

# Chesham Town Council



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23<sup>rd</sup> February 2009

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 2<sup>nd</sup> MARCH 2009 AT APPROXIMATELY 8.00 PM**

(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. Apologies for absence.
2. Declarations of Interest.
3. To receive and confirm the Minutes of the Committee meeting held on 19<sup>th</sup> January 2009.
4. To receive a presentation from the Chesham In Bloom Group.
5. To receive and consider the Minutes of:
  - Friends of Chesham Moor Gym & Swim Meeting of 20<sup>th</sup> January 2009 (enclosed).*
  - 'Impress the Chess' Steering Group Meeting of 27<sup>th</sup> January 2009 (enclosed).*
  - Elgiva Board of Management Meeting of 9<sup>th</sup> February (enclosed).*
  - Allotments Group Meeting of 17<sup>th</sup> February 2009 (to follow).*
6. Chesham Moor Gym and Swim.
7. Lowndes Park Management Plan.
8. Chesham 2012 Update.
9. Exclusion of Public and Press.
10. Security of Council Facilities.

Yours sincerely,

Bill Richards  
Town Clerk



# Chesham Town Council

continued . . .



## Circulation

<b>Councillor</b>	<b>A.K. Bacon</b>	<b>Councillor</b>	<b>Mrs. C. Littley</b>
"	<b>E.L. Bamford</b>	"	<b>Mrs. C.M. Michael</b>
"	<b>M.Z. Bhatti</b>	"	<b>Mrs. M. Molesworth</b>
"	<b>Ms. J.E. Bramwell (Vice Chairman)</b>	"	<b>Mrs A.M. Pirouet</b>
"	<b>Mrs. J.C. Fulford (Chairman)</b>	"	<b>Mrs. G. Walker</b>
"	<b>D. J. Lacey</b>		

**Chesham Gym and Swim**  
**Minutes of Meeting of The Friends of Moor Road Gym and Swim**  
**held at 7 pm on January 20 2009**

Present: MJB, JD, TM, PA, TC, JD, DE, FH, SH, NK and MW

Apologies: JF and NA

**2. Matters arising**

In respect of the Friends AGM it was agreed to give greater advance notice of future meetings to incorporate the **dates** of Friends' meetings and the AGM on to a **News Board** which DE will arrange. **(Action: DE)** The meetings of the Friends will be dealt with by advanced notice and receipt of these minutes for the meetings throughout the year.

**3. Reports on activities and progress**

DE reported that the gym equipment for three year lease had now been set up and delivery would occur over the next 2-3 weeks. The new gym leasing contract will be valid from March 1 2009.

Gym visits had increased significantly with some 900 inductions carried out recently and further advertising and promotions would be undertaken.

Regarding attendance at the AGM it was considered that lack of notice was a factor but only one gym member attended. DE said this was typical of his experience over the last 11 years and that we need to set up a **gym e-mailing list (Action: DE)**.

Gym membership on the committee was restricted at the moment to JT, JD and PA but we have no young attendees. PA undertook to obtain a list of all membership from NA (?) and the Town Hall. The Committee considered the attitude of users was that those using the Pool regarded it as a 'special' facility (being outdoor and heated) whereas the gym is considered as 'normal'.

DE to look into the possibility of **snorkelling lessons. (Action: DE)**

An exercise to **maximise use of the downstairs area** to increase income to the Centre was needed and a **subcommittee** comprising of **DE, NK and BR** would look into this. One complication is that the Strides' football team very occasionally use the Centre for changing – no-one can remember it being used in the last year - but a facility for changing needs to be provided to meet Lottery requirements.

It was agreed that DE would draft a **list of jobs** which could be carried out by volunteers. **(Action: DE)**

Currently MJB is dealing with Solar Panels and Geoff Platts is looking into the water supply i.e. to increase supply to the header tank which can run dry in periods of peak usage.

The Tennis/multi court construction has been completed, but there were some flaws, which the contractor has been called back to rectify. To date the contractor has not returned to finish the work and therefore the courts cannot be used. The committee considered that lack of use was losing revenue and because the uncertainty of availability still applied, a publicity launch could not yet be undertaken, pending restitution of the contract obligations by the contractor. (Action by Bill Richards, Town Clerk, was deemed essential for this to be resolved). All considered that availability of the tennis/multi courts will enhance the Centre and prove to be a significant revenue improvement over last year. This expectation is reflected in the budget.

The 2009/2010 pricing and budget figures had now been approved by Council. These were not in line with the work carried out by The Friends, but the Council had decided that in view of the current market conditions any significant increase would be counter-productive and therefore very minor changes to pricing and expectations were low. The Friends group considered that a lot of effort had been put into the pricing exercise and attempt to influence the budget, without having any prior indications from the Council officers what was required or expected. The Committee had assumed that the intention was to improve the income for the Centre such that over the next few years the subsidy required would be reduced. The budget and pricing approved by Council would result in an increased support requirement.

On publicity, Sue Hutcheson (SH) reported that some money from the current budget was still available and would be used for launching the tennis/multi court information to the public.

The website had been a significant success and the till and computer system was being used increasingly to understand and analyse the usage of facilities, as well as the publicity being gathered. A concern was expressed that 'Strides gym' is still being mentioned on websites. This needs action to avoid confusion and if possible should be deleted. **(Action: DE/JD)**

JD gave an update on the car park lighting which was now resting with an application for approval. CDC did not consider the matter could be resolved by them and an application to the Department of the Environment had to be made.

An update by PA and DE on the repairs and renewals budget was given. This is still under review, based on work done with Richard Thorndike from the CVSLA.

MJB gave a short review of the Solar Planning situation which was that matters were now on hold as potential contractors were not providing adequate information for a planning application to be made, and the 'winter window' for installation had been missed. This subject would be reviewed and returned to during the summer, with a view to next winter installation. **(Action: MJB)**

PA gave a brief description of the Best Value Working Party, of which he was a member with the Council, and would report progress at the next meeting. **(Action: PA)**

#### 4. **Chairman's Report**

It was agreed that a reduced number of meetings of the Friends would apply for this calendar year. The following dates are now proposed:

<b>March 17 2009</b>	<b>7.00 pm at the Centre</b>
<b>June 30 2009</b>	" " " "
<b>October 27 2009</b>	" " " "

The date for the **Annual General Meeting** is

**November 17 2009** 7.00 p.m. at the Centre.

General comments on the above were that fewer meetings than monthly were deemed necessary and that the date for the AGM should be set in plenty of time so that it could be posted on the News Board at the Centre. The work carried out by sub committees or individual Friends working with DE could carry on without the need for monthly meetings, which had been considered desirable during the first year of setting up The Friends.

Each of the meetings is set for a **Tuesday**, this being the best compromise for the majority of people. It was noted that one or two people would

have difficulty but the majority can make this. It also conflicts least with Council meetings during the week.

In view of the difficulties experienced this year in the Friends being involved with contracts for the Centre, in particular with budgets and pricing activities, it was felt necessary in future to have proper guidance as to what was expected, if anything, for these activities.

MJB proposed that the roles should be shared but the Committee decided unanimously that he should continue as Chairman.

MJB reported that the Council was considering non-charitable status for the Centre and an activity with the experienced solicitors who had carried out a similar exercise for another Council would look into the viability for CTC (Chesham Town Council). MJB listed the current penalties for non-charitable status, namely we have to pay Council Tax and are subject to VAT. These together have a potential improvement to the Centre. Outgoings in the order of £20-30,000 per year. This would have a major reduction effect on the support required from CTC.

MJB thanked all for attending this meeting and noted that this was the best attendance achieved during the past year.

**Next meeting: Tuesday March 17 2009.**

Key: NA - Nichola Atuyana  
PA - Peter Ashby  
MJB - Mike Barden  
TC - Tricia Croot  
JD - John Dunn  
TD - Trevor Davis  
DE - Danny Essex  
JF - Justine Fulford  
FH - Francis Holly  
SH - Sue Hutcheson  
NK - Nazma Khan  
TM - Tina Michael  
BR - Bill Richards  
MW - Moira Walker

## CHESHAM TOWN COUNCIL

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

held on Thursday 27 January 2009 at 1.30 pm at the Town Hall

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

#### 1. MINUTES OF LAST MEETING (20th NOVEMBER) AND MATTERS ARISING

##### **(i) Impress the Chess Logo**

Peter Hawkes is willing to design a logo for Impress the Chess, but would like ideas to work from. AB distributed examples of logos belonging to similar organisations. Following a discussion, it was agreed that the design could incorporate a footbridge over the river with a chess piece on it.

##### **(ii) Chesham Environmental Group**

KA has raised the issue of Himalayan Balsam clearance and tree pollarding in Meades Water Gardens with the Environmental Group as tasks for this year. He has yet to receive a response.

##### **(iii) Moor Road Yellow Pipe**

KG reported on various attempts to ascertain the nature of the yellow pipe in Moor Road. An EDF engineer has weighed the pipe down with slabs, so that it is no longer trapping rubbish and debris on the surface of the water. However, it is still unclear as to which utility company the pipe belongs to and whether it is in use. KG will contact Three Valleys Water to request a services check to confirm that it is not a water pipe. If it is not a water pipe, a second request should be made to National Grid to deal with it.

**Action: KG**

##### **(iv) Leak on Moor Road**

JF reported that work is currently being undertaken at the site of the leak on Moor Road.

#### 2. WILD TROUT TRUST REPORT FOR CANON'S MILL STRETCH

AB provided the background to this report which provides guidance on general good practice for volunteer conservation work, especially regarding the value of dead woody material. AB feels that Meades Water Gardens could benefit from some large woody debris in the channel. However, this may need to be staked in to prevent it being moved and used to dam the channel.

JF reported that there is a large cast iron pipe in the Canon's Mill bypass that is frequently used to block the channel. JF asked whether the Parks & Premises team could remove it.

**Action: Bill**

It was agreed that Andy Thomas, the author of the report should be written a letter of thanks for his efforts.

**Action: Chesham Environmental Group**

JF will provide AB with the specific guidance on deflectors provided by the Environment Agency.

**Action: JF**

### 3. JAPANESE KNOTWEED

KG reported that Bob Ayres had made contact with a Japanese knotweed contractor and that she has since had discussions with this contractor concerning control of knotweed on the Moor. The contractor suggested that stem injection with glyphosate could be an appropriate control measure at the Moor and may even achieve control within a year. The contractor would secure the necessary Environment Agency consent before any work was undertaken. KG will check the maps to confirm land ownership and will arrange a site visit with the contractor.

**Action: KG**

BR has received no response from the letter he wrote to Greenham developers regarding knotweed. BR will check that he referred to knotweed in the letter he wrote to Mr Rand concerning tree works. If knotweed was not referred to, he will write to Mr Rand concerning the knotweed on his land. BR will supply copies of these letters to AB to see if the Environment Agency will also write to the landowners.

**Action: BR and AB**

It was suggested that quotes should also be obtained for the cost of treating the knotweed on Greenham's and Mr Rand's land. JF and AB stated that they would be willing to attend a site visit to assist with identifying the various stands.

It was suggested that CDC could write to Mr Rand to encourage him to control the knotweed on his land, as it may be spreading onto CDC land.

KG stated that she had received a report of knotweed growing in the channel alongside Water Meadow car park and queried whether the river there was the responsibility of CDC. DS agreed to find out.

**Action: DS**

### 4. TROUT IN THE CLASSROOM

AB informed the group that the rearing unit has been installed in Waterside County Combined School. Unfortunately the trout eggs hatched over the Christmas period and so

could not be taken to the school. However, another batch at the Hampshire fishery should be ready in about two weeks time.

AB confirmed that the EA had decided that it would not permit the use of diploid (fertile) eggs as its new Trout & Grayling strategy prevents the stocking of diploid fish into waters where there is a resident 'wild' population. The triploid fish could either be released into the fishless upper stretch of the Chess or a local fishery, where they will be fished out. It was decided to continue with the project because of its educational value and because funds had already been committed to the project before the decision regarding the use of diploid fish was made.

AB will be looking to source a local brood stock for 2010, which would allow diploid eggs to be used and provide the potential to stock the upper stretch with fertile fish.

## 5. DONATIONS AND FUNDING

AB reported that £836.46 had been received in donations. £450 of this had been used for the Waterside Trout in the Classroom project. AB queried what the remaining monies should be used for.

It was suggested that the money could be used to fund the riparian landowners leaflet. AB said that he was waiting to receive a copy of a riparian landowners leaflet produced for the Letcombe Brook, which could be used as a template for the Chess leaflet. He estimated that 1,000 leaflets would be likely to cost £700 to produce and indicated that match-funding would be available from the Chilterns Chalk Streams Project (CCSP).

AB reported that he has some funding available for pollarding willows on the Moor, which were previously pollarded thanks to CCSP funding 11 years ago. AB recommended that tree work should be undertaken before the end of March, particularly as contractors' prices have now dropped by approximately 50% compared to last year. AB queried whether there was any town council funding available to match-fund these works. KA reported that the Chiltern Society would also be a good source of funding for projects undertaken before the end of the financial year and agreed to find out whether the town council was eligible to apply.

**Action: KA**

The group discussed whether it should have its own bank account, as this would mean that the group would be able to apply for funds that the town council and conservation board may not be eligible for. It was noted that this would require the group to be constituted and have named officers, including a treasurer.

## 6. ACTION PLAN PROGRESS

The group went through the Action Plan to assess progress. *[Please note the numbers refer to the Action Plan Reference Number.]*

(1) Weirhouse Mill Bypass

BR has tried to make contact with Pow Wow staff, but has received no response. The group expressed its concern that a developer may make a speculative purchase of the site. The importance of making contact with the new landowner as soon as possible and inviting them to join Impress the Chess was stressed.

(2) Little Chess between Pow Wow and Latimer Road

AB reported that he had again contacted Ecclestone Properties in an attempt to gain permission to conduct tree maintenance work, but has received no response. It was suggested that contact could be made with Decco to see how much of the land they lease from Ecclestone and to see whether they would contact with Ecclestone Properties on our behalf.

(7) Canon's Mill Meadow

DS will organise a site meeting with the grass cutting contractor, plus AB and JF, in the next few weeks. AB will produce a few paragraphs of management guidance.

**Action: DS, JF, AB**

(8) Land Adjacent to Bois Moor Quarry Site

The Chiltern Society volunteer team may be able to undertake the willow pollarding, as they are insured and chainsaw trained. However, permission would be required from the landowner, Mr Rand.

(12) Lord's Mill

The EA Flood Defence team have conducted tree works, but dredging has not yet taken place. It was noted that a lot of rubbish is accumulating in the reed beds near the railway bridge.

(17) Meades Water Gardens

The work in the gardens is nearly finished. The boardwalk has been installed and the footpaths are nearly complete. One footbridge is still to have the anti-slip decking fitted.

A wildlife survey was proposed for the gardens this spring. AB volunteered to undertake in-stream surveying and suggested that Ian Freeman and Phil Folly could use their pond surveying expertise for the ponded areas of the site. KA agreed to talk to Phil and Ian, and also to approach Trevor Brawn of the Chesham and District Natural History Society.

**Action: KA**

AB requested that the Environmental Group reduce the height of the nicospan and stakes that are visible from the bridges. AB will be happy to advise on the work.

(22) Duck Alley

Whilst work in the water gardens means that the site is wheelchair accessible, it cannot be accessed from Duck Alley by wheelchair because a section of the path is too narrow. It is believed that Blaser Mills Solicitors own the car park that borders the path and BR

agreed to contact the company to see whether it may be possible to use a small part of their land to widen the path.

**Action: BR**

**7. DATE OF NEXT OPEN FORUM**

It was agreed to hold the next open forum as a circular river walk, starting at the Water Meadow car park at **6.30 pm** on **Tuesday 2nd June**.

**8. DATE OF NEXT MEETING**

The date of the next meeting is Tuesday 28th April at 1.30 pm.

**MINUTES OF THE MEETING OF THE ELGIVA BOARD OF MANAGEMENT  
AT 10.30AM ON MONDAY 9<sup>TH</sup> FEBRUARY 2009 AT THE TOWN HALL**

**PRESENT**

Trevor Pilling (Chairman, presiding)  
Councillor Roy Abraham  
Anthony Ogden  
Yvonne Plested  
Stephen Cherry  
Bernard Carey  
Linda English (Minutes Secretary)

Officers: Mark Barnes - Manager, Elgiva  
Bill Richards – Town Clerk  
Stephen Pearson – Finance and Contracts Manager (part of meeting)

Apologies for absence were received from Patricia Lindsley, Howard Elson and Peter Fletcher.

1. **MINUTES OF LAST MEETING**

The Minutes of the last meeting held on 15<sup>th</sup> December 2008 were agreed as a true and correct record with the following clarification

- Under 4. Financial Plan, Anthony pointed out that turning the heating down was only one example of cost savings and not a suggestion. He opined that a challenging review of all possible savings was required.

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

Mark reported on the following:

- Overall, Mark was very pleased with the sales from the Pantomime; they were down 6% on last year but still up 32% from the 06/07 show. One possible reason for this slight downturn was that Wycombe Swan ran the same Pantomime but unfortunately it is not possible to co-ordinate productions with other local venues. The overall feedback was very good, especially for the dwarves.
- Next year's pantomime will be Peter Pan which is usually very popular, using the same production company and should not clash with Wycombe Swan. An enquiry has been received from another production company who may be interested in booking in 2010.
- The on-line booking system was still proving successful. During January 2009, 240 out of 1021 (23.5%) transactions and 25% of ticket sales were booked on-line. A new marketing package is planned to improve the on-line service further. The feeling is that on-line bookings are increasing sales but, so far, there is no evidence to confirm this.
- Future bookings are very good, film attendances have picked up and no shows were cancelled due to the recent bad weather.
- The theatre has problems at present with three leaks in the roof.
- The box office is very busy but the decision has not yet been made to fill the Tuesday/Thursday post. There are no other staffing issues.

- Mark was asked about the number of performances for next year's Pantomime, he is trying to put on more 10:30 shows as they sold out this year.
- Anthony asked whether there would be more Sunday matinees following the recent Big Dog production with a successful Sunday matinee. Mark confirmed there would if the production companies wanted them.

### 3. **FINANCIAL UPDATE**

Trevor circulated his spread sheets for the months of December and January. He advised that the theatre ought to come in under budget for 08/09.

There was some discussion around the maintenance budget and actual figures.

Anthony suggested that the board should have an input into the budgeting process for the next financial year to help the budgets to become as realistic as possible.

Steve Pearson joined the meeting at this point to answer questions from the board. It was agreed to hold a budgeting meeting and this was arranged for 19<sup>th</sup> October 2009, time and location to be determined.

Mark explained that a full insurance inspection had recently been carried out and the insurers were not satisfied with some aspects of the security and fire procedures. The recommended improvements must be implemented before the insurance can be renewed.

Steve Pearson left the meeting.

### 4. **CATERING CONCESSION**

It was reported that the current caterer has given notice although he is contracted until the end of March 2009. Caroline, who currently manages the Cafe, has produced a business plan to take on the catering which is ready to be presented to the working party. It was the board's opinion that she should be encouraged to start as soon as possible assuming the business plan is approved.

### 5. **SOLE CUSTODIAN TRUST STATUS UPDATE**

A working party from the Council went to visit Chequer Mead Theatre, East Grinstead to find out how their Trust was working. Bill distributed notes from this meeting. A discussion followed with some clarification of the options available. The Council will discuss this proposal at their next meeting and Bill will report back to the board.

### 6. **RE-ARRANGE FINANCE PLAN MEETING**

The meeting was re-arranged for Friday 13<sup>th</sup> February 2009, 9:30am at the Town Hall.

### 7. **DATE OF NEXT MEETING**

The next meeting of the Board of Management was provisionally suggested 10.30am on the 20th April 2009 at the Town Hall.

8. **ANY OTHER BUSINESS**

Bernard informed the board that Arts & Business was going through a change and would be offering an on-line library of sponsorship and people offering sponsorship. He is due to meet with the South East Region and will report back to the board.

9. **CLOSE OF MEETING**

The meeting closed at 12.15pm.

ELGIVA THEATRE

Panto from 1 - 31st December 2008  
and 1-4th January 2009

	<b>Panto 2008</b>	<b>Panto 2007</b>	<b>B / F</b>	<b>TOTAL TO DATE</b>	<b>PREVIOUS YEAR</b>
<b>HIRE FEES</b>	22,388.00	24,098.00	86,007.00	108,395.00	102,058.00
<b>BAR PROFITS</b>	1,774.00	2,450.00	16,943.00	18,717.00	17,535.00
<b>ICE CREAM PROFITS</b>	2,611.00	3,269.00	3,608.00	6,219.00	7,973.00
<b>TOTAL</b>	26,773.00	29,817.00	106,558.00	133,331.00	127,566.00
<b>COMMUNITY PRODUCTIONS</b>	26,773.00	29,817.00	58,724.00	85,497.00	80,162.00
<b>OUTSIDE PRODUCTIONS</b>	-	33,686.00	37,204.00	37,204.00	33,686.00
<b>FILMS</b>	-	13,718.00	10,630.00	10,630.00	13,718.00
<b>TOTAL</b>	26,773.00	77,221.00	106,558.00	133,331.00	127,566.00
<b>ATTENDS</b>	11,232.00	11,372.00	25,059.00	36,291.00	35,839.00
<b>CONCESSIONS</b>	9,050.00	7,223.00	12,427.00	21,477.00	17,625.00

	<b>CURRENT YEAR</b>	<b>PREVIOUS YEAR</b>
<b>PROJECTED MONTHLY RUNNING COST</b>	25,500	23,940
<b>AVERAGE MONTHLY INCOME</b>	14,815	14,174
<b>AVERAGE MONTHLY DEFICIT</b>	10,685	9,766

ELGIVA THEATRE

January 2009

	January 2009	January 2008	B / F	TOTAL TO DATE	PREVIOUS YEAR
<b>HIRE FEES</b>	11,853.00	10,207.00	108,395.00	120,248.00	112,265.00
<b>BAR PROFITS</b>	1,286.00	1,230.00	18,717.00	20,003.00	18,765.00
<b>ICE CREAM PROFITS</b>	565.00	577.00	6,219.00	6,784.00	8,550.00
<b>TOTAL</b>	13,704.00	12,014.00	133,331.00	147,035.00	139,580.00
<b>COMMUNITY PRODUCTIONS</b>	6,212.00	6,711.00	85,497.00	91,709.00	89,873.00
<b>OUTSIDE PRODUCTIONS</b>	2,330.00	1,567.00	37,204.00	39,534.00	35,253.00
<b>FILMS</b>	5,162.00	3,736.00	10,630.00	15,792.00	17,454.00
<b>TOTAL</b>	13,704.00	12,014.00	133,331.00	147,035.00	142,580.00
<b>ATTENDS</b>	2,855.00	3,396.00	36,291.00	39,146.00	39,235.00
<b>CONCESSIONS</b>	1,575.00	1,716.00	21,477.00	23,052.00	19,341.00

	CURRENT YEAR	PREVIOUS YEAR
<b>PROJECTED MONTHLY RUNNING COST</b>	25,100	23,740
<b>AVERAGE MONTHLY INCOME</b>	14,704	13,958
<b>AVERAGE MONTHLY DEFICIT</b>	10,396	9,782

CHESHAM TOWN COUNCIL  
ALLOTMENT GROUP

MEETING 17<sup>TH</sup> FEBRUARY, 7.30PM  
HELD AT CHESHAM TOWN HALL.

**Present:**

Allen Tilbury (Chair)    Vince Compton (Vice Chair)  
Brian Rodhouse (Treasurer)    Kate Hobbs (Secretary)  
Francis Holly (Council)  
Alison Pirouet (Member)    Dave Page (Member)  
Yvonne Webster (Member)    Jim Abbott (Member)  
Kate Folly (Member)    Robin Plumridge (Member)

1. Apologies for Absence  
Tina Michael  
James Bole  
Andrew Reynolds
  
2. Co-Opted Committee Members  
AT welcomed Dave Page to the meeting who wished to be co-opted onto the Allotments Group.  
VC proposed, JA 2nded, group agreed that DP be brought onto the Group committee
  
3. Matters Arising  
VC raised the following points (many of which had been identified in Point 4 of the agenda below)  
From Minutes of Meeting held 16<sup>th</sup> December:
  - Pg 2 item 3 – had AT/KH spoken to Bill R – Not at this time. AT pointed out that there had been occasion recently when people on waiting list had arrived to look at plots when one of the group was around, and good discussions had taken place. Chris Hinkling needs to be thanked as she too had been involved in such meetings. *Action: KH*
  - Pg 3 Balance of Accounts – what were the actual figures? BR to pick this up in his report later.
  - Pg 3 item 7b – had any progress been made about alternative venues? This would be picked up in Activity Organiser's report Item 7 of this meeting.
  - Pg 3 item 8 – any quote for colour print? None obtained at this time. Agreed to continue printing the Grower magazine on pale blue paper.
  - Pg 4 cont item 8 – stuffing of envelopes, had this been agreed with Bill R? Permission had been obtained from Bill R and this had been done for the Jan edition of the Grower by KH.
  - Pg 4 item 9 – water butts? Still in hand with BR.

- Pg 5 item 11 para 2 action point – this would be covered in today’s meeting item 4e.
- Pg 5 item 13 – freeing up more council land for allotment use – a letter had been sent to Bill R and he had responded by saying no such land was available and he asked for the help of the group in finding land. The item had been passed back to Group.

AP proposed acceptance of the minutes, and KF 2nded, all agreed.

#### 4. Action Points from previous minutes

##### a. Waiting List (pg2, item 3, para3)

Constraints of the Data Protection Act mean that the Allotment Group is not entitled to see the details of those on either waiting list. At a recent Arts/Recs meeting, Adrian (Admin Town Hall) stated that there were no guidelines in how to manage and operate the waiting list.

KH apologised to FH on behalf of the group for not acknowledging/remembering that the Group, at the last meeting, had been asked to put forward suggestions on how to manage the lists. VC thought that in previous years, suggestions had gone to Bill R that an application for a plot be dated and sequenced in the waiting list. AP agreed that this was the case, and was still in operation as far as she was able to verify. AP/FH suggested that they sit with Adrian to discuss how to manage the lists, set a draft process and bring this to the Group for comment at the next meeting, with a view to presenting this to the Policy Meeting 20<sup>th</sup> April. This action was proposed by YV, 2nded by JA, Group Agreed.  
*Action:AP/FH*

##### b. The Grower – envelopes (pg 4, item 8, para1)

AT thanked the Secretary, in her capacity as Editor of The Grower for arranging the stuffing of the envelopes in January, but that this should not happen on a regular basis. VC stated he would do this next time, in April.

It was agreed that an article be run in the Grower concerning “Italian Tony” who died earlier in February.

##### c. The Hut – Phase 2 (pg 3, item 9b)

Phase 1 – construction and completion was complete. AT asked that a letter be sent to Terry (Amersham) and Andrew Reynolds for their work on the hut.  
*Action: KH*

There should also be an acknowledgement to them made in the next Grower.  
*Action: KH*

Slabbing: The area for slabbing had been levelled by members of Bob Ayres’ team. This had exposed footings which needed rectifying. AT had obtained a quote for such work from Dale Hud:

Replace 3 posts – footings exposed = £300

Paving around and retain banks = £900

OR Lay membrane and shingle and retain banks = £600

A second quote was obtained from David Gooch who had volunteered his services:

Slabbing to be laid on sharp sand 3 x 1ton bags (sand could be obtained through Bob Ayres and Group pay net invoice)  
3 x 10 ft posts and Post Mix.

The earliest that this could be finished was March depending on the weather.

Manpower from the Group and other plot holders would be reqd.  
Costs would be for materials only.

VC proposed 2<sup>nd</sup> option, 2<sup>nd</sup>ed by JA, Group agreed. Letter to David Gooch to confirm. *Action: KH*

BR stated guttering and brackets had been purchased. Dave and he will organise this with the water butts.

d. Asheridge Road – rubbish (pg4, item 10, para2 & 3)

This is disposed of by residents in Deansway.

AP to walk with Bob Ayres to show where the main areas are. AP to do an article for the Grower detailing a set day for all rubbish to be deposited in a set area, sorted, for Bob Ayres to collect and dispose. *Action: AP*

AP proposed, 2<sup>nd</sup>ed VC, Agreed.

e. Security (pg5, item 11, para2)

AP has not contacted Highways at this time (c/fwd) and see Item 5b below. *Action: AP*

AP to contact John Stevenson to establish if he has any hedging saplings that can be utilised. *Action: AP*

BR suggested that saplings be planted at right angles to the fencing in order to make the barrier more impentitrable.

f. Community Payback Scheme (pg5, item 12)

YW stated she had not been in contact with the scheme. Any suggestion of work for them to do was usually done by allotment holders. It was agreed that we could use them for the slabbing of the hut area, and for clearing plots to make them more attractive to prospective tenants. *Action: YW c/fwd*

AT will provide YW with Tina Michael's presentation and contact phone number. *Actions: AT*

g. Additional Land (pg5/6, item 13)

AT stated an email had been sent to Bill R asking what the Council Policy was for opening up more land for allotments. Bill had responded in asking for the Group's help to find more land. AP stated that there is unused council land in the Vale at the Greenway junction. Planning permission would have to be obtained for an entrance to the land as this goes across highways. There is no main water supply. It is on a slope. Any changes/budget would not be available now until next year's precept 2010/11 so the Group would need to get moving on this now to ensure it is included.

FH stated that there is other land, not council, in Moor Road. The land would have to be purchased.

AT proposed, VC 2nded, Group agreed (AP abstained, as she is Local Councillor for this ward) that a letter be sent to Bill R, acknowledging the council land in the Vale and asking him to consider this as an option. *Action: KH*

VC suggested that an item be placed in The Grower advising allotment tenants of the Council's responsibility to find land and asking for their help in notifying Group if they are aware of any land available. *Action: KH*

h. Rent increase (pg6, item 13)

The Council had agreed a 5% increase across all its services. AT reminded the Group that they had put a proposal to the Arts/Recs committee requesting 3% for the allotments. FH at that meeting had proposed it be considered, but it was not 2nded. Motion was lost.

VC felt that the Councillors were put in a difficult position in that they know the final decision and then they attend the Allotment Group meeting and are not able to divulge the information. VC suggested that the Councillors suggest to the Arts/Recs, or Town Council meetings, that they cannot agree to proposals affecting the Allotments Group but by the Council if they sit on that Group, and that they make their allegiances known.

Senior Citizens Concessions – The Group formulated proposals to the Policy Review Committee (details attached). The Town Council, once in possession of these proposals, decided to review all concessions across all services. These would be considered again on 20<sup>th</sup> April by Council.

FH asked if Group had received a breakdown of expenditure for the Arts/Recs committee as mentioned in meeting held Jan 29<sup>th</sup>. This had been received by Chair.

5. Outstanding Action Points from Minutes of 14<sup>th</sup> October
  - a. Thorny Hedge (pg2, item 3.2) JB to speak to John Stevenson
  - b. Plans of work in Cameron Rd, from Highways (AP)The above points had been covered earlier in the meeting.

Omitted from the Agenda – Treasurer's Report. Group agreed to add this into the meeting at this point.

Cash in Hand	£26.20
Income	£288.50
Expenses	<u>£237.63</u>
Balance	<b><u>£ 77.07</u></b>

Lloyds Chq Acct	£635.17
Income	£120.00
Payments	<u>£187.81</u>
Balance	<b><u>£567.36</u></b>

VC proposed to accept the accounts, AP 2nded, Group agreed.

VC raised that there was still an outstanding payment for Marshall Hall, who had bought materials for the construction of the hut. Receipts from Marshall were still not forthcoming despite repeated requests.

BR stated that he was fully aware of this, that the amount remained ring fenced on the books.

AP proposed to write to Marshall, and that this be by recorded delivery, asking if the receipts be produced, or that he decide if the materials were a donation.

A deadline for response should be given in the letter. *Action: KH*

VC requested AP/FH to check whether there is a legal time limit that has to pass before the money can go back into general funds. VC proposed, RP 2nded, Group agreed. *Action: AP/FH*

BR Proposed that the accounts closed at 30<sup>th</sup> June, 2nded FH, Group agreed. FH suggested that accounts be regularly audited, perhaps by Mike Allenby (CHS), ready for presentation at the AGM in September. 2nded by VC, Group agreed.

## 6. Secretary's Report

### a. Website

The secretary advised that the Allotment Group site, currently linked to the Council website, and managed by Jane ??, was not of a standard that was acceptable. Also, it was not being maintained by a Group member which opened up the possibility of no control over the site.

KH proposed that investigation be made into our own website with the help of YV. 2nded by VC. Group agreed.

YW to contact Kathryn Graves about establishing a new site, and to establish an understanding of the current servers, web designers etc. *Action: YW*

## 7. Activity Organiser's Report

a. Who should be the key holders of the Focal point Hut, and can RP have a key please? Three more keys to be cut.

b. Equipment for the hut

i. Hot water large thermos (catering size)

ii. What about disposable supplies...Plates and cups?

Group agreed these were necessary and if found/required to be purchased and receipts to be produced.

c. Rota list for Saturday morning at the focal point. Some interest, but not a lot which means very few people covering the rota (or rethinking whether there will be so many coffee mornings at Focal Point).

AT reminded the meeting that with concentrated Group effort there were coffee mornings every Saturday through last summer regardless of the weather. There must a be a concerted effort

by the Group and volunteer Allotment holders to help out through May – Sept 09. Notices are now on all Allotment Site gates.

- d. Fish and Chip night deposit paid of £10 - but no receipt as that venue doesn't give one. A letter asking for the balance is sent instead. 8 people booked so far for 25th April.
- e. RP am compiling a list of venues in Chesham for future events.

AP left the meeting at 9.05pm

- 8. Senior Citizen's Concessions  
This had been covered in item 4h

- 9. Tenancy Agreement  
AT gave the history to date. The agreement is a Council formed document but the Group had wanted to look at revising the agreement.  
Amendments were brought to the October Group meeting, and the 2<sup>nd</sup> revision was approved. These were put to the Arts/Recs meeting on 24<sup>th</sup> November 2008. There was no interest from the Committee and they were passed back to the Group.  
At a meeting on 13<sup>th</sup> February, AT and Bill R agreed that a working group be formed of 3 Councillors and 3 Group members to move this forward. Bill R communicated this to 3 Councillors (AP, FH, TM). TM responded by excusing herself from the working group due to family circumstances. It was agreed that the working group could still continue with 3 from the Group and 2 Councillors. AT proposed that the Group members be AT, VC and KH. 2nded by JA, Group agreed.  
Organising the first working group meeting may not be possible until April. AT, VC, KH to put dates forward by email to AP/FH.  
*Action:KH*  
Once the working group agreed wording on the Tenancy Agreement, Bill R suggested that this be presented to the Arts/Recs by a Councillor.

- 10. The Hut  
This had been covered in Item 4c above.

- 11. Open Meeting in April  
This will be held on 16<sup>th</sup> April 09. In order for ample notice be given to all allotment holders, the Grower will be published by the beginning of April, and will carry an article advertising the Open Meeting. KF proposed a speaker from Transition Towns – a local group working in Chesham moving to help people move away from their dependence on oil and guideing them to look at alternative solutions to combat climate change, and carbon footprint. 2nded by KH, Group agreed. Group also agreed to offer to pay for expenses of the speaker.  
*Action: KF*

12. AOB

JA had been approached by a Senior Councillor asking if he had been aware of developers looking at land to the back of Stoney Grove (off Cameron Road), and their observations of the allotment land next door. Did the Group know of any development proposals? FH stated that he had heard nothing and that he was on the planning committee, nothing had come across his working remit.

VC asked that should FH hear of anything, that he immediately inform the Group, so that they could make representation. FH agreed to this.

13. Date of Next Meeting –

The meeting closed at 9.42pm.

Summary of Action Points

	Action Point	By Whom
From Matters Arising	Meet with Bill R to discuss details of a Group member being passed to waiting list members who are given plot numbers to visit/review.	AT/KH
	Water Butts	BR
	Meet with Adrian to propose ways of managing the current waiting list, respond back to Group for comment, and the move forward	AP/FH
	Articles for the Grower: Italian Tony, Thanks to Terry and Andrew Reynolds for work on hut, Rubbish at Asheridge Road plots Request allotment holders to seek out additional land available for working Deadline end of March, Advertise Open Meeting,	KH
	Letter to Terry and Andrew Reynolds, thanks for work on hut	KH
	Letter to David Gooch to commence work on hut slabbing	KH
	Meet with Bob Ayres at Asheridge Rd plots to discuss rubbish issue, plan date for holders to collect rubbish ready for collection.	KH
	Contact Highways at County Council re Cameron Road	AP
	Meet with John Stevenson on Asheridge Rd plots re possible	AP

	hedging	
	Community Payback Scheme	YW
	Tina Michael details to YW	AT
	Letter to Bill R acknowledging land along the Vale	KH
This meeting	Registered letter to Marshall Hall re materials for the hut, receipts reqd.	KH
	Any legal limit for keeping accounts ring fenced?	AP/FH
	Investigate website opportunities	YW
	Forward dates for working group to AP/FH	KH
	Speaker for Open Mtg in April	KF

**AGENDA ITEM NO: 6 – CHESHAM MOOR GYM AND SWIM CENTRE**

**Reporting Officers: Bill Richards (01494 583824), Danny Essex (01494 776975) and Stephen Pearson (01494 583825)**

**Summary**

1. To consider an update on the Chesham Moor Gym and Swim Centre and a financial report up to the 30<sup>th</sup> January 2009.

**Background Information**

2. At the meeting of the Policy and Resources Committee held on the 17<sup>th</sup> December 2007 Minute 38(1b) *‘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.’*

**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**

***Finance***

5. An analysis of the gym income shows the last fifteen months’ figures (excluding VAT) as follows:

	£
November 2007	3,543
December	3,297
January 2008	4,640
February	5,515
March	5,034

April	5,771
May	4,753
June	3,806
July	5,239
August	5,185
September	4,965
October	5,090
November	5,587
December	4,384
January	6,490

6. If the average of the last three months is used as a basis for forecasting the income for the next twelve months this would equate to £65,844 or better still if January is used as a basis, £77,880.

***All-Weather Pitch and Tennis Court Re-surfacing and Upgrading***

7. The resurfacing of the the tennis and multi-court works suffered due to the unusually bad weather and remedial works had to be undertaken. Lines for football and tennis are to be put down in the next fortnight. The floodlights have been checked and are all working satisfactorily. The facility should be open within 3 weeks subject to a satisfactory final inspection.

***Leasing of Gym Equipment***

8. The new equipment from Physique is to be installed week beginning 23<sup>rd</sup> February. The gym will be closed on the Tuesday and Wednesday for re-fitting.

***Boiler***

9. The main boiler at the pool is starting to reach the end of its natural life. The Centre Manager has obtained a quotation of £2,000 from a company to initiate repairs but the likelihood is that breakdowns will become increasingly more frequent. A quotation for a replacement boiler has also been obtained and this is in the region of £13,000. Clearly this will be more efficient and will allow for any future repairs to be done in-house through simply shutting off two water valves rather than, as now, having to be stripped to the core by a Corgi registered gas engineer. The Manager is therefore seeking a view as to whether to authorise the repairs now or whether Members feel it a more economic option to authorise the seeking of three quotations with a view to paying for a new boiler through the renewals and repairs budgets which were uplifted for this eventuality.

### *Lifeguard Training*

10. Following the granting of up to £1,000 to assist with lifeguard training, officers can report one new staff member has gained the appropriate qualification and two others are intending to take the qualification. The refunding of the courses will be contained within the budget agreed.

### *Solar Panel Update*

11. **Attached** is a recently received report from the Chairman of the Friends of Chesham Moor Gym and Swim Centre in respect of the lack of progress he has been able to make due to the perceived lack of commitment from the registered companies who offer this service and from whom a government grant is available from. As can be seen, he recommends the Council complain in writing to the Department for Business, Enterprise & Regulatory Reform (BERR) expressing its dissatisfaction with the process and its chosen companies authorised to undertake the work.

#### **Recommendation**

1. **That the financial position and other matters be noted.**
2. **That the Committee decide upon its position in respect of the Chesham Moor Gym and Swim Centre boiler.**
3. **That the position in respect of solar heating be noted and the Clerk be authorised to write to BERR expressing its dissatisfaction with the current lack of support offered by the accredited companies.**

**To: Bill Richards, Town Clerk, CTC  
Justine Fulford, Chairman, Recreation & Arts Committee**

**From: Mike Barden, Chairman, Friends of Chesham Moor Gym and Swim**

**Re: Status of solar panelling for Chesham Moor Gym and Swim**

**Introduction:** In April 2008 MJB outlined the advantages of proceeding with solar panelling for the facility.

Key points included a 50% grant from LCB2 Department of Central Government (BERR) as well as a Bucks County Council interest-free loan for 50% of the installation cost, subject to qualifying definitions.

Strong reasons for proceeding were increasing gas and electricity costs for the Centre, the main heating for water being by gas. Another factor was the environmental 'greening' of the facility and broadly the industry comments on our facility was that a budget of £40-50,000 would be appropriate.

Flat plate technology was felt to be more appropriate due to experience, reliability and robustness. This is understood, despite the fact that evacuated tube technology provides a higher efficiency but is more delicate, subject to failure and has shorter guarantees.

A bid award cycle between April and September 2008 was envisaged with installation being during October-November 2008, subject to planning approval and ancillaries such as the structure beams being installed to match.

The industry at large was very interested in our facility during March -May of 2008 with numerous contractors attending to be briefed and providing comment and examples of their applications and technology.

When it became apparent that we were seeking a grant under the LCB-2 process, all these contractors, with the exception of company B started to withdraw and ultimately showed no further interest. Company B is the selected sub-contractor to British Gas, one of the three framework suppliers defined by LCB2.

We could not get company C to show any interest until we (CTC) requested an expression of interest prior to issuing enquiry and company A never came near throughout the whole process.

This lack of interest by the Framework suppliers was, in my view, appalling, given the fact that here was a substantial contract which would be of significant benefit to all participants.

Considerable adverse comment was made by most of the non-Framework contractors against the Framework contractors, referring to it as a 'cartel situation' and expressing considerable disgust. Our experience with the Framework contractors bore this out exactly. Likewise, several consultants confirmed our experience was typical.

Since December 2008 not one of the bidders has shown any interest in the progress of the situation. They all complained of having too many quotations to prepare.

**Conclusion:**

I have reported verbally to Monica Munzinger at BERR as she is head of the LCB2

programme. She has heard verbally my comments on this subject with a lot more detail than included in the attached report, and is awaiting for the report to be emailed to her before she will investigate further.

It is impossible to telephone Ms Munzinger directly but there is a helpline which eventually informed her. Subsequently she rang me back. The helpline number is: **08704 232313**. Her address is:-

Monica Munzinger  
Low Carbons Buildings Programme – Phase 2  
c/o BERR, Building 17  
Garston  
Watford WD25 9XX (email: munzingerm@bre.co.uk).

**Action:**

**Please could Bill Richards send the attached report direct to Monica Munzinger** with any overarching points you wish to make. Clearly CTC has been thwarted in its process of installing a solar panel heating system for the pool and showers. Consequently it is suffering relative losses (possibly £5-10kpa) as the efficiencies from the solar panelling have not been acquired.

*Dictated by M J Barden*

## Chesham Moor Gym and Swim

### Report on progress of solar panelling for the pool/showers by M J Barden January 2009

#### SUMMARY

The progress on the solar panelling for the pool has ground to a halt for the following basic reasons:

1. The three approved bidders (all Framework suppliers defined by BERR) for installing the panels have not provided information for planning application purposes, without which planning approval by Chiltern District Council cannot be sought and without planning approval the installations cannot be allowed.
2. The three bidders who were approved gave conflicting technical proposals which were very unsubstantiated and required an order to be placed before proceeding further.
3. The quality of bids was, in my opinion, extremely poor and none of the bidders appeared to show active interest in proceeding.
4. Because of the substantial delays to the bidding process, it became apparent that the time taken to achieve planning approval would move out of the 2008/09 winter into the next swimming season and installation can only be carried out during a winter period when no swimming is undertaken.
5. None of the bidders provided an active programme, or any commitment to a timetable. The bids are now timed out.
6. All three bids were technically unacceptable and did not meet the necessary requirements.

For the above major reasons the writer declined to proceed further with the bid cycle and made a verbal report to Monica Munzinger at the Dept. of BERR. She insisted on having a full report before she would take matters further.

In essence the three qualified bidders, who are authorised by BERR to undertake this work have a cartel situation and are under no urgency to respond to our request for bids and compliance with reasonable requests for information.

All of the three approved bidders gave multiple excuses of overwork as to why they were unable to comply with reasonable requests for information. The three bidders provided very poor responses and conflicting reactions

to our enquiry. Company A quoted two prices for the same scope with no explanation as to why their second price was half the first!

For this reason it was decided to cease the process for now, provide a full report to Monica Munzinger to review, and then perhaps restart the process during summer 2009 with a view to installation during winter 2009/10.

## **HISTORY**

During the first quarter of 2008 the Friends of Chesham Moor Gym and Swim noted that solar panelling for heating the pool, and potentially the showers, was suitable for a 30% grant from Central Government. On investigation it also proved possible that Bucks County Council would provide an interest-free loan for such installations in addition. It was therefore very attractive to investigate the process for obtaining a BERR Low Carbons building programme phase 2 grant (non repayable) as well as a Bucks County Council interest-free loan for the remainder of the installation cost.

Contact was also made with TV Energy (who are advisers to Councils and similar bodies for this type of work). The intention was to obtain advice and assistance as required for setting up the enquiry process, evaluating the bids and awarding the contract. In practice, TV Energy had little practical help that they could provide and seemed to be much more of a go-between with the bidders. Care was taken not to provide commercially sensitive information to TV Energy.

In April 2008 the Low Carbons Buildings Programme was enhanced to provide grants up to 50% of the approved installation scope. In particular our interest was in the solar thermal hot water section, which provides for up to 45 kilowatts thermal (kw/th) to an installation such as Chesham Moor Gym and Swim. The eligible costs are defined within the BERR LCB2 terms. Activities undertaken to prepare for the bid and award cycle were as follows:

1. The location for the solar panels was selected as being on the flat roof facing south above the observation room in the main building to the north side of the swimming pool. The suitability and strength of this roof needed evaluating and defining. The architect and structural engineer for the building were therefore commissioned to investigate the building and provide a design for suitable beams to be installed on the roof to

take the solar panel when supplied. This required Council's approval to pre-allocate a small amount of funds to evaluate the roof and come up with a suitable structural design.

2. The writer undertook a detailed contact with numerous contractors who provided solar panelling of this type during the second quarter of 2008. In every case when contractors realised that the CTC intent was to obtain a grant under the LCB2 process they made highly negative reports about 'closed shops', 'cartels' etc. However, after gathering lots of advice and information it was decided to stick with the available grant process. CTC would however have to fund specific things such as the beam structures on the roof and other similar matters within the building, as these are not covered by the available grant from BERR under the LCB2 programme.

3. CTC then sought expressions of interest from the approved Framework suppliers named in the LCB2 documents and all three approved contractors indicated that they were interested.

4. An enquiry document was prepared by the writer, which comprised a description of the existing facilities. In particular the three main heat demands being the swimming pool, men's showers and ladies' showers.

5. The formal enquiry was issued by CTC on July 29 2008 to the three approved Framework suppliers with a cover letter (CTC ref P18). This gave relevant instructions to the three contractors. Attached to it was a drawing showing the structural support facility on to which the panels would be mounted on the roof of the observation room, and a separate comprehensive statement of the existing facilities, in particular advising how the facilities were operated, as well as requirement for the bidders. Because the period of enquiry covered the main summer holidays, the return date for bids under sealed tender basis was set at September 4 2008.

6. Bidders had been invited to attend the pool and have a briefing on site but only company B undertook such a visit.

7. During the bid period, follow-ups were made to the three contractors effectively left everything to company B as their appointed subcontractor. Company C simply did nothing for some time, until chased almost at closing date, upon which they appointed a subcontractor, who actually undertook most of the

activities and did attend the Pool. However, despite agreeing flat panels were appropriate, company C submitted a bid using evacuated tubes with no explanation.

By contrast company A simply failed to attend, did not respond to any enquiries and stayed out of contact until they sent in a faxed bid with insufficient detail, and subsequently a revised bid of approximately half the price with no explanation but same scope.

8. In summary, the three bids were very poor in content, unhelpful to client, containing virtually no explanation and no diagrams/flowsheets. Little interest was shown by any of the bidders with company B making the biggest of the three very poor efforts. None of the bidders addressed the subject of three separate heat loads for the showers and the pool and this despite specifically being provided with boiler capacities for the three duties. It should be noted that the water for the showers is from the town's water supply, whereas the water in the pool comes from an underground spring source which is quite separate and independent.

9. None of the bidders provided any information suitable for the planning application, despite follow-up requests and only company B attended at site. Both company B and company C's sub-contractor stated that CTC's enquiry document was the best they had seen. All three Framework suppliers were asked to provide information about weights, areas and location and it would appear that none of them have paid adequate attention to the enquiry, especially the description of the existing facilities and how the facilities operate.

10. It is quite clear that the Framework contractors are overwhelmed with enquiries, spend little time on any of them and pick and choose which jobs are simplest and most profitable. They seem averse to dealing with a competent client and the needs of planning.

11. The problem of bidder interest through this grant-aided scheme was discussed at length with several independent consultants and other contractors, but not with the Framework suppliers. All confirmed that it is extremely difficult to get decent bids, adequate attention and responsive dialogue with the Framework suppliers. The three Framework suppliers are a clear bottleneck created by BERR process.

12. The fact that company A failed to even visit the facility, and have made no effort to contact CTC, shows they are clearly not interested and should not, in my opinion, pre qualify as a Framework supplier.

13. British Gas is also a possible contractor but it relies on company B to undertake the work, but in fact have no other contact with the project other than confirming the pricing.

14. In the case of company C, they never attended at any time, and seemed disinterested and wasted its sub-contractor's time. Apparently the sub-contractor is called in for more technically complex projects.

### **Reports to Council**

1. The writer reported progress at regular intervals to CTC and to the Rec & Arts Committee.

2. Contact was made with a view to employing a specific consultant with this relevant experience but there was little point in engaging such a person or company if there were no suitable bids to deal with.

3. Despite comments and requests for information the bidders have failed and "dried up".

4. Overall the effort involved in obtaining bids was huge compared with the effort by the contractors who seem at best disinterested and constantly complain of having too many things to do and too many other quotations to prepare. It is quite clear that the needs of the UK are not well served by this very limited cover of only three Framework contractors who have got the market cornered if anyone wants a grant. This is anti-competitive and not in UK plc's best interests.

5. The structure of the three Framework contractors being appointed is fine if the market is not overwhelming. In this situation it is an appalling abuse of position.

6. It appears that BERR and LCB2 management at BERR are either unwilling or unable to do anything about this situation unless we (CTC) complain in writing. The consequences are that numerous facilities are not proceeding because they cannot get economic bids and apply for grants. It is well known that there is an under demand for grants under these programmes. I suggest this is the reason for it.

*Dictated by Mike Barden, Chairman, Friends of Chesham Moor Gym and Swim*

*(formerly Chemical Engineer and Project Director in Oil and Gas, Offshore Refining and Petrochemical Industries)*

## **AGENDA ITEM NO: 7 –LOWNDES PARK MANAGEMENT PLAN AND GREEN FLAG AWARD.**

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

### **Summary**

1. To receive an update on the Lowndes Park Management Plan and Green Flag Award.

### **Background Information**

2. At the Recreation and the Arts Committee of the 3<sup>rd</sup> September 2007, it was resolved that '*a resubmission of a Green Flag status bid for Lowndes Park for 2008 be agreed.*' (Min No. 25).
3. A Management Plan for the park was endorsed and adopted by the Recreation and the Arts Committee on 28<sup>th</sup> January 2008 (Min No. 70).
4. The production of the Management Plan was integral to the Council obtaining Green Flag status for the park in July 2008.
5. The Green Flag is awarded annually.

### **Financial Implications**

6. None pertaining to this report.

### **Strategic Objectives**

7. 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*' and also accords with the Council's Environmental Policy.

### **Detailed Consideration**

8. The first management plan for the Park was written in 2008 and looked to the next five years. However, it was intended that the plan would be revised annually to ensure that it remains relevant to the park and contains up-to-date information on projects in the park.
9. The management plan was revised in January 2009 for 2009-10. The new plan has been revised in light of the decision of the Recreation and the Arts Committee on

the 19<sup>th</sup> January 2009 not to submit a further bid to the Heritage Lottery Fund (Min No. 68). The revised plan also contains a new action plan for 2009-10 and refers to the imminent renovation of the toddlers' play area. A draft of the revised plan was sent to the Chairman of the Friends of Lowndes Park and his comments were incorporated into the final document.

10. The finalised plan was submitted as part of this year's application to the Civic Trust for the Green Flag Award in February 2009. The plan is 89 pages in length and can be viewed on the Council's web site at the following url:  
[www.chesham.gov.uk/Open\\_Spaces/Lowndes\\_Park\\_Future.aspx](http://www.chesham.gov.uk/Open_Spaces/Lowndes_Park_Future.aspx).
11. A site visit will be conducted by Green Flag judges in May 2009 and the result will be announced in July 2009.

<b>Recommendation</b>
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<b>That the report be noted.</b>
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## **AGENDA ITEM NO: 8 – CHESHAM 2012 UPDATE**

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

### **Summary**

1. To receive an update on the Chesham 2012 Working Party to date and consider usage of the Chesham Moor Gym and Swim Centre free of charge on the official Chesham 2012 launch day on 11<sup>th</sup> July 2009.

### **Background Information**

2. At the Recreation and the Arts Committee of the 6<sup>th</sup> October 2008, it was resolved *'that the Committee support in principle the concept of promoting the 2012 Olympics and help to develop possible participation from Chesham residents and a working party be set up to develop this further.'* (Minute no. 39)

### **Financial Implications**

3. As detailed within the report.

### **Strategic Objectives**

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

### **Detailed Consideration**

5. **Attached** are the minutes of the meetings to date. As can be seen from the minutes, the working party now represents a good cross-section of local residents and statutory and non-statutory bodies. It is particularly pleasing to see the involvement of Nexus as a partner as part of the scheme. The launch day on the 20<sup>th</sup> December ('20.12.') was also deemed a success with 45 people registering an interest in being involved in some way as 2012 draws closer.
6. The first major event is planned for 11<sup>th</sup> July 2009 and will be a massive family fun day will be held on that Saturday involving the three parts of a triathlon - swimming, cycling and running. After this launch day, the Working Party will be working with Nexus Leisure and many of our local clubs to allow young people to have a go at six Olympic sports, namely tae kwon do, boxing, swimming, volleyball, badminton and athletics. The Working Party is also trying to encourage cultural events tied in with 2012 within Chesham as the Olympics and

Paralympics get closer. Integral to the proposed 'Family Fun Day' on the 11<sup>th</sup> July would be the need to allow the pool to be reserved for exclusive use for the swimming pool for the 'swimming' part of the day. It is proposed to close the pool for general swimming to facilitate this. The loss of revenue for the day is difficult to quantify since the pool's takings tend to be determined by the weather, particularly at weekends. However an average day's 'pay on the day' swimming can be calculated at roughly £138 based on last year's income. This, of course, could be partly offset by the chance to advertise and promote both the pool, gym and outside sports area to those who have not been before with the view of obtaining more income in future.

7. Members will note that the town has also signed up to the 'Reactivate' programme. As can be seen from the minutes of the 10<sup>th</sup> December, it offers the town an opportunity to utilise the support of Bucks Sports to get residents energised in sport and help tackle issues such as obesity.

#### **Recommendation**

**That the Council welcome the work of the Chesham 2012 Working Party and agree to the use of the open air pool for the Chesham 2012 Launch Day on the 11<sup>th</sup> July 2009.**

Bill Richards  
Town Clerk

**MINUTES OF A MEETING OF THE CHESHAM 2012 STEERING GROUP**  
**HELD ON WEDNESDAY 19<sup>TH</sup> NOVEMBER 2008**

**PRESENT** Councillors Mrs M. Molesworth (MM) and Mrs P.R. Wilkinson (PW),  
Chesham Town Council  
Danny Essex (DE), Manager, Chesham Moor Gym and Swim  
George Lima (GL), Chesham Moor Gym and Swim, Gym Member  
Bill Richards (BR), Town Clerk, Chesham Town Council  
Gill Culverhouse (GC), local resident  
Stacey Ellingham (SE), Nexus Leisure  
David Gardner (DG), Chiltern District Council  
Ian Barham (IB), Buckinghamshire Manager for the 2012 Games  
Albert Blissett (AB), Tae Kwon-Do Coach

Apologies for absence were received from Lee Mason (Bucks Sport) and Paul Nanji and Georgie O'Dell, (Chiltern District Council).

**1. WELCOME AND INTRODUCTIONS**

BR welcomed all to the meeting and explained that the meeting had been inspired both by DE and GL who had pulled together a proposal for developing sporting training around Moor Road Gym and Swim Centre and GC who had written to BR expressing a wish that the town was active in promoting the Olympics.

Those in attendance then went around the table introducing themselves and explaining what role they could play within the group.

**2. PRESENTATION FROM BUCKINGHAMSHIRE MANAGER FOR THE 2012 GAMES**

IB outlined his role as Buckinghamshire Manager for the 2012 Games. He explained his post was funded jointly by the principal authorities within Buckinghamshire and he worked closely with the Bucks Co-ordinating Group which was headed by former gold medallist Adrian Moorhouse. He hoped he would be able to inspire wide-scale interest and involvement in the Olympics, particularly in a county which was bordering Greater London and was hosting the rowing at Dorney Lake and the official training venue for the Paralympians at Stoke Mandeville. He expressed his belief that the Games would leave a lasting legacy both culturally and educationally as well as for sports and tourism. He opined that there was every chance of that a similar legacy could be left in Chesham if the group was active and he pledged to help in achieving this aim but emphasised there would be limitations on his direct input as his workload across the county would be onerous.

He advised that he had no actual monies to devolve down but pointed to relevant funding schemes such as the 'Sports Unlimited' and the 'Reactivation' grants offered by Bucks Sports Partnership and the Lottery's 'Awards for All' budget which should be able to assist with arts and cultural events.

Finally, he applauded the group's aim to try and find potential 2012 Olympians from town and pointed out that Chesham's George Lennox was already in the junior England squad for judo.

### **3. PRESENTATION FROM GEORGE LIMA**

GL, Chesham Moor Gym and Swim Centre gym user, undertook a presentation in respect of their plans to make the facility a centre for sporting excellence in the lead up to the London Olympics and to try and find and train potential young athletes to be selected for the Great Britain squad. GL expressed that his passion behind this was driven by trying to get young people off the streets and channel their energies into something constructive while also enhancing the image of Chesham generally.

DE advised that they were proposing to hold regular open days on the Moor to allow young people to have a go at a range of activities; assess young people's fitness and to harness the skills of local coaches to develop any potential talent. GL went on to suggest that his networking with local business colleagues had indicated much support and potential sponsorship.

### **4. THE WAY AHEAD**

There was general enthusiasm around the table to promote Chesham 2012 (the group took note of IB's warning not to use Olympic 'branding' where possible, to avoid potential costly breaches of copyright). The consensus was that this should have two strands to it – the sporting opportunities route based mainly around Moor Road Gym and Swim Centre and general cultural and artistic events in the led-up to 2012. In respect to the former, it was thought to be important to, firstly, link up with similar sporting and fitness initiatives such as Nexus's and CDC's MEND programme and events organised by Bucks Sports. PW also mentioned that tackling obesity was a prime target for the local PCT so there was a possibility of involving them. She also suggested involving Chiltern Sports Council. It was agreed by all that schools and sports clubs would be essential to this success and GC agreed to pull together a list of the latter for direct communication. SE also mentioned using the Bucks Games as a possible target audience.

In respect of the latter, it was accepted that events should be developed as and when appropriate but would need full community involvement.

It was agreed that having a launch would be a good idea and IB mentioned 20<sup>th</sup> December (20.12) was an official publicity day. The group decided to involve as many local groups as possible and to 'flood' the High Street to try and elicit as many 'expressions of interests' as possible. GL, DE, AB, SE and GC to try and get clubs down on the 20<sup>th</sup>, BR to arrange meeting with press, MM to advertise on her popular local 'blog'. Any ideas for possible funding to promote this day, welcome.

### **DATE OF NEXT MEETING**

**Wednesday 10<sup>th</sup> December at 10.30am at The Town Hall.**

**MINUTES OF A MEETING OF THE CHESHAM 2012 STEERING GROUP**  
**HELD ON WEDNESDAY 10<sup>th</sup> DECEMBER 2008**

**PRESENT** Councillor Mrs P.R. Wilkinson (PW), Chesham Town Council  
Danny Essex (DE), Manager, Chesham Moor Gym and Swim  
George Lima (GL), Chesham Moor Gym and Swim, Gym Member  
Bill Richards (BR), Town Clerk, Chesham Town Council  
Georgie O'Dell (GO'D), Chiltern District Council  
Stacey Gunther (SG), Bucks Sports  
Albert Blissett (AB), Tae Kwon-Do Coach  
Russell Bowyer (RB), local businessman  
Ted Weston (TW), Chiltern Sports Council

Apologies for absence were received from Cllr Mrs M. Molesworth (MM), Gill Culverhouse (GC); Stacey Ellingham (SE), David Gardner (DG) and Ian Barham (IB).

**1. WELCOME AND INTRODUCTIONS**

BR opened the second meeting of the Chesham 2012 Group and welcomed SG, GO'D, TW and RB to their first meeting

**2. PRESENTATION FROM STACEY GUNTHER, BUCKS SPORTS ON REACTIVATE PROGRAMME**

SG outlined her role within Buckinghamshire Manager for the 2012 Games. She then gave details of the 'Reactivate Bucks' programme which was open to Town and Parish Councils. The aim of the programme is to get more people, hopefully inspired by the 2012 Games, to participate in sport. As a selected town, the group would be expected to:

- Identify a member of the community to be a contact person and the voluntary 'Reactivator' for the area.
- help identify and promote existing opportunities to get active in the community
- to establish a minimum of 1 new adult focused activity per year in the area.
- Identify people who would like to gain a skill through training to lead sessions.
- Provide monitoring information to feedback to Bucks Sports funders as appropriate.

In return, Bucks Sports would be able to offer a range of support with guidance, support, provision of coaches and publicity.

The Group discussed the merits of the scheme and agreed that Chesham should put itself forward as a pilot to utilise the assistance SG and her team could offer. While it was accepted that one of the primary aims of the Chesham 2012 group was to encourage young people to participate in sports with the goal of getting at least one young person to the London games, it was agreed that the Reactivate programme offered a great opportunity to encourage families to attend together.

SG suggested that for the second wave of the programme, there could be a designated 'Reactivate Chesham' programme. After much discussion, it was proposed to have the first annual event on **Saturday 11<sup>th</sup> July**. This would be based predominantly at the Moor Road Gym and Swim Centre (which would be a designated Chesham 2012 'hub') but would not preclude other clubs and/or Nexus holding specialist events at other venues in Chesham. After this, annual 'Bronze, Silver and Gold' days building up to 2012 itself would be organised. The date was set for a week before the schools break up to try and maximise involvement from them and it was agreed

to be essential they were liaised with accordingly. RB and GL would look at getting a sporting 'celebrity' along to launch the event.

The group then discussed what sports should be on offer. It was agreed that they should be limited to a manageable number (potentially 6) dependent of local clubs' commitment. It was agreed that these be considered and finalised by the group at its next meeting.

### **3. 2012 LAUNCH DAY ON 20.12.**

The group agreed to continue with the proposed launch to try and enlist volunteers in the High St on Saturday week between 10.30 – 13.00. AB would be bringing his Tae Kwon-Do students to perform in Town Hall Community Room. Rest of group who will be attending will try and encourage people to visit Town Hall or at least register an expression of interest. RB would e-mail possible designs and GO'D would produce a temporary banner. BR could print flyers. GL and DE would look at the possibility of corporate t-shirts to distinguish the group from High St 'sellers/market researchers'. Hopefully GC had recruited other volunteers and BR said he would contact her to ascertain numbers.

### **4. OTHER EVENTS**

It was agreed to look at other events at the next meeting. TW opined that the focus should be sports but others suggested cultural events could and should be supported if initiatives were forthcoming from the wider community.

### **5. DATE OF NEXT MEETING**

**Tuesday 20<sup>th</sup> January at 10.30am at The Town Hall.**

**MINUTES OF A MEETING OF THE CHESHAM 2012 STEERING GROUP**  
**HELD ON TUESDAY 22<sup>ND</sup> JANUARY 2009**

**PRESENT** Councillors Cllr Mrs M. Molesworth (MM) & Mrs P.R. Wilkinson (PW), Chesham Town Council  
Danny Essex (DE) - Manager, Chesham Moor Gym and Swim  
Bill Richards (BR) - Town Clerk, Chesham Town Council  
Stacey Gunter (SG) - Bucks Sports  
Stacey Ellingham (SE) - Chiltern District Council  
Gill Culverhouse (GC) - local resident  
Tom Davies (TD) -Nexus Leisure  
Alison Sealy (AS) - Nexus Leisure  
Elayne Hughes (EH) - Nexus Leisure

Apologies for absence were received from, George Lima (GL), David Gardner (DG), Ted Weston (TW), Georgie O'Dell (GO'D), Russell Bowyer (RB) and Ian Barham (IB).

**1. WELCOME AND INTRODUCTIONS**

BR opened the third meeting of the Chesham 2012 Group and welcomed TD, AS and EH to their first meeting. TD explained that his role was as Adult Participation Officer and was concerned with tacking barriers to participation in sport and leisure by adults. AS apprised the group of her role in Nexus as the Community Outreach Co-ordinator which required her to have an overview of all activities across the local area. EH advised that her brief was to develop children's play and particularly to utilise the Play Ranger post.

The Group expressed its appreciation of Nexus's involvement which would be of real benefit to the Chesham 2012 campaign

**2. NOTES FROM THE LAST MEETING**

The notes of the meeting of the 10<sup>th</sup> December 2008 were received and noted. SG advised that she had been incorrectly recorded as the Buckinghamshire Manager for the 2012 Games.

**3. 2012 LAUNCH DAY ON 20.12.09 - FEEDBACK**

BR thanked all of the people who gave up their time to help launch the Chesham 2012 partnership. Despite being a cold day on the Saturday before Christmas, 45 people had registered an interest to assist with the general development of sport and culture in town up to the 2012 Olympics.

It was agreed that BR should write to all those registering an interest to thank them and to let them know about the 11<sup>th</sup> July event.

**4. FIRST ACTIVITY DAY**

The proposed event for the 11<sup>th</sup> July 2009 was discussed. SG opined that, while some ideas had been mooted at the first two meetings, there was still a lack of focus at to what would happen on the day. This was broadly agreed by the group and the matter of how the six sports would be offered and overseen on the day was discussed in some detail. Ultimately it was decided it would be too difficult to realistically programme in for a day. However it was accepted that the original six

sports - Boxing, Tae Kwon-Do, Tennis, Swimming, Volleyball, Badminton – should be an integral part of future events and particularly summer Sports Zone activities organised by SG. Also on the 11<sup>th</sup> July, it was agreed it would be important to promote these sports and get names of possible interested participants.

The group agreed instead to organise a triathlon type event on the day but with the emphasis on fun and participation from families. It was suggested that swimming events be held in the morning and running/jogging and cycling events in the afternoon. Families would be encouraged to ‘make a day of it’ by asked to bring a picnic. AS advised that a similar type of event Nexus had organised had been a great success. It was agreed that the actual timetable for the day could be confirmed later but it was agreed to be important that the event should be in the public domain as soon as possible and other potential ‘promoters’ should be contacted for help. It was agreed:

- MM to write short piece to put on her popular ‘Chiltern Voice’ blog website and to circulate the text to be used by Council, Chesham Moor and Nexus sites as well.
- BR to circulate the logo designed by RB for use on all promotional material.
- TD to devise a leaflet advertising day and contacts for other sports.
- SE to contact Sue Formby – School Sports Co-ordinator for area and Katie Chaplin, Sports Co-ordinator for Chesham Park to seek help on promotion through schools and examine how the ‘Young Ambassadors’ could get involved.
- SG to supply details of ‘Aquatic Helpers’ scheme to see whether help would be available on the day.
- DE and SE to liaise on coaches for the six Olympic events plus coaches required on the day e.g. Chiltern Harriers, Chesham Swimming Club.
- DE to investigate implications of restricting the pool use on the morning of the 11<sup>th</sup> July.

## **5. RE-ACTIVATE PROGRAMME**

SG confirmed that Chesham would be one of the pilot towns for the ‘Challenge Bucks - Reactivate’ programme. DE agreed to be the town’s community champion and BR advised that he would attempt to get the entry into the scheme endorsed through the Chesham Action Partnership – the town’s market town partnership as recognised by SEEDA.

## **6. ANY OTHER BUSINESS**

SE passed on details of on event being held at Heritage House in March with an Olympic theme.

BR circulated details forwarded by IB of the ‘Are you Ready?’ Bucks 2012 one day conference to be held on the 19<sup>th</sup> February at Green Park. BR indicated he was intending to go.

## **7. DATE OF NEXT MEETING**

**Friday 27<sup>th</sup> February at 10.30am at The Town Hall.**