

Chesham Town Council

Bill Richards
Town Clerk



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6th September 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 13th SEPTEMBER 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:

A G E N D A

1. Apologies for absence.
2. Declarations of Interest.
3. To receive and confirm the Minutes of the Committee meeting held on 7th June 2010.
4. To receive and consider the Minutes of:
 - i. *Friends of Chesham Moor Gym & Swim meetings of the 7th June 2010 and 12th July 2010*
 - ii. *The Elgiva Board of Management meetings of the 9th August 2010*
 - iii. *Friends of Chesham Cemetery meeting of the Extraordinary of the 15th June 2010 and the 27th July 2010.*
 - iv. *Impress the Chess Steering Group meetings of the 20th July 2010.*
 - v. *Chesham Environmental Group of the 17th June 2010.*
 - vi. *Allotments Group meetings of the 22nd June 2010 and 10th August 2010.*
5. Chesham Moor Gym and Swim Update.
6. Cemetery Locking Up Times.
7. Future of Buildings on the Moor.
8. Council signage on its parks and open spaces.

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'
7th June 2010
Meeting Held at Chesham Town Hall.

Present: (up to 8pm) Tricia Croot (TC), Peter Ashby (PA), Nazma Khan (NK), Danny Essex (DE),

Present: (7pm- 7.30pm) Francis Holly (FH), Tina Michael (TM)

Present: (after 8:15pm) Tricia Croot (TC), Peter Ashby (PA), Danny Essex (DE),

Apologies: Justine Fulford (JF), Moira Walker (MW), John Dunn (JD), Jonathan Popple (JP), Sue Hutcheson (SH), Trevor Davis (TD) Nicola Atyuana (NA)

Chair: Peter Ashby Minutes: Nazma Khan

Preamble : The meeting was moved to Monday 7th June and held at CTC offices so that the Friends could attend the Rec & Arts Committee. Thus the Friends meeting started in one of the side rooms and then was adjourned whilst the R&A was discussing the Centre and then reconvened later to complete its agenda. The report below reflects this.

<u>Matters arising from the last minutes:</u>	<u>ACTIONS</u>
No matters arising.	
<p><u>Managers Report:</u></p> <p><u>Gym:</u> has been running steadily and well alongside the pool. DE has noticed a slight drop in certain classes and following discussions with other trainers has decided to change days and class times to try and attract more custom.</p> <p><u>Pool:</u> Has been very busy with the hot weather. DE trying to capitalise on these times as much as possible with timed swims. Turnover had been nearly a £1000 per day for the first week of June.</p> <p>The mains water system to top up the pool has been completed and is working efficiently. In terms of cost, the licence to use the well water is very cheap at approximately £60 per year. The cost of using the equivalent amount of mains water is estimated at £1200 p.a. However it is likely that much less water is being used. The meter for the mains water is in the street and can only be accessed by the Water Board. DE will try to get some readings.</p> <p>The leak from the well (a cracked metal pipe) has been sealed and it has been confirmed that repairs to the well is the responsibility of the centre. The cost of works to the well could</p>	<p>DE to get meter readings.</p>

<p>£5k each). PA believes that the recent increases in income will begin to plateau and that the centre needs to concentrate on increasing utilisation from current resources. However the 'subsidy per visit' was now under £2 down from £3 when the Friends started. PA thought it unlikely that it could be reduced much further as costs were predicted to increase.</p> <p>CTC has explored charitable status for the centre but TM and FH stated that this doesn't have any real cost saving benefits though it would reduce the deficit on paper.</p>	
<p><u>Recreation and Arts report:</u></p> <p>A special note on the Centre's finances had been produced by CTC for the R & A committee to discuss. This showed that there has been an increase in gym, pool and court revenue over the last year of about £30,000.</p> <p>Also shown was a steady decline in the number of season tickets sold (to date) over the last 4 years. However total revenue was up on last year as a 6 month ticket (with October opening incorporated) had been sold. DE reported that several people mentioned that the new tickets were too expensive for them to fund in one purchase. The Friends discussed other ways that ticketing could be done such as by instalments (which would involve a lot more administration) or 3 month tickets (which may lose the centre money if there is poor weather for the end of the season). Season ticket sales are approximately a quarter of the pool's income, and it is better to have secured the income at the start of the season. Friends are cautious about suggesting anything that could jeopardise this.</p> <p>The Friends believe that half season tickets are a good idea even though only 5 were sold last year. This DE feels it is because they haven't been easily available or well publicised. DE suggests they will perform better if there is more advertising. The Friends suggested they be sold at 55% of the original season ticket to cover administration expenses.</p> <p><u>Website :</u></p> <p>Changes were being made slowly by Millipedia. Meanwhile DE continued to revise the content such as the subsidised swimming lessons.</p> <p><u>Membership Lists</u></p> <p>DE has identified a suitable resource (Danielle) to work on expanding, cleaning and chasing up membership records. NA</p>	<p><u>DE to liaise with CTC re half season tickets.</u></p> <p><u>TC/SH/DE to suggest how to publicise them.</u></p> <p><u>DE to action</u></p> <p><u>DE to initiate task</u> <u>NA to</u></p>

<p>has agreed to assist specify what should be done.</p> <p><u>Swimming Lessons</u></p> <p>The take-up of subsidised swimming lessons (by Bucks Sports) had been disappointing. To date, there were insufficient applicants to mount the sessions. DE was continuing to market them and hoped that by July there would be sufficient to start.</p> <p>Richard Osborne had managed to get the 'Tri' swimming going on Monday evenings but so far had not booked the pool for other teaching. The staff at the Centre continued to direct anyone inquiring about lessons at Reception to Richard Osborne. His publicity is available at Reception.</p> <p>Friends discussed the need to market pool hire to schools and other organisations. It was felt that we needed more Friends available to assist with marketing initiatives.</p> <p><u>Summer Camps/Sports Parties</u></p> <p>The failure of the Easter camps to attract sufficient youngsters was discussed in some detail with a view to mounting another attempt in the Summer holidays.</p> <p>Whilst it was recognised that there was a lot of competition (Nexus etc) it was felt that we should be able to attract the break-even figure of 9 participants.</p> <p>Again we needed help with the research (of the competition) and marketing/publicity of these camps.</p> <p>TC suggested that we contact Bucks Volunteers to see if we could get some marketing assistance.</p> <p><u>Recycling</u></p> <p>TC reported that the separate bins need to be provided and it was agreed that low cost bins should be purchased.</p>	<p><u>advise.</u></p> <p><u>DE to market subsidised lessons.</u></p> <p><u>PA to seek new Friends for marketing.</u></p> <p><u>TC to ask about help.</u></p> <p><u>DE to action.</u></p>
<p><u>Feedback From Rec. & Arts Committee.</u></p> <p>DE spoke to the committee about the latest developments at the Centre.</p> <p>It was suggested that the Centre should speak to the Elgiva about jointly ordering supplies for their café and the tuck shop. This could be cheaper and easier.</p>	<p><u>DE to contact Elgiva.</u></p>

<p>It was also mentioned that the Centre should be aware in its purchasing of supplies that Chesham was committed to a policy of fair trade.</p>	
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<p>Regarding the water supply from the 'spring water' well several Members felt that it was important that the well was repaired so we could continue to advertise the pool as 'spring feed'.</p>	
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<p>Peter Ashby briefly talked about the improvement in the Centre's finances since CTC had taken over.</p>	
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<p>Members of the R&A thanked DE and the Friends for their efforts.</p>	
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<p>They complimented the Friends on the quality of their Minutes.</p>	
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Please Note

Date of Next Meeting : Monday 12 July at 7.30pm

The Next Meeting has been changed from Tuesday 13 July to Monday 12 July so that Trevor Davies can attend to discuss the finances and budgets in more detail. This meeting will be held at the Centre.

Minutes of the 'Friends of Moor Road Gym and Swim' 12th
July 2010
Meeting Held at Chesham Moor Centre.

Present: Trevor Davies (TD), Alan Corner(AC) New Volunteer Friend, Peter Ashby (PA), Elliot Mocharrarfie (EF) Staff, Danny Essex (DE), Nora ? Swimmer (Until 8.30pm)

Apologies: Justine Fulford (JF), Moira Walker (MW), John Dunn (JD), Jonathan Pople (JP), Sue Hutcheson (SH), Nicola Atyuana (NA), Francis Holly (FH), Tina Michael (TM), Nazma Khan

Chair: Peter Ashby **Minutes:** Peter Ashby

Preamble : *It was decided to start with a progress update of the Gym database by Elliot who has been contacting for users who are PAYG and have not used the Centre for a long time.*

	ACTIONS
<p><u>Gym Database Update :</u></p> <p>EM started by explaining the purpose of the exercise which was to contact PAYG Users on the Gym Database who had stopped using the Centre to see why and whether they could be encouraged to return. EM (and previously Danielle) phoned users and, if out, left a message for them to contact the Centre. EM had prepared a note (see attached) setting out his responses to date. In Summary these are :</p> <p>1. Statistics. There are 1738 users (all categories) on the gym database of which 1525 are PAYG and of these 1029 had not visited the gym between 1/6/2008 and 31/12/09</p> <p>2. Method. EM/Danielle had, to date, rung 700 and actually made contact with 248. Those spoken to were asked if and why they had stopped using the gym. The answers were categorised into moved away, joined another gym, problem with the Centre etc. Only 7 people said they left Chesham Moor due to their perception of a gym deficiency.</p> <p>3. Offers. Where people contacted could be perhaps enticed to start using the gym again, they were offered free re-inductions or even a free session. If they were not interested or had moved etc they would be deleted from the gym database.</p> <p>4. Discussion. Friends were very interested in all the figures presented including the number of users on Standing Orders, Annual etc members the Centre has. It was commented that the database numbers shown to be on SO's appeared higher than the revenue shown in the CTC monthly financial</p>	<p style="color: red;">TD to cross check SO's totals</p>

<p>statement for the Centre.</p> <p>It was suggested that if the Centre could identify all the annual members and their due renewal dates (for each month) a letter/email should be sent reminding them of this and restating any new benefits of membership. Similar mail-outs could be sent to monthly cash/cheque members who failed to renew after say, a month in arrears.</p> <p>There was also discussion as to what to do with the details of users who could not be contacted. i.e. should they be deleted, keep or put into a separate 'not active' database of members. It was recognised that having large numbers of 'not active' members on the database clogged up the system and 'skewed' analysis of users, utilisation etc.</p> <p>DE estimated that the complete exercise would take about 100 hours and hence cost about £650. PA said he thought this was excellent value for money for, without a 'clean' membership list, it would be very hard to analyse gym usage, to follow up lapsed users and to target market to 'active' members.</p> <p>EM and Danielle were thanked for their efforts to date and EM was asked to complete the exercise and then update his useful report.</p>	<p>PA to get info. from database</p> <p>DE to decide what to do with non active users.</p> <p>Elliot to complete exercise.</p>
<p><u>Matters arising from the last minutes:</u></p> <p>No matters arising.</p> <p>PA noted there were often actions outstanding from the previous Minutes and asked if everyone, including himself (!), could make more effort to do them.</p>	<p>All to note</p>
<p><u>Managers Report:</u></p> <p><u>Gym:</u> DE said the gym visits were fairly similar for the [past few months. Phoenix had recently closed down and DE and JP were considering ways of attracting their users such as special offers. Apparently Top Notch had acquired their membership list. DE was also in touch with their manager, Jenny. DE was planning a new one sheet flier summarising the key benefits of (Standing Order in particular) membership.</p> <p><u>Pool:</u> Continues to be very busy with the hot weather with timed swims when necessary. New A3 laminated notices have been displayed so there is less confusion about these.</p> <p>Subsidised swimming lessons with Richard Osborne are up and running successfully. He is also giving private lessons and</p>	<p>DE to meet with RB to</p>

<p>runs a 'tri' swim twice a week. There is a need to get the details of all his lessons so the correct pool hire charges can be invoiced to him. A new swimming lessons publicity banner is being produced to hang outside the Centre.</p> <p>The mains water system to top up the pool continues to work efficiently. More back washes have been required due to all the grease from suntan oils etc that has been trapped in the filtration system.</p> <p>The meter for the mains water is in the street and can only be accessed by the Water Board. DE will try to get some readings.</p> <p>DE is still in the process of obtaining quotes for fixing the well. Any work will now wait until the winter.</p> <p>CTC are going to sell half season tickets at prices which include an administrative premium. Eg Adult at £70.</p> <p><u>Courts:</u> Tennis Court usage continues to increase but the multi-court booking are still disappointing. DE is liaising with Nexus to get more 5-a-side side bookings.</p> <p><u>Tuck shop:</u> Sales continue in the good weather to be buoyant. It is still too early to confirm that the cost of supplies is exceeded by revenue. The monthly revenue stats should provide the evidence.</p>	<p>agree pool hire charges.</p> <p>DE to get readings.</p> <p>DE to obtain quotes</p> <p>DE/PA to check sales against costs.</p>
<p><u>Finances:</u></p> <p>TD presented the monthly summarised results for April and May 2010 (latest available). He said that CTC overhead charges had increased by £5k and it had been charged in April.</p> <p>TD said that gym revenue is still increasing slightly and cautiously predicted that at the current monthly levels it would total £79K at year end. He said that the pool revenue should be comfortably higher than the £54k budget figure due to the hot weather.</p> <p>TD pointed out that the CTC budget for 2010/11 showed the deficit increasing by £25k to £85k. Of this £25k, £10k is extra staff costs (extra pensions and pay rises) and £5k extra CTC overhead costs. The other £10k is a predicted drop in pool revenue. (now unlikely)</p> <p>PA said that the latest monthly June Revenue figures produced by the Centre looked very good with swim receipts and the tuck shop revenue up significantly. Obviously the good weather was</p>	<p>TD to check out the rise in staff costs.</p>

<p>the main cause.</p>	
<p><u>Marketing/Advertising/Publicity:</u></p> <p>DE reported that the new signage outside the Centre had been installed. All agreed that it looked both modern and eye catching.</p> <p>PA inquired if there are any follow up procedures to see if people being introduced to the centre via vouchers/coupon offers continue to use the centre.</p> <p>It has been suggested that there should be a leaflet rack in the reception area.</p> <p>DE felt that the publicity effort/expenditure should shift towards internet based promotion via the Centre's website using such tools as offers, Facebook etc. (See below)</p> <p>Alan Corner (AC) volunteered to undertake a marketing assessment by a study of the gyms in the area to help us decide how to promote, price, membership types etc for Moor Fitness. It was suggested that AC covered Chesham on the Hill Nexus, Top Notch, Physique Nexus and La Roche in Amersham.</p> <p><u>Website :</u></p> <p>A new version of the web site had been uploaded from Millepedia. DE felt it was more eye catching (with latest news in moving graphics) and a much clearer navigation system. DE asked all the Friends to view it and give him any feedback and comments</p>	<p>DE will get staff to follow these up</p> <p>DE to action rack</p> <p>AC to assess other gyms.</p> <p>All to check website.</p>
<p><u>Downstairs Redevelopment:</u></p> <p>The work is now all but finished and has come in below budget. The main room can now accommodate classes of 10 and the room has been given a make-over.</p> <p>Extra soft rubber flooring is still required.</p>	<p>DE to get flooring</p>
<p><u>Energy Efficiency :</u></p> <p>It was noted that the efficiency tests proposed by JD had not been carried out yet. It was agreed that DE would contact JD to discuss them.</p>	<p>DE to contact JD</p>

<p><u>Centre Initiatives</u></p> <p>Friends discussed the need to market pool hire to schools and other organisations. It was felt that we needed more Friends available to assist with marketing initiatives.</p> <p>PA welcomed Alan Corner onto the Friends.</p> <p>TC suggested that we contact Bucks Volunteers to see if we could get some extra marketing assistance.</p> <p><u>Recycling</u></p> <p>TC reported that the separate bins need to be provided and it was agreed that low cost bins should be purchased.</p>	<p>TC to pursue</p>
<p><u>Any other Business.</u></p> <p>DE raised the idea of having a simple presentation pack to give prospective new members. Whilst Friends thought it a good idea it was not clear who would write, produce and update it. So it was agreed to have a simple one page A4 handout listing the main benefits of the Centre (to complement the other more detailed handout)</p> <p>It was felt that the website should be the main medium for giving a comprehensive list of facilities, membership types and prices. New enquirers should be encouraged to visit it.</p> <p>PA raised the issue of the VAT increase (to 20%) in the New Year and asked Friends to think about how we should deal with it as we would lose about £4k in revenue if we kept all the prices the same. In particular was there a case for increasing gym prices??</p> <p>This will be discussed in more detail at the next meeting.</p>	<p>DE to write one page</p> <p>All to consider.</p>

Please Note

Date of Next Meeting : Tuesday 7 September at 7.30pm

Future Meetings

- 12 October
- 16 or 23 November AGM ???
- 3 December Meeting and Xmas meal

**MINUTES OF THE MEETING OF THE ELGIVA BOARD OF MANAGEMENT
AT 10.30AM ON MONDAY 9th AUGUST 2010 AT THE TOWN HALL**

PRESENT

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

Officers: Mark Barnes – Manager, Elgiva

1. Apologies were received from Bill Richards, Stephen Cherry, Howard Elson and Moira Little.

2. **MINUTES OF LAST MEETING**

The Minutes of the last meeting held on 17th May 2010 were agreed as a true and correct record.

There were no matters arising from the minutes.

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

Mark reported on the following:

- The Summer Workshop was poorly attended but was very successful culminating in an excellent show.
- There is a full Autumn programme.
- To date, the Pantomime 2010 bookings are £4,000 more than this time last year.
- Mark is adopting a more direct marketing approach and concentrating on marketing the Pantomime. Roy suggested an 'open-day' event for local organisations to attend.
- The new stage lighting is very good.
- Bernard suggested encouraging multiple bookings online to save paying further booking fees on later bookings.
- Anthony asked about the theatre policy towards charities. Mark confirmed that we do not give discount to charities but some negotiation may be possible on an individual basis.
- There are no staff issues at present and Anthony Pearson has settled into his post as Marketing Officer.

4. **FINANCIAL UPDATE**

Trevor circulated his spread sheets for the months of May, June and July 2010.

Overall, the financial status is stable, although there is a chance of a downturn caused by the national financial situation. Film attendances were considerably down in June and July and this was assumed to be due to the hot weather.

Mark and his staff should be thanked for their continued hard work in a difficult climate. Anthony suggested sending a letter to the Council to update them on the current and future financial situation and to encourage all the Councillors to support the theatre.

Trevor circulated a reconciliation of the Budget 2011 with the Actual figures 2010, to show the differences between Trevor's budget and Council actuals. The difference occurs because Trevor uses estimated costs to calculate his budget. The 3 sheets circulated are attached to these minutes.

5. **ANY OTHER BUSINESS**

Bernard will provide an update on Social Enterprises at the next meeting.

6. **DATE OF NEXT MEETING**

The next meeting of the Board of Management was provisionally suggested 10.30am on the 11th October 2010 at the Town Hall.

The meeting closed at 11:45am.

The Friends of Chesham Cemetery

Minutes of Extraordinary Meeting Held on Tuesday 15th June 2010 at 7pm At Chesham Town Hall

Present: Cllr Francis Holly- Chair
Cllr Alison Pirouet - Town Councillor
Sharon McEwan - Secretary
Phil Folly - Treasurer
Kate Folly - Committee Member
Ken Austin - Committee Member
Mora Walker - Committee Member
Jean Queripel - Committee Member
Maria Pontin - Committee Member
Diane Brackley - Committee Member

Apologies: Judy Ottoway - Committee Member

1. Matters Arising from Previous Minutes of meeting held on Tuesday 20th April 2010

Chapel Bell- Sharon gave apologies that she had not set a date with the Parks & Premises Manager Mr Bob Ayres to enter belfry that due to Health & Safety. The committee were informed that arrangements would be made shortly.

Diane Brackley asked it to be minuted that the Government is reviewing Health & Safety Laws, due to everyone's reaction 'of going over the top'.

It was asked through the chair that it was minuted that the Friends would like to extend their appreciation to the Parks & Premises staff for all their hard work on all the Health & Safety procedures.

The chair informed the committee that a meeting for the sub – committee who are looking at external funding for the Chapel & Hearse would be arranged following the meeting tonight.

2. Cemetery Gates

Chesham Town Council is considering changing the opening hours of Chesham Cemetery. The cemetery is currently open daily between 8am and 4pm seven days a week 24 hours a day in the future.

The results were heard at the council's Recreation & Arts meeting held on 6th June 2010.

The results from surveys were ninety per cent would like to continue with keeping the cemetery locked and ten per cent were in favour of keeping open.

The committee were informed that Recreation & Arts committee raised some concerns that the survey may not been a fair comparison as the local PCSO's only surveyed forty-eight residents on Sunnyside Road, Honeysuckle Road, there was a survey drop, but no verbal communication and feedback from other roads were no verbal communication or survey's. It was also raised that no-one was/is aware of what questions were asked.

Two options were given for the committee too debate.

1. The Sunnyside Residents are setting up a Tenants Association to work alongside the Friends of Chesham Cemetery for locking/opening the cemetery.
2. Have a trial period of leaving the single gates each end of the cemetery open from July – September, so that the council can monitor the cemetery for any additional anti-social behaviour.

After some debate and a vote of eight for and one against was agreed to go for option two as many issues were raised with option one, such as: Insurance, tenant moves, if a tenant passes away etc.

The committee were also informed that the final decision will be the responsibility of Chesham Town Council. It was agreed that the Town Clerk should be informed as soon as possible.

3. St Mary's Church Mausoleum

The committee were informed that the Lowndes Mausoleum has fallen into decay and become dangerous. After some debate it was agreed that it is the responsibility of the Town Council to keep monuments and headstones safe in the closed churchyard. It was resolved that the council should seek quotations for minimum repairs to make safe and a working party involving representatives of the Town Council and Friends of St Mary's be set up to look at on-going maintenance of the churchyard and it would be worth attempting to trace existing members of the Lowndes family to seek a financial contribution for the upkeep of the Lowndes family members that are interred in the Mausoleum and that the council contact the Diocesan Advisory Committee. St Mary's Church is a listed building but the Mausoleum is not, so it was suggested also that working party look at heritage grants to re-instate the Lowndes Mausoleum and the Friends of Chesham Cemetery invite the new vicar from St Mary's and all the other local churches including the Mosque members to our next meeting.

4. Any other Business

There was no other business.

5. Date of next meeting

Tuesday 27th July 2010

Meeting closed at 8.10pm

Friends of Chesham Cemetery

Minutes of Meeting Held on Tuesday 27th July 2010 at 7pm At Chesham Town Hall

Present: Cllr Francis Holly – Chair
Sharon McEwan – Secretary
Phil Folly – Treasurer
Kate Folly – Committee Member
Ken Austin – Committee Member
Mora Walker – Committee Member
Jean Queripel – Committee Member
Maria Pontin – Committee Member
Diane Brackley – Committee Member
Judy Ottoway – Committee Member

Apologies: Thames Valley Police

1. Approve the Minutes of the Meetings held on 20th April 2010 Annual General Meeting and 15th June 2010

The minutes held on 20th April were not approved as a true copy. (See Matters arising)

Minutes held on 15th June 2010 were approved as a true copy.

2. Matters Arising from Previous Minutes

On the minutes of the meeting held on 20th April 2010 Maria Pontin name was not added as being present. Diane Brackley had sent apologies which equally were not added. Apologies were given to both Maria and Diane.

3. Verbal Update from Thames Valley Police

No Matters were raised

4. Cemetery Gates

The committee were informed that the Town Council has decided to defer the question of unlocking the cemetery until the Recreation and the Arts Committee on the 13th September. In the interim, it is hoped that Mike Levine's full Crime Reduction Audit may be helpful in determining a decision.

There were a lot of comments fed back to the Friends about the closure of the cemetery gates on the weekend of the 17th & 18th July 2010, this was due to an error of the Parks and Premises team and nobody was on hand to open/close the gates.

5. Memorial Project

Phil informed the committee that the Britain –in- Bloom judges had inspected the cemetery and raised the lack of flowers, particular in the older sections, it was agreed that Sharon would ask the Parks & Premises manager if any spare bulbs were available to plant in this area. Or alternatively contact local media /garden centres for donations remembering that they need to be of native species. **SM**

The main project for the group is to look at painting the railings around the older graves. Insurance can be covered by the Environmental group.
The group need to look at the costs or donations of Hammerite black paint, rust remover and contacting local Mason's to look at repairing the Reverend Aylward memorial.

6. Second Cemetery & Woodland Burials

The committee have discussed this as a way forward in the future. The things that the group would like to know before carrying this forward are:

- How many spaces in the present cemetery
- What were the results of the Botanist report on the Nashleigh Hill Recreation Ground?
- Following a survey within Chesham from Peter Casselden Chesham cemetery is the only place to have Harebells which is a fantastic result for the Friends of Chesham Cemetery

The committee were informed that on completion of the digitisation of the cemetery records in approximately nine months time we would be able to re-discuss this matter late 2011 or early 2012.

7. Chapel / Hearse House Funding.

The first sub committee held its meeting on Thursday 24th June 2010 the aim of the meeting was to decide how to go about finding funding to revamp the Chapel and Hearse House.

The sub committee are awaiting a meeting with the Town Clerk Bill Richards and hope to have this meeting before our next meeting in October.

Review lists of works are as follows:

Toilet

To be refurbished and redecorated

Path

A new path be laid to toilet

Hearse House

False ceiling to be added for storage area

Decoration of interior – Suitable furniture to be supplied

Reinforcement of entrance arch – Steel Joist

Decision on usage – Exhibition, school project room

Chapel

Damp Proofing

Redecoration

Some minor exterior clearance of vegetation

Check roof condition

Summary:

Apart from the structural repair to the hearse house lintel and the damp course for the chapel the work is relatively low key. A proper estimate will be needed for the work but superficially it is thought that £15 – 20K would cover the work.

If this can be covered by grants – Heritage Lottery Fund supplemented by, say, landfill tax grant then the income from the use of the chapel for funerals and the use of the hearse house by school groups etc could bring in a reasonable income for the council.

If there could be a disable toilet then the chapel could be used for weddings and that would increase the revenue substantially.

8. Heritage weekend

It was agreed that the Friends would open the cemetery chapel on Sunday 12th September and use the information that was used two years ago. Due to a computer accident a lot of new information was lost.

The items that are need are a portable ramp, Phil to contact the mobility shop in Berkhamstead. **PF**

Diane agreed to ask Chesham Society if we can borrow their display boards **DB**

Sharon to contact Father Bailey and Reverend Cartwright with regards to altar cloth. **SM**

9. Working party dates

17th or 18th September 2010

1st or 2nd October 2010 Phil to confirm dates for the group **PF**

10. Agenda Items for next meeting.

Heritage Weekend, Cemetery Gates, Memorial Project, Chapel/Hearse House Funding.

11. Any other Business

* The hedge in section K needs cutting back as it is covering a lot of memorials in this section – Councillor Holly to discuss with the Parks & Premises Manager **FH**

* A copy of cemetery plans and cemetery booklet for the group to use in meetings **SM**

12. Date of next meeting

Tuesday 5th October 2010 at 7pm Chesham Town Hall

Meeting closed at 8pm

CHESHAM TOWN COUNCIL

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

held on Tuesday 20 July 2010 at 1.30 pm at the Town Hall

PRESENT:	Bill Richards (BR)	Town Clerk, Chesham Town Council
	CLlr Justine Fulford (JF)	Chesham Town Council
	Kathryn Graves (KG)	Chesham Town Council
	David Stowe (DS)	Chiltern District Council
	CLlr Colette Littley (CL)	Chesham Town Council
	Michael Browne (MB)	Meades Lane Resident
	Bob Ayres (BA)	Chesham Town Council

1. **APOLOGIES**

Apologies for absence were received from Allen Beechey (Chalk Streams Project Officer) and Ken Austin (Chesham Environmental Group).

2. **MINUTES OF LAST MEETING (25th May 2010) AND MATTERS ARISING**

(i) Queens Head

In relation to *Minute 10(iv)*, CL reported that all the in-stream vegetation has been pulled to one side of the channel at the Queens Head, which may mean that this stretch gets less clogged up with grass cuttings. It is thought that some of the grass cuttings may be coming from the Tennis Club where their grass is strimmed right up to the banks. JF suggested that a site visit should be made once the riparian leaflet for the Chess is completed.

3. **IMPRESS THE CHESS JUNE WALK - FEEDBACK**

Those present on the walk agreed that it had been successful and that the numbers attending had been good considering that it had rained all day. The walk through the old gravel pits was a particularly welcome addition to the route. The group agreed that an Impress the Chess walk should be held annually.

4. **POW WOW ABSTRACTION LICENCE**

JF informed the group that the abstraction licence for the Pow Wow site has been reduced from 67,000 cubic metres per year to 25,000 cubic metres per year. There is currently no abstraction taking place and access to the land is currently under dispute, so it is not expected that there will be any abstraction for the foreseeable future.

David Stowe arrived at 1.40pm.

5. **DUCK ALLEY FOOTPATH**

The group discussed the options for improving disabled access along Duck Alley. BR read out an email from Mel Challis of the Environment Agency which said that a boardwalk should be possible, assuming that the boardwalk would be a smaller version of the one approaching Friedrichsdorf Corner, and providing the river channel would not be impacted upon. However, because of its location, the boardwalk might need to have posts fixed into the river bed. It was agreed that BA would speak to a contractor to find whether a boardwalk

could be putting in without impacting the bed and to obtain quotes for the different methods to improve access. It was noted that there is the need to obtain planning permission if fence realignment is the preferred option.

Action: Bob

Mel's email also said that it would be necessary to check any flood risk implications with Trevor Brawn.

Action: Bill

6. **HOLLOWAY LANE CLEAR-UP**

BR read out an email from Allen Beechey (AB) regarding the potential clear-up of the Holloway Lane stretch. Following a site visit with Mike Barber (Local Area Technician for Bucks County Council), there has been no further information from BCC to help facilitate a clear-up in conjunction with work that BCC may carry out in the area. Therefore, AB suggested that a clear-up is organised independently of BCC with a small number of volunteers working in the channel. BA agreed that it would be possible for the material collected to be taken away on a Town Council lorry, providing the clear-up took place on a week day and he had sufficient notice.

The ownership of the bank nearest the household waste site has still not been determined. JF said that the land may be owned by Arkoss Metals Ltd. Whilst the landowners' permission is not relevant to the in-channel work, AB is keen to talk to the landowners due to the condition of some of the trees on that land.

The group were in favour of a small working party to remove litter from the river and conduct some light pruning to improve light levels. CL will set the date, organise the clear-up and speak to Waste Management about disposal of the collected waste.

Action: Colette

7. **INVASIVE WEEDS**

JF said that the Environmental Group is carrying out control of Himalayan Balsam at the Duke of Bedford Allotments this afternoon. AB is regularly controlling the balsam at Blackwell Hall Farm.

KG reported that the first phase of Japanese Knotweed control was undertaken last week and that the contractor will return in August to assess the control. It was noted that some knotweed stems have grown this year on the side of the footpath closest to Canon's Mill and that this is likely to have spread from the stand on the other side of the footpath. KG explained that this is an issue of concern, as while it will be possible to control these new stems as part of the control programme, the land will keep being re-infested from the nearby stand on the gravel pit land and so there is currently no long term solution to prevent the town council's land from being infested.

8. **ANY OTHER BUSINESS**

(i) Canon's Mill Meadow

JF thanked DS for the cutting of Canon's Mill Meadow. Environmental Group volunteers have raked the arisings and piled them up forming habitats for grass snakes, etc. DS said that he had received a complaint from a nearby resident, who said that the area should not be cut at all if a meadow is to develop. DS had informed the resident that this was contrary to expert advice. JF will make contact with the resident.

Action: Justine

DS is still awaiting a site visit with Keith Musgrave (CDC's Tree Officer) concerning thinning out trees in this area.

(ii) Canon's Wood

JF reported that a tree has fallen across the river near the second green bench. BA will investigate.

Action: Bob

(iii) Lord's Mill Weir

DS confirmed that the weir is not a listed structure, but that the building to the side is listed. To date, DS has received two quotes for assessing what work needs to be done, which vary significantly in price. DS requested that AB pass on the details of a fish passage expert to provide guidance on the necessary work.

Action: Allen

It was noted that a vehicle has collided with the metal barrier in front of the weir. KG has reported this to Highways on Call.

(iv) Market Square

MB asked when the barricades would be removed from Market Square as they are unsightly. KG said that she had been unable to make contact with the relevant person at the Environment Agency the other day in order to find out progress on dealing with the fragile culvert, but she would try again.

Action: Kathryn

(v) Meades Water Gardens

In his email, AB said that the bankside buffer zones will be cut and cleared by the Environmental Group, as specified in the management plan to prevent the development of rank species.

(vi) Riparian Vegetation

BR reported that he had received an email from a resident complaining about the weeds growing along Waterside and those along the side of the channel opposite the former Croxsons site. She also said that the channel by the open air pool is strangled by vegetation. BR has responded directly to the resident and reported to BCC the trees growing up through the pavement opposite Croxsons. JF offered to get clarification from AB regarding how much vegetation should be removed from the channel by the open air pool and pass this to BA.

Action: Justine

9. **DATE OF NEXT MEETING**

The next meeting will be held on the 28th September at 1.30 pm.

The meeting closed at 2.25 pm.

**Minutes of Chesham Environmental Group
Held on Thursday 17th June at 7.30pm in Chesham Town Hall**

<p>1. Present: Phil Folly (chair), Ken Austin (Treasurer), Henricus Peters (Secretary), Andrew Clarke, Cllr Justine Fulford, Georgina Lomnitz, Richard Berry, Timandra Slade & Trevor Brawn</p>	<p><i>Actions</i></p>
<p>2. Apologies: Trevor Brawn arrived late</p>	
<p>3. Minutes of Previous Meeting: accepted with correction ‘Meades’ Water Garden.</p>	
<p>4. Matters Arising: All topics to be taken from the agenda</p>	
<p>5. Financial Report * Current total £ * Walkers Are Welcome account set up and monies will shortly be transferred from CEG to WaW own account</p>	
<p>6. Impress the Chess</p> <ul style="list-style-type: none"> · <u>Cannons Meadow ‘mismanagement’:</u> Meeting with David Stow requested area cut 6x per year - April, May, June, July, August, September. Some confusion; Justin clarified issue with contractors · <u>Water Abstraction:</u> Justine reported that this has now been reduced to 25,000 cubic metres per year. · <u>Reed:</u> Allen Beechey has reported to Phil that we have no control over these, Report that house residents were pulling reeds from the river because they smelled. This is in area where there had been signs of water vowel, but no actual sightings, however it is hoped water vowel numbers have indeed increased, as reported in the press · <u>Ponds:</u> family investment in fishing with a real opportunity for Chesham as a potential nature reserve. <p><u>Japanese Knotweed:</u> There is a large area of this invasive weed on the Moor, one of the largest clumps in the County. It is to be treated very soon in an attempt to control it, at a cost of £30,000,</p> <ul style="list-style-type: none"> · The Chess Holloway Lane: requires a major clear up 	<p><u>Ponds:</u> Justine to discuss with owners; to contact BBONT re their possible support <u>H/Road:</u> Phil and Justine to arrange</p>
<p>7. Walkers are Welcome</p> <ul style="list-style-type: none"> · Official Launch is Heritage Open Weekend (11th and 12th September) · Separate committee: Henricus Peters (chair), Phil Folly (vice Chair), Ken Austin (Treasurer), Andrew Clarke (Secretary), Tony Biddle and Cllr Colette Littley. · Anne Jenkins, Bucks info website - for WaW website. WaW currently using Chesham TC website which is very good · Pathways Survey: coordinated by Andrew with Phil, Jean Staverley, Colette and Patricia. Help still happily accepted 	<p>Andrew and Henricus to follow up website</p> <p>Pathways: Andrew</p>

<p>8. Projects – dates and tasks June 18 (Sat) – Working party: Newtown Litter pick June 19 (Sun) – Working Party: Balsam clearance July 18 (Sun) – Working Party: Cannons Mill August (Sun) – Working Party: Location tbc September 11 (Sat) – Walkers Are Welcome launch at Heritage Open Weekend September 19 (Sun) – Working Party: Bypass October 17 (Sun) Working Party: Captains Wood November 21 (Sun) Working Party: Jacob’s ladder December 19 (Sun) Christmas Function Next Indoor Meeting .19th August 2010</p>	
<p>9. Any Other Business</p> <ul style="list-style-type: none"> · Chesham Action Volunteers: useful meeting will coordinate activities of supporters in case of civil emergency e.g. Snow, flood. · June 27 Sun: Chesham & District Natural History Society (CDNHS) wildflower survey · Chilterns AONB Chalk Grassland Day; also looking to establish Chesham plant list · Town Talk: suggestions for articles – Justine pictures of old Chesham; Henricus biodiversity based on CEG projects · Andrew coordinating Hedgerow survey · Henricus offered a teaching post in China – CEG vacancy re minutes and secretary! 	<p>CDNHS contact Trevor Brawn</p> <p>Town Talk articles – Henricus and Justine</p> <p>Vacancy!</p>
<p>Date of next meeting: 19th August 2010</p>	

CHESHAM ALLOTMENTS GROUP

MEETING HELD 22ND JUNE 2010 7.30PM CHESHAM TOWN HALL

Present:

Allen Tilbury (Chair)	Gill Walker (Council)
Vince Crompton (Vice-Chair)	Francis Holly (Council)
Yvonne Webster (Member)	Jim Abbott (Member)
Chris Challis (Member)	Sara Saunders (Member)
Peter Halward (Member)	

- 1 Apologies for absence
Kate Hobbs (Secretary) Dave Page (Member)
Andrew Reynolds (Treasurer) Kate Folly (Member)

- 2 Approval of last minutes and matters arising
Proposer to accept Minutes – FH
Seconded – VC
Accepted.

2.1 Matters Arising from Minutes

See 10a AT, VC and KF joined the Transition Towns float at the Town Carnival on 12th June as representatives from the Allotments. With tools held aloft they said it had been an enjoyable experience and thanked GW for the invitation.

See 10b KH has 2 more flasks available. Following discussion it was agreed that 2 new flasks should still be purchased to cater for the increased demand on Coffee Mornings and to be used at the forthcoming Open Day. Action: AT and VC volunteered to purchase.

See 10c. AT confirmed that the Toilet had been emptied and sanitized by MT Loos on 27th May at the previously negotiated special domestic rate of £15.00 and this sum will continue for the foreseeable future.

See 10e. A gazebo has been purchased and on the first day it was found to be faulty. CC is currently in discussion with the supplier with regard to a replacement or money back. Action: CC to report next Meeting.

See 10g. VC informed the group the Suggestion Box has now arrived. Suggestions were made as to where it should be sited on the Focal Point hut so as not to cause obstruction to coffee morning activities. Action 1: VC said Terry would be putting the box up and he would consult him regarding its location. Action 2: AT also requested the Secretary to write a letter of thanks to Terry for the box and for making the Asheridge Road noticeboard. Action 3: PH volunteered to put the noticeboard up.

See 10j. AR has provided information about First Aid Courses for Allotment Group holders and members in response to CC and KH concerns about first aid provision in emergencies. The cost for the Basic First Aid Course is £40 per session plus VAT. It is proposed that this matter be discussed at the next full meeting. Seconded by VC and FH. Action: Agenda Item for next Meeting.

3 Chairman's Report

- 3.1 Allotments Open Day - AT advised Group that an Invitation to attend has been accepted by the Mayor Jane Bramwell and that letters had been sent to all Councillors. VC also requested that Bill Richards be invited. VC confirmed that the Mayor will be Opening the Allotments Day at 10.30 am on Saturday 14th August and VC will give the Opening Address. Action: GW to confirm that Bill Richards has received the letters for the Councillors and they are awaiting distribution accordingly.
- 3.2 FH confirmed to the Group that the teenage boy is not insured under the Council's public liability insurance. Action: VC to inform family verbally of this and suggest, on a more encouraging note, that he is invited to help on the Open Day. KH not present to give feedback from NSALG on the issue of insurance. Action: KH to report back at next meeting if any more to add.
- 3.3 VC reported that he attended the Mayor's Inauguration and that both AT and VC attended the Civic Service. SS and one of the Allotment holders, Michael, Cameron Road, had also attended the Inauguration ceremony.

4 Secretary's Report

- 4.1 Allotment Watch - AT informed Group that this Item will be carried forward to the next Meeting when KH will be present. AT confirmed that KH has forwarded copies of Application Forms received to date to Bill Richards vis a vis Data Protection Act. AT said that any amendments to Allotment Watch documents to be forwarded to Margaret Dale. FH said clarification was needed on how we will protect personal information:-

Question A:

What is the disciplined procedure when we receive completed application forms?

Currently all paperwork is with KH and this information is secured on her PC. Application Forms will be sent to Margaret Dale for her to vet for those who have volunteered to be local site reps.

Question B:

How are we safeguarding personal information within the Allotment Group?

Currently KH has this information.

Action: Agenda Item for next meeting.

5 Treasurer's Report

- 5a Apologies received from AR. Lloyds TSB bank balance as at 18th June'10 was £362.99p. Cash in hand will be verified with the Treasurer in time for the next meeting.
- 5b Small Purchases AR has requested that in future any expenditure by Allotment Group Members to a maximum sum of £20.00 can be taken directly from the money raised at the weekly Coffee Mornings. A signed receipt detailing the purchase and the amount taken must be left with the remaining monies which should then be passed to AR in accordance with established procedure.

6 Social Organiser's Report

6.1 Fish and Chips Social – AT has booked the Temperance Hall for 13th November. This event is self funding and held twice a year. AT was pleased to report that the Allotments Group will continue with the special rate of £15.00 per hour for the hall, chairs and tables and kitchen facilities. AT also received compliments regarding the clean and tidy state we leave the Hall in and we are considered 'model bookers'!

6.2 Cheese and Wine Evening – 24th July

- 6.2.1 Please let AT know if you are going to be in attendance or not.
- 6.2.2 VC suggested a 6.30 pm start so that families with children can attend. Agreed.
- 6.2.3 YW and JA to organise the Raffle. Raffle items needed please.
- 6.2.4 Gazebo AT informed Group that AR has confirmed that we can borrow his gazebo for the Cheese and Wine Evening and the Open Day, although AR will not be available on these days. Please note it requires 4 people to erect and dismantle it.
- 6.2.5 SS to get Notices made and up on gates 3 weeks before Event.
- 6.2.6 AT to raise a Risk Assessment.
- 6.2.7 VC to approach Waitrose to see whether or not their charitable fund is available for some wine/cheese
- 6.2.8 It was agreed that money should not be used from Allotment Group Funds for this event because not everyone attends
- 6.2.9 AT asked that those attending bring a corkscrew
- 6.2.10 KH had sent an email: Will bring along roasted vegetables, a pudding, wine, cheese and biscuits; KH suggested we have the loan of Marshall Ward's gazebo (NB: AR to provide his gazebo instead).

6.3 Open Day – 14th August

- 6.3.1 Please let AT know if you are going to be in attendance or not.
- 6.3.2 CC and CH to manage the tea/coffee stall.
- 6.3.3 Flasks. Can all those with flasks provide hot water.
- 6.3.4 VC will be escorting public around allotments on the day.
- 6.3.5 Notices and Leaflets. SS to produce and DP will put notices up 3 weeks beforehand as SS away. SS to produce notice for FPH asking for volunteers to make cakes, donate vegetables and raffle prizes. Notice also on Gates on 13th and early 14th August asking to leave surplus produce at Focal Point Hut or to contact VC beforehand.
- 6.3.6 AT to provide blue plastic boxes for the donation of produce
- 6.3.7 KH and YW volunteered to sort the vegetables into blue boxes
- 6.3.8 YW to provide GW with details for Chesham Town Hall, Transition Town and Merrin Molesworth websites.
- 6.3.9 VC to ask Lorraine Faulkner to do flower/fruit arrangement display and make up bouquets of flowers gathered from the Allotments to be presented to the Mayor and Deputy Mayor.
- 6.3.10 AT has tub of coloured beans for public to guess how many for 50p a go
- 6.3.11 Allotment Group members to provide cakes please and CC asked if we could have nut free cakes too as requested previously
- 6.3.12 AT to procure napkins, plates, cups as necessary
- 6.3.13 YW to organise the Raffle.
- 6.3.14 KH mentioned there will need to be a Float. CC will hold back money from Coffee Morning week beforehand for the Float.
- 6.3.15 AT has Risk Assessment Form
- 6.3.16 Coffee mornings used to further plan and firm up arrangements.
- 6.3.17 Please channel all decisions through AT to avoid overlap and confusion.

- 6.4 AT asked CC to report on Coffee Morning activity. CC said they are going well with more new faces. We are taking around £20 to £30 on a Saturday morning and it being well supported. AT said thank you to CC for doing a valiant job in enlisting the help of other allotment holders to take part. GW clarified the Coffee Mornings are open to non allotment holders too and suggested they are mentioned on the Transition Towns website. Action: GW will take this forward.

7 Allotment Judging/Inspections

7a Update Francis Holly on Inspections:

FH confirmed he has spoken with Bill Richards and clarified that following Inspections, the letters will be sent out automatically in future.

AT reported that in line with Tenancy Agreement the next Inspection would take place on 24th June by AT and VC. Alison Pirouet and either Maria or Sue will then produce the Report and will forward this to Bob Ayres.

7b Allotment Judging:

AT confirmed that on 7th June 2010 and 28th July 2010 Mike Allenby and his team will carry out Independent judging of the Allotments. One of the new Tenants will also be recognised and VC has generously donated a cup which will be presented to the Best Newcomer at the AGM in September.

8 Focal Point Access and Adjoining Area

AT requested the Item carried forward to next Meeting when there will be a full meeting. Action: All members to draw up plans and suggestions for discussion at next meeting regarding access point(s) and landscaping.

9 Website

YW informed the group that progress on the website is being made slowly but surely and the web site is now set up and nearly ready to go. Further update at next meeting.

10 Any Other Business

- 10.1 Toilet on Cameron Road FH reported to the Group that the current Toilet facility can remain for a further 12 months and there is going to be a Working Party to look at Compost Loos for the future. GW is on the Working Party. The Council have taken into account the Allotment Sub Group Committee's Report on Compost Toilets they would now explore the feasibility of compost toilets in more detail as a permanent solution. Action: FH and GW will keep the Group informed of developments and extended an invitation to Allotments Sub Group members to visit other allotment site facilities in the future.

- 10.2 Laminator SS clarified that KH has acquired a more robust laminator which she had suggested SS use for laminating the notices. SS thanked DP for all his help previously in laminating the notices and DP has said he is happy to provide this service in the future as and when required. Action: AT volunteered to obtain a further supply of laminating pouches for SS to use for forthcoming notices.

- 10.3 AT distributed copies of the Inspection of Allotment Gardens letter for Officers to take away and provide feedback to AT. Action: AT to arrange meeting with Bill Richards, Town Clerk.

- 10.4 AT drew the Group's attention to the forthcoming Grower and its contents which KH has put together including the article by KH on Phil Folly 'Chesham Man of the Year', AR and his son's achievement at raising £1500 on their sponsored walk, and the article by SS on CC at Chelsea. KH has also included the plot numbers against the names of the Allotment Group members so allotment holders can locate them as necessary.
- 10.5 On behalf of the Group AT thanked PH and Ken, Asheridge Road, for the excellent work they had done at the Focal Point recently, which included weeding between the paving slabbed area, strimming around the trees, adding another step and reseating some slabs.
- 10.6 Britain in Bloom. AT informed the Group that whilst Chesham was not being entered this year, there would be a visit from the judges for 2 hours on 8th July with a view to providing their valued suggestions on how we can improve our presentation when entering Britain in Bloom next year. Action: Please can we ensure our pathways and plots are tidy and free from debris – and this will be reported in The Grower.
- 10.7 There have been instances of allotment holders bringing foreign vegetation on to the plots. Action: AT informed the meeting that this was being closely monitored through Council Inspections Procedure.
- 10.8 AT informed group that Kathryn Graves sent an email on 17th June asking for information about our successes to be included in the Annual Performance Plan. AT asked the members present to make suggestions and they were as follows:
- 2 fish and chip supper and quiz – Temperance Hall
 - 1 cheese and wine evening at Focal Point
 - Toilet Facility
 - New tenants taking on vacated plots
 - Close monitoring of potential allotmentees on Town Council Waiting List
 - Coffee mornings held Saturday mornings on Focal Point and have extended season from April to October
 - Seed Swap
 - Potato Sale
 - Successful Open Day – August 2009
 - Allotments held in High Esteem by Britain in Bloom Judges
 - One of our Allotment Holders manned Chelsea Flower Show

11 Date of Next Meeting Tuesday 10th August 2010

Meeting Closed at 8.55 pm

**CHESHAM ALLOTMENTS GROUP
MEETING HELD IN THE TOWN HALL
10TH AUGUST 2010 7.30PM**

Present:

Allen Tilbury (Chair)	Francis Holly (Council)
Vince Crompton (Vice Chair)	David Page (Member CR)
Jim Abbott (Member CR)	Sara Saunders (Member CR)
Chris Challis (Member CR)	Yvonne Webster (Member CR)
Peter Halward (Member AR)	

1 **Apologies:**

Kate Hobbs (Secretary)	Kate Folly (Member CR)
Andrew Reynolds (Treasurer)	Gill Walker (Council)

2 **Matters Arising:**

AT advised meeting that outstanding Matters Arising are covered in Agenda For 10th August 2010 Meeting.

2a Approval of Last Minutes

Proposer to Accept Minutes – VC.
Seconded – PH. Accepted.

3 **Reports:**

ACTION

3a Chair

- i) Britain in Bloom
Britain in Bloom judges spent 15 minutes visiting Cameron Road site and commented upon evident community spirit
- ii) Cameron Road Parking
Allotment Group Report highlighting safety issues on 12 03 2010 has resulted in yellow lines opposite recycling bins (Cameron Road) being extended and double yellow lines removed opposite parking area providing improved access for Bob Ayres team, manure deliveries and allotment holders vehicles.

3b Treasurer (AT Reported)

- i) Statement of Account
As at 29/7/2010 £342.99 in Lloyds TSB Account.
Cash in hand £226.24 from six coffee mornings. AT was entrusted with Paying In Book for Lloyds TSB for paying in. Some cash will be utilized for Open Day Float.
- ii) Draft Account for Year Ending 30/06/2010
As at 01/07/2009 there was £839.53 in the Bank and Cash £43.62 giving total of £883.00 to 30 06 2010 with £362.99 in Lloyds TSB Bank and cash £419.56 giving a total of £782.55. Known future expenditure of £120.00 for website set up costs leaving £662.55 available funds as at 30/06/2010.
VC asked that a note be relayed to AR about outstanding Gazebo expense. CC in contact with supplier regarding a replacement or refund and will submit invoice for payment when matter resolved.

AT/KH/CC

VC/CC

3c Secretary

In Secretary's absence AT unaware of any items to be addressed. Refer Item 5.

ACTION

- 3d Social Organiser (AT)
- i) Cheese and Wine Evening 24th July
AT reported 6.30 pm start well received by families. Very successful with £67.00 net profit. Special thank you to Marshall Hall for loan of marquee. YW took a photograph of all present for forthcoming website.
- ii) Open Day 14th August
Final arrangements discussed including Marshall Hall and Phil Folly providing marquee and gazebo. £10.00 cash prize for Beans In Jar Competition agreed by Group. AT asked to be minuted thanks to PH and Ken (Asheridge Road) for Focal Point weeding, resitting some slabs and repainting picnic table. VC will provide opening address and AT will welcome Mayor, Deputy Mayor and public. Bucks Examiner photographer anticipated. Lorraine to prepare posies for Mayor and Deputy Mayor. Risk Assessment requires apple tree branches to be lopped adjacent to Focal Point path. Jane to be contacted. YW approval to advertise Horticultural Society Late Show.
- 4 First Aid Course/First Aiders
AT made reference to AR email of 22/06/2010 outlining details of Emergency and Basic First Aid courses In High Wycombe and Aylesbury for £40 plus VAT. Following discussion it was agreed to ask for volunteers and mention made there could be help with course funding and travel costs, i.e. subsidize 5 nominated people (3 from CR and 2 from AR sites). Chair and Vice Chair to make final selection of attendees. KH to put article in October 2010 Grower.
- 5 Allotment Watch
AT reported that the wording in Allotment Watch document updated. Ongoing and nothing more to add at this stage. Add to Agenda for 12th October.
PH contacted Council re unsecure gate at AR and this was repaired forthwith.
- 6 Website
YW updated the Group. YW/KH/AR need to meet to get information on to the web pages. Agenda Item next Meeting.
- 7 Focal Point
- a) Landscaping
Discuss at next Meeting landscaping to level uneven Ground in lower half of Focal Point site. Neil Page, allotment holder, has volunteered services. Also, laying of shutter boards around boundary to be done as per email 16/06/2010 Bob Ayres. Agenda Item.
- 8 Allotment Inspection
The next Allotment Inspection takes place on 20th August with AT, VC and Bob Ayres.
- 9 AOB
- a) June Carnival 2011
AT suggested the Allotments Group consider having a Float in the next Town Carnival. Discussion ensued. It was agreed more

ACTION

- facts were needed with a view to gauging response of allotment holders via The Grower. Agenda Item for next meeting. AT/KH
- b) Allotment Letter from Council
The Inspection of Allotment Gardens letter has been reviewed by the Group's Officers and changes made to keep in line with tenancy agreement using firm but polite language and formally agreed. Copies circulated at meeting. Sue Hearn, Clerical Assistant at the Council, is now responsible for clerical administration for allotments.
- c) Dogs Fouling Allotment
Concern has been raised at the recent increase in dog fouling and the risks this poses to children of allotment holders and contamination of plots. This may be attributable to stray dogs on site and it was acknowledged the majority of dog owners are responsible. AT will speak with Bob Ayres regarding dog fouling notices for the gates and draft a carefully worded notice for The Grower. AT/KH
- d) AT reported Nautica at Amersham can no longer hold the price of the Fish and Chips and AT will investigate alternative providers. Agenda Item next meeting for update. AT
- e) AGM 16th September 2010
AT requested that letters be sent out for the return of Trophies. AT to remind Secretary to send out invitations to Bill Richards, Town Clerk and Town Mayor to present trophies for Best Kept Allotment And Best Newcomer. Bouquet of flowers for Town Mayor, and Deputy Mayor if attends. AT to ask Secretary to send 2009 Minutes out ideally with Agenda, or placed on seats to be read before meeting commences. Secretary to write to Maria asking for Provision of tea/coffee and 40 chairs to be put out. AT/KH
SS
- f) Winners of Allotment Prizes
Judging of the Allotments on 7th June and 28th July results:
Cameron Road
Winner: Plot 36, Vince Crompton with 185 points.
Second: Plots 31 +32, Jim Abbott with 182 points.
Third: Plots 33 + 37A, John Sharp with 179 points.
Bellingdon Road/Asheridge Road
Winner: Plots 32A + 32B, Mr A Shipp with 166 points.
Second: Plot 27, Mr B C Shrieve with 153 points.
Third: Plots 16A + 16B, Mr P Woolnough with 147 points.
Best new tenant
Plot 79B (Cameron Road), Mr PR Milnehome (tenant since 11/08/09).
- g) AT reported to Group letter received from Mike Allenby regarding the inherent anomalies when allocating points to full length plots and with the increasing number of half plots. The Group agreed that Mike be invited to attend the next Meeting in October. AT/KH
- h) AT requested members submit items to KH for next Grower and reminded members The Grower can be an A4 2-sided sheet and not the longer document we have been privy too more recently. All
- i) JA reported a large wasp nest has been noted opposite 63a which needs removal. To be reported to Bob Ayres. AT
- j) Apologies from VC who will be away on holiday at the next Meeting in October and YW and JA who will not be present at the AGM on 16/09/2010.

Meeting Closed at 9.05 pm.

AT/sas/27 08 2010

Report of the Officers to a meeting of the
RECREATION AND THE ARTS COMMITTEE
on Monday 13 September 2010

AGENDA ITEM NO 5: - CHESHAM MOOR GYM AND SWIM CENTRE

Reporting Officer: Stephen Pearson (01494 583825)

Summary

1. To consider the financial report up to the 31st July 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 17th 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 profit for the four months ended 31st July 2010 of £66 (£2,589 deficit - 2009) against the year end deficit estimate of £85,110.
6. The main improvement on the 2009 figure is due to the daily swimming income being up by £2,123. Season ticket sales are shown below. Gym income is marginally up on last year but ends up £20 down due to the VAT change. Other income should meet targets. On the expenditure side the additional cost of using mains water rather than spring for the pool appears to cost about £1,000 for the season. The spring fed repair costs is estimated at £12,000. The work to the downstairs changing area has been completed and bookings for this space, which has only been open a month, are currently running at eight sessions, three up prior to the alterations. The early overall position for the Chesham Moor Swim & Gym is that it is on target to come in on budget but there is still eight months of the year to go in an uncertain economic climate.
7. Season ticket sales up to the 31st August, including nine reduced price tickets for the current year (5 in 2009), are shown below against the full season for other years. This year the season ticket

price also included October swimming, whereas last year October ended up as an optional extra available later in the season:

	2007		2008		2009		2010	
	Tickets	£	Tickets	£	Tickets	£	Tickets	£
Adult	87	5,898	78	5,880	65	5,164	78	7,839
Family Adult	-	-	-	-	21	1,461	20	1,635
Concession	108	4,570	101	5,600	85	4,929	85	5,990
Junior	63	2,413	57	2,391	22	949	24	1,161
Family Junior	-	-	-	-	29	1,009	25	1,022
Junior Concession	28	596	22	546	3	81	2	71
TOTALS	286	13,477	258	14,417	225	13,593	234	17,718

All figures exclude VAT

8. 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 £3,458 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. One season ticket was also given away as a promotional competition prize.
9. The monthly gym takings (excluding VAT) are shown in the table below:

	2008/09	2009/10	2010/11
	£	£	£
April	5,771	5,859*	6,111
May	4,753	6,678*	7,058
June	3,805	6,590*	6,453
July	5,239	8,084*	7,569
August	5,185	6,182*	
September	4,965	5,688*	
October	5,090	5,464*	
November	5,587	4,818*	
December	4,384*	4,747*	
January	6,490*	6,443	
February	5,007*	6,608	
March	<u>7,880*</u>	<u>7,618</u>	
TOTAL	<u>64,156</u>	<u>74,779</u>	<u>27,191</u>

***VAT @ 15%**

10. The 'Friends Group' will be shortly be considering fees and charges and enquired if the Council had a policy on the VAT increase due in January when it rises from 17.5% to 20%. The Council can either absorb the increase itself in the hope of maintaining or increasing usage levels or increase charges accordingly. Your officers would suggest that the 'Friends' be encouraged to take the VAT increase into account when making recommendations.

Recommendation

- 1. That the financial position be noted.**
- 2. That the 'Friends Group' be encouraged to pass on the VAT increase in any charges they recommend.**

Report of the Officers to a meeting of the
RECREATION AND THE ARTS COMMITTEE
on Monday 13 September 2010

AGENDA ITEM NO 6: - CEMETERY GATES LOCK-UP

Reporting Officer: Bill Richards (01494 583824)

Summary

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

Background Information

2. 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).
3. At the meeting of the Recreation and the Arts Committee held on the 7th June 2010, it was resolved *'that the current locking procedure be continued and a meeting on future locking procedures be arranged involving officers; the Chairman of the Recreation and the Arts Committee; representatives of Sunnyside Road residents and the Friends of Chesham Cemetery; the police and the Chiltern District Council Community Safety team and the outcome of this meeting be brought before the Council meeting on the 12th July 2010.'* (Min No 11).
4. At the Council meeting of the 12th July, it was agreed *'that the locking up of the cemetery ought to continue until the Crime Reduction Audit had been received and discussed with the residents and other interested parties.'* (Min No 36)

Financial Implications

5. £5,250 is currently spent annually on locking the cemetery with overtime payments.

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. Since the meeting of the Locking Up Working Party (notes **attached**) and the Council meeting of the 12th July 2010, the Crime Reduction Audit has been received and duly **attached**. It can be seen that the report itself is somewhat

limited in scope and offer long-term solutions that may prove to be prohibitively expensive.

8. As requested by the Council, the Clerk convened a meeting of various interested parties which met on Wednesday 25th August in the Cemetery. In attendance were Councillors Mrs Fulford, Mrs Molesworth and Mrs Pirouet; the Town Clerk; Mrs Sharon McEwan representing Friends of Chesham Cemetery, Mr Mike Levine, the police Crime Reduction Officer and local resident Mr Parveiz Aslam and a Sunnyside Road resident (whose name has not been recorded for obvious security reasons).
9. At the outset Mr Levine made clear that his brief was to simply suggest at practical crime prevention measures and not to say how the area ought to be policed per se. The group then looked at areas where incursions had already taken place when the Cemetery was locked at night and it was deemed by all that it would be both financially impracticable and undesirable to fence the whole area. The Sunnyside Road resident showed the group how vulnerable his back garden was to damage and gave details of how he had occasionally found people on his property who had gained access from the Cemetery. He also stated that Sunnyside Road already experienced a large degree of anti-social behaviour at night and particularly when the pubs closed. Both he and Mr Aslam accepted that periodic anti-social behaviour had already occurred when the Cemetery was locked and it would not be possible to prevent this but opined that these problems would be exacerbated if it became common knowledge that the Cemetery was open all the time. Councillor Mrs Pirouet, who chairs the local Neighbourhood Action Group, argued that both disturbances in Sunnyside Road and any problems in the Cemetery ought to be brought to the attention of the Neighbourhood Action Group so it could be prioritised and given greater police attention.
10. Mrs McEwan explained how, as a committee member of the Friends of Chesham Cemetery, she had occasionally locked the Cemetery when Council staff were unavailable but, following a minor altercation with a youth, the Clerk had requested she stopped doing this as a volunteer. The group generally agreed that it was advisable that volunteers were not used for this purpose due to the personal safety implications and associated insurance issues.
11. In concluding the meeting, Councillor Mrs Pirouet stated that the Council would be looking at the matter at the Recreation and the Arts Committee and there was still a strong possibility that the Council would trial a 24 hour period on the understanding that powers could be delegated to officers and named Members to terminate such a trial if serious anti-social behaviour occurred. The Sunnyside Road resident said he would like his opposition to any such trial noted while Mr Parveiz stated that while he too had reservations, he would be happy to co-operate on the monitoring on behalf of the Sunnyside Road residents he had liaised with if such a trial commenced. There was general agreement from all parties that this should be brought to the attention of the Neighbourhood Action Group at the earliest opportunity.
12. Another suggestion from one of the Members is that certain Members are designated key-holders on a rota basis being 'on-call' to lock and unlock if pre-

arranged visits to interments are booked outside usual hours. This is a possibility but it would be onerous on Members and there is no guarantee this could be effectively advertised to ensure visitors were aware of this system, particularly those who made one-off journeys from different parts of the country.

13. It would appear the Committee has four options:

- To continue the existing locking scheme with the associated overtime costs
- To trial a period of 24 hour opening with officers, in liaison with the Mayor and the Chairman of Recreation and the Arts, to be given delegated powers to revert to evening locking in the event of serious anti-social behaviour occurring.
- Defer any decision until after the next Neighbourhood Action Group meeting to ensure police support and necessary patrols.
- Consider a rota unlocking system to deal with advanced bookings to visit.

Recommendation

The Committee's views are requested.

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RECREATION AND THE ARTS COMMITTEE
on Monday 13 September 2010

AGENDA ITEM NO: 7 - FUTURE OF BUILDINGS ON THE MOOR

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider the future of the Moor Pavilion, the Moor Road toilets and the old air raid shelter.

Background Information

2. The Moor Road Pavilion is used exclusively by Strides Football Club for storage. At the Recreation and the Arts Committee Meeting on the 7th June 2010, it was resolved that *'estimates should be obtained for major repairs to make the Moor Pavilion fit for purpose and to demolish and install a lock-up container and, upon receipt of these, the matter of the most desirable option and the question of who should finance this should be re-considered by Council.'* (Minute no. 12)
3. At the Council Meeting of the 11th January, the Council stated its position that Star Yard and The Moor toilets should remain open and continue to be maintained by Chiltern District Council. (Minute no. 85).

Financial Implications

4. As outlined within the report.

Strategic Objectives

5. 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

6. Following the last Recreation and the Arts Committee, the Clerk approached Strides FC about the costs of a lock-up container to replace the pavilion that would be suitable for its purposes. Its Committee has responded with a quote for a 40ft x 8ft x 8ft 6 in steel container of **£1,965**.

7. After the quote was received, the **attached** letters have been received by the Council from Chiltern District Council. As can be seen, Chiltern District Council has confirmed its intention to close the toilets on the Moor and surrender the lease. Within this decision is an offer to convert the toilets into storage facilities for Strides FC at a cost of **£2,800** of which Chiltern District Council is prepared to pay half the costs. Strides FC is considering its position on such a proposal at its Committee meeting to be held on the 6th September and its response will be relayed to Members.
8. Once this position is clear, the Committee is asked to decide whether it wishes to take up the offer to convert the building. It is not recommended in the current climate that the Council consider taking over the operation of the toilets as it previously did with Lowndes Park toilets. As well as year-on-year running costs, it is estimated it would cost **£8,600** in refurbishment costs.
9. If Strides FC does not want to consider the converted toilets as storage, the Committee may wish to pay for the demolishing of the pavilion estimated to be **£3,500** and ask the football club to finance the cost of the lock-up container, subject to any necessary planning permissions being obtained. If this option is followed then the Committee also need to consider what, if any, long term future the toilet building has. The cost to demolish and remove the base is estimated to be **£4,800**.
10. Members may also wish to consider the future of the old air raid shelter next to the toilets on the Moor. It currently serves no purpose and is prone to occasional graffiti attacks. It was recently opened by the Parks and Premises team to dispel a rumour that it was housing bats. The Parks and Premises team has confirmed there is no evidence of bats. The cost to demolish the facility and remove base is estimated to be **£2,600**.
11. With the closure of the Moor toilets, there are no official public conveniences in the south of the town. However it should be pointed out that the staff at Chesham Moor Gym and Swim Centre do, at their discretion, allow members of the public to use their facilities.

Recommendation

- 1. Subject to Strides FC agreement, the Moor Road toilets be converted to storage facilities with Chiltern District Council paying half the costs and Strides FC the other half.**
- 2. If Strides FC does not wish to use the facility, it be asked to pay for the cost of the lock-up container and the Council pay for the demolishing of the pavilion.**
- 3. If option 2 is pursued, the Committee decide upon the future of the Moor Road toilets.**
- 4. That the Committee decide upon the future of the old air raid shelter.**

Report of the Officers to a meeting of the
RECREATION AND THE ARTS COMMITTEE
on Monday 13 September 2010

AGENDA ITEM NO 8: SIGNAGE AT COUNCIL FACILITIES

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To discuss purchase of signage within the parks and open spaces.

Background Information

2. Currently only Lowndes Park has a permanent sign alerting the Council's ownership.

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. Signage within our parks and open spaces does have a large cost implementation but something that the Council needs to consider prioritising. There is a legal requirement, under the Occupiers' Liability Act 1957 (1984) to ensure that play-areas have correct and adequate signage. Presently only Lowndes Park has such signage though the two newly renovated sites will both have such signage shortly.
6. The Council currently has **£4,870** in its budget. The Council has a number of parks and open spaces, including play-areas. Clearly with a legal responsibility, it would seem that the play-area signage deficit should be tackled first. As Lowndes Park, Marston Field and Moor Road have been/about to be dealt with, this leaves Nashleigh Hill Recreation Ground; Windsor Road; Co-op Field; Codmore Playing Field; Gordon Road; Woodland View; Hoods Wood Road; Batchelors Way and Bois Moor Road. The latter three were facilities earmarked for eventual closure in the adopted play-area strategy.
7. Costs for the play-areas such as the one at Lowndes Park (**attached**) are around £250 each. If the Committee feels it sensible to do so, then the signage could be left for Hoods Wood Road; Batchelors Way and Bois Moor Road. The total for the remaining six would be in the region of **£1,500** though a bulk order may reduce this. There is obvious potential to

modify the signs (to have less information about the play-area and be in more sober colours) and locate them outside the play-areas to read 'This play-area/*playing field* is managed by Chesham Town Council' for a similar cost.

8. A more expensive option would be to replicate the signs at the Lowndes Park entrance (**attached**). These are more in line with the Council's corporate style but retail at around at around £570 each. Members may feel it appropriate to have one or more of these at our generally hired venues such as Codmore Field; Marston Field and The Moor and possibly Co-op Field and Nashleigh Hill as well. The cost of all five such signs would be around **£2,850**. If Members wished to proceed with this and the play-area signage above, the cost would be **£4,350** leaving just under £500 in the budget.
9. The Committee may also wish to consider whether they wish to have some signage on our other, less well-used, open spaces such as Lye Green, Hudson's Dell, Big Round Green and Manor Way Island.
10. Other quotations for signage will be sought but the company currently supplying our signs has, thus far, proved considerably more competitive than other companies and has the advantage of providing the art-work as well.

Recommendation

- 1. That signage be commissioned for the play areas indicated the report.**
- 2. The Committee decide whether it wishes to customise the signs to include ownership of adjacent open space or decide upon separately located signs**

Bill Richards
Town Clerk