

Chesham Town Council

Bill Richards
Town Clerk



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17TH November 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 23rd NOVEMBER 2009 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 5th October 2009.
4. To receive and consider the Minutes of:
 - i. *Chesham Environmental Group Meeting of 27th August 2009.*
 - ii. *Allotments Group Meeting of 22nd September 2009.*
 - iii. *'Impress the Chess' Steering Group Meeting of 6th October 2009.*
 - iv. *Friends of Chesham Cemetery Meeting of 6th October 2009*
 - v. *Elgiva Board of Management Meeting of 9th November 2009.*
5. Chesham Moor Gym and Swim Update.
6. Walkers are Welcome Initiative.
7. Elgiva Carbon Audit Survey.
8. Elgiva Pantomime 2010/11.
9. Resiting of Multi-Sports Goal.
10. Cemetery Lock-Up Times.
11. Consultation on Proper Accounting Practices.
12. Revised Estimates 2009/10 and Estimates 2010/11 (to follow).
13. Proposed Fees and Charges 2010/11.
14. Exclusion of Public and Press.
15. Japanese Knotweed Control – Awarding of Contracts

Yours sincerely,

Bill Richards
Town Clerk



continued . . .



Circulation

Councillor A.K. Bacon

" **E.L. Bamford**

" **M.Z. Bhatti**

" **Ms. J.E. Bramwell**

" **Mrs. J.C. Fulford (Vice Chairman)**

" **D. J. Lacey**

Councillor Mrs. C. Littley

" **Mrs. C.M. Michael**

" **Mrs. M. Molesworth**

" **Mrs A.M. Pirouet (Chairman)**

" **Mrs. G. Walker**

Minutes of Chesham Environmental Group

Held on Thursday 27 August at 7.30pm in Chesham Town Hall

	Action
<p>1. Present: Phil Folly (chair), Ken Austin (Treasurer), Henricus Peters (secretary), Georgina Lomnitz, Michael Schweiger, Jean Staveley, Roger and Rosemary Main, Geraldine and Richard Berry, Trevor Brawn, Kate Folly, Jean Queripel, David Smallman, Justine Fulford,</p>	<p>Apologies: Andrew Clark.</p>
<p>2. Minutes of previous meeting: Clarification: 'signs' (Projects para 6) should read 'Street signs that are pointing in the wrong direction'. Pathways signs, please contact 'Rights of Way Group'.</p>	<p>Approved</p>
<p>3. Matters Arising Chesham in Bloom: Phil reported on this, thanking everyone who helped out cleaning up on the evening before the judging and on the day. He informed the Group the Awards ceremony will take place in Newbury, on Monday 28th September. Phil was asked for his thoughts on how it went, the CiB committee thought it went very well. Although the judges considered Grass in Chesham High Street, market square as litter. Richard Berry said he couldn't agree more pointing out esp. off East Street. Traders and owners should do more to their frontage, is an ongoing issue. It would help if we knew in good time where the judges where planning to visit.</p>	<p>Phil to raise with Chesham in Bloom (ongoing)</p>
<p>4. Financial Report: * £655 minus £28 owed to Phil = £627 Phil to apply for charitable donation from CTC.</p>	<p>Phil CTC donation</p>
<p>5. Impress the Chess 5.1 Phil thanked those who helped in clearing, Duke of Bedford allotments and David's Farm of Himalayan Balsam. Ken said more work needs to be done, further clumps of Himalayan Balsam seen on Duke of Bedford Allotments. 5.3 River Association: this has been formed to coordinate all users of the Chess River. The inaugural meeting is on the 16th September at the Chesham Town Hall. 5.4 Water level, low. This is normal at this time of the year (summer). Since the river has been dredged between the railway bridge and kitty bridge, it has become more difficult to litter pick this section of the river. Black moss is holding back the flow in this section and is making it even more dangerous to walk through. 5.5 Section of river from the bridge to Weir Mill is untidy; it is not helped by the amount of butterbur along the riverbank, also a dangerous part of the river to work in because of the build up of silt. 5.6 Cannons Mill and lakes: Town Council trying to sort out knotweed, but regulations are making this difficult. Jean Staveley said she had seen Japanese Knotweed along The Backs, someone had strimmed it. 5.7 Surveys: Suspect, that we are not has expert as Allen thought us to be.</p>	<p>5.1 Phil to talk to Peter Hawkes (Peter Has agreed that we can enter DoBedford allotments to deal with HB)</p> <p>5.4 Trevor to raise with Environment Agency</p>

<p>6. Riverbank restoration.</p> <p>6.1 No response to Phil's letter to David Stowe, CDC, as yet.</p> <p>6.2 IBS Group who undertook work to clear the chippings and did a good job.</p> <p>6.3 Planting: Plants to be ordered by Richard and Geraldine; Scouts asked to be involved.</p> <p>6.4 Decided that the October working Group on Sunday 18th would prepare the area for planting, and plant on the following Sunday, 25th.</p>	<p>6.3 Planting – see dates. Henricus to see re Scouts.</p>
<p>7. Walkers Are Welcome www.walkersarewelcome.org.uk</p> <p>7.1 Phil has applied to Chesham Action Partnership regarding £100</p> <p>7.2 Justine had met walkers today who had got lost. Walkers are being misdirected to Creswell road housing estate and some walkers end up along the main Latimer Road, when they have a path along the river to walk. This is because the path had been missed of the map, this had been rectified a couple of years ago and is now on the definitive map so Chess Valley AONB map is out of date/OS map needs to be reprinted.</p> <p>7.3 WaW petition in: We need 500 signatures, not 250 as first thought. This is in both cafes, both bookshops, Oxfam, Millets, The Drawing Room, library, stationers, printers. Phil and Henricus gained signatures in shopping area. Press release is going into Examiners and Bucks Frees Press; Examiner to do feature article. Andrew and Henricus have written article for Town Talk magazine, and Merrin Molesworth has written of the concept in Chiltern Voice.</p> <p>7.4 Concept has support of Ramblers and Walkers Group. The Town Clerk has agreed to put it on the Agenda for the September Council meeting.</p>	<p>7.1 Phil – ChAP funding</p> <p>7.2 Henricus to contact OS (ongoing)</p> <p>7.3 Henricus and Phil – Examiner</p>
<p>8. Shelley Gardens update</p> <p>8.1 Public launch – Saturday 26 September.</p> <p>8.2 Phil has attended three meetings of Shelley Gardens group since CEG's last meeting, in June. At the first meeting one of the items on the agenda was sustainability and bidding for future grants. It was thought best that the lead bidder for future grants be fronted by a town community group, and CEG was mentioned as a possible lead bidder. At the next meeting it was established that CEG didn't have charitable status and couldn't claim VAT refund. At a meeting with a member of the group, Phil expressed his fears that CEG dealt with small amounts of money in contrast to the grants we are bidding for, and is not a registered charity. At the last meeting he attended it had been decided that BTCV would be the lead bidder as it was deemed that CEG dealing with relatively small amounts of money and not having charity status, may not be looked upon favourably by grant commissioners.</p>	

<p>9 Projects</p> <p>9.1 Request for projects diary, suggestion is 'Google calendar'. Henricus to look into.</p> <p>9.2 Work continues on the Amersham Road railings and Jacobs's ladder has been cleaned up by Rodger & Rosemary.</p> <p>9.3 Jacob's ladder: Henricus confirmed CEG would be unable to litter pick on London Underground land, due to health and safety.</p> <p>9.4 Recycling bins: Those on Moor Road are still causing problems re litter going into River Chess. Much discussion re possibility of moving bins further off road/reducing number of actual bins. Chiltern Dist C bins, but Chesham TC owns land. Need to raise awareness of other centres, so people will use these also/instead.</p>	<p>9.1 Henricus (ongoing)</p> <p>9.4 Justine to raise issue with CDC; Henricus to raise awareness (ongoing)</p>
<p>Diary Project dates:</p> <p>Sat 12 September – National Plastic Bag Free Day, Chesham</p> <p>20 September – Captains Wood (Greenway) working party</p> <p>Sat 26 September. Shelley Gardens Public launch</p> <p>Mon 28 September – Chesham in Bloom Awards</p> <p>Sat 17 October – Newtown tidy up</p> <p>Sun 18 October - working party</p> <p>Thu 19 November – next Indoor Meeting</p>	
<p>10. Any other Business</p> <p>10.1 We need more volunteers: Henricus to put request in local papers and Town Talk. Display in library, for January 2010 – Henricus.</p> <p>10.2 Website: Henricus is happy to update; Phil to ask Sue Gordon for password.</p> <p>10.3 Chesham in Transition http://cheshamintransition.org.uk/ : We have a page and links to this, which Henricus is helping to update.</p>	<p>Henricus and Phil re Examiner and website.</p>
<p>Supporters encouraged to attend Chesham in Transition 'Green Drinks' at the Drawing room. Date of next meeting: Thursday 19 November at 7.30pm, Town Hall.</p>	

CHESHAM TOWN COUNCIL ALLOTMENTS GROUP

MINUTES OF MEETING HELD 22ND September 2009

Present:

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

1. Apologies for Absence

Received from:

Yvonne Webster	Jim Abbott	Alison Pirouet	Dave Page
Gill Walker (Council)			

AT welcomed new members to the committee

Due to an oversight by the Secretary at the recent AGM, Alison Pirouet had not been voted back onto the committee for the forthcoming year. FH proposed, and PH seconded, that AP continue on the committee and that this minute be noted at the Open Meeting in April 2010, and get the approval of the allotment holders.

2. Approval of Minutes from 11th August

VC proposed and KF seconded acceptance.

3. Events Organiser – position vacant

As Robin Plumridge had stood down at the AGM, this position was vacant. AT outlined to tasks involved, and although not arduous, no-one volunteered to take on this role. AT put himself forward for the role and a review to be held in 6 months. VC proposed that AT take on the role pro-tem, and review by 6 months. AR seconded, group agreed.

4. Thefts and Security

AT had drafted a report outlining thefts at Cameron Rd between 13th and 19th September and actions resulting. See Appendix 1.

5. Overview of Open Day

AT outlined a very successful day. There were many visitors from the local community as a result of leafleting. Thanks were expressed to:

Chris Challis and Chris Hinkling for the teas

Lorraine Faulkner for the flower displays

It was agreed that a letter be sent to the Deputy Mayor for her attendance.

Action: KH

6. Fish and Chip Supper – November
Arrangements for the social event were discussed.

7. AOB

- a. Coffee Morning – Asheridge Road
- b. Focal Point keys to new members – Dave Page remains outstanding
- c. Change of signatories for the Allotments Bank account. Current balance as at 15 Sept - £749.04 in the Lloyds, and £21.20 cash in hand.
- d. Slabbing – phase 1 complete. Phase 2 (sleepers and hard standing). VC proposed, KF seconded, that a letter be sent to Bob Ayres and team for their immediate responses to requests for assistance. *Action: KH*
- e. Final Inspection of Plots – 1st October. From 1st Oct onwards, the new tenancy agreement will be in operation. FH stated that he would advise Adrian that the new tenancy agreement was to be enforced by his admin team.
- f. Notice Boards – sited at the focal point was being used. Request made that there be a notice board at Asheridge Road. Action carried over to next meeting.
- g. Toilet facilities – had been emptied and cleansed. Now operational until Christmas.
- h. Website – carried forward

8. Date of Next Meeting – 15th December at the Town Hall.

Action Points from 11th August will be carried over to December meeting.

The meeting closed at 8.50pm.

APPENDIX 1

CAMERON ROAD ALLOTMENTS SHED BREAK IN/THEFT AND POLICE COMMUNITY SUPPORT REPORT

Sunday, 13th/Monday, 14th September 2009

4 sheds broken into. 2 petrol trimmers and rotovator taken.

Monday, 14th September a.m.

Thames Valley Police contacted. Crime Number GB/3425064/09, Job Number URN370/14-09-09.

Monday, 14th September p.m.

Steve, Forensic Department, with Allen Tilbury (Chair) noted damage.

Could not take footprints as ground too dry and finger prints do not show clearly on painted wood. Suggestion of professional individuals, for example nothing moved or knocked over.

Shed padlocks forced off with jemmy or crowbar.

Bill Richards, Town Clerk, and Bob Ayres, Parks and Premises Manager, informed.

Thursday, 17th/Friday, 18th September

A further 15 sheds and may be more across the whole site of Cameron Road were broken into and items taken.

Thames Valley Police informed and Job Number URN 360/18-09-09 as reference.

Thames Valley Police wanted allotment holder details, but as Allotments Group is bound by Chesham Town Council Policy on Data Protection Act we were not able to give details of names/addresses/telephone numbers.

Late afternoon Allen Tilbury met with Police Community Support Officers, Mike Shepherd and Rob O'Callaghan, and they would arrange to meet Allotment Group members and allotment holders on Saturday, 19th September Coffee Morning at the Focal Point, Cameron Road.

Some of the broken into/and damaged sheds were looked at.

Bill Richards, Town Clerk, informed via Maria, Chesham Town Council.

Saturday, 19th September a.m. Focal Point

Police Community Support Officers Rob O'Callaghan, Mike Shepherd and Lesley Roche gave a positive but brief overview of how the allotment sites could be less of a target for theft and vandalism:

- a) Notices with Thames Valley Police logo to be put on gates at Asheridge Road/Cameron Road. These have been designed and laminated and will be on the gates early next week. Community Police Officer Mike Shepperd has delivered these to Allen Tilbury and they will be placed on the fence perimeter at 10 metre intervals for Asheridge Road and Cameron Road.
- b) Local neighbourhood bordering Cameron Road leafleted on Tuesday, 22nd September 2009.

- c) Both sets of marker pens are currently in the Focal Point Hut in Cameron Road. A marker pen set will be taken to Asheridge Road for the Saturday Coffee morning on 26th Sept, to encourage anyone attending to mark their tools.
- d) Police Community Support Officers have officially requested a key for the universal locks to the allotment gates from Chesham Town Council (Bill Richards/Bob Ayres) so that periodic on site visits can be carried out at any time of the day. These keys have now been authorised by Bill and Bob and have been issued.
- e) Police Community Support Officer Rob O’Callaghan will arrange meeting with Crime Prevention Equipment Officer to prepare a quotation for 40–50 shed alarms, (hopefully at a discount) with an explanation of their workings and capability, for Bill Richards and Kate Hobbs, Allotment Group Secretary. The quote will be sent to Bill Richards and Kate Hobbs will be cc'd in.
- f) Police Community Support Officer Les Roche issued to Allotment Group members and allotment holders application forms to join Watch Membership/Community Messaging Service. The forms can be photocopied.
- g) Margaret Dale, representing Neighbourhood Watch and Crime Prevention and Reduction Schemes explained that an Allotment Watch Scheme could be devised and implemented if required. Kate Hobbs has received documents and forms via email from Margaret on 22nd Sept.
- h) Allotment Group to investigate where and how such schemes operate. Margaret Dale has detailed instances of similar Allotment Watch Schemes.
- i) The Plot numbers to be detailed in Report to Bill Richards and Police Community Support Officer Rob O’Callaghan so that individual Allotment holders can be officially informed by letter from Chesham Town Council

Plot numbers

20	21	22B	26B	36	38A	45A	47A	47B	48A
55	56	57A	77	77A	77B	96B	105	Focal Point, New Hut	

Plot holders will be encouraged to contact the Police and make their own reports.

- j) Cameron Road - the 3 small pedestrian gates and the fence along the length from the Horticultural Hut to the Recycling area will be raised to 6ft in height. There will be angled tops to the fencing at the pedestrian gate sites. An email has been received from Bob Ayres stating that this should be completed within two weeks.
- k) Asheridge Road - 3 sheds were broken into about 3 weeks ago, on or around 8th September. Lager and a wheelbarrow were taken.
- l) It is understood that the very high "hedge" in between plots in the centre of the Asheridge Road site will be cut back by Bob Ayres' team and it is scheduled for the Autumn.

- m) Communication will be made with the Community Police Support Officers, asking them to attend the Fish and Chip Supper on 14th November to make more plot holders aware of how to prevent crime, marking of property etc.

AT/23-09-09

Copies: Bill Richards, Town Clerk, Chesham Town Council
Allen Tilbury, Chairman, Chesham Town Council Allotments
Group

CHESHAM TOWN COUNCIL

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

held on Tuesday 6 October 2009 at 1.30 pm at the Town Hall

PRESENT:	Bill Richards (BR)	Town Clerk, Chesham Town Council
	Cllr Justine Fulford (JF)	Chesham Town Council
	Bob Ayres (BA)	Chesham Town Council
	Bernard Harris (BH)	Rotary Club of Chesham
	Allen Beechey (AB)	Chalk Streams Project Officer
	Cllr Colette Littley (CL)	Chesham Town Council
	Kathryn Graves (KG)	Chesham Town Council
	Ken Austin (KA)	Environmental Group

1. **APOLOGIES**

Apologies were received from David Stowe (Chiltern District Council) and Michael Browne (Meades Lane Resident).

2. **MINUTES OF LAST MEETING (14th July) AND MATTERS ARISING**

(i) Impress the Chess Logo

Arising from *Minute 2(i)*, BR passed on the views of the Impress the Chess group to Peter Hawkes that they would prefer a water vole to be used in the logo rather than a kingfisher. However, Peter does not feel able to volunteer more time to alter the logo further and so the group must decide whether it wishes to use the submitted logo. BR offered to speak to AB to investigate concerns over a possible conflict with the Revive the Wye logo which also features a kingfisher.

Action: Bill

(ii) Leak on Moor Road

In relation to *Minute 2(iii)*, BR reported that Bucks County Council is due to fix the leak on Moor Road in the next couple of weeks.

(iii) Meades Water Gardens

Relating to *Minute 2(ix)*, KA reported that there had been minimal wildlife surveying in May this year and it is hoped that the Chesham Environmental Group will be able to do more surveying in spring 2010.

Allen Beechey arrived at 1.36 pm.

3. **INVASIVE WEEDS**

KG informed the group that she had now established the land boundaries for the Moor and that currently all the knotweed is contained within the town council's land. KG is

currently in the process of obtaining three quotes from specialist contractors and it is expected that the work will need to be budgeted over a number of years.

JF asked whether any grants would be available to help cover the cost. AB reported that he is investigating whether funding is available from DEFRA.

Action: Allen

AB congratulated Chesham Environmental Group on their efforts to control Himalayan Balsam over the summer. KA reported that the group had removed 50 bags of the weed from the Duke of Bedford, but that there remains a significant amount of weed that has not been controlled this year.

4. **IMPRESS THE CHESS ACCOUNT**

AB explained that his project will only be able to hold the existing funds until March 2010. BR and JF felt that it would be appropriate to submit the concept of an Impress the Chess bank account to council committee for approval. An alternative option would be to ring-fence the monies in the council's account, but KA said that this would act as a barrier to applying for a number of grants. BR agreed to talk to the council's Finance and Contracts Manager, Steve Pearson, on the issue.

Action: Bill

5. **WILD TROUT TRUST CONSERVATION AWARDS**

AB informed the group that he had been encouraged to submit the Meades Water Gardens Regeneration Project to the awards by Andy Thomas of the Wild Trout Trust. A group of Impress the Chess members took three judges round the site last week, as the project has been shortlisted as a finalist. The Awards Ceremony will take place in London on the evening of 14th October and AB felt that it would be good to have a member of the Impress the Chess group in attendance. CL and JF agreed to check their availability and liaise with AB.

Action: Colette and Justine

JF queried the presence of a weir board at the downstream end of the site, in view of the channel drying up. BA advised that this board has been present for years and will not be significantly affecting flow.

CL asked what will have happened to the trout released in Meades Water Gardens in these conditions of low flow. AB explained that the trout may have been able to move further downstream, but in the event of the river drying completely it is possible that some trout may become stranded in isolated pools of water in the channel which will then dry out.

6. **CANON'S MILL MEADOW**

BR had recently conducted a site visit with a disabled resident to explore his concerns regarding the accessibility and appearance of the Canon's Mill Meadow area. JF supported the resident's concerns, explaining that the management plan drawn up for Chiltern District Council's (CDC) contractors in consultation with Impress the Chess had been abandoned and that the area now appears unkempt. JF expressed the view that the

current level of management is unacceptable, as it was not what was agreed between Impress the Chess, CDC and CDC's contractors.

AB explained that CDC's contractors had said that they could not manage the site as a meadow as they could not take away the mowing arisings. As a compromise, it was agreed to cut the area near Priests less frequently but cut underneath the trees and along the path and verges more regularly. However, CDC has recently changed contractor again. The new contractors have agreed to manage the area in line with the compromise schedule, but no action has been taken as yet.

BH raised his concerns regarding the safety of the area, as the height of the plants means that walkers are not visible from the road. In addition, lots of rubbish is being thrown into the vegetation. BH expressed scepticism over the plan to manage the area as a wildflower meadow. AB disagreed, explaining that if the management is implemented properly, the area could be managed for wildlife whilst saving on some maintenance costs and keeping the area safe. However, AB stated that the area must be cut one to two times a year to manage the area as a meadow otherwise the growth will be rank.

In addition, JF said that the pathways and verges are not being maintained to the standards required by the highways authority.

The group agreed that, as this issue had been on-going for some time, had caused considerable public dissatisfaction and is making the work of Impress the Chess more difficult, BR will write to Gill Gowing at CDC to express the group's concerns.

Action: Bill

JF asked the group for their opinion on the effect that the trees are having on the appearance of the area. JF said that the area was losing its meadow feel and moving towards a woodland and asked whether the group was happy with this, or whether they would like to see some thinning out of the trees. BH supported the concept of thinning out, especially as one tree appears to be dead, and said that David Stowe had suggested that CDC's tree officer, Keith Musgrave, could make a site visit to advise on which trees to remove. BH said that it may be possible for Rotary members to remove smaller trees. AB said that it was mainly an issue of how people wanted the landscape to look and had no objections to thinning out. The group agreed that David Stowe should be asked to follow up on arranging a site visit for Keith Musgrave.

Action: David

7. **RIVER CHESS ASSOCIATION**

AB reported that the inaugural River Chess Association meeting had been held in September and the organisers, Paul Jennings and David Hyde, offered their thanks to Chesham Town Council for hosting the event. Approximately 50% of the landowners covering the length of the Chess were in attendance and the event had attracted people who have not come to Impress the Chess Open Forums.

AB explained that the purpose of the association is to look at the river as a whole and co-ordinate the efforts of landowners and Impress the Chess in lobbying and activities. In

addition, the association intends to share resources and expertise. Key issues to tackle include low flows, over-abstraction and contaminated sewage discharges into the river.

The next association meeting is planned for December at Micklefield Hall, although the date is not yet confirmed. AB will chase up the finalised minutes of the inaugural meeting for distribution to the Impress the Chess group.

Action: Allen

8. **ANY OTHER BUSINESS**

(i) Low Flows

AB painted a troubling picture of the demands upon the area's water resources. Five of the last seven months have had lower than average rainfall, with both March and September having almost no rain. The groundwater levels dropped quickly over the summer due to the lack of rain. The catchment is over-abstacted and Three Valleys Water are abstracting close to their licence limit in addition to importing water from out of the area to meet consumer demand for water which is the highest in Europe.

(ii) Pow Wow site in Waterside

A discussion was held as to why, when the catchment is over-abstacted, the Environment Agency has expressed the view that they would renew the abstraction licence at the Pow Wow site. It was noted that the current licence expires in March 2010 and there has been no re-application to date.

AB expressed his concern that the previous site owners had not removed the weirs or monitoring equipment, which should have been done as part of the conditions of their licence.

JF raised the application that Pow Wow Water has submitted for 20 vehicles to recommence operating from Weir House in Latimer Road. The town council have sent an objection to the Traffic Commissioner. AB expressed his concern over the potential for oil run-off from the vehicles to contaminate the river. BR offered to forward a copy of the council's objection to AB, to assist him in drafting an objection from the Chilterns Conservation Board.

Action: Bill and Allen

(iii) Water vole Survey

AB reported that the water vole survey on the Chess has been completed. The statistics are yet to be compiled, but it would appear that the population is about 70% that of the 2001 population, which is a doubling of the population recorded in 2007.

Worryingly, there were fewer signs of water voles at Holloway Lane than in 2007 and the signs appeared quite old. A dead mink has recently been sited and a mink was detected on a mink raft in the area, so it may be that mink have wiped out the water vole colony in Holloway Lane. AB has sent a message to landowners in the area to urge them to start regularly checking their rafts again.

(iv) Chesham Environmental Group

JF explained that Chesham Environmental Group have decided to create a project planning calendar to enable work to be scheduled in and are seeking feedback on what projects should be scheduled at what time of year. AB agreed to provide some feedback.

Action: Allen

(v) Holloway Lane

AB queried whether it would be possible to get any work done on the stretch of river along the road at Holloway Lane, as there is a lot of rubbish and overhanging trees. The major problem is health and safety issues surrounding the speed of adjacent traffic and the lack of pavement. JF said that the screens there also need cleaning regularly. BR agreed to investigate whether the Bucks County Council Community Gang could tackle this work.

Action: Bill

(vi) Cultivated Plants

CL said that there are still a number of cultivated species planted in Canon's Mill wood along the riverbank, including *Crocsmia* and *Mahonia* that should be removed, especially as some of them spread easily. JF agreed to speak to the Environmental Group to organise taking them out during a work party.

Action: Justine

(vii) Siltation

JF reported that Phil Folly has experienced difficulties litter picking in the channel along Moor Road near the railway bridge due to large amounts of silt in the channel. AB explained that the weir at Lords Mill slows the flow of water, leading to silt deposition. Prior to its regeneration, the ponds at Meades Water Gardens would have trapped a lot of silt upstream, but much of this silt will now travel further downstream. KA added that older, compacted silt had been removed from the channel in the last set of flood defence works by the Environment Agency so the newer silt is much less compacted and will make movement in the channel difficult.

Bill Richards left the meeting at 2.32 pm.

(viii) Flood Defence Works

KG said she believed that the Environment Agency will be continuing its flood defence works in the vicinity of Kitty's Bridge in the near future. KG agreed to ask BR for further details for circulation to the group.

Action: Kathryn

9. **DATE OF NEXT MEETING**

It was agreed that the date for the next meeting would be circulated with the minutes.

Action: Kathryn

Friends of Chesham Cemetery

Minutes of meeting
held on Tuesday 6th October 2009 at 7.00 pm
Chesham Town Hall, Baines Walk

Present :	Cllr Francis Holly - Chair	FH
	Sharon McEwan - Secretary	SM
	Phil Folly - Treasurer	PF
	Kate Folly	KF
	Ken Austin	KA
	Jean Queripel	JQ
	Mora Walker	MW
	Maria Pontin	MP

Apologies for Absence:

Mary Hyland, Sandra Hyland, PC Gary Blackman Thames Valley Police, Judy Ottaway, Diane Brackley and Richard Caddick

Mr King informed the committee that he has officially resigned from the Friends of Chesham Cemetery.

1. Approve the minutes of the meeting held on Tuesday 7th July 2009:

The minutes were approved and signed as a true copy.

2. Matters Arising from Previous Minutes:

There were no matters arising from previous minutes.

3. Verbal update - Thames Valley Police:

There were no issues to be raised and the group were advised to highlight any issues that arise to Thames Valley Police.

4. Hearse House Funding:

Our funding application to Chiltern District Council for the hearse house was rejected in August this year, but the committee agreed to continue to look at other external funding for the hearse house.

The friends agreed to donate £1000.00 out of their funds to Chesham Town Council towards the maintenance of the hearse house on condition that the hearse house is not demolished.

Chesham Town Council except our offer to keep the hearse house as it is in character with the other buildings including the chapel within the cemetery and thanked the Friends for their contribution.

It was agreed an article is written to the Bucks Examiner on the hearse house with the before/after photographers showing what the friends have achieved to keep the hearse house within the cemetery.

PF &

KA

5. Cemetery Closure Times:

Due to changes in annualised hours in the maintenance department the cemetery gates are locked at the same standardised hours 8am - 4pm Monday - Thursday, 8am - 4pm Saturday - Sunday and 3.30pm Fridays.

Chesham Town Council may agree to hire some-one for one hour per evening, seven days a week to lock the cemetery gates and skate park. It was agreed the friends look at family/friends and forward the names to Bill Richards the Town Clerk for consideration. The friends agreed to cover sick leave, holidays etc if this proposal is considered.

Sharon, Phil, Jean and Ken agreed to close the cemetery gates at 7 pm each Friday evening only during March - October if the above consideration is not accepted and will be asking Chesham Town Council to look at a proposal of a donation for the friends funding account to cover the Friday closure times.

SM & PF

7. Working Party Dates:

Sharon gave her apologies for not attending the working party held on Saturday 12th September.

New Working Party dates are as follows: **Friday 30th October from 9.30 - 11.30**

Saturday 21st November from 9.30 -

11.30

All

Kate left the meeting at 7.45 pm

8. Any Other Business:

- **Bird Boxes**

It was agreed that Jean would buy two blue tit bird boxes out of funds ready for the Autumn and Sharon to ask the Parks and Premises Manager Bob Ayres for them to be erected in the cemetery.

JQ & SM

- **Hedges**

The hedge in K section was raised and Sharon informed the committee that she would arrange a walk around the cemetery with Bob Ayres Parks & Premises Manager within the next few weeks and bring back to the meeting in April.

SM

- **Apologies**

Mora Walker had not received minutes from the last three previous meetings apologies were given and Sharon will add Mrs Walker on the mailing list.

SM

- **New Members**

This was discussed at some length and it was agreed that the friends' group is an open meeting and people come when they have issues that they want to raise and we continue to advertise through the Town council website, Heritage weekends and articles that are written through the local media. It was agreed that this is how the friends' group would like to leave it at present.

- **Chapel**

Sharon informed the group that the altar cloths were being made and a storage box as been purchased.

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

SM

It was agreed to publicise the chapel more in order for it to be more used after monies

have been spent on it. Ken agreed to write an article for Town Talk.

KA It was raised whether the chapel could be used for weddings and after some debate It was agreed to pursue this matter

- **Footpaths**

Due to adverse weather during the winter months the group queried if there was a risk assessment on the footpaths as they have deteriorated since February 2008 and this as raised many concerns. Sharon would speak to the Parks and Premises manager.

SM

- **Website**

Councillor Holly to look into this and discuss at next meeting

FH

- **Memorials**

The group was informed that a memorial was lying down in section D Unconsecrated and asked if it could be restored to its former state. Sharon would contact the Parks and Premises Manager.

SM

- **New Cemetery**

The group discussed looking at a second cemetery within Chesham, after some debate it was agreed to bring back to next meeting after inquiries were made into how many burials spaces were left in the present cemetery. Where else could a second cemetery go? Consideration would be given to the idea of woodland burials. The outcome of the botanist report on the field abutting the Nashleigh Hill Recreation Ground in Vale Road would be awaited.

- **Agenda Items for next meeting**

Memorial Project, Website, Up date on Chapel, Up date on Hearse House, second cemetery & Woodland Burials, Setting dates for meetings and working party for the year, Footpaths and Hedges

Close of meeting 8.20 pm

8. Date of Next Meeting

AGM Tuesday 20th April 2010 at 7 pm followed by general meeting of Friends of Chesham Cemetery Meeting 7.30 pm at Chesham Town Hall

**MINUTES OF THE MEETING OF THE ELGIVA BOARD OF MANAGEMENT
AT 10.30AM ON MONDAY 9TH NOVEMBER 2009 AT THE TOWN HALL**

PRESENT

Trevor Pilling (Chairman, presiding)
Roy Abraham
Howard Elson
Yvonne Plested
Anthony Ogden
Patricia Cherril
Linda English (Minutes Secretary)

Officers: Moira Little – Assistant Manager, Elgiva
Stephen Pearson – Finance and Contract Manager (part of meeting)

Apologies for absence were received from Bill Richards – Town Clerk, Mark Barnes - Manager, Elgiva, Stephen Cherry, Peter Fletcher and Bernard Carey.

1. **MINUTES OF LAST MEETING**

The Minutes of the last meeting held on 7th September 2009 were agreed as a true and correct record.

Matters Arising - Moira reported that Mark was not keen on screening the World Cup matches but she would have further discussions with him.

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

Moira reported on the following:

- The income and attendance were both up on last year's figures.
- The bar takings after the interval are generally very low as audiences tend to go straight home at the end of a performance. With the exception of amateur productions when audiences often stay on, the bar will be closed or only staffed by one person after the interval to reduce costs.
- Mark has negotiated a decrease in bar stock prices, especially beer and wine, also to reduce costs.
- The theatre has had a Carbon Trust Survey and a report has been produced. The results were favourable, stating that the site was well run and well below the recommended energy consumption for theatres. One outcome is that the mirror bulbs in the dressing rooms are too hot and should be replaced with energy saving bulbs.
- There has recently been a fire drill executed between a matinee and evening production when there were still a lot of people in the theatre. The drill was very successful.
- Moira and Mark have discussed the Board's concern about potential absence of key members of staff due to Swine Flu this winter. They do not wish to put any contingency plans in place, but have introduced anti-bacterial wipes, tissues and additional flip-top waste bins.
- There has been a reduction in water charges since the leak was repaired.
- Moira has interviewed and taken on more Stewards.
- "What's On" will be delivered in November now that the postal strike is cancelled.

3. **PROPOSAL OF AN IN-HOUSE PANTOMIME IN 2010**

- Mark has drawn up a proposal for an In-House Pantomime in 2010. He has produced a budget of costs and income based on the current steady audience base. Last year the pantomime raised a profit of £20,000. By reducing costs and putting ticket prices up by 50p, he is projecting a profit of £32,000 in 2010. The suggested pantomime is Robin Hood.
- The last In-House Pantomime only just broke even and since then a professional production company has been used.
- Patricia raised concerns that a future in-house production may only break even as in the past. It was confirmed that the costs were not managed well in the past in-house pantomimes.
- Howard suggested an “early bird” discount on ticket prices.
- Concerns were raised about the additional effort required from Mark and the theatre staff. Moira confirmed that Mark was confident that the theatre staff would cope with the additional workload and that he has been very involved in the productions even though a professional company was used.
- Anthony requested an analysis of risk and reward to be presented to the Board. Moira explained that Mark had produced a full budget, including contingency, demonstrating a saving of £5000 over the cost of using the professional company. Trevor explained that the Board could not wait to see further analysis before it made a decision whether or not to go ahead with the proposal in principle, as the proposal needs to be presented to the Rec. & Arts Committee on 27th November 2009.
- Howard expressed concerns about casting. Moira confirmed that Mark will use professional actors, preferably those who live locally to help reduce accommodation costs.
- In principle, the Board approved the proposal, subject to financial confirmation.

4. **FINANCIAL UPDATE**

Trevor circulated his spread sheets for the months of September and October.

Income at the end of October is up 5.3% on last year. The project deficit for the year end is £135,000.

5. **ELGIVA BUDGETS 2010/2011**

Trevor distributed the budget sheets. Steve Pearson joined the meeting to answer any questions from the Board.

The Board discussed the budget and it was agreed to amend the Pantomime entries to reflect the projected profit, in line with the above proposal, but with a caveat regarding these figures.

The Board approved the budget for 2010/2011 which will be amended as above and presented to the Council.

The Board approved a recommendation to increase booking fees and charges by 2.5% next year in line with the increase in VAT.

6. **DATE OF NEXT MEETING**

The next meeting of the Board of Management was provisionally suggested 10.30am on the 18th January 2010 at the Town Hall.

The meeting closed at 12:20pm.

AGENDA ITEM NO:5 – 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 30th September 2009.

Background Information

2. At the meeting of the Policy and Resources Committee held on the 17th 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. The **attached** financial report (excluding Renewals & Repairs) shows the operational deficit as £11,719 at the end of September 2009 (£31,080 - 2008) against the year end estimate of £82,025. The budgeting profile for 2009/10 has not been completed yet but comparing income receipts this year against last year, for the six months, this year shows an improvement of £19,361 but this does include £2,409 advance October swimming season ticket sales .

6. The gym takings for the last nine months compared against the same nine months for the preceding year (excluding VAT) are shown below:

2008	£	2009	£
January	4,640	January	6,490*
February	5,515	February	5,007*
March	5,034	March	7,880*
April	5,771	April	5,859*
May	4,753	May	6,678*
June	3,805	June	6,590*
July	5,239	July	8,084*
August	5,185	August	6,182*
September	4,965	September	5,688*
TOTAL	<u>44,907</u>		<u>58,458*</u>

* VAT reduction to 15%

7. The above figures demonstrate a very satisfactory increase of around 30% when comparing the last nine months against the same nine months in the preceding year. If an average of the last nine months is used as a basis for forecasting the income for 2009/10 this would equate to £77,943 against a budget figure of £70,000. The actual gym income for the year ended 31st March 2009 was £64,120. However it should be noted that a new gym has opened in Amersham which will lead to increased competition and could affect future takings.
8. The swimming season opened on the 1st May and up to the 30th September pool daily swimming income is up 22% on the same period for last year despite the free swimming concessions being offered at other local swimming pools for the under 16's and over 60's.
9. The daily swimming income totals £32,074 compared to £24,972 for the same period last year.
10. Season ticket sales are down around 7% from £14,417 to £13,432. Sales may have been influenced by the introduction of the free government swimming for over 60's and under 16's which is in operation at other local leisure centres since adult ticket sales (which are not included as part of the government promotion) are actually up. Alternatively, the last two poor summers, in terms of sunshine, combined with the current economic conditions, may have deterred people from paying a lump sum up front.
11. Despite the season ticket sales income of £13,432 being down compared to last year, the income is slightly over the 2009/10 budgeted figure of £13,345.
12. Due to the support of a grant from Bucks sports of £3,000 and advance commitments from current season ticket holders, the Council agreed at its meeting on 21st September, to keep the pool open until the end of October on a reduced timetable and details of this are included separately within this report.

All-Weather Pitch and Tennis Court Hiring

13. The tennis and multi-courts were officially re-opened in early July. Since then, bookings have been as follows :

	<i>Multi-Court</i> Hours			<i>Tennis Court</i> Hours
	Tennis	Netball	Football	
June	12	11	4	140
July	57	6	8	165
August	32	1	1	160
September	13	5.5	3	101

14. The tennis usage continues to be satisfactory but officers are aware that more usage of the multi-court area is required. A letter has been sent to all adult football teams in a four mile radius letting them know that they could train under floodlights and four teams have taken up bookings as a result of this letter.

Managers' Review of Summer Swimming Season and Proposals to Extend the Season

15. *'The 2009 swim season seemed to be a steady one with a below average amount of rainfall but a consistent run of warm but not necessarily hot sunny weather. I believe after analysis that the number of swims was slightly down but the income was similar to that of 2008. This was of course the first year of us possibly being affected by the Government's 'free swimming campaign' but the general feel amongst swimmers is it's so restricted trying to get into a free session (as time is rationed) between the three 'nearest competitors' that they can't be bothered.*

Swimming at Chesham's Open Air Pool obviously brings great joy to many swimmers or so you would believe if you were to read the 'Thank You cards'. It's an experience that leaves many happy memories of swimming lessons, pool hires or general lazy days from hot Summers gone by and I'm sure there are many more to come.

After the success of October swimming the question on the lips of most of our swimmers is 'are we going to do it next year?' I have met with Charlotte Smith from Bucks Sport, who provided funding of £3000 towards our running costs and we both feel that October is a great opportunity for further funding through the 'Make a Splash' initiative.

- *In total we had 1889 swim visits.*
- *October season ticket sales £2,880*
- *Pay as you go admission £741.50*
- *Aqua pool hire £630*
- *Private pool hire £156.95*

Offering our swimmers the option of a regular six monthly season needs to be considered as you can see from the figures and with financial support from Bucks Sport, this is very possible.

Wycombe Rye Open Air Pool closed its doors last year and we have had many new swimming faces in 2009. October is an opportunity that I feel we have to go for as one of many small steps towards securing our pools future. Survival is key and changing with the times is a must if we still want to be here in the future.

All lifeguard shifts were covered this year and we even had Aqua Aerobics twice weekly and a pool hire on the 30th so if October was to be included on all our advertising to start with, I would think that after 2-3 years we would no longer need the funding from Bucks Sport.

I believe our options are

- 5 month season ticket May to end September plus 1 month October ticket*
- or*
- 6 month ticket May to October*

The Friends suggest they want a commitment for the six months in advance of the season and are proposing the following charges:

Adult £120

*Adult Concession/Seniors £90**

Junior £60

*Junior Concession £33**

Family £290

(If the Council's agreed 30% concession discount applies these figures should be £84 and £42 respectively)*

Recommendations

- 1. That the financial position and other matters be noted.**
- 2. That the Committee agree in principle to the extension of the swimming season until the end of October and refer the proposed six month ticket prices to the fees and charges report later on the agenda.**

October Breakdown Report 2009

INCOME

Season tickets sold

92 seniors @£15	£1380	454 visits
69 adults @£20	£1380	379 visits
24 juniors @ £5	£120	6 visits

Total £2880 Total visits 839

Pay as you go revenue

Seniors	59 @	£3.00	£177.00
Adults	102 @	£4.30	£438.60
Juniors	41 @	£2.50	£102.50
Gym member	6 @	£3.40	£20.40
Spectator	3 @	£1.00	£3.00

Total (pay at till) income £741.50

Overall number of swim visits for pay as you go - 211

Total number of visits for October - 1050

Aqua income	£630
Pool hire	£156.95

TOTAL £4,408.45 (including vat)

£3,833 (excluding vat)

plus £3,000 grant from Bucks Sports

EXPENDITURE

Wages	£2,260
Elect	£450*
Gas	£1,555*
Water	£ 325*
Advertising	£200

* utilities cost for whole centre during October.

TOTAL £4,790

Budget Detail - By Centre

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

Note : AS AT 30TH SEPTEMBER 2009

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
201	CHESHAM MOOR GYM & SWIM											
4001	SALARIES	60,000	60,760	72,000	0	0	72,000	51,414	0	0	0	0
4002	CONTRACTORS FEES	750	0	750	0	0	750	0	0	0	0	0
4004	WAGES	30,000	24,603	28,000	0	0	28,000	0	0	0	0	0
4008	TRAINING	500	1,126	2,000	0	0	2,000	510	0	0	0	0
4009	TRAVELLING	0	45	0	0	0	0	0	0	0	0	0
4010	MISC STAFF COSTS	1,500	846	750	0	0	750	1,113	0	0	0	0
4011	RATES	13,000	13,675	9,955	0	0	9,955	14,356	0	0	0	0
4012	WATER RATES	3,500	3,492	3,520	0	0	3,520	2,004	0	0	0	0
4014	ELECTRICITY	5,145	6,222	6,450	0	0	6,450	-162	0	0	0	0
4015	GAS	11,700	9,049	15,000	0	0	15,000	5,289	0	0	0	0
4016	CLEANING	1,500	1,867	1,825	0	0	1,825	1,304	0	0	0	0
4017	SKIP HIRE	735	187	760	0	0	760	0	0	0	0	0
4019	CHEMICALS	3,500	3,387	3,565	0	0	3,565	3,103	0	0	0	0
4021	TELEPHONE & FAX	750	831	875	0	0	875	540	0	0	0	0
4022	POSTAGE	500	36	300	0	0	300	21	0	0	0	0
4023	STATIONERY	1,000	727	550	0	0	550	324	0	0	0	0
4025	INSURANCE	3,500	3,327	3,625	0	0	3,625	0	0	0	0	0
4026	PUBLIC LICENCES	200	316	325	0	0	325	326	0	0	0	0
4028	PHOTO-COPIER	0	51	0	0	0	0	0	0	0	0	0

Continued on Page 2

Budget Detail - By Centre

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

Note : AS AT 30TH SEPTEMBER 2009

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
4032 PUBLICITY	5,000	3,628	5,500	0	0	5,500	2,300	0	0	0	0
4033 ADVERTISEMENTS	0	362	0	0	0	0	0	0	0	0	0
4036 PROPERTY MAINTENANCE	5,000	7,871	5,000	0	0	5,000	4,736	0	0	0	0
4038 MAINTENANCE CONTRACT	4,900	2,450	4,000	0	0	4,000	2,408	0	0	0	0
4041 EQUIPMENT RENTAL	15,000	11,180	15,000	0	0	15,000	8,100	0	0	0	0
4042 EQUIPMENT MAINTENANCE	2,500	3,896	3,000	0	0	3,000	1,751	0	0	0	0
4047 ALARM	0	2,860	1,000	0	0	1,000	877	0	0	0	0
4048 EQUIPMENT	1,000	2,900	750	0	0	750	2,074	0	0	0	0
4053 LOAN INTEREST	7,065	6,316	7,065	0	0	7,065	3,018	0	0	0	0
4054 P.W.L.B.	3,620	4,367	3,620	0	0	3,620	2,324	0	0	0	0
4091 ADMIN STAFF RECHARGE	9,020	9,020	9,335	0	0	9,335	4,673	0	0	0	0
4092 ADMIN OHEAD RECHARGE	5,285	4,591	5,200	0	0	5,200	2,054	0	0	0	0
4093 DEPOT STAFF RECHARGE	20	0	0	0	0	0	0	0	0	0	0
4094 DEPOT OHEAD RECHARGE	20	0	0	0	0	0	0	0	0	0	0
4103 WATER CHECKS	0	1,255	615	0	0	615	46	0	0	0	0
4151 HANGING BASKETS	0	392	350	0	0	350	577	0	0	0	0
4152 HOSPITALITY	0	0	0	0	0	0	25	0	0	0	0
4155 INSURANCE CLAIMS	0	1,274	0	0	0	0	0	0	0	0	0
4199 SUNDRY EXPENSES	500	541	500	0	0	500	463	0	0	0	0
4250 NEW INITIATIVES	0	2,642	0	2,358	0	2,358	0	0	0	0	0
4280 WEB SITE	0	300	0	0	0	0	0	0	0	0	0

Continued on Page 3

Budget Detail - By Centre

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

Note : AS AT 30TH SEPTEMBER 2009

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
4923	TFR TO/FR POOL FUND	0	1,006	0	0	0	0	419	0	0	0	0
4926	TFR TO/FR FLOWERS RES	0	-333	-350	0	0	-350	-577	0	0	0	0
	OverHead Expenditure	196,710	197,068	210,835	2,358	0	213,193	115,411	0	0	0	0
3003	COLD DRINKS SUPPLIES	0	2,634	1,725	0	0	1,725	2,134	0	0	0	0
3004	POOL SNACKS SUPPLIES	2,500	1,756	1,700	0	0	1,700	1,494	0	0	0	0
3005	POOL HOT DRINKS SUPPLIES	1,750	579	520	0	0	520	512	0	0	0	0
3006	POOL CAFE SUPPLIES	250	0	50	0	0	50	64	0	0	0	0
	Direct Expenditure	4,500	4,970	3,995	0	0	3,995	4,204	0	0	0	0
1004	POOL HOT DRINK SALES	3,600	1,175	1,200	0	0	1,200	0	0	0	0	0
1005	POOL SNACK SALES	3,600	1,852	2,100	0	0	2,100	0	0	0	0	0
1006	POOL COLD DRINK SALES	0	632	700	0	0	700	0	0	0	0	0
1101	HIRE FEES	0	141	0	0	0	0	38	0	0	0	0
1105	RENT BUILDINGS	3,100	3,209	3,255	0	0	3,255	1,142	0	0	0	0
1144	CATERING	0	0	0	0	0	0	16	0	0	0	0
1187	INSURANCE CLAIMS	0	1,979	0	0	0	0	0	0	0	0	0
1197	OVERS/UNDERS	0	62	0	0	0	0	-27	0	0	0	0
1199	SUNDRY INCOME	0	26	25	0	0	25	5	0	0	0	0
1500	CVSLA TRANS FUND	0	1,006	0	0	0	0	419	0	0	0	0
1501	ADULT SWIM	12,000	13,194	13,500	0	0	13,500	15,955	0	0	0	0

Continued on Page 4

Budget Detail - By Centre

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

Note : AS AT 30TH SEPTEMBER 2009

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
1502 JUNIOR SWIMMING	9,500	9,277	7,720	0	0	7,720	10,639	0	0	0	0
1503 SENIOR SWIMMING	1,280	1,750	1,450	0	0	1,450	3,303	0	0	0	0
1504 SPECTATORS	555	751	750	0	0	750	763	0	0	0	0
1505 FAMILY SWIM	1,980	0	0	0	0	0	1,414	0	0	0	0
1506 OCTOBER SWIM	1,920	0	0	0	0	0	2,409	0	0	0	0
1507 POOL HIRE	5,440	7,840	8,230	0	0	8,230	660	0	0	0	0
1508 SWIMMING LESSONS	900	466	700	0	0	700	0	0	0	0	0
1509 WET CLASS	1,950	2,670	2,800	0	0	2,800	9,430	0	0	0	0
1510 GYM	40,000	37,566	40,000	0	0	40,000	21,535	0	0	0	0
1512 COURT	2,000	2,781	4,000	0	0	4,000	4,383	0	0	0	0
1513 VENDING	360	1,471	1,000	0	0	1,000	3,003	0	0	0	0
1514 FOOTBALL PITCHES	1,700	1,847	1,860	0	0	1,860	0	0	0	0	0
1515 DRY CLASS	120	733	120	0	0	120	1,815	0	0	0	0
1516 PERSONAL TRAINING	0	120	0	0	0	0	0	0	0	0	0
1517 SHOWERS	10	72	35	0	0	35	10	0	0	0	0
1518 BARBECUE HIRE	5	14	15	0	0	15	0	0	0	0	0
1519 POOL INFLATABLE	70	0	0	0	0	0	0	0	0	0	0
1520 ROOM HIRE	50	0	0	0	0	0	0	0	0	0	0
1601 ADULT SEASON TICKETS	6,000	5,880	6,175	0	0	6,175	5,003	0	0	0	0
1602 ADULT CONC S/TICKETS	5,875	5,600	4,700	0	0	4,700	4,929	0	0	0	0
1603 JUNIOR SEASON TICKETS	2,500	2,391	2,010	0	0	2,010	949	0	0	0	0

Continued on Page 5

Budget Detail - By Centre

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

Note : AS AT 30TH SEPTEMBER 2009

		<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
1604	JUNIOR CONC S/TICKETS	600	546	460	0	0	460	81	0	0	0	0
1605	FAMILY SEASON TICKETS	0	0	0	0	0	0	2,470	0	0	0	0
1702	BGC GYM RECEIPTS	30,000	26,554	30,000	0	0	30,000	17,550	0	0	0	0
	Total Income	135,115	131,606	132,805	0	0	132,805	107,896	0	0	0	0
201	Net Expenditure	66,095	70,431	82,025	2,358	0	84,383	11,719	0	0	0	0
	Total Budget Expenditure	201,210	202,038	214,830	2,358	0	217,188	119,615	0	0	0	0
	Income	135,115	131,606	132,805	0	0	132,805	107,896	0	0	0	0
	Net Expenditure	66,095	70,431	82,025	2,358	0	84,383	11,719	0	0	0	0

Report to **RECREATION & THE ARTS COMMITTEE**
meeting to be held 23rd November 2009.

AGENDA ITEM NO: 6 - WALKERS ARE WELCOME MEMBER REPRESENTATION

Reporting Officer: Kathryn Graves (01494 583798)

Summary

1. To consider a request from the Walkers Are Welcome Steering Group for a Member or Members to be appointed as Council representative(s) on the steering group.

Background Information

2. Walkers Are Welcome is a national scheme to promote walking. There are currently 33 towns with Walkers Are Welcome status. Chesham Environmental Group is spearheading a community-led initiative to gain Walkers Are Welcome status for Chesham.
3. The benefits of obtaining Walkers Are Welcome status can include strengthening a town's reputation as a place for visitors to come and walk, benefitting the local economy, ensuring that footpaths and facilities for walkers are maintained in good condition and contributing to local tourism plans and regeneration strategies.
4. At the Policy and Resources Committee Meeting held on the 14th September 2009 the Committee formally endorsed the proposal that Chesham become part of the Walkers Are Welcome Towns Network.

Financial Implications

5. None pertaining to this report.

Strategic Objectives

6. Accords with the Council's strategic aim 1 – *'To enable residents to enjoy high-quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents'* and strategic aim 2 - *'To encourage and promote the economic and commercial vitality of the town.'* Walkers Are Welcome status also accords with the council's Environmental Policy in which the council commits itself to promoting non-polluting modes of transport in the town.

Detailed Consideration

7. To become a Walkers Are Welcome town requires six criteria to be met. One of these is:
 - Formal endorsement of application for ‘Walkers are Welcome’ status by local council. Demonstrated by the local council (unitary, district and/or town council) passing a resolution in support; allocating responsibility for Walkers are Welcome to a member of staff or committee; making a small budget available.
8. Chesham Environmental Group has formed a Walkers Are Welcome steering group, comprised of Environmental Group and Chiltern Society members. Their inaugural meeting was held on the 7th November 2009. Following this meeting, your officers have received a request from the steering group for one or two Members to be appointed as council representatives on the steering group to assist with meeting the above criterion.
9. The steering group are aiming to achieve Walkers Are Welcome status by the early spring of 2010. The group now meets monthly and the next meeting will take place on the 12th December.

Recommendation

That a Member or Members is/are appointed as council representative(s) on the Walkers Are Welcome Steering Group.

AGENDA ITEM NO: 7 - CARBON AUDIT OF THE ELGIVA

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To receive a carbon audit report on the Elgiva Theatre.

Background Information

2. At the Policy and Resources Committee held on the 29th June 2009, it was resolved '*that the Council undertake a carbon audit of its facilities in liaison with the Chesham in Transition group.*' (Minute No. 5)

Financial Implications

3. As outlined within this report.

Strategic Objectives

4. Accords with the Council's Environmental Policy.

Detailed Consideration

5. Following the Policy and Resource Committee meeting held in June, your Clerk approached the Carbon Trust about undertaking a carbon audit for the Council's facilities. Due to the Council's size and annual energy spend the Trust said it could only undertake an audit of one of our facilities. With the combined electricity and gas bills of the Town Hall, Chesham Moor Gym and Swim Centre and the Elgiva being roughly the same and with the Chesham Moor Gym and Swim Centre already being scrutinised by a professional in this area who is part of the Friends' group, it was decided to focus on the theatre.
6. The report is duly **attached**. As can be seen the Elgiva obtained an 'excellent' rating with both 'fossil fuel' and 'electricity' usage well below those levels even set as being good practice levels.
7. While only minor concerns were raised, the Manager has nevertheless acted upon them and has subsequently begun investigating the requirements for a timer switch for the outside porch light and replacing the mirror make-up lights with low energy bulbs when they blow. Moreover he has ensured light switches are more clearly labelled and highlighted the need for them to be switched off when not in use.

Recommendation

That the Carbon Audit for the Elgiva be noted and welcomed.

RESTRICTED – COMMERCIAL

Carbon Survey

Chesham Town Council
Elgiva Theatre



Prepared for: Bill Richards
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Product ID: P-0131876
PO Reference: PO018198
Country: England
Date: Sept. 2009
Version: 1.0

ACTION PLAN

Priority:	Recommendations	Estimated annual savings			Estimated cost (£)	Payback period (years)	Calculations & assumptions
		(£)	CO ₂ (tonnes)	(kWh)			
1	Implement an energy policy/ awareness campaign	433	2.9	9,039	250	0.6	Assumption that 2.5% of electrical, and gas energy can be saved by staff actions: Electricity 138,540kWh = 3,464kWh: Carbon x 0.000537 = 1.9t: Cost saving = 3,464 x 7.514p = £260. Gas savings: 223,000kWh x 0.025 = 5,575kWh: Carbon x 0.000185 = 1.0: Cost saving x 3.104p = £173. Total savings: 9,039kWh; 2.9t; £433 Costs £250; P/B = 0.58 years.
2	Implement meter reading/analysis regime – Control O/P consumption	1,691	21.3	39,600	0	0.0	Assumption based upon excessive Off Peak consumption currently running at 43% This is currently being investigated by the theatre but a conservative saving of 39,600kWh @ 4.27p (£1,691) is anticipated. This represents a 20% O/P consumption that should easily be achievable. Carbon x 0.000537 = 21.3t. Costs £0
3	Convert Dichroic/GLS lighting to CFL	437	3.4	6,318	330	0.6	Approximately 30 50W lamps estimated to consume 8,424kWh/yr – Savings @75% = 6,318kWh; Carbon = 3.4t; Saving £437; Cost £330 (30 x £11) P/B = 0.75yrs
4	Replace lights to dressing room mirrors.	337	2.6	4,867	390	1.2	There are approximately 130 25W SES GLS lamps that are directly replaceable with CFL equivalents at 7W each. Assuming operation for 40hrs per week = 6,760kWh at a saving of 72% = 4,867kWh x 6.92p = £337; carbon = 2.6t; Costs 130 x £3 = £390. P/B = 1.2 years
5	Convert T8 LF lighting to HF T5	152	1.2	2,201	256	1.7	There are approximately 16 5ft LF lamps estimated to consume 6,290kWh/yr – Savings @35% = 2,201kWh; Carbon = 1.2; Saving £152; Cost £256 (16 x £16) P/B = 1.7yrs
6	Switch off external lighting during daylight hours	56	0.4	809	0	0	There are 6 external lights that are believed to be twin 18W CFL's are on 12hrs during daylight unnecessarily = 809kWh/year = £56; Carbon 0.4t
TOTAL	–	3,106	31.8	62,834	1,226	0.4	–
SAVINGS	–	22.5%	27.5%	17.4%			–

INTRODUCTION

The Elgiva Theatre is owned and run by Chesham Town Council and is a relatively modern theatre complex (11yrs) comprising the auditorium, Restaurant service and bar (privately run), small offices, ticket office and changing rooms.

The site is well run and despite the significant savings identified here is actually well below the 'Good Practice' figures for energy consumption in theatres as can be seen from the table below:

Theatres				
	Fossil Fuel (kWh/m ²)		Electricity (kWh/m ²)	
	Good Practice	Typical	Good Practice	Typical
Theatres	420	630	180	270
Elgiva	195		121	

Data source: CIBSE Guide 'F' Section 20 Benchmarks Table 20.

Considered to be a reliable source of nation wide data.

This excellent performance suggests that the site is being run very well and the staff/management are to be commended.

The council were looking for advice in the areas of energy management, heating & lighting savings and along with other general advice. The savings in this report are all electric as it was not apparent that there were any major issues with the way in which the main heating was being operated. There were some lagging issues that should be addressed with the DHW system pipework but the savings here are not significant when compared to the electrical side and this is borne out by the apparent very low fossil fuel consumption for the site shown in the benchmarking above.

The site operates approximately 16 hours a day, 6 days a week and site staffing varies according to when shows are starting but generally this will vary between 10 & 20. There are only a few PC's at the site and it was reported that these are shutdown when not required.

SITE ENERGY CONSUMPTION & SPEND

Utility	Energy Consumption		Cost		CO ₂ Emissions
	kWh/year	%	£/year	%	tCO ₂
Electricity	138,540	38.3	8,008	58.1	74.4
Gas	223,000	61.7	5,769	41.9	41.3
TOTAL	361,540	-	13,777	-	115.7

Notes: Energy data as supplied by Chesham T.C.

NEXT STEPS

This section is designed to give you the necessary guidance to take your action plan forward, and start making savings.

1 – Implement an energy policy/awareness campaign

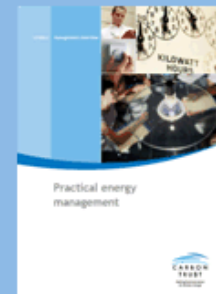
Energy Management Policy

As well as significant financial rewards, good energy management can bring other important benefits for businesses and employees.

Having an effective Energy management policy can improve competitive advantage. Many consumers and investors will choose to support socially responsible businesses, so companies that demonstrate 'green' credentials, or which have achieved recognised standards are arguably in a stronger position in the market. Organisations can also influence their supply chain; preferring suppliers that operate an environmental management system (EMS) or are working towards one can be attractive to customers and investors.

An energy efficient organisation is a well-run organisation. Simple changes can improve working conditions for staff, for example, through making heating and lighting more effective and appropriate for the workspace or by releasing funds that could be invested to make their roles easier.

Overall, taking a positive and proactive approach to energy management can deliver real savings to the bottom line.



For further information on energy management policy, and support in implementing recommendations in this area, please download the 'Practical energy management' or 'Energy management strategy' publication(s) from the Carbon Trust website [Ref: CTV022/CTV023]

Implementation:

- APPOINT AN 'ENERGY CHAMPION'
- DEVELOP AN ACTION PLAN
- KEEP RECORDS OF ENERGY USAGE
- WIDELY COMMUNICATE THE POLICY

A good way of developing an Energy management strategy is to use the 5 step process described in 'Energy Management Strategy' [CTV022]. It will give you a structure to follow as you develop your plan.

Once you have developed your strategy, use the guide 'Practical energy management' [CTV023] to actually implement the strategy and begin to manage your energy consumption effectively.

Site specific notes/comments:

- The Elgiva is managing its energy consumption very well and only a minor saving has been put forward here that will result from a concerted effort by the staff to focus on areas that could be tightened up upon, the use of energy posters and correct labelling of light switches will help greatly with this.

2 – Institute meter reading/analysis regime – Control O/P consumption

Metering, Monitoring and Targeting

Monitoring and targeting is an energy management technique that can be applied in any type and size of organisation, whether commercial, industrial or public sector.

The purpose of Metering, monitoring and targeting (MM&T) is to relate your energy consumption data to the weather, production figures or other measures in such a way that you get a better understanding of how energy is being used. In particular, it will identify if there are signs of avoidable waste or other opportunities to reduce consumption.

Data collection may be manual, automated, or a mixture of the two. Once an MM&T scheme has been set up, its routine operation should be neither time-consuming nor complex. An MM&T scheme will provide essential underpinning for your energy management activities.



For further information on MM&T and support in implementing recommendations in this area, please download the 'Monitoring and targeting' publication from the Carbon Trust website [Ref: CTG008]

Implementation:

- MAKE SURE METERS ARE CALIBRATED
- OBTAIN HALF-HOURLY ELECTRICITY DATA
- DEVELOP SPREADSHEET TO COLLATE FINDINGS
- ANALYSE ENERGY USE AGAINST PRODUCTION VOLUMES/OPERATING HOURS

The type, location and design of your meters and sensors will play a huge part in the implementation of Metering, Monitoring and Targeting recommendations. However, monitoring and targeting can be focused on invoice checking, contract tariff negotiation and financial budgeting, or on the physical performance of the organisation's buildings, processes and vehicles.

Site specific notes/comments:

- As said earlier, energy performance at this site is very good however, analysis of the Peak and Off Peak energy consumption at the site, suggests that things such as theatre lighting, possibly heat management etc. are being left on for longer than is necessary (i.e. overnight).

Regular reading of the electricity meter and blitzes upon overnight energy consumption by switching off as much equipment as is possible will help to reduce the excessive overnight energy consumption. This can be carried out by taking meter readings at the end of an evening and then again first thing in the morning and then comparing these pre/post the energy reduction action. This will then provide targets for the staff to achieve and maintain. Monitor ratio of day and night time consumption (currently running at 43% this should be below 15%) to ensure impetus is maintained.

3 - Convert Dichroic/GLS lighting to CFL

Lighting

Lighting accounts for around 20-40% of total electricity costs in most organisations. More efficient systems, good practice and maintenance of existing systems can reduce these by up to a third.

Quite simply, improving lighting efficiency saves money. In fact, lighting can account for up to 40% of a company's electricity bill, so making changes can have a big effect. In addition to economic benefits, there are of course, social and environmental advantages to reducing energy consumption, such as preserving fossil fuel supply and minimising global warming. With many clients and customers now demanding that companies demonstrate their green credentials, being energy efficient can significantly enhance a business.



For further information on lighting, and support in implementing recommendations in this area, please download the "lighting – bright ideas for more efficient illumination" publication from the Carbon Trust website [Ref: CTV021]

Implementation

The following 'how to' guides will give you practical, step-by-step, guidance on implementing the recommendations in this report. Go back to the Carbon Trust website and download them from the link provided (or by clicking on the pane), and use them in planning your own implementation. Go to <http://www.carbontrust.co.uk/energy> for more on saving energy.

How to: Replace tungsten halogen dichroic spot lights

Tungsten halogen dichroic lamps can often be changed for more energy efficient Compact fluorescent lamps, Cold cathodes or Light emitting diode technologies. Energy consumption of installations such as this can often be reduced by 78%.

See http://www.carbontrust.co.uk/energy/startsaving/tech_lighting_publications.htm to download

Site specific notes/comments:

- This is well established technology, and are direct replacements for mains driven lamps; where 12V units are installed, the whole fitting will require removal and replacement with a mains driven unit. Once installed, the new CFL lamps will generally last 2 - 4 times the life of the existing units, reducing capital, maintenance and disposal costs in addition to energy savings and improving appearance as well.

4. Replace lights to dressing room mirrors

Lighting

Lighting accounts for around 20-40% of total electricity costs in most organisations. More efficient systems, good practice and maintenance of existing systems can reduce these by up to a third.

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How to: Refurbish general lighting

Replacing inefficient lighting with a modern energy efficient specification could realise significant savings, without reducing lighting standards. Given the relatively low unit costs involved, payback can often short leading to quick savings.

See http://www.carbontrust.co.uk/energy/startsaving/tech_lighting_publications.htm to download

Site specific notes/comments:

- The dressing room mirror lights are 25W General Lighting Standard (GLS) lamps that are inefficient, producing excessive heat as well as representing a potential burn hazard to the artists'. Direct Compact Fluorescent Lamps (CFL) replacements are available that can easily be installed, representing an immediate improvement in appearance and safety as well as significant energy savings.

5 – Convert T8 LF lighting to HF T5

Lighting

Lighting accounts for around 20-40% of total electricity costs in most organisations. More efficient systems, good practice and maintenance of existing systems can reduce these by up to a third.

Quite simply, improving lighting efficiency saves money. In fact, lighting can account for up to 40% of a company's electricity bill, so making changes can have a big effect. In addition to economic benefits, there are of course, social and environmental advantages to reducing energy consumption, such as preserving fossil fuel supply and minimising global warming. With many clients and customers now demanding that companies demonstrate their green credentials, being energy efficient can significantly enhance a business.



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How to: T5 Conversion retro-fit kits



Retro-fitting conversion kits to existing light fittings allows the use of the smaller, more energy efficient T5 tube. The kits adapt the existing fittings with the inclusion of an energy efficient, high frequency ballast along with a narrower housing

See http://www.carbontrust.co.uk/energy/startsaving/tech_lighting_publications.htm to download

Site specific notes/comments:

- The T8 (1") lamps are low frequency (LF) and can be replaced with the new T5 (1/2") High Frequency (HF) lamps without rewiring the fitting. The new lamps will last longer and remain brighter over the course of the service life of the lamp. The lamps are mainly located in the offices, changing rooms and serving corridors.

6 – Switch off external lighting during daylight hours

Lighting

Lighting accounts for around 20-40% of total electricity costs in most organisations. More efficient systems, good practice and maintenance of existing systems can reduce these by up to a third.

Quite simply, improving lighting efficiency saves money. In fact, lighting can account for up to 40% of a company's electricity bill, so making changes can have a big effect. In addition to economic benefits, there are of course, social and environmental advantages to reducing energy consumption, such as preserving fossil fuel supply and minimising global warming. With many clients and customers now demanding that companies demonstrate their green credentials, being energy efficient can significantly enhance a business.



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Implementation

The following 'how to' guides will give you practical, step-by-step, guidance on implementing the recommendations in this report. Go back to the Carbon Trust website and download them from the link provided (or by clicking on the pane), and use them in planning your own implementation. Go to <http://www.carbontrust.co.uk/energy> for more on saving energy.

How to: Implement external lighting



This implementation guidance deals with the selection of the most suitable lamps and fittings for a range of typical external applications, including: car parks, walkways, doorways, paths and circulation routes.

See http://www.carbontrust.co.uk/energy/startsaving/tech_lighting_publications.htm to download

Site specific notes/comments:

- Simply switching off the external lighting during daylight hours will help to reduce the sites energy consumption. Consider the installation of a lux sensor to control this lighting but it will be far more expensive to implement. Alternatively, a timer could be installed to help control the lighting.

Hyne Town House

Care home owners look to the sun to heat residents' water

When Hyne Town House, a South Devon residential care home, wanted to lower its energy bills, it took advantage of the Devon sunshine – and an interest-free Energy Efficiency Loan from the Carbon Trust.

Here comes the sun

Solar thermal systems appear on the Energy Technology List, so are eligible for the Enhanced Capital Allowance (ECA) scheme. ECA is managed by the Carbon Trust, on behalf of the Government, and offers up to a 100% first year tax break on investments in energy efficient technology.

Find out more about solar thermal technology, and the ECA scheme in our leaflet [Solar thermal technology \(ECA770\)](#)

Savings at a glance

- Energy Efficiency Loan: £12,500
- Projected annual cost savings: £4,800
- Projected annual CO₂ savings: 32 tonnes
- Payback period: 36 months

The business case

With 30 bedrooms but hundreds of light bulbs, the owners of Hyne Town House, a residential care home near Dartmouth, knew that there must be a way to reduce energy use. But among the day-to-day concerns of caring for residents, energy efficiency kept slipping down the priority list.

Having commissioned a report to highlight how the home could make significant energy savings, Proprietor Steve Mould then contacted the Carbon Trust for further advice and validation, before putting the plans into action.

We reviewed the report, and also let Steve know that we could provide him with an interest-free loan to implement the report's recommendations – meaning significant change was more financially viable than he had first thought.

Having used the loan to install energy efficient bulbs throughout the home, update the hot water system and install solar tubes on the roof, the home expects to save £14,400 over three years – reducing its CO₂ emissions by 96 tonnes.

"Applying for the loan was a no-brainer. We care about our position in the community and our environmental responsibility – plus, from a marketing perspective, taking action to reduce our carbon emissions can only enhance our image."

Stephen Mould, Proprietor, Hyne Town House

The technology

All light bulbs at Hyne Town House were replaced with low energy equivalents as part of the project. The new energy efficient alternatives are reducing the home's energy usage, without compromising on aesthetics in the areas where the lighting is visible.

With the lighting installation completed, the majority of the loan was then used to fit solar tubes to the roofs to produce much of the building's hot water. The existing oil-fired boilers have also been upgraded, so when they are needed to top-up hot water supplies, or when the solar power dips because of poor sunlight, they can provide back up more efficiently and cost effectively.

Having successfully improved efficiencies, plans are currently underway to extend the home. If the building application is successful, the solar power and oil fired central heating, rather than electric heaters, will be incorporated into the new development from the outset.

Hadleigh Castings Ltd

Compressing the carbon footprint of Hadleigh Castings

When an air compressor at Hadleigh Castings Ltd had to be replaced, the company knew where to turn to for an interest-free Energy Efficiency Loan. Having discussed various potential projects with the Carbon Trust, the incident made Hadleigh's mind up – and gave it the chance to save over £11,000 a year.

How does it work? – variable speed compressor

- A variable speed drive air compressor uses a special drive to control the speed of the unit, saving energy when compared to a fixed speed equivalent.
- Currently, 10-12% of all power generated in the UK goes towards the production of compressed air, a portion of which is wasted energy.
- The new technology reduces the cost of power and delivers a more constant pressure, as well as preventing energy from being wasted.

Savings at a glance

- Loan: £30,000
- Annual energy savings: £11,330
- Annual CO₂ savings: 78.92 tonnes
- Loan payback: Three years
- Return on investment: 2.6 years

Note: the loan payback period is always rounded up to the nearest full year

The business case

Based at Hadleigh, near Ipswich, Hadleigh Castings Ltd is an aluminium foundry employing 120 people and serving industries ranging from aerospace to life sciences. The foundry is heavily dependent on a regular supply of high quality compressed air, produced using compressors which consume large amounts of increasingly expensive electricity.

The decision to update the system with a more efficient alternative was made for the company when the largest compressor fell over. With an interest-free loan from the Carbon Trust of £30,000, Hadleigh Castings replaced the fixed speed compressor with a variable speed option, ensuring that energy is not wasted.

Installed at the end of 2008, the new compressor is on target to save the company 78.92 tonnes of CO₂ a year, reducing the energy bill by £11,330 – based on today's prices.

The technology

Hadleigh Castings previously had six compressors of various sizes, three of which were controlled by specialised software to generate the right amount of compressed air. A certain amount of power was inevitably wasted as the levels could not be altered on individual machines.

Three fixed-speed rotary screw air compressors were replaced with one large variable speed machine. The company also held onto several smaller compressors to top up the air supply if necessary. So far these have not been needed, as the single compressor provides all the compressed air required for the foundry, and the supply can be precisely controlled.

As well as significantly reducing the amount of electricity used by the company, the new compressor is quieter, will need to be serviced far less frequently than the old machines, and delivers a much better quality of air to point of use.

On the back of this success, the company is exploring the financial cost and projected energy savings involved in replacing at least one of its furnaces.

"The Carbon Trust was very easy and helpful to work with. The loan is zero-interest, so you don't need to worry about rates increasing before you've paid it back. And you get the feeling they genuinely want you to receive the loan and get the work done."

Neville Warnes, Managing Director, Hadleigh Castings Ltd

Financial Assistance:

SALIX finance



Salix is an independent, publicly funded company set up to accelerate public sector investment in energy efficiency technologies through invest to save schemes.

Salix works with local authorities to set up funds which can support energy saving projects across the entire local authority estate, including schools.

It is recommended that you contact your local authority energy manager and see whether they have a Salix fund in place and if your organisation can apply to it for funding to implement projects mentioned in this report.

The local Salix fund may give your organisation a loan to implement a project. The loan is repaid from the energy savings achieved from the project. Once the loan has been repaid your organisation gets all the future energy savings benefits.

More details about Salix and the sort of projects it supports can be found on its website:
www.salixfinance.co.uk

Site specific notes/comments:

- Finance for significant investments in approved energy saving equipment. Currently the low cost savings identified in this report would not qualify for a loan but, if future projects are planned, then Salix finance may be available.

Further Support

The following resources are available to support you in the implementation of the savings in this report:

Next Steps

As part of the survey delivery process you will receive a supplement containing additional generic information. This is intended to complement your survey report and provide further information to enable you to implement the opportunities identified.

The supplement is divided into four sections;

- The Survey Process
- Implementation: Advice and Support
- Implementation: Financial Support
- Further Offering from External Organisations

For help, further guidance and information on additional services that the Carbon Trust can provide for you in order to assist in the implementation of these recommendations, please see our website or contact us using details on the cover page.

More about the Carbon Trust

The Carbon Trust was set up by government in 2001 as an independent company. Its mission: *to accelerate the move to a low carbon economy*. By working with organisations (like yours) to reduce carbon emissions by saving energy, the Carbon Trust is uniquely positioned to provide the solutions, insight, resource and support you will need to implement the recommendations in this report. The Carbon Trust is grant-funded by the Department for Environment, Food and Rural Affairs, the Department for Business, Enterprise and Regulatory Reform, the Scottish Government, the Welsh Assembly Government and Invest Northern Ireland.

Important Notice: This report presents the results of a survey carried out on behalf of the Carbon Trust, by the named consultant. This survey and report are provided by the Carbon Trust, whose activities are grant funded by the Department of Energy and Climate Change, the Department for Environment, Food and Rural Affairs, the Scottish Government, the Welsh Assembly Government and Invest Northern Ireland. The work of the Carbon Trust in Northern Ireland is supported with funding from the European Regional Development Fund. Whilst reasonable steps have been taken to ensure that the information contained within this Carbon Survey is correct, you should be aware that the information contained within may be incomplete, inaccurate or may have become out of date. Accordingly, the consultancy (named on front cover), the Carbon Trust, its agents, contractors and sub-contractors and the Government make no warranties or representations of any kind as to the content of this survey or its accuracy and, to the maximum extent permitted by law, accept no liability whatsoever for the same including without limit, for direct, indirect or consequential loss, business interruption, loss of profits, production, contracts, goodwill or anticipated savings. Any person making use of this survey does so at their own risk. © Queen's Printer and Controller of HMSO. Any trademarks, service marks or logos used in this publication are the property of the Carbon Trust, and copyright is licensed to the Carbon Trust. Nothing in this publication shall be construed as granting any licence or right to use or reproduce any of the trademarks, service marks, logos, copyright or any proprietary information in any way without the Carbon Trust prior written permission. The Carbon Trust enforces infringements of its intellectual property rights to the full extent permitted by law. The Carbon Trust is a company limited by guarantee and registered in England and Wales under Company Number 4190230 with its Registered Office at: 6th Floor, 5 New Street Square, London EC4A 3BF

Customer Advice Line 0800 085 2005

www.carbontrust.co.uk



AGENDA ITEM NO: 8 - 'IN-HOUSE' PANTOMIME 2010/11

Reporting Officer: Mark Barnes (01494 582900)

Summary

1. To consider a proposal by the Elgiva Manager to supply an 'in-house' pantomime for 2010/11.

Background Information

2. Since 2004/05, the theatre has used an outside professional theatre company to produce and perform the annual pantomime.

Financial Implications

3. As outlined within this 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. As the theatre continues to try and keep within budgets in a difficult economic climate, the income side is being achieved, currently the average monthly income is up on 2008, but the expenditure is also up and this is very difficult to cut, as we already work to such tight margins. It has become clear that there is no easy and obvious way of making large savings and therefore only by increasing income may it be possible to show significant savings. So, whilst the Manager believes there may be a small risk to his in-house pantomime proposal, he also believes that there is a much better chance of extra income and thus overall cut in budgets.
6. When he first became Manager, the pantomime then cost £63,000 and took £63,000, meaning 6 weeks of theatre time for no profit. It also took up a lot of staff time throughout the year as the ex-Manager wrote and directed/produced the shows. The current Manager decided that it would be prudent to 'buy' in a professional show and negotiate a better financial deal for the Council – in the first year we made £11,000 net profit and year on year we have concentrated on building our audiences up to last year

when we sold over 11,000 tickets and after all the costs were deducted we made about £20,000 net.

7. Now, with audiences at a reasonably steady level it seems that we have an opportunity to make much bigger profits which will help offset an increasingly difficult time in keeping our budgets within targets. Provided we keep the costs of producing the pantomime to max. £65,000 net, then on last year's figures we would show a net profit of £32,000; an extra £12,000 net.
8. Of course there can never be a guarantee but whether we were to do it in-house or buy a show in, if income is down it will still affect us in the same way. However we would still make more in-house as the margins are greater. The in-house pantomime would have to take around £13,800 gross (£12,000 net) less in ticket sales next year for the Elgiva not to make the same amount of profit as last year, this is over 1000 less people and would be a very disappointing result. If this was to be the case and the pantomime was to be 'bought' in as now, this would result in a £6000 loss of the profits as it is within the contracted 50/50% split. Proposed costings are **attached**.
9. Additionally it should be noted that ticket prices have been frozen for 4 years and they need to go up next year. This should raise several thousands of pounds more, plus we would keep all the pantomime programme monies (the current company gets 50%) which equates to an extra £900, plus all merchandise profit (we currently only get 10%). The pantomime being proposed is 'Robin Hood & his Merry Men', another first for the Elgiva and not only is it a classic English tale, but currently a massive success on BBC TV, all of which should help sales.
10. Another thing to note is to consider what loss we would have to make up if we lose our main sponsors, although this will have an impact whichever format of pantomime we do. Currently the money from sponsors, plus the profit from programmes, covers the £4,755 cost of the casual stage crew required to staff the show. However, after early discussions with the Manager, it seems that the Bucks Examiner are likely to continue with this vital sponsorship for next year at least, and will confirm in a month or so.

Recommendation

That the Committee support the principle of offering an 'in-house' pantomime next season.

PRODUCTION COSTS – ROBIN HOOD PANTO 2010

CAST:

6 ACTORS + DAME = £20,500
PRODUCTION MANAGER: £2000
DSM: £600

SET: £7000
TRUCKING: £1000

COSTUMES: £4000
SEAMSTRESS & FITTINGS: £250
MD & DRUMMER: £6000
PRE-RECORDED MUSICIANS: £500

DIRECTOR: £2500
SCRIPT WRITER: £2500

DRAGON/BEAST?: £1000

CHOREOGRAPHER: £1000
LIGHTING DESIGN: £1000

PUBLICITY/FLYERS: £1600
GROUP BOOKER: £750
CHILDRENS LICENSEE: £250
MARKETING: £1500

PYROS/BATTERIES: £1000

STARCLOTH?: £1500

LEAD CHAPERONE: £250

CARNIVAL/PRESS NIGHT: £1000

CAST ADVERTS: £500
PROPS: £1000
SOUND FX: £200
STAGE PAINT: £200
WARDROBE: £250
CHOC ICES: £400
SM FLOAT: £500

TOTAL = £60,750 + CONTINGENCY OF APPROX 7% TO £65,000 NET

SAVING £5000: BY M BARNES BEING PRODUCER. (This is the figure quoted by someone asked to co-produce the pantomime)

SPONSORSHIP INCOME – ROBIN HOOD 2010/11

CREW COSTS – PANTO.

55 SHOWS (INC REHEARSALS) X 3 STAFF X £25 SHOW RATE = £4125

90 HOURS FIT – UP X £7 HOUR = £630

GET-OUT = £200

TOTAL = £4955

SPONSORSHIP: EXAMINER = £2500

AN OTHER = £500

PROFIT FROM PROGS = £2000

TOTAL = £5000

PLUS WE KEEP ALL MERCHANDISE PROFIT – STAFFING PAID AS A %

AGENDA ITEM NO: 9 - RE-SITING OF MULTI-SPORTS GOAL AREA.

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider where to re-site the multi-sports goal previously located at Woodland View Play Area.

Background Information

2. One of the recommendations of the Play Area Strategy is *'that the Council directly approach community and resident groups across town to ascertain what, if any, sites for the multi-sports goal are suitable and, if desired by a community group, it works with the Council and partners such as Paradigm Housing, to consult with all other residents to confirm the appropriateness of such a site.'*

Financial Implications

3. As outlined within this 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. Discussions have taken place in the first instance with representatives from Paradigm Housing and Chiltern District Council officers who have liaised with community associations and residents' groups over a period of time. Members have also been asked to try and locate possible sites by liaising with community groups. Moreover a request for suggestions for a new site has been on the Council web site.
6. Thus far there have been only two requests for the multi-goal. One has been in the form of a petition containing 37 names for it to be located in Codmore Field. The other was from a governor at Chartridge School who stated the school would be delighted to have it if no other venue could be found.

7. Officers have always been of the opinion that Codmore Field would be the most suitable location subject to there being support from local residents. The old tennis court could be retarmaced at relatively low cost allowing for both basketball and football to be played using the goal-end. It is estimated that the cost of resurfacing and installation of the goal would be in the region of £3-5,000 which can be allocated from the play area renovation budgets.
8. After the problems which local residents raised when the multi-sports goal was located at Woodland View, it is imperative of course that all residents are consulted. However it is encouraging to note that nearly all of the signatories are from locations very near to or abutting Codmore Field.
9. In respect of other play area development, drawings for discussion for Moor Road have been received and Marston Field drawings should be received imminently. Once these have been received, the play area working party will be convened to consider and decide the best way forward to consult with local residents and young people on these drawings.

Recommendation

That the officers seek quotations for the necessary works to install the multi-sports goal in Codmore Field and begin a consultation process with residents on proposals to locate it in that area.

AGENDA ITEM NO: 10 - CEMETERY LOCK-UP PROPOSALS

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To decide upon whether to implement later locking up hours at the cemetery.

Background Information

2. At the Recreation and the Arts Committee held on the 7th September 2009, it was resolved '*that the options for locking up the Cemetery to extend the existing opening hours of the Cemetery be investigated by the Friends of Chesham Cemetery and reported back to the Council.*' (Minute No. 32)

Financial Implications

3. As outlined within this 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. Since the Committee meeting in September, the Friends of Chesham Cemetery have been looking at a possible solution to extend opening times from 4.00pm for the summer months.
6. The Friends have located two possible people to undertake the lock-up, both of whom are known to one or more of the Friends. They live in Chesham and both understandably are seeking some sort of remuneration for the task. If the Committee is minded to pay them, then clearly they would need to be taken onto the Council's payroll as the skatepark operatives are and be vetted accordingly. A fee has yet to be discussed but previously the Parks and Premises Operatives used to get half an hour's overtime though this may not be enough to attract a person to undertake this. However the Friends agreed to cover sick leave, holidays, etc. if this proposal is acceptable.

7. If this is not acceptable, the Friends Committee has kindly agreed to close the cemetery gates at 7 pm each Friday evening only during March - October and will be asking Chesham Town Council to look at a proposal of a donation for the friends funding account to cover the Friday closure times.
8. The Committee is therefore asked whether it wishes to employ someone to lock up the cemetery between March-October at 5pm each evening as happened previously (subject to the prospective employee being suitable and willing to take on the position at rates that would not exceed the existing budget) or prefer to see it open for longer but on less evenings.

Recommendation

That the Committee determine its preferred opening hours during the summer months for the Cemetery.

AGENDA ITEM NO. 11 – CONSULTATION: PROPER ACCOUNTING PRACTICES

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. The Committee is asked to consider if it wants to make any response to the Joint Practitioners Advisory group (JPAG) draft proper accounting practices attached.

Background Information

2. Under the Audit and Accounts Regulations introduced in 1996, the Council was and still is regarded as a Larger Local Council and as such became the subject of more regulations and more in depth accounting than previously whilst medium and smaller town and parishes enjoyed a lighter touch.
3. The Chartered Institute of Public Finance and Accountancy (CIPFA) were considering a proposal to remove all town and parish Councils from the Statement of Recommended Practice (SoRP) 2009 and the Policy and Resources Committee held on the 15th December 2009 decided to support this.
4. In March 2009, CIPFA announced that from the 1st April 2009 the CIPFA SoRP no longer applies to larger parish and town councils. The new proposed guidance for larger parish and town councils is **attached**. The deadline for responses is 27th November.

Financial Implications

5. Included within this report.

Strategic Objectives

6. Financial control will assist with 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 Information

7. The implementation of the new guidance will exempt larger local councils such as this Council from the more complex accounting standards. One of the changes of particular interest is on page 5, para 4.25 which states other than for investment property the option of revaluing assets, although permitted, is not recommended. This would seem to support the Council’s recent decision not to revalue its properties as requested by the Audit

Commission although the Council has two cemetery lodges which are regarded as investment properties.

Recommendation

That the Committee welcomes the proposals and responds to the consultation paper accordingly.

AGENDA ITEM NO. 13 – PROPOSED FEES AND CHARGES 2010/11

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider the fees and charges for 2010/2011.

Background Information

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

Financial Implications

3. As detailed within the report.

Strategic Objectives

4. Non applicable.

Detailed Consideration

5. Last year the Treasury lowered VAT to 15% and this Committee decided to lower charges where VAT was a consideration in setting the charge and where deemed practicable. From the 1st January next year the VAT rate is due to revert back to 17.5% and charges reduced last year will be increased appropriately. The new proposed scale of charges shown includes the VAT change. The latest Retail Price Index is showing a negative 1.4% but the Consumer Price Index is showing a 1.1% increase over the last twelve months.
6. The Elgiva Board of Management and Friends of Chesham Moor Gym and Swim have both been consulted on the fees and charges and their recommendations form the basis of the recommended increases for the respective services. The Allotments Group Chairman has been informed of the proposed increase but it is not proposed to consult any other Friends groups.

Concessions

7. The Policy and Resources Committee agreed at its meeting held on the 29th March 2009 (*minute 79*) that discounts should be offered to those categories usually deemed eligible but not means tested; namely young people under sixteen years, full-time students and those claiming disability allowance, plus those on income support, claiming job seekers' allowance and persons over sixty. This to be set at a 30% reduction rate.

8. It was agreed that the Elgiva Manager continue to be granted discretion on concessionary prices in consultation with promoters and hirers, but the eligibility criteria be amended to those above. It was agreed that a 30% reduction be applied to all eligible allotment holders and users of the swimming pool and tennis court, but no concession be offered at the gym save for the current discount for the 12-18 year age range, because of a discount already offered through an off-peak hours rate.

Allotments

9. Following the 2000 Best Value Service Review, the rent due date was changed from 1st April to 1st October to allow new tenants time to clear plots which may be overgrown and prepare the ground before the growing season.
10. The rents have been increased substantially over recent years to cover additional resources to deliver improved standards of services with greater attention to uncultivated and vacant plots. The allotments underwent a Best Value Service Review last year and the rents were increased from 1st October 2007 although there were vigorous calls from the allotment holders for no increase. Since then the rents have been increased again on the 1st October 2008 by 10 pence per pole and again on the 1st October this year by 15p per pole. Due to the change in the concessions policy persons previously receiving a 50% discount saw their overall rent rise by 48% but this only affected less than 20% of tenants. There are currently around 70 persons on the allotments waiting list.
11. The current and proposed scales of charges (all exempt from VAT) are detailed below:

Location	Rent Per Pole 1.10.2003 £	Rent Per Pole 1.10.2005 £	Rent Per Pole 1.10.2006 £	Rent Per Pole 1.10.2007 £	Rent Per Pole 1.10.2008 £	Rent Per Pole 1.10.2009 £	Rent Per Pole 1.10.2010 £	Cost of Average 5 Pole Plot £
Amersham Road	2.40	2.50	3.00	3.00	3.10	3.25	3.30	16.25
Asheridge Road	2.90	3.00	3.00	3.00	3.10	3.25	3.30	16.25
Cameron Road (two sites)	1.85	1.95	2.00	2.50	2.60	2.75	2.80	13.75

Amersham Town Council's current charge for a 5 pole plot is £20.00.

Recommendation

That all rents be increased by 5 pence per pole from 1st October 2010.

Cemetery

12. Details of the current and proposed scale of charges allowing for around a 2.5% increase are shown below:

	<u>CURRENT</u> <u>CHARGE</u>	<u>PROPOSED</u> <u>CHARGE</u>
	£ p	£ p
<u>Interments</u>		
Scattering of Ashes	19.00	19.50
Cremated Remains	91.00	93.50
The following excludes grave digging but includes levelling and returning to grass:		
Stillborn – up to 7 years	109.00	112.00
Over 7 years	191.00	196.00

	<u>CURRENT</u> <u>CHARGE</u>	<u>PROPOSED</u> <u>CHARGE</u>
	£ p	£ p
<u>Deed of Exclusive Right of Burial</u>		
Single plot (9ft x 4ft)	192.00	197.00
Single plot (3ft x 2ft) Stillborn Child	70.00	72.00
Cremated remains (2ft x 2ft)	70.00	72.00
Plot which contains remains which the purchaser wishes to secure in that grave: Single plot (9ft x 4ft)	192.00	197.00
Single plot (3ft x 2ft)	70.00	72.00
Vaults or Walled Graves (9ft x 4ft)*	192.00	197.00
Vaults or Walled Graves (9ft x 8ft) *	384.00	394.00
Transfer of exclusive right	15.60	16.00

Garden of Remembrance/Avenue of Remembrance

Deed of Exclusive Right of Burial (2ft x 2ft)	70.00	72.00
Interment	91.00	93.50
Memorial Right	136.50	140.00
Each Inscription after the first	37.25	38.00

Headstones, Tablets and Inscriptions on Monuments

Headstone not exceeding 3ft 6in in height above the ground (1ft below in concrete shoe)	136.50	140.00
Recumbent tablet not exceeding 21ins x 21 ins	136.50	140.00
Each additional inscription	37.25	38.25
Kerbstones at the discretion of the Town Council	136.50	140.00

Other Charges

Hire of Chapel	59.00	60.50
Burial Records search fees per half hour or part thereof # (Reserve the right to charge)	9.80#	10.25#

- Notes :** (i) The fees set out above apply to persons permanently residing in the town of Chesham or who were permanently residing in the town at the time the relevant Deed of Grant was purchased or where a Chesham resident has passed away in a nursing home or hospice outside the town, having moved away in the previous twenty-four months.
- (ii) In all other cases double rates will be charged (except on searches).
- (iii) Interments booked with less than three days notice or for an interment to take place on a non-working day, will incur additional charges.

All charges are exempt from VAT except those marked # which are standard rated which is included in the charge.

*Very rarely issued. Any burial is charged the interment fee, plus additional costs of bricking, etc.

Recommendation

That the proposed scale of charges be approved from 1st April 2010.

Housing

13. The Council owns two cemetery lodges which are on lease to the Paradigm Housing Group Ltd. (Chiltern Hundreds Housing Association). Rents are reviewed annually by the Association in line with their own dwellings. Current rents are exempt from VAT and are shown below excluding water rates and Council Tax:

Cemetery Lodge	-	174A Berkhamstead Road	-	£105.80
Cemetery Lodge	-	185 Bellingdon Road	-	£102.80

Following major internal repairs by the housing association in 2006 the Council extended the lease to September 2011.

Recommendation

That the Housing Association continues to determine the rent in line with their other properties.

Office Services – Annual Review Date 1.4.2010

14. There is little or no use of these facilities and no change to the charge is recommended.

<u>Proposed</u>	<u>Current</u>	<u>Incl</u>
VAT	Incl VAT	Incl
	£	£
Photocopying -	0.10	0.10
Facsimile transmission services:		
Receiving – per page	0.75	0.75
Sending - Handling Charge	1.00	1.00
- United Kingdom (per page)	1.00	1.00
- Western Europe (per page)	2.00	2.00
- North America (per page)	3.00	3.00
- Rest of the World (per page)	5.00	5.00

Recommendation

That no increase be applied as there is little or no use of the above facilities and that the charges cover any cost.

Little Theatre by the Park - Temperance Hall

15. The Little Theatre by the Park is owned by the Town Council and was subject to a Best Value Review following the expiry of the 21 year lease to the Chesham Bois Catholic Players on 17th October 2004.
16. The Recreation and the Arts Committee at its meeting on the 3rd November 2003 resolved that a new full repairing 21 year lease be offered to The Little Theatre by the Park Trustees and that the annual rent (exempt from VAT) shall be £100.00 per annum plus the cost of the annual insurance premium. The new lease came into operation on the 6th October 2005.

Recommendation

That the matter be noted.

The Elgiva

17. The following proposals are recommended by both the Manager and the Elgiva Board of Management:
18. The figures laid out below are for a basic hire fee, they do not include any extras. A basic hire includes the venue, one Technical Assistant (for a maximum of eight hours each day) and one Duty Manager.
19. The Manager feels that he must be allowed some flexibility within certain hire charge rates and have the authorisation to make suitable charges if and when only parts of the theatre are required by a hirer and to use his discretion so as not to lose possible hires because of a totally rigid scale of fees and charges.

CHESHAM BASED AMATEUR DRAMATIC COMPANIES

HIRE PERIOD	CURRENT CHARGE	PROPOSED CHARGE
FULL WEEK (SUNDAY TO SATURDAY)	£2,385 inc VAT	£2,445 inc VAT
9am – 11pm MON or TUES	£330 inc VAT	£340 inc VAT
9am – 11pm WEDS or THURS	£360 inc VAT	£370 inc VAT
9am – 11pm FRI or SAT	£405 inc VAT	£415 inc VAT
9am – 11pm SUN or BANK HOLIDAYS	£425 inc VAT	£435 inc VAT
6pm – 11pm MON or TUES	£315 inc VAT	£325 inc VAT
6pm – 11pm WEDS or THURS	£330 inc VAT	£340 inc VAT
6pm – 11pm FRI or SAT	£345 inc VAT	£355 inc VAT
6pm – 11pm SUN or BANK HOLIDAYS	£375 inc VAT	£385 inc VAT

RATES FOR CHESHAM-BASED ORGANISATIONS

HIRE PERIOD	CURRENT CHARGE	PROPOSED CHARGE
FULL WEEK (SUNDAY TO SATURDAY)	£3,015 inc VAT	£3,090 inc VAT
9am – 11pm MON or TUES	£390 inc VAT	£400 inc VAT
9am – 11pm WEDS or THURS	£430 inc VAT	£440 inc VAT
9am – 11pm FRI or SAT	£545 inc VAT	£560 inc VAT
9am – 11pm SUN or BANK HOLIDAY	£620 inc VAT	£635 inc VAT
6pm – 11pm MON or TUES	£380 inc VAT	£390 inc VAT
6pm – 11pm WEDS or THURS	£410 inc VAT	£420 inc VAT
6pm – 11pm FRI or SAT	£505 inc VAT	£520 inc VAT
6pm – 11pm SUN or BANK HOLIDAY	£575 inc VAT	£590 inc VAT

**RATES FOR DINNER/DANCES, PRESENTATIONS, CONFERENCES,
CONCERTS AND NON-CHESHAM BASED PROFESSIONAL AND AMATEUR
COMPANIES**

HIRE PERIOD	CURRENT CHARGES	PROPOSED CHARGES
FULL WEEK (SUNDAY TO SATURDAY)	£4,800 inc VAT See Note(i)	£4,920 inc VAT See Note (i)
9am – 11pm MON or TUES	£555 inc VAT	£570 inc VAT
9am – 11pm WEDS or THURS	£630 inc VAT	£645 inc VAT
9am – 11pm FRI or SAT	£795 inc VAT	£815 inc VAT
9am – 11pm SUN or BANK HOLIDAY	£870 inc VAT	£890 inc VAT

Note: (i) Amateur companies outside Chesham receive a 10% discount on the full week charge.

RATES FOR ADDITIONAL SERVICES

SERVICE	CURRENT CHARGE	PROPOSED CHARGE
Additional staff per hour	£16.00 + VAT	£16.50 + VAT
Hire of Technician after midnight	£32.00 + VAT	£33.00 + VAT
Hire of Duty Manager after midnight	£32.00 + VAT	£33.00 + VAT
Piano Hire – Yamaha C7 (not tuned)	£32.00 + VAT	£33.00 + VAT
Stage electricity used	£61.00 + VAT	£62.50 + VAT
Ticket Administration per performance	£28.00 + VAT	£29.00 +VAT
Ticket Commission	6% of Gross + VAT	6% of Gross + VAT
Display of publicity material	£58.00 + VAT	£59.50 + VAT
Radio microphone hire per unit / per day	£7.00 + VAT	£7.25 + VAT
SERVICE	CURRENT CHARGE	PROPOSED CHARGE
Smoke machine per unit / per day	£13.00 + VAT	£13.50 +VAT
Follow spots per unit / per day	£7.00 + VAT	£7.25 + VAT
Data / Video projector per day	£65.00 + VAT	£66.50 +VAT
Hazer	£16.00 + VAT	£16.50 +VAT

Recommendation

(i) That the proposed scale of charges be agreed for new hirings from the 1st April 2010 but not to confirmed bookings already received and booked at the current rates.

(ii) That the Manager continues to be allowed flexibility and discretion in determining any charge where he believes it to be in the interest of the Theatre.

Town Hall

20. The current scale of charges including VAT is detailed below together with the proposed increase:

	<u>Current</u> <u>inc. VAT</u> <u>£</u>	<u>Proposed</u> <u>inc. VAT</u> <u>£</u>
Community Hall	29.00	30.00
Lowndes Room	14.50	15.00
Council Chamber	43.50	45.00
Small Meeting Room	7.25	7.50
Teas, coffees and biscuits (per head)	1.00	1.00
Maximum daily charge per room	£174.00	£180.00

21. Regular weekly or monthly bookings receive a 50% discount. Note: The Performance Review Committee has recommended that this be reviewed. Your officers believe the discount to be a useful marketing tool to attract block bookings and to reduce the discount to current hirers could result in the Council losing bookings especially in the current economic climate. The situation will be kept under review and it is proposed this be considered each year with the fees and charges.
22. Charges are per hour or pro rata thereof and include the use of the kitchen, crockery, cutlery, overhead projector, screen and flipchart.
23. On occasions, the following equipment has been hired out and the Committee is asked to agree the proposals for next year which show no increase as the charges seem to be reasonable and to encourage further bookings and use of these services:

	<u>Current Charge</u> <u>including VAT</u> <u>£</u> <u>p</u>	<u>Proposed Charge</u> <u>including VAT</u> <u>£</u> <u>p</u>
Microphones		
Full layout (board room style)	24.50	25.00
Top table only	14.70	15.00
Data projector	24.50	25.00
Laptop	9.80	15.00
Internet connection	4.90	10.00

24. The Chairman of the Policy & Resources Committee, in conjunction with the Town Clerk, is authorised to determine complimentary use of the Council's facilities and any new determination to be reported back to the following Policy & Resources Committee. (*Policy & Resources Committee 15.11.04 Min. 41 (3)*).

25. The Town Clerk is delegated to determine any ad-hoc charges not covered by the above such as occasional requests for washing up, etc.

Recommendation

- 1. That the proposed scale of charges from 1st April 2010 be agreed and that the 50% block booking discount policy be continued and reviewed each year at the same time as the hirer fees.**
- 2. That the Town Clerk continues to be delegated the determination of any ad hoc charges.**

Sports Pitches

26. This Committee decided not to implement the proposed increase in charges for the current season due to the drop in bookings (*Rec & Arts Committee 7th September 2009 Minute No.33*) and to set up a service review to consider the hire of football pitches.
27. Currently all the football pitches at Marston and Codmore are let on a ‘pay and play’ basis.
28. Codmore Field pavilion is normally cleaned by a contract cleaner.
29. There have been no cricket matches or pavilion bookings for meetings or parties for some time.
30. The current charges for the use of the Council’s sports facilities at Marston and Codmore playing fields are set out hereunder. It is proposed that these remain unchanged (even allowing for the proposed change in VAT) until the review has been carried out in time for setting the fees for next season (July 2010).

DESCRIPTION	CURRENT CHARGE (INC VAT) £ p
SOCCER	
(a) for each game of football including line marking	
(i) Codmore (excluding cleaning)	52.85
(ii) Codmore (including cleaning)	64.10
(b) charge per season (hire of pitch; line marking; use of pavilion; changing rooms; and cleaning costs)	1,529.00*

(c) Marston Junior Football Pitch -No Pavilion	45.80
CRICKET (Codmore Playing Field)	
(a) mid-week afternoon/evening matches	33.50
(b) weekend and Bank Holiday club fixtures	50.00
Hire of Pavilion only.	Negotiable Normally £5.45* per hour (min. charge £16.15)

*VAT exempt

Codmore Pavilion-Storage by Chesham Theatre Company.

31. The Council agreed that the Chesham Theatre Company could store staging units in the Codmore Pavilion (Recreation & Arts 27.11.06 Minute No.54) at a charge of £52 per annum, the charge to be reviewed annually. This arrangement commenced on the 1st December 2006 and the storage rent was increased in line with other charges to £57 (VAT exempt) with effect from the 1st December 2007. However following a risk assessment undertaken by your officers, the theatre company has been asked to remove these units which are considered to be a fire and health and safety hazard to other users, at the earliest opportunity.

Charter Fairs and Circuses

32. The Council rent the Moor and Nashleigh Hill Recreation Ground for travelling fairs and circuses. The Policy and Resources Committee (15th December 2008 Minute No.43) agreed that a charge of between £100*- £135*(actual charge to be determined by the Clerk) per operating day and £50 per non-operating day be charged plus veterinary inspection fees.
33. No increase is recommended from the 1st April 2010 and that the Town Clerk be allowed to negotiate within the range as stated above.

*VAT exempt

Film Fees

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

Hire of Open Spaces

35. The Committee decided at its meeting on 19th February 2001, *Minute Nos. 50 & 52*, to introduce charges for these events and invite organisations to make an application for donations towards this cost. The Council has to pay an annual licence fee of £70 per site.
36. The Committee set a charge of £100 from 1st April 2002 for the Donkey Derby event and subsequently the same figure for the Schools of Chesham Carnival Committee in 2002. No increase in this charge is proposed.

Wayleaves

37. The Town Council has various wayleaves (all VAT exempt), ranging from £5.00 to £100. The Council agreed that Moor wayleaves be put on hold until the review has been carried out (Policy and Resources Committee 2.4.07) and which is to be the subject of a future report.

Recommendation

- (i) that the Sports Pitches charges as detailed within the report remain unchanged until the service review has been carried out.**
- (ii) that the cessation of storage by Chesham Theatre Company be noted.**
- (iii) that the range of fees for fun fairs and circuses remain unchanged for 2010/2011 and that the Town Clerk be allowed to negotiate the charge within the range set.**
- (iv) that the Clerk continue to be empowered to negotiate charges for the use of Lowndes Park and other Council facilities by film companies.**
- (v) that the fee of £100 should remain unchanged from 1st April 2010 for each use of the Council's Open Spaces.**
- (vi) that a future report be submitted on the Council's wayleaves and the Moor wayleaves continue to not be implemented until this has taken place.**

Chesham District Model Boat Club

38. The Committee, *Sport & Leisure, 19.2.01, Minute No. 51*, allowed the Chesham & District Model Boat Club, its members, guests or visitors, use of Skottowes Pond for sailing model boats. A small annual licence fee of £60 from 1st April 2001, rising to £100 from 1st April 2002, was agreed to be reviewed thereafter every three years. The review

last year agreed a new annual licence fee of £120 (VAT exempt) from 1st April 2008 and therefore the next review is not due to take place until the 1st April 2011.

Recommendation

That the Model Boat Club annual licence be noted.

Swimming Pool

SWIMMING CHARGES

39. A meeting with the Chesham Moor Swim & Gym Manager and Friends Group has been held and taking into account the VAT increase due on the 1st January, attendances, economic climate and local competition, the following proposals are recommended:

SWIMMING PRICES	1st APRIL 2009 £	1st APRIL 2010
Adult	4.30	4.50
Senior/ Adult Concession	3.00	3.20
Junior	2.50	2.60
Gym Member	3.40	3.40
Spectator	1.00	1.00
Under 5	FREE	FREE
Family Ticket 2 adults and 2 children	12.00	13.00
Family Ticket 1 adult and 3 children	10.00	10.50
POOL HIRE		
(Cost for up to 30 swimmers and including two lifeguards)	1st APRIL 2009	1st APRIL 2010
1 hour *	72.00	72.00
1.5 hours*	88.00	95.00
2 hours *	113.00	113.00
1 hour **	62.00	62.00
2 hours **	93.00	93.00
Various other rates	various	No Increase
Pool Hire plus Inflatable-1 hour	123.00	123.00
Pool Hire plus Inflatable-1.5 hours	170.00	170.00
Pool Hire plus Inflatable-2 hour	206.00	206.00
SEASON TICKETS-May-September		
Adult	92.50	100.00

Senior & Adult Concession	67.00	75.00†
Junior	51.50	55.00
Junior Concession	31.00	31.00†
Family -2 adults and 2 children	240.00	250.00
Family-2 adults and I child	200.00	209.00
Family-1 adult and 3 children	200.00	207.00
Family-1 adult and 2 children	160.00	166.00
OTHER CHARGES		
Room Hire	25.00	25.00
Barbeque	8.00	8.00
Replacement Season Ticket	2.00	2.00

* Private and commercial use.

** Club/school/youth organisations.

† figures recommended by the Friends Group. This equates to less than the 30% discount stipulated by Council below.

The Policy and Resources Committee agreed at its meeting held on the 29th March 2009 (*minute 79*) that discounts should be offered to those categories usually deemed eligible but not means tested, namely young people under sixteen years, full-time students and those claiming disability allowance plus those on income support, claiming job seekers' allowance and persons over sixty.

Gym

40. Due to the economic climate no increase is proposed to the actual charges as detailed below but higher income is hoped for by increasing membership and the Manager feels that he must be allowed some flexibility to offer special promotions in the interest of attracting new members.

There is an induction fee of £20 (£10), followed by the following charges:

	Off Peak £	Peak £
Daily	4 (£3)	6
Monthly -Cash/Cheque	33 (£20)	38
Monthly - Standing Order	30	35
Annual	250 (£200)	325

Note: junior gym rates (12-18 years of age) shown in brackets above

Tennis/Multi-Courts

41. A tennis court is charged at £6.00 per hour (£4.00 for Junior/Concession) and the Multi-Court at £15.00 per hour. Floodlights are charged at £3.00 per hour. A major refurbishment of the courts and fencing was undertaken earlier this year after which the

current charges were introduced and no increase is recommended at this time in order to attract bookings, plus the Manager and the Friends are looking at introducing a possible off peak rate.

Moor Football Pitches and Pavilion

42. The Moor is let to the Chesham Strides Football Club on similar terms it previously enjoyed with the Chess Valley Sports & Leisure Association Limited. The current rent for the 2009/10 season is £1,768 (VAT exempt) and it is recommended that this is increased inline with the annual retail price index as at 1st August 2010.
43. The Club are responsible for all pitch marking & maintenance and all costs relating to the Pavilion.

Health Club

44. The Chiltern Natural Therapies Ltd. rent one of the rooms at the swimming pool for provision of their services. An eighteen month agreement up to 31st March 2010 has been entered into. The current rent is £208 (VAT exempt) per month. The company would like more of a long term commitment and it is hoped the long term future of the Chesham Moor Swim and Gym will be resolved before the 1st April 2010. On the basis that it is in both parties' interest to have security for the next two years it is suggested that a new two year agreement be offered at a new rent of £215 fixed for two years.

Chiltern Harriers Running Club

45. The running club currently meet on a Tuesday evening and have use of changing rooms and showers but no longer use the premises for its committee meetings. A charge of £559 (including VAT) per annum is currently paid plus a further £55 (VAT exempt) for equipment storage. Applying the VAT increase plus an additional increase of 1% would mean the new charge from the 1st January 2010 would be £577 and £56, respectively.

Recommendation

- 1. That the swimming and gym charges as presented be agreed and that the Chesham Moor Swim & Gym Manager be authorised to determine any course, block bookings, special promotional price changes or other charges not shown above in conjunction with the Town Clerk.**
- 2. That the Moor Football Pitches be increased in line with any increase in the Retail Price Index on the 1st August 2010.**
- 3. That a new two year agreement be offered to the Chiltern Natural Therapies at a fixed monthly rent of £215.**
- 4. That the Chiltern Harriers Running Club hire charges be increased to £577 and £56 for use of the facilities and storage area, respectively.**