Advantage: no overtime payments. Disadvantages: later unlocking and earlier locking and need to find individual/group to do task at weekends on a presumably paid basis.

- (v) **Recruit cemetery operative on six month contract and devise contract to ensure locking/unlocking becomes his or her sole responsibility.** Advantage: if suitable candidate found, would resolve issues. Disadvantages: impossible to recruit someone willing to work seven days a week, would cause major disruption to Parks and Premises team and possibly undermine morale.
  - (vi) **Leave cemetery permanently unlocked.** Advantages: would resolve locking issues and would not require the Council to continue to pay for periodic fence improvements to try and make the facility safe from unauthorised entry. Disadvantages: this may not prove popular with nearby residents and the bereaved and does leave the site susceptible to anti-social behaviour.
4. The Parks and Premises Manager's preferred option is for the cemetery to be left permanently unlocked.

### **Financial Implications**

5. As outlined within the report.

### **Strategic Objectives**

6. 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**

7. At the Recreation and the Arts Committee Meeting on the 1st March 2010, it was resolved *'that a consultation exercise be undertaken on the proposal to leave the cemetery permanently unlocked with the results presented to this Committee to enable a decision to be made.'* (Min No 91).
8. The consultation exercise was started in March and concluded on the 31<sup>st</sup> May 2010. The following groups or individuals were directly contacted for their views:

Thames Valley Police  
Friends of Chesham Cemetery  
Paradigm Housing  
Tenants of the two cemetery lodges  
Chiltern District Council (CDC) Anti-Social Behaviour Officer  
Bucks Fire  
Chesham Park Community College (CPCC)  
Pond Park Community Association  
Asheridge Vale and Lowndes Community Association  
People who had purchased a burial plot or are listed as next of kin since 2006

Paper survey forms were made available at the Town Hall, a copy of which can be seen as *Appendix One*, and posters advertising the consultation were on display in Chesham Library and Chesham Museum. An on-line survey was run on the Council's web site. The consultation exercise was further publicised through the local media, magazines, Council newsletter and electronic newsletters. The Friends of Chesham Cemetery actively promoted the survey to interested parties, including nearby residents. The consultation also asked about people's satisfaction with the current opening times and whether they agreed with the principle of allowing cyclists access to the main pathway between Bellington Road and Berkhamstead Road.

9. No responses were received from Thames Valley Police (though apparently the Neighbourhood Action Group is recommending 24 hour opening), Paradigm Housing, CDC, Bucks Fire or CPCC. The Friends of Chesham Cemetery were in favour of closing at 4 pm in the winter and 8 pm in the summer. In some cases organisations were not able to reach a consensus and asked group members and residents to make individual responses.
10. A summary of the results of the consultation was despatched separately to Members following the closing date of the consultation period. It is evident that many of the respondents have very strong views, particularly those who do not wish to see the cemetery remain permanently unlocked. The overwhelming majority of respondents do not want the cemetery to remain unlocked at all times. The main reasons cited for this are as follows:
  - (i) Increased disturbance to neighbouring properties
  - (ii) Anti-social behaviour, including alcohol and drug abuse
  - (iii) Vandalism to gravestones
  - (iv) Increased dog fouling
  - (v) Opportunities for vagrancy
  - (vi) Increased litter
  - (vii) Lack of personal security for users after dark
  - (viii) General crime
  - (ix) The financial savings are not significant and would be far outweighed by the cost of repairing the resulting damage
  - (x) The level of investment that would be required in lighting, CCTV and security patrols to make the cemetery safe to access after dark
  - (xi) The level of distress caused to loved ones when graves are vandalised and the site is not given the respect it deserves
11. There was a very high level of response from Sunnyside Road residents whose properties back on to the cemetery. All of them strongly opposed the permanent opening of the cemetery, believing that this would exacerbate existing problems including anti-social behaviour, late-night noise, vandalism and break-ins from the cemetery via their gardens. Similar concerns were raised by other residents whose properties are in the vicinity of the cemetery.
12. The majority of respondents said they were satisfied with the existing opening hours. However, 23 respondents (including some who said they were satisfied with the current arrangements) suggested that the cemetery should be locked later in the summer months, although a variety of times were suggested, ranging

from 5 to 9 pm or the less specific “dusk”. This concurs to some extent with the original opinion expressed by the Recreation and the Arts Committee on the 23<sup>rd</sup> November 2009 (Min No 65) “*that it would be preferable to have it open until 5.00pm daily during May–October*”. A minority of respondents expressed their frustration at not being able to visit graves during weekday evenings after work.

13. Opening the cemetery permanently may also cause problems in the event of extremes of weather. Whilst it was agreed by Council on the 11<sup>th</sup> January 2010 ‘*That the facility remain closed during periods when deemed unsafe by the Parks and Premises Manager.*’ (Min No 83), ice is most likely to form when temperatures drop over night, meaning that people would be able to access the cemetery when it is deemed unsafe, until the Parks and Premises staff closed the cemetery the next morning.
14. Permanently opening the cemetery may make it possible for a route through the cemetery to be claimed as a public right of way through a common law dedication. There is an example of only 18-months of use of a route being sufficient to allow it to be declared a right of way. This could make it difficult to revert to locking the cemetery in the future should circumstances, or the wishes of the Council, change. This may also have implications for closing the cemetery during extreme weather events. For more information, see:  
[http://www.ramblers.org.uk/rights\\_of\\_way/knowledge\\_portal/advice\\_notes/common\\_law\\_dedication.htm](http://www.ramblers.org.uk/rights_of_way/knowledge_portal/advice_notes/common_law_dedication.htm)
15. A less clear cut result came from the consultation on allowing cycling along the main path. Forty-eight respondents were opposed, compared to 34 in favour. Opposition was based on the following views:
  - (i) cycling is inappropriate and disrespectful in a cemetery
  - (ii) the site will be treated as a race-track/play area
  - (iii) it will not be possible to ensure that cycling is restricted to the main path
  - (iv) cyclists may pose a danger to the elderly or hard of hearing

Those in favour suggested that a cycling lane could be marked out to separate pedestrians and cyclists and were keen to have more safe cycling routes such as this available in Chesham. It was suggested that an increase in throughput by cyclists would make the site safer for pedestrians. Respondents suggested that notices could be erected warning cyclists to take care around pedestrians and indicated that a one year trial might be useful to assess the success of the scheme.

### **Recommendation**

**The Committee’s views are requested.**



# Chesham Town Council

## Chesham Cemetery Opening Hours Survey

Chesham Town Council is considering changing the opening hours of Chesham Cemetery. The cemetery is currently open daily between 8 am and 4 pm seven days a week. We are now investigating whether to leave the cemetery open 24 hours a day. This would save about £5,000 of taxpayers' money every year and would mean that people would be able to visit the graves of their loved ones at a time that is convenient to them. However, some people may be concerned about the cemetery being accessed after dark, particularly as there is no lighting on the site. Furthermore, the council would still reserve the right to lock the cemetery during extreme winter weather as the paths can become slippery and unsafe when icy. Only the pedestrian gate would be unlocked at the Berkhamstead Road entrance, to prevent the cemetery being used as a cut-through by motorists. We would like to know what you think.

### Your Details

Title:

Name:

Address:

Email:

Phone:

1. **Should the cemetery remain open 24 hours a day?** YES/NO (delete as appropriate)

Comments

2. **Are you happy with the cemetery's current opening hours?** YES/NO (delete as appropriate)

Comments

We would also like to know your views on cycling in the cemetery. Cycling is currently prohibited, but we are investigating whether to allow cycling along the main path at the bottom of the cemetery to provide a safe route for cyclists. What do you think?

3. **Do you think cycling should be allowed through the cemetery?** YES/NO (delete as appropriate)

Comments

Many thanks for completing this survey. Please return the survey to Chesham Town Hall, Chesham, HP5 1DS by **31<sup>st</sup> May 2010**. The results of this survey will be made available on [www.chesham.gov.uk](http://www.chesham.gov.uk) later in 2010. Chesham Town Council gathers information in adherence with the Data Protection Act 1998. The information we hold will only be used for the purpose it was obtained.

Report of the Officers to a meeting of the  
**RECREATION AND THE ARTS COMMITTEE**  
on Monday 7 June 2010

**AGENDA ITEM NO: 9 - FUTURE OF COUNCIL MAINTAINED BUILDINGS**

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

**Summary**

1. To consider the future of the Moor Pavilion and the St Mary's Mausoleum.

**Background Information**

2. The Moor Road Pavilion is used exclusively by Strides Football Club for storage. The St Mary's Church's Mausoleum is the Council's responsibility as are all other maintenance issues within the closed churchyard. Both buildings' structural condition have been of concern to officers and with the Council having a 'duty of care' to the public, local chartered surveyors were commissioned to survey both buildings.

**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**

*Moor Pavilion*

5. The Moor Pavilion has been used exclusively by Strides Football Club for a number of years and as a storage facility rather than a changing facility.
6. Members will recall that Strides FC approached the Council in 2008 in respect of replacing the pavilion with a 40 foot container on the south-east of the Moor. The Recreation and the Arts Committee of the 1<sup>st</sup> September 2008 did not agree to this and agreed that *'if the pavilion remained, it would not be appropriate to have a further building on the Moor.'* (Minute no 26).
7. The Policy and Projects Officer during her regular updating of risk assessments raised considerable concern on the state of the building and particularly the exposed electrics

in February. With the Council having a duty of care to the users, the Clerk commissioned a chartered surveyor to report on the building.

8. **Attached** is a report (though provided as 'private and confidential' due to the security implications) from Evans and Crawley. As can be seen, the building is not in a good condition and the report highlights that a 'do nothing' approach is not an option and concludes that *'from a health & safety point of view the building will need to be cleared, strengthened and repaired.'*
9. Members have previously determined that any repairs should be financed by Strides FC. The club has stated that while it does have limited funds available, it would not be able to finance any major refurbishments. It does believe it may be able to fund a lock-up container and place on the concrete base if the existing pavilion is demolished by the Council. To this end, it would like a steer from the Committee as to whether this would be possible as it considers its options. The club has also indicated its willingness to patch repair if this is deemed the most appropriate way forward by the Council.
10. It is clear that the Council does have a duty of care over the pavilion and, while it has stated its position of not funding repairs, it is clear that not acting on the surveyor's report may mean it is in breach of its health and safety responsibilities.

#### *St Mary's Churchyard Mausoleum*

11. The Town Clerk was alerted to potential safety concerns by the vicar at St Mary's Church following ivy removal by a church working party. While done with the best intentions, it was regrettable that the ivy was cut back as it was helping to 'bind' the building and made it less accessible to the public. However, in light of concerns being raised, the Clerk requested that this building too be surveyed. The report from Evans and Crawley is duly **attached**. As can be seen, the surveyor points out that *'The church building is listed and hence the mausoleum, which is within the curtilage, will have the same status. As such it is subject to a duty of care under statute and should be properly maintained by the responsible party.'* Therefore he opines that *'Any proposal to alter or remove the mausoleum would require listed building consent/faculty and I very much doubt that such approval would be forthcoming.'*
12. Originally it seemed that any structural works would require specialist builders in keeping with its listed building status which would have been potentially very expensive. However the surveyor has written to Chiltern District Council's Historic Buildings Officer (**attached**) asking that she *'will consider these works to be repairs and as such will not need to grant listed building consent.'* To date, no response has been received but if such permission is granted, then repairs will be considerably cheaper.
13. No monies have been allocated within the Renewals and Repairs budgets for this work. It is proposed therefore to await confirmation from the Historic Buildings Officer that works can be treated as repairs. When this is received, it is proposed to liaise with the

surveyor to get quotations for the repair work and then report back to the Committee to decide upon the way forward.

**Recommendation**

- 1. That the Committee's views on the future of the Moor Pavilion are requested.**
- 2. That officers be authorised to seek quotations for the repair of St Mary's Churchyard Mausoleum, subject to confirmation from the Historic Buildings Officer.**

Bill Richards  
Town Clerk

# Evans & Crawley

Chartered Building Surveyors

Bridge House

Water Meadow

Chesham

Buckinghamshire

HP5 1LF

Telephone: 01494 775666

Facsimile: 01494 778575

## SURVEY REPORT ON ST MARY'S MAUSOLEUM

I have now carried out a preliminary inspection of the Mausoleum and offer the following comments for your perusal and comment.

This is a detached building located in the north west corner of the churchyard. The building has stone walls and a stone roof. The overall dimensions are approximately 8000 x 3300. The entrance floor is stone but the rear half is several metres lower – this is dangerous and there is no protective railing or notice. I have no idea about the history of the building but would have thought it is about 200 years old

The church building is listed and hence the mausoleum, which is within the curtilage, will have the same status. As such it is subject to a duty of care under statute and should be properly maintained by the responsible party. Any proposal to alter or remove the mausoleum would require listed building consent/faculty and I very much doubt that such approval would be forthcoming.

The heavy oak door is secured by a padlock, hasp & staple – consideration should be given to upgrading security. The wrought iron grill has fallen out of the north window – something should be provided here as soon as possible in order to maintain security and prevent an accident, there being a long drop down onto the lower part of the floor. Consideration should be given to filling this void (with consent) as it would double the size of the building and make it much more useful (in the meantime, a timber rail should be placed at the edge of the void for safety purposes).

The stone roof is very heavy hence the walls are stabilised by a series of four heavy iron ties. These are rusting with the result that the stone is splitting. The ties need to be carefully removed and replaced with stainless steel. Movement is evident to the south wall which seems to be pulling away from the remainder of the building – a gap of some 30mm has now opened up. A section of stone at the eaves on the west side has been disturbed and now projects out of the wall – it needs to be moved back into place.

I understand that large amounts of ivy have recently been removed from the building. There is still quite a lot of ivy on the roof and, although cut off from the roots in the ground, it is still growing, presumably taking its moisture from the damp stonework. This ivy must be killed off although care must be exercised when trying to remove it. It is normal practice to leave the dead ivy for a time before trying to remove it.

The roof itself is formed with large stone slabs – some of these are damaged and water penetrates the structure. There are no gutters and I imagine that the building

has always been damp. Certainly anybody working on the building should keep off the roof as the large stone slabs may not be particularly well fixed.

Following the careful removal of the ivy, the roof needs to be inspected. It will be desirable to fill the holes in order to reduce water penetration. The means of fixing of the roof slabs needs to be investigated because if there is a reliance on iron dowels then it may have disintegrated.

It would be wise to cordon off the area and to put up notices stating ‘ dangerous structure – keep out.’ Repair works will also be required to the adjacent brick & flint wall which leans out of plumb and is also retaining higher ground on the other side. All of the old walls around the perimeter of the churchyard should be inspected and maintained.

I trust that these initial comments will be of assistance. I would like to carry out a more detailed inspection following removal of the remaining ivy. Please let me know if you require any further information or would like to discuss the matter at this stage

Stephen

[Stephen Crawley FRICS](#)

# **Evans & Crawley**

Chartered Building Surveyors  
Bridge House  
Water Meadow  
Chesham  
Buckinghamshire  
HP5 1LF

Telephone: 01494 775666

Facsimile: 01494 778575

## **ST MARY'S MAUSOLEUM**

### MEMO TO HISTORIC BUILDINGS OFFICER – CDC 17 May 2010

Catherine Murray

I was instructed to look at this building a while back by Bill Richards, Clerk to Chesham Town Council. The stone mausoleum is within the churchyard and apparently dates from about 1736, having been built by Charles Lowndes (1699 – 1783).

Chesham Town Council is responsible for maintaining the building and ensuring that it is safe and secure. The building is currently in disrepair and there is concern about the safety of persons using it and passers-by. To this end, access has been restricted and the area around the building has been taped off to keep out the public. There is also a warning sign.

A church working party cut back the ivy at ground level some months ago, although it continues to flourish from water within the stone work. The mausoleum is used by the church for storage of valuable heavy items such as gates, aluminium ladders etc. The building has deteriorated over the years and now requires various repairs including the following:

1. Ivy – removal of ivy
2. Tree – the stump of the tree on the west side will be ground out to ensure that it does not start growing again.
3. Window – replacement of missing iron grill from the rear window. The town council have temporarily fixed some mesh over this for safety purposes. The iron grill is still in place to the front high level window hence we have a pattern.
4. Floor – the rear half of the floor is some 1700 deeper than the rest. This gives rise to a safety hazard and makes the back half of the building unusable. I propose that we lay in a beam & block floor in order to make the space usable and safe. The pre-stressed concrete lintols will not be fixed nor will we top the floor with a screed hence the construction can easily be removed in the future. Gaps will be left to ensure ventilation to the void beneath.

5. Roof – this comprises large sections of stone which are rebated together. There are a number of gaps and some of the sections have been pushed out of position by the ivy. Adjustments are required and the gaps will need to be filled in order to keep out the rain. Note that the building does not have a gutter. The displaced eaves course of stone to the west wall will be repositioned. Joints to be grouted with lime mortar.
6. Walls – these are secured by a series of four horizontal iron ties, required to resist the thrust of the heavy stone roof. These ties are rusting with age with the result that the stone is cracking. I propose removal and replacement with stainless steel. Damaged stonework to be replaced internally
7. Walls – some movement and cracking has occurred, probably due to the roots of nearby trees. The front wall has moved away from the rest of the building but hopefully this will not be ongoing now that the trees have been controlled. I propose tying the front wall back to the rest of the structure by the use of stainless steel ties. The vertical gap between the front and side walls will then be neatly made good in lime mortar. Following these works, the wall will need to be monitored. If further substantial movement occurs then underpinning or other suitable techniques will have to be considered.
8. Walls – re-pointing of the stonework will also be required in some other locations.

I trust that you will consider these works to be repairs and as such will not need to grant listed building consent. I will be happy to meet you on site if you would like to carry out an inspection. Perhaps we can discuss any matters arising.

Stephen Crawley

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Stephen Crawley FRICS