

Chesham Town Council



Bill Richards
Town Clerk

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22nd May 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 1st JUNE 2009 AT 7.30PM

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

AGENDA

1. Election of Chairman and Vice Chairman for the financial year 2009/10.
2. Apologies for absence.
3. Declarations of Interest.
4. To receive and confirm the Minutes of the Committee meeting held on 2nd March 2009.
5. To receive and consider the Minutes of:
 - Allotments Group meetings of 7th April and 5th May 2009.
 - Friends of Chesham Moor Gym and Swim meeting 17th March 2009.
 - Elgiva Board of Management meeting of 20th April 2009.
 - Friends of Chesham Cemetery AGM of 21st April 2009 and meeting of 21st April 2009.
 - Impress the Chess meeting of 30th April 2009 (to follow).
 - Chesham Environmental Group meeting of 19th March 2009 and AGM of 23rd April 2009.
6. Elgiva Board of Management Plan.
7. Chesham Moor Gym and Swim Update.
8. Allotments new site and revision of allotments agreement.
9. Update of the Elgiva refurbishments.
10. Complimentary use of Council facilities.
11. Purchase of a tractor mounted machine for the Parks and Premises Department.
12. Replacement of tractor trailer.
13. Exclusion of Public and Press.
14. Possible purchase of land in Lowndes Park.
15. Trust status update for Council facilities.

Yours sincerely,

Bill Richards
Town Clerk



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



Circulation

| | | | |
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**CHESHAM TOWN COUNCIL
ALLOTMENTS GROUP COMMITTEE**

**MINUTES OF MEETING HELD 7TH APRIL
TOWN HALL, 7.30PM**

Present:

| | |
|----------------------------|----------------------------|
| Allen Tilbury (Chair) | Vince Compton (Vice-Chair) |
| Brian Rodhouse (Treasurer) | Kate Hobbs (Secretary) |
| Alison Pirouet | Francis Holly (Council) |
| Yvonne Webster | Jim Abbott |
| Robin Plumridge | David Page |
| Kate Folly | Andrew Reynolds |

1. Apologies for Absence: James Bole – Military Service
Tina Michael – on holiday, but no apologies received.

2. Matters Arising

1. AP: Hedging Cameron Road: County Council have no problem in granting a cultivation notice to Chesham Town Council to allow hedging to be planted on the roadside of the fencing running alongside the Cameron Road allotments. Notification of this should be given to all residents in the lower Cameron Road area, as many of them use the verge o/s plot 3 and nearby plots to park their cars. AP will draft this letter and pass to the Secretary. *Action: AP/KH*
BR didn't think that we would be planting hedging at the bottom end of the Cameron Road plots. VC reminded him that this had been fully minuted in the past and that Bob Ayres had been asked to measure the distance from Plot 1 up to the corner of Stony Grove.
BR objected to the hedging being planted near the lower plots and that the Group had not agreed the hedging in this area. See notes by Secretary in Appendix I
VC motioned to move that AP draft the letter to the local residents. This be passed in readiness to Secretary.
BR stated that the hedging at the lower plots will shade the growing area. He had consulted the plot holders in that area and they had stated they would prefer vandalism rather than hedging. The Group had been asked to meet with the local ploholders and that this had not yet been done.
AP suggested a meeting at the local Focal Point and that this meeting is minuted. VC agreed that there must be a consult.
AP proposed that an announcement be made at the Open Meeting and that notices be placed on the gates advising of them date and time for a meeting at the Focal Point. Seconded by FH.
2. Meet with Bill R to discuss details of a Group member being passed to waiting list members who are given plot numbers to visit/review. (By AT/KH)
Actioned: Email from Bill R. Adrian will ask potential allotment holders if they agree to have their details passed to Allotment Group
3. Water Butts (By BR) Obtained
4. Meet with Adrian to propose ways of managing the current waiting list, respond back to Group for comment, and the move forward (By AP/FH) Initial discussion – date of entry onto the list is noted and plots offered in sequence. Adrian is going to investigate ways of improving the management and will come back to AP/FH. Can't do anything about names being shown on two waiting lists.
5. Articles for the Grower: (By KH)
 - a. Italian Tony - done

- b. Thanks to Terry & Andrew Reynolds for work on hut – Letters sent
 - c. Rubbish at Asheridge Rd plots – Dates organized for 4th May
 - d. Request allotment holders to seek out additional land available for working – AT had site visit with Bob Ayres and Bill Richards on land at end of Greenway. AP declared an interest: land is in her council ward. FH would support Group if this came to Council
 - e. Deadline end of March – Deadline Met
 - f. Advertise Open Meeting – Done
6. Letter to Terry & Andrew Reynolds to thank for work on Hut (By KH) Done
 7. Letter to David Gooch to commence work on hut (By KH) Done – see later point in meeting
 8. Meet with Bob Ayres at Asheridge Rd plots to discuss rubbish issue (By AP) Bank Holiday Weekend. Bob Ayres to collect rubbish.
 9. Contact Highways at County Council re Cameron Road (By AP) Done. See Hedging Cameron Road
 10. Meet with John Stevenson on Asheridge Rd plots re possible hedging (By AP) c/fwd
 11. Community Payback Scheme (By YW) AT met with the Scheme representative Hannah Misili on 6th April - expressed an interest in assisting clearing plots coming up for letting. Those on the Scheme had to be in supervised 7.5hrs of gainful employment each day.
 There would be an issue with toilets but AT will be discussing with the Endeavour Centre on 8th April if the Scheme could use their facilities. If this issue cannot be resolved then we can't take advantage of the Scheme.
 Allotments Group needs to provide a detailed schedule of work to the Scheme. Scheme provides tools and equipment. AT would be available on site any time the Scheme was employed.
 VC asked about insurance. AT to check with the Scheme. *Action: AT*
 AP advised that a risk assessment was essential, done by the Scheme. Both the Insurance and Risk Assessment must be seen by Bill Richards.
 The Group agreed that notification of the possible assistance by the Scheme be announced at the forthcoming Open Meeting to gain feedback/objections. If Group members had any information as to help reqd, or know of work that could be done, then they can bring this to the group, along with some detail of work to be undertaken. *Action: AT*
 12. Tina Michael details to YW (AT) Done
 13. Letter to Bill R - land at the Vale (By KH) Done
 14. Registered letter to Marshall Hall re materials for the hut, receipts reqd. (KH) Done. AT had meeting with Marshall 21st Feb and Marshall had donated all materials to the Allotment Group. VC proposed, AR seconded, a letter be sent to thank Marshall for the generous donation. £407.23 *Action:KH*
 15. Any legal limit for keeping accounts ring fenced? (By AP/FH) No longer applicable.
 16. Investigate website opportunities (By YW) Current pages very old, not easily navigable. Gym and Swim pages are modern, up to date and user friendly. YV had been in consultation with Millipedia (Rob Cray) who had designed the Gym and Swim and Council pages. He is willing to give a presentation to the group. YW has received references from other affiliated groups to the Council regarding Millipedia work. Costs: £1/week (£52/yr) Consult costs: variable. If we like the Gym and Swim pages, Millipedia can cut and paste the layout to make the Allotments pages, will bring down the cost. Millipedia ensure connectivity, backups, hardware. The group will need to: scope out what they want, propose, oversee build, launch website, allocate log ins to administrators, identify administrators/moderators. FH proposed the Group go ahead. KF seconded. BR did not feel we needed a website and abstained from voting. Majority carried.

FH proposed a sub committee and invited YW to chair the sub committee. YW agreed. AT then asked for 2 group members to assist. AR volunteered. FH suggested KH be the other member. KH agreed. Seconded by VC. BR again abstained. Majority carried.

17. Forward dates for Tenancy Agreement working group to AP/FH (By KH) c/fwd (date of 13th May agreed after close of meeting)
18. Speaker for Open Meeting April 16th (By KF) Transition Town steering Group – Sarah Rayfield.

Minutes were then accepted as a true account by the Group.

3. Chairman's Report (This was given after the end of AOB)

An email had been obtained by both AT and KH, originally sent by Jane Bramwell (Town Councillor) advising of Chiltern District Council organising a feasibility study of possible sites for housing redevelopment. It specifically mentioned that Cameron Road allotments could be considered and that it may ask Chesham Town Council to consider moving the allotments to Green Belt land if it was agreed to redevelop.

AP gave more information. The National Government had given Local Government the job of increasing available housing by a specific number by 2026. Chiltern Council was seeking out possible sites. She pointed out that Cameron Road is statutory allotment ground and that only the National Government could change the status of this land by compulsory purchase order. This would receive big opposition, not just from the Allotment Group, but from Town Council and other affiliates groups. There would be a long drawn out process and, if it went as high as National Government, would involve consultation etc., which would take years. To move the allotments to Green Belt land would go against the directives to reduce carbon footprint, as most plot holders would have to drive to the allotments.

The consultation locally would be in June, and this will come to the Town Council then. Both AP and FH have told the Group that they will be opposing. VC asked AP/FH to keep the group informed about when it would be discussed so that we could attend.

AP suggested that at the time the consultation papers come to Town Council, an Extraordinary General Meeting be called of all plot holders and invite all Town Councillors. Until then it would be wise to keep this at Group level.

The topic was discussed in greater detail.

AP suggested that in the meantime the Group start to pull together a portfolio of the affects on community and environment that the allotments have. AT suggested that we use the Britain in Bloom 2008 portfolio as a starting template. All Group members to contribute to this.

Action: ALL

VC asked that an email/letter of thanks be sent to the person who had originally advised the Group of this motion.

Action:KH

4. Secretary's Report – nothing to bring forward. VC thanked the Secretary for a wonderfully informative and packed edition of the Grower newsletter.
5. Treasurer's Report - £770.73 consisting of £46.52 (cash in hand) £742.21 (in Lloyds Bank)
The £407.23 ring fenced for Marshall Hall's materials (now donated) had been released. Group agreed to show that it was their intention to fund the Cameron Road hedging project (£850 approx).
Mention was made here about the provision of toilet facilities on each site and that it be in plans for the future – whether chemical toilets or compostable toilets. KH proposed a feasibility study, 2nded by FH. KH to check with Ashley (Town Hall) as some work had previously been done by AP on this matter. Announce at Open Meeting. *Action:KH*

VC asked if there was a limit on the amount of available funds before we had to pay income tax. (£2000?) VC proposed, 2nded by KF/AP that the Treasurer enquire at Lloyds. *Action:BR*

6. Social Organiser's Report – Good response to the Fish and Chip supper to be held on 25th April. AT passed over 29 pledges to attend. RP to chase these up. May Bank Holiday Coffee Rota on Asheridge Road – KF asked if this was being organized. RP to organise. *Action:RP*
7. Tenancy Agreement – Update – no progress. Date organised after close of meeting for 13th May.
8. New posts/slabbing: dates to be determined - action BR/DG. AT informed the group that Dave Gooch had been unable to progress anything on site due to personal demands on his time. Now looking to 2nd/3rd week of May to replace exposed posts and footings. VC reminded the Group that notices should go on the gates requesting help once dates are known for when the slabbing will be laid. It will require approx 4 strong people. Names to BR. *Action: KH*
9. AOB
 - a. Coffee Morning Rota at Cameron Road: agreed to start 23rd May due to commitments/events at Asheridge Road allotments and Chesham Horticultural Society. Request for help to be made at the Open Meeting.
 - b. Chesham Youth Club had been in touch (Ed Tamkin to KH) to allow people with learning disabilities to attend the allotments every Monday evening and work a small piece of land. They would be insured under Youth Club insurance. This was fully discussed by the Group and the following points raised:
 - i. There is no available land/plots
 - ii. To allow the Club to take up land while there were people on the waiting list would not be deemed fair.
 - iii. Cameron Road plots are not suitable for disabled people, or those with co-ordination difficulties.
 - iv. There are no toilet facilities
 - v. A full risk assessment would need to be done
 - vi. Previous attempts to organise this had not been approved by the Town Council for the reasons given in points iii, iv, v above.

The Group asked the Secretary to respond to Ed Tamkin advising him that we are not yet in a position to assist. Should circumstances change then we can reconsider the feasibility of this. *Action:KH*
 - c. Hanging Baskets and Boxes on each site: VC asked if the Group were happy for him to continue, with the help of Lorraine. Group agreed.

10. Date of Next Meeting – 5th May, 7.30pm, Town Hall.

The meeting closed at 9.05pm

Summary of Action Points.

| Action Point | Owner | Update |
|--|-------|---------------|
| Hedging: Draft letter to local residents regarding hedging and parking | AP | |
| Meet with Bill R to discuss details of a Group member being passed to waiting list members who are given plot numbers to visit/review. | AT/KH | See note pg 1 |

| | | |
|---|-----------------|--|
| Waiting List – Adrian to provide AP/FH with proposals of changes in managing the lists. | AP/FH | |
| c/fwd: Meet with John Stevenson on Asheridge Rd plots re possible hedging | AP | |
| Community Payback Scheme. Meeting with Endeavour Centre. Insurance. Risk Assessment. Decision on work to be done. | AT | |
| Letter of thanks to Marshall Hall for donation | KH | |
| Website. Sub committee meeting. Date to be advised. | YV | |
| c/fwd: Tenancy Agreement sub committee meeting report | AP/FH/KH/VC /AT | |
| Allotment Portfolio : (obtain photos, stories, lists of meeting and events held, approaches to the Group for assistance etc) | All | |
| Letter of thanks re information about feasibility of allotment land redevelopment | KH | |
| Feasibility Study re Toilet facilities | KH/AT | |
| Enquire with Lloyds re amount allowed before paying income tax | BR | |
| Coffee Morning Rotas: <ul style="list-style-type: none"> • May Bank Holiday Asheridge Road • Cameron Rd | RP | |
| Notices on gates <ul style="list-style-type: none"> • Slabbing – help reqd • Consult Meeting for hedging Cameron Road • Asheridge Road Spring Clean | KH | |
| Response to Chesham Youth Club | KH | |
| Open Meeting announcements: <ul style="list-style-type: none"> • Hedging Cameron Road, date of consult meeting • Community Payback Scheme • Asheridge Road Spring Clean • Coffee Morning Rota for Cameron Road • Toilet facilities on Cameron Rd and Asheridge Rd sites. | | |

APPENDIX I - Hedging

Notes by Secretary: Minutes of 14 October '08 state:

AT – spoke with Bob Ayres who is prepared:

- to get a costing for the hedges, and discuss sourcing
- to measure the metreage length from the recycling area to the corner of Stoney grove, where paths could still be safeguarded.
- Offroad hardstanding will be carried out in Cameron Road, (from Horticultural Hut up to Recycle Bins) by Highways Dept. The Group can work in partnership with them and plant hedging before they re-grass.
- Get a map of planned work to be done by Highways in Cameron Road

Action: AP

Minutes from 16 December '08 state:

- BA also has to consider the planting inside the boundary fencing because of the Highways. VC wants to clarify if hedging goes up to Stoney Grove from the recycling area. VC proposed, 2nded FH – group agreed that AT approach BA to find out the whole length of the area being considered, and what hedging goes into that area. *Action:AT*
- Hedging in the area between the Horticultural Hut (Plot 3) and the recycling area will impinge on neighbouring allotments as there is no area for growth. What else can be put there to act as security?
- AT – we need to wait for BA to come back with his findings.

**CHESHAM TOWN COUNCIL
ALLOTMENTS GROUP MEETING
HELD 5TH MAY, TOWN HALL, 7.30pm**

Present:

| | | | |
|-------------------------|----------------|----------------|------------|
| Allen Tilbury | Vince Crompton | Kate Hobbs | Kate Folly |
| Andrew Reynolds | Jim Abbott | Yvonne Webster | Dave Page |
| Francis Holly (Council) | | | |

1. Apologies for Absence

| | | | |
|------------|----------------|----------------|-----------------|
| James Bole | Brian Rodhouse | Alison Pirouet | Robin Plumridge |
|------------|----------------|----------------|-----------------|

AT asked that matters arising be dealt with later in the agenda. Although listed here under point 2, the item was dealt with at the end.

2. Matters Arising

- Hedging: KF asked about shade cast onto plots near the boundary. AT advised that the matter could not be moved forward until we had had sight of notice from the Highways Dept. At that point we could ask the Town Council to notify the affected neighbours and Allotment Holders and the decision as to hedging and height could be discussed at a scheduled meeting at the Focal Point in due course. Matter carried forward.
- Group details: being passed to new plot holders – this was now apparently being done with assistance from Adrian Bignall - Town Council Office. Matter removed.
- Waiting list: – carried forward.
- Meet with John Stevenson: re hedging – carried forward
- Community Pay Back Scheme: – AT stated that the Endeavour Centre had been approached to find out if they are happy for their toilets to be used by the scheme. They have said “No” as they have vulnerable people in their care and the toilets are not separate from the main office. Even if we provided a work schedule, the work required would take place over different sites, and the scheme would only provide one supervisor. Full supervision would not be possible. Thames Probation would need to provide Chesham Town Council with a work schedule, risk assessment and other paperwork. This makes it very difficult to get this project off the ground. Group agreed that the item now be removed from the agenda.
- Letter to Marshall Hall: done and removed
- Website: YW reported that the first meeting of the sub-group (YW, AR, KH) had been taken place and the next meeting needed to be with Milipedia. YW was concerned about how much we would be able to achieve for £52/year. FH stated that if the costs go up to around £60/year this would be OK. Meeting to be arranged for early June.
- Tenancy Agreement: Meeting arranged for 13th May.

- Allotment Portfolio Chesham in Bloom: Group reminded that they should all be looking for items to contribute. VC reminded the Group that Britain in Bloom would have a stall at the Town Carnival. Ideas required. There would be a notice on the gates asking for plots to be kept tidy, once we know the date of the competition judging.
- Letter to Bill R re Additional Allotment Land: - letter sent.
- Toilet Facilities Feasibility Study: AT provided information of research done to date.

MT Loos in Vale Road have offered 2 toilet units at £250 + VAT less 10%.

The Open Meeting had voted that the Group continue to progress the Toilet Study.

The units were second hand i.e. not visually up to standard for corporate or public display, but did comply with current legislation.

Toilets are padlockable.

Neutralising chemicals are already in the tank which lasts for some considerable time before toilet is actually used.

MT Loos responsible for emptying, cleansing and sanitising of loos, and for provision of toilet rolls.

Each cleansing is £20.

AT would personally donate to the value of 1 year's cleansing. All expenses would be receipted.

AT would be responsible for calling in MT Loos when cleansing/emptying is required.

FH stated that the project would need to be reviewed in 6 months regarding expenditure. DP asked if renting was an option. AT stated that this was more expensive. VC proposed that the Toilet be obtained for Cameron Road. Seconded by JA. Agreed. Asheridge Road was still open ended and will be carried forward.

- Lloyds: no longer necessary. Removed.
- Coffee Mornings: done. Removed
- Notices: Slabbing o/standing, Hedging re consult meeting o/standing, Asheridge Rd Spring Clean done and removed.
- Chesham Youth Club: KF stated that Rachael (Youth Leader) was still pushing. KH reminded KF and the Group that a decision had been made in the previous meeting that we could not approve the Club. Insurance, Risk Assessment needed to be seen by the Council who had the final say. An E-mail had been sent to Ed Tamkin expressing our regret but suggested they add their name to Town Council waiting list KF was asked to go back to Rachael and reinforce the Groups decision. AT stated that there is provision made for disabled plot holders, in Asheridge Road, but that this plot was currently being worked. There are no other sites.
- Open Meeting Announcements: all done.

AT informed the Group that Lorraine had tidied up the Focal Point, and had started to clear an area for the toilet unit. VC asked that a letter of

thanks be sent to Lorraine for all the hard work that she had done to make the Focal Point as attractive as it now is. **Action: KH**
AT asked for volunteers to help clear the area for the toilets on the Whitsun Weekend. DP and VC volunteered. Group agreed for notices to be put on the gates asking for help. **Action: KH**

3. Chairman's Report

AT was disappointed by the attendance at the Open Meeting on 16 April. He reported that the Meeting had voted for continuation of the feasibility study into toilets on the allotment sites, and to progress the search for additional allotment land.

4. Secretary's Report

KH informed the Group that she is running at full capacity at present, due to work and family commitments. VC stated that he had spoken to Sarah Sanders (Cameron Rd) who had offered her services in creating notices and helping write articles for The Grower. VC proposed that the Group accept her help. Group agreed.

5. Treasurer's Report

RP was on holiday so AT spoke in his absence. Currently there is £730 in the bank. Group broke even on the Fish and Chip Supper with Ticket sales and expenditure. The Raffle brought in £113. With a couple of additional donations, £140 was cleared.

VC moved that there be acknowledgement for all those that helped clear up the Hall at the end. Requests had been received for another social to be held in November.

6. Social Organiser's Report

Again, in Robin's absence, AT reported back that the Spring Clean day Coffee Morning at Asheridge Road had brought in £9.40.

KH suggested that there be another coffee morning at Asheridge Road this year in the early Autumn.

VC asked that an article be put in the Grower re composting as some plot holders were lazy and decided to throw green waste on the piles for collection by Council. **Action: KH**

7. Tenancy Agreement

Meeting booked for 13th May. Revision 3 of Agreement, updating the legal time periods required.

8. Allotment Judging

Council Inspections will take place on 21st May. Best Kept Allotment judging will take place on 3rd June and 29th July. Notices will be on all allotment gates.

9. Focal Point

AT had left a voicemail message with Dave Gooch to find out when he will be available to do the posts (scheduled for 16th May 09). This has been outstanding for some time. If Dave is unable to do this

voluntarily, then the Group will need to consider funding this, approx £300. If this is not resolved by early Summer, this will become an agenda item again.

10.AOB:

- Group Meetings: VC reminded the Group that we are allowed up to 6 group meetings a year in the Town Hall rent free. With another meeting being called in June, this will mean that we could exceed 6 meetings and the Council could consider charging us for the use. We would need to get Bill R's agreement for more meetings, rent free.
- Concessions: Bill R had been asked to notify the over 60s that their 50% concession would now be reduced to 30% from October 2009. There will be notification in the Grower, and notices on the gates, but the Council needed to notify every qualifying plothead via letter.
- Affiliations: VC stated that there were a number of possible organisations that the Group should consider becoming affiliated to. Group was asked to come back to the meeting with possible associations/societies that we could consider. Being affiliated provided services to the Group such as:
 - Legal advice
 - Courses for group members
 - Courses for officership
- Additional Allotment Land: AT reminded the Group of the presentation made at the April Open Meeting and highlighted key points of entrance, size, allocation of ½ or full plots. FH stated that there could be a Highways issue. AT stated we have the opportunity and we need to press this forward for the benefit of the community and to reduce the waiting lists. VC stated that he would like the Council to keep it on their agenda even if the funds proved prohibitive.
- Date of Next Meeting: 23rd June to discuss:
 - Open Day 15th August
 - Cheese and Wine evening
 - Britain in Bloom

VC stated that there will be a need for another meeting before the AGM in Sept.

AT reminded the meeting that a Group Meeting was scheduled for 11th August 09.

Meeting closed at 9.04pm

| Action Points | Owner | Update |
|--|-------|--------|
| Hedging Cameron Road – awaiting notice from County | | |
| Management of Waiting List | FH/AP | |
| Hedge plants – John Stevenson (AR) | AP | |

| | | |
|--|----------------|--------------------------------------|
| Website - update | YW | |
| Tenancy Agreement | FH/AP/AT/KH/VC | Meeting held 13 th May |
| Britain in Bloom | AT/VC | |
| Additional Land - update | AT | |
| Toilets in Cameron Rd | AT | |
| Letter to Lorraine re upkeep of focal point | KH | |
| Notices for gates re clear up for toilets on Whitsun Bank Hols w/end | KH | |
| Grower Article re composting; change to concession rate | KH | |
| Focal Point – new posts and slabbing | AT/BR | Posts done 16 th May |
| Affiliations | ALL | |

Friends of Chesham Moor Gym and Swim

Minutes of meeting held at the Centre on March 17 2009 at 7 pm

Present:

PA/DE/NK/MW/MJB

Apologies:

TM/SH/TC/FH/JF/JD and TD

(Key to initials on page 4)

The attendance level of the meeting was noted to be disappointing but members realised that other requirements and attendances took priority.

2. Matters arising from previous minutes:

In the figures quoted by DE, the numbers were attendees, not separate inductions. There were no other comments.

3. Reports on activities and progress:

Managers Report

DE gave an update on the number of gym visits, memberships etc. and discussion took place about revenue, new initiatives, classes etc.

The new equipment has been installed and was well commented upon - finding approval from gym members.

DE has still to do the list of tasks suitable for Friends to undertake.

The tennis multicourt installation and construction had been finished. However, problems outstanding were the final lines to be painted and a series of light failures, which had occurred over the past few weeks: the latest electrician's report suggests that the problem is related to cable damage under the newly laid tarmac.

The matter was of such importance that MJB undertook to speak to BR and advise payment be withheld until the matters were resolved. He also advised BR to issue a letter to the contractor holding them responsible until the work was completed.

Publicity and Pool Opening Day

DE gave an update that the date for the multicourt formal opening will be May 2 2009, i.e. the day after the pool opens for operations on May 1 2009. The **Chesham 2012 Olympic Day** celebration will be on **11.7.09**.

On the **website and computer system**, DE reported that currently the computer system was down and assistance was being sought.

On **street and car park lighting** DE reported that CDC had approved the planning.

The **Repairs and Renewals budget** was £25,000 for the coming year and DE reported that the replacement pool boilers had been authorised by the Council and he was currently sourcing three quotations. DE and NK explained the intentions regarding redevelopment of the downstairs area in detail and spoke of the problems emanating from Strides complaining to Sport England. In fact BR had spoken to Sport England who would now novate the grant from Strides to CTC. This was in hand.

The use of the downstairs area is a clear area for centre development that would increase revenue. It was fully understood that a facility for Strides Football Club to change clothing was needed and be retained, giving a dry changing room also for gym users.

On Solar Panelling MJB reported that he had prepared a status report to BR which following Council approval had been sent to the BERR, effectively complaining about the framework contractors providing unreasonable service. No further progress would be made until the civil servants responsible for the grant process had considered the report. The solar panelling would not be installed until at least the next winter season 2009/10.

Best Value Working Party status was reported by DE, who said that a visit had been undertaken to Wycombe Rye Open Air Pool, which is due to close down because of funding withdrawal by the Council.

Comparing local sites and prices, a price rise may well be needed in September.

For the 2009 swimming season, a new Timetable had been drafted with minor changes to last year and the ticketing update and preparation was underway. DE explained the complex family ticket system now authorised by the CTC.

Regarding free swimming by under sixteens and over 65s, this would be from April 1 2009 at Amersham, Chesham and Chalfont swimming pools but there would be no change at Chesham Open Air pool because we were a 'third tier' council not a District Council.

4. Any other business

- (a) The Committee strongly disapproved of circulating minutes of meetings to people who consistently failed to attend and made no input to the proceedings.
- (b) DE reported that flower baskets would be mounted on the bridge at the front of the building.
- (c) DE reported no progress on the re-development and landscaping work proposed at the front of the building.

5. Chairman's concluding remarks

MJB considered that a remarkable number of good things had been achieved in the first year but it was very disappointing that matters such as the solar panelling had not progressed. Also, it now seemed that a proposal for creating a Trust scenario for management of the Centre was less attractive financially as matters unfolded. Since the Centre would be dealt with only after a successful outcome dealing with the Elgiva Theatre, it was unlikely that a Trust status would apply to Chesham Moor Gym and Swim for at least for 1-2 years hence.

It was noted that a number of initiatives by individuals working together and with Danny had been achieved and this work would continue without the need for monthly meetings. For example the work being carried out to investigate the water supply, to reduce shortages in very hot weather, was ongoing and numerous other activities by individuals acting with DE would continue.

Date of next meeting: June 30 2009 at 7.00 pm

Key to initials:

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

**MINUTES OF THE MEETING OF THE ELGIVA BOARD OF MANAGEMENT
AT 10.30AM ON MONDAY 20TH APRIL 2009 AT THE TOWN HALL**

PRESENT

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

Officers: Mark Barnes - Manager, Elgiva
Bill Richards – Town Clerk

Apologies for absence were received from Bernard Carey, Howard Elson and Peter Fletcher.

1. **MINUTES OF LAST MEETING**

The Minutes of the last meeting held on 9th February 2009 were agreed as a true and correct record. Linda was thanked for producing her first set of minutes.

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

Mark reported on the following:

- Mark reported very good results for February and March.
- The online booking system continues to be popular for bookings. For the period from January to the end of the financial year the online transactions accounted for:
21% of sales
23% of tickets sold
28.5% of income.
However, there were some system problems when the server was down and then neither online bookings nor credit card transactions could be made.
- Film sales are very good at present as there are some very popular films in the programme.
- The programme is complete for 2009 and future ticket sales are already looking favourable.
- Mark has already had many enquiries for 2010 bookings.
- A small sponsor has come forward for the pantomime and ticket reservations have already begun.
- Cafe Encore is proving very successful, it is much busier than before and the standard of food is better. Caroline is keen to succeed, she likes to talk to the customers and receive their feedback.
- There is a new cleaner who is getting used to the routine of the Theatre.
- There was comment about the state of the ladies toilets and Mark is aware that the dressing rooms, toilets and backstage areas need some attention this year.

3. **FINANCIAL UPDATE**

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

The total income has increased 8.6% over last year's income. Trevor complimented Mark and his staff on this increase and Mark was asked to pass this comment on to his staff. Trevor advised that the Council's final figures had not be yet finalised but he was hopeful that officers' final figures should not be too far at variances with his estimated deficit of just under £120k.

There was some discussion on concessions as a high proportion of ticket sales are at concession rates. Bill stated that there would be some tightening up on the qualification for concessions and Mark opined that concessions should continue to be offered.

Patricia asked about the likelihood of CTC 'piggy backing' onto a CDC Leisure Card. Bill stated that this was unlikely to happen. In respect of a separate CTC card, he advised that there was no action on this at present as it would need serious assessment by specialists and the logistics of administration could prove difficult. The question of asking CDC for support was raised.

4. **FINANCE PLAN**

Anthony read out the Elgiva Financial Planning document which is attached to these minutes. Anthony emphasised that the document had been requested by Council and was projections for worst case scenarios and not how the Board viewed the future which, he opined, looked positive. Bill thanked the Board for producing the plan. Some concerns were raised regarding possible misinterpretation of the plan by the press. It was noted that it is more cost effective to keep the Theatre open in a dark period as closing does not save costs.

With so many advance bookings there should be sufficient time to foresee and react to a possible downturn in attendance, although at present there is no indication of this.

5. **SOLE CUSTODIAN TRUST STATUS UPDATE**

Bill reported that the Council had taken legal advice from the same solicitors as advised East Grinstead. The recommendation would be to go for a Company Limited by Guarantee. Although there is a saving on rates there are other costs involved in forming and running a Trust.

The next meeting of the working party is Monday 27th April 2009 where it will look at potential cost savings, future possibilities of sponsorship and grants and potential staffing issues.

There was discussion regarding who would be the trustees and the perception that the Theatre would still be run by the Council. Mark had some very minor concerns on staffing issues.

6. **DATE OF NEXT MEETING**

The next meeting of the Board of Management was provisionally suggested 10.30am on the 15th June 2009 at the Town Hall.

7. **ANY OTHER BUSINESS**

There was no other business.

The meeting closed at 12.20pm.

Friends of Chesham Cemetery

AGM

Minutes of Meeting held on Tuesday 21st April 2009 at 7.00pm Chesham Town Hall, Baines Walk

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

Apologies for Absence:

Mary Hyland ,Sandra Hyland, Albert King, PC Kevin Flint, Mora Walker,
Diane Brackley, Richard Caddrick and Maria Pontin

1. Approve minutes of meeting held Tuesday 19th February 2008

The minutes of the meeting held on Tuesday 7th October 2008 were corrected and approved as a true record and the minutes were signed.

2. Election of Officers

The nominations for Chair 2009 - 2010

Francis Holly

Ken Austin - Proposed

Phil Folly - Seconded

The committee elected

Francis Holly as Chair

The nominations for Secretary 2009 - 2010

Sharon McEwan

Phil Folly - Proposed

Judy Ottaway - Seconded

The committee elected

Sharon McEwan as Secretary

The nominations for Treasurer 2009 - 2010

Phil Folly

Ashley Brazier - Proposed

Jean Queripel - Seconded

The committee elected

Phil Folly as Treasurer

3. Treasurers Report

See attached sheet.

4. Any other Business

It was confirmed that the constitution had been signed at the 1st AGM in February 2008 and did not need a repeat signature of the new committee.

5. Date of next meeting

Tuesday 7th July 2009 at 7pm at Chesham Town Hall

Close of Meeting 7.25pm

These minutes to be agreed and signed as a true record of the above meeting, held on Tuesday 21st April 2009

Signed.....

Chair for the Friends of Chesham Cemetery

Friends of Chesham Cemetery

Minutes of Meeting held on Tuesday 21st April 2009 at 7.30pm Chesham Town Hall, Baines Walk

| | | |
|------------------|-----------------------------------|-----------|
| Present : | Cllr Francis Holly - Chair | FH |
| | Sharon McEwan - Secretary | SM |
| | Phil Folly - Treasurer | PF |
| | Mrs Judy Ottaway | JO |
| | Mr Ken Austin | KA |
| | Ashley Brazier | AB |
| | Mrs Jean Queripel | JQ |
| | Kate Folly | KF |

Apologies for Absence:

Mrs Mary Hyland ,Mrs Sandra Hyland, Mr Albert King, PC Kevin Flint, Mrs Mora Walker, Mrs Diane Brackley, Mr Richard Caddrick and Mrs Maria Pontin

1. Approve Minutes of meeting held Tuesday 7th October 2008

The minutes of the meeting held on Tuesday 7th October 2008 were corrected and approved as a true record and the minutes were signed

2. Matters Arising from Previous Minutes

Bird boxes:

The committee would like to thank Richard for erecting the bird boxes in the cemetery.

Security Fencing – Section F Consecrated and F Unconsecrated:

There have been many attempts by people using these areas to access entry/exit of the cemetery during and after closing. The group are very concerned about this and see this as a weak spot. Letter to be wrote to Parks & Premises Manager. **SM**

Gate request

A request has been made for a gate to be erected around the Garden of Remembrance, to stop dogs going in and leaving there mess, after some debate about erecting a gate, moving the hedge or lowering the hedge, it was agreed that a letter to be written to Parks & Premises Manager

Footpaths

On 15th February 2008 contractors re - tarmaced the full length of the sloping path Section F including the fork at the bottom and three way corner at the Muslim section, but the paths have deteriorated rapidly throughout the cemetery during this period of time and it needs to be raised with the Clerk and Parks & Premises manager. It was agreed that a letter be written concerning this matter.

Concerns were raised about the decoration of the chapel and the group agreed that it was in desperate need of decorating has it feels unkempt and more of a deterrent for people not to use the chapel.

Another matter raised was the condition of the alter cloth and it was agreed that the group write to local churches and see if they may have an old/spare alter cloth.

3. Verbal feedback from Thames Valley Police

There was no feedback from Thames Valley Police. Sharon to contact Thames Valley Police to see if any Officer would be available to attend future meetings.

SM

4. Chesham In Bloom.

Phil spoke to the Environmental Group suggesting that the judges' could walk through the cemetery on route to other venues around the surrounding area and the group agreed that this would be a good idea and committee members could do a litter pick prior to the judging.

5. Future Projects:

Hearse House:

The committee was informed that in the last few weeks there have been three break - ins at the hearse house and Council equipment has been stolen. On advise from the Parks & Premises Manager the group should consider whether to remove there Flower Project tools.

Another matter raised was the local architect's findings and potential repairs on the hearse house and the Friends committee after a long debate decided that they would look into external funding to go towards the immediate repairs. Although at present there is no recommendations being compiled by council officers on the hearse house's future the group wanted to look into this matter now.

Kate Folly left the meeting at 8 pm

Memorial Project:

The group would like to retain the history of some off the older memorials, by rubbing down and re-paint railings around the older memorials, to stop them looking neglected. The committee raised concerns that there is a procedure that needs to be followed:

- The memorials belong to deed holders and the committee should not intervene !
- Do grave holders need to be notified, even though most of the railings are 100 years old?
- What happens under the make safe procedure?
- They would need to contact deed holders, local press, internet and local/national radio!

ALL

Bins, Seating and Remembrance Gate:

Although the group has £1504.47 in its account the bins, seating and the Garden of Remembrance gate have been put on hold while the group wait to hear about external funding for the hearse house as the group will be looking at helping towards part of the cemetery hearse house.

Blue Tit Bird Boxes:

The group are considering erecting two Blue Tit bird boxes in the cemetery before next winter.

6. Working Party Dates:

Dates have been set to work on the Wild Flower project, these are: Saturday 25th April 10 - 12pm, Friday 1st May 6 - 7.30 pm and Friday 8th May 6 - 7.30 pm
ALL

7. Any other Business:

Cemetery Gates

Due to the changes in the annualised hours in the maintenance department the committee was informed that the cemetery gates will be locked at the same standardised hours I.e. 37 hours per week all year - 8.00 am - 4.00 pm Mon - Thursday, and 8.00 am - 4.00 pm Saturday and Sunday 8.00 am - 3.30 pm Friday. The Friends were informed that this would remain in place for the long term future.

Bad Weather Closure:

The Friend's were informed that due to adverse weather conditions it would be up to the Parks & Premises Manager to decide if the cemetery would remain closed. The group agreed that a poster should be erected in the cemetery notice board all year round to inform residents.

The committee was informed that A4 notices were erected to the gates, but local youth had turned the sign's around and the group felt that a A4 emergency box was attached to the three gates to prevent this happening in the future.

Sharon agreed to design poster and place in the notice board after approval from Bob Ayres the Parks & Premises Manager. **SM**

Increase Friends Meetings:

It was agreed that the Friend's meet three times per a year rather the twice at present.

8. Date of next Meeting

Tuesday 7th July 2009 at 7pm at Chesham Town Hall

Close of Meeting 8.45pm

CHESHAM TOWN COUNCIL

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

held on Thursday 30 April 2009 at 1.30 pm at the Town Hall

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

1. **MINUTES OF LAST MEETING (27th JANUARY) AND MATTERS ARISING**

(i) Impress the Chess Logo

JF reported that she had not yet followed up with Peter Hawkes on the design of an Impress the Chess logo, but would do so.

Action: Justine

(ii) Moor Road Yellow Pipe

KG has confirmed that the yellow pipe causing an obstruction in the river by Moor Road contains within it a water pipe taking water from the main to the old Croxson site. The pipe is the responsibility of the owners of the Croxson site. KG has made contact with one of the owners and explained the problem with the pipe to them. They have agreed to look into the issue. KG tried to organise a site visit with them in order to explain the options available to them, but they have not responded further.

(iii) Leak on Moor Road

No further work has taken place to resolve the leak on Moor Road. BR understood that the County Council were waiting for budget to become available before the work was carried out. Now it is the new financial year, the group felt it appropriate to contact the County Council again to find out when the work will take place. BR will write to Chris Schwier.

Action: Bill

(iv) Pipe in Canon's Mill Bypass

BA reported that the large pipe in the bypass was asbestos and has now been removed.

(v) Wild Trout Trust Report

KA offered to organise for a thank-you letter to be written from the Environmental Group to Andy Thomas, the author of the report for the Canon's Mill stretch of the Chess.

Action: Ken

JF agreed to re-send the specific guidance on deflectors provided by the Environment Agency to AB.

Action: Justine

(vi) Knotweed

The town council has received a positive reply from Greenham concerning the knotweed on their land. KG will reply to Greenham to see if they have information on their boundaries with town council land.

Action: Kathryn

DS confirmed that the channel alongside Water Meadow car park is the responsibility of Chiltern District Council and has requested that a quotation for treating the knotweed in that area be sought when the knotweed contractor comes to Chesham.

AB reported on a site visit that he had conducted with Mr Rand, the son of the owner of the Bois Moor Quarry Site in Waterside. Mr Rand agreed to ask the bailiff to prevent the strimming of knotweed stands, but is unlikely to spend money on controlling the infestation. The family intend to put the land up for sale and are looking for a potential owner who will plant up and landscape the site.

Mr Rand is happy for volunteers to conduct maintenance work on the willows, as long as his permission is sought first. AB suggested that the Chiltern Society footpath crew could conduct this work in winter, as they are chainsaw trained.

AB will write up the outcomes of his site visit with Mr Rand.

Action: Allen

(vii) Tree Works

BR informed the group that willow pollarding on the Moor was carried out, thanks to match-funding from the Chiltern Chalk Streams Project. Unfortunately, the contractor recommended by the Chiltern Woodlands Project Officer received a serious injury prior to starting the work and so sub-contracted the project. The standard of the sub-contractor's work and the manner in which they treated nearby residents had elicited complaints. It was confirmed that the debris left behind has now been cleared up.

A discussion was held on why the sub-contractor had chipped the cut wood. AB explained that there was still quite a lot of large woody debris on site from the previous tree works and it was agreed that small pieces of wood should not be left behind with which the river could be dammed. As a result, the sub-contractor had decided to chip the material and then remove it from the site.

(viii) Canon's Mill Meadow

A site visit has been held with the grass cutting contractor. DS reported that the contractor is not able to remove the arisings when the site is cut twice a year, although the contractor said that he would speak to the previous contractor to find out how they had been able to do this. DS has suggested that smaller area of the site could have two cuts a year, but the rest of the site should undergo the normal cutting schedule. Until this

issue is resolved, no cutting is taking place except for that to maintain the verge and the footpath. DS agreed to pursue this issue with the contractor.

Action: David

(ix) Duck Alley

BR reported that he will contact Blaser Mills Solicitors regarding use of a small part of their car park to widen the narrowest section of Duck Alley.

Action: Bill

2. **IMPRESS THE CHESS WALK – 2nd JUNE**

The group considered whether the Town Hall should be booked on the evening of the 2nd June, as a precautionary measure in case of rain. However, Justine offered to speak to the landlords of the Pheasant Pub to see if they would be able to accommodate the group.

Action: Justine

The walk will start at the Water Meadow Car Park at 6.30 pm and will continue until the Pheasant Pub is reached (estimated at 90 minutes).

AB will talk about general river issues, whilst BR and KA will speak whilst the group are in Meades Water Gardens. Other areas of work to be discussed include the Environment Agency's work near Lord's Mill, the tree work on the Moor and the installation of the footbridge.

It was agreed that The Bury would not be investigated as a possible location on the walk because of the health and safety issues posed by the extensive badger damage to their lawn.

BH offered to see if he could find someone willing to talk about the history of the river, including its mills.

Action: Bernard

JF agreed to ask the Environmental Group whether they would carry out a pre-walk tidy-up.

Action: Justine

3. **TROUT IN THE CLASSROOM**

AB reported that the Trout in the Classroom project is still running successfully at Waterside School. Only two fish were lost over the Easter holiday and the children have taken on the feeding of the fish and cleaning out of the tank. As the school at Rickmansworth have already released their fish, AB is looking into transferring some of Waterside's fish to them to enable them to see more developed fish and also to reduce the ammonia load in the Waterside tank.

Waterside are likely to release their fish at the end of May or start of June in Meades Water Gardens, as this is good habitat for the fish, with access to The Bury and Lord's Mill stretch. This will also provide a good PR opportunity for Meades Water Gardens.

The group queried whether it would be possible to release some of the trout during the Impress the Chess walk.

AB expressed the view that he is keen to keep the trout rearing unit in Waterside School for at least another year as they have embraced the project so enthusiastically and are even intending to conduct a river visit later in the year. The on-going costs have been budgeted to the Chiltern Chalk Streams Project, so no further financial input from Impress the Chess is required. The group agreed to this in principle and JF and CL offered to volunteer at the school if required.

4. WATER MEADOW HEDGE/TREE WORKS

KG explained that she had received a complaint from a Germain Street resident concerning the removal of trees and hedge on the border between Water Meadow Car Park and the river in Water Lane.

DS responded that the district council's Car Parks Department had received a complaint from a Water Lane resident, who according to the deeds of his property has the right to see the view across the car park. This view was blocked by the laurel hedge. A contractor was engaged to remove the hedge. Whilst on-site, he identified two dead trees nearby which required removal. The contractor also "tidied up" the surrounding verge, which was composed of brambles.

DS reported that the district council has received a large number of comments, some in favour of the work and most against. DS agreed that it was very unfortunate that he had not been informed about the work and also that it was carried out in a conservation area and during the nesting season. However, the health and safety issues relating to the dead trees would override the normal policy of not carry out tree maintenance during the nesting season.

JF opined that some unnecessary work was carried out on healthy trees and that the work was poor in quality. JF also felt that it was unnecessary to remove the brambles.

The group queried whether there were any plans to reinstate a hedge to screen Water Lane from the car park and to restore the lane's appearance. DS will be holding a meeting with residents and AB to discuss possible re-planting. The Car Park Department have no objection to replanting work. However, DS has very limited funds in his budget to spend on replanting works.

The group agreed that BR should write to Gill Gowing at the District Council to request that replanting works are undertaken.

Action: Bill

JF and CL stated that the Environmental Group would be willing to assist with re-planting and that it should be possible to obtain trees cheaply or at no cost. It is likely that local residents would be willing to assist with any care required whilst the saplings are establishing.

AB opined that it would be useful to know the exact stipulations of the deeds in case replanting work is conducted, to prevent problems recurring in the future.

5. **MEADES WATER GARDENS**

The decking and bridge work is completed and the group are satisfied with the work. JF reported that the condition of the board on one of the bridges appears to be deteriorating. BA explained that the new brickwork surrounding the ramp up to the bridge had been vandalised and the board was an in-house replacement. BA agreed to take a look at the board to see if any work needed doing to it.

Action: Bob

KA reported that the spring survey of fauna for the gardens is planned for May.

MB requested that the grass area either side of the vehicle gate to Meades Lane is re-seeded. BA agreed to look at the site to see what action needs to be taken.

Action: Bob

AB asked whether the Environmental Group would dig out the Spanish bluebells and replace them with natives. Local sources of native bluebells should be available from specialist suppliers, such as Flora Locale. The possibility of buying ransoms to encourage their spread in the gardens was also considered.

AB reported that he had given advice on how to cut the visible stakes at the channel edge at the last Environmental Group work party held there, so it is hoped that this work will be conducted in the future. AB asked whether the Environmental Group could remove some of the ranunculus/water crowfoot from the channel near the Queen's Head to ease flow and replant some of it within the Meades Water Gardens.

CL queried whether a stand of nettles near Blaser Mills has been treated with herbicide. None of the group were aware of this, and BA informed the group that this had not been carried out on behalf of the town council.

6. **ANY OTHER BUSINESS**

(i) Riparian Owners' Leaflet

AB will be working on leaflets specific to the Misbourne and the Chess. He passed around examples of leaflets for the group's comment. AB agreed to scan one of the leaflets and send it to JF for her to send on to Peter Hawkes. AB will put together a draft for the Chess and circulate it to the group in due course.

Action: Allen & Justine

(ii) Surveys

AB reported that there will be a water vole survey on the Chess during June and July. If anybody is interested in volunteering, they should contact BBOWT's Water Vole Project Officer, Julia Armstrong.

AB is intending to conduct an invasive weeds survey this summer.

(iii) Himalayan Balsam Control

It was noted that the Himalayan Balsam infestations will require controlling during late June and early July, and AB requested that the Environmental Group schedule this work into their programme.

7. **DATE OF NEXT MEETING**

The date of the next meeting will be **Tuesday 14th July** at 1.30 pm.

Minutes of Chesham Environmental Group
Held on Thursday 19th March 2009 at 7.30pm in Chesham Town Hall

Present:

Phil Folly (chair), Ken Austin (Treasurer), Georgina Lomnitz, Andrew Clark, Michael Browne, Rodger Main, Rosemary Main, Trevor Brawn, David Smallman, Kate Folly and Ian Freeman.

Welcome & Apologies

The chairman welcomed the group and noted apologies from: Jean Queripel, Jean Staveley, Cllr Justin Fulford & Richard Berry.

Minutes of previous meeting: agreed

Matters arising (not on agenda)

The chairman, although mentioned in previous minutes wanted it put in these minutes that the group is very grateful for the work done by the Action for Bridleways of Chesham, which led to the victory in December of last year, especially those in our group. Ken Austin explained the situation and how it led to a Public Inquiry.

Financial Report

Ken Austin handed out account reports for this financial year we had a surplus £66.04. Apart from insurance our biggest expenditure was for equipment. Phil reported that he had received our Insurance certificate 2009-2010 in this mornings post.

There was a discussion on further funding. Phil was at a Conference yesterday at Green Park; Aston Clinton called Changing Landscapes, and set up by Voluntary Impact in which a lot of the funding organisations were exhibitors, including LEADER. LEADER is funding from the European Commission and is a French Acronym meaning Links between the rural economy and development action. Phil mentioned it because he had noticed that a lot of Scottish Environmental projects were funded by the European commission. Ken said that most of these projects where for a lot of money.

Impress the Chess

Phil said there were a lot of questions about the last meeting of Impress the Chess concerning the CEG.

The clearance of Himalayan Balsam from the allotments in Millfield, and at points along the R.Chess. Contact: Peter Hawkes, and from David's Farm, Blackhall lane, time probably beginning of July, Georgina to e-mail volunteers nearer the time.

Meades Water Gardens, Rodger and Rosemary said they had noticed some damage done to one of the bridges when they walked through there on Sunday, Michael reported that it had already been repaired.

Work to do in the Gardens pollarding, reduce the height of stakes and a word I had to look up, seen from the bridge, would we saw the stakes or hammer them in? Allen willing to advice

ACTION: Phil to seek advice from Allen

Surveying the pond areas of the site, Phil, Ian and Trevor agreed they would do this.

Rubbish accumulating in the reed beds by the railway bridge. The meeting agreed that the main source of this rubbish is the mini re-cycling centre by the bridge, just across from the river. The railway embankment behind the centre is full of rubbish. Meeting agreed that Phil should write to Waste department CDC, on behalf of CEG asking for the centre be moved further onto the car park, more in the open, or put at the other end of the moor car park next to the road accessing the allotments. Andrew said that the three things he finds mostly in the river are tennis balls, postman's rubber bands, and worst of all dog mess bags. Phil had reported this to Kathryn

Trout in the Classroom, discussed the letter to editor in this mornings Bucks Examiner, "Blocked routes to spawning waters" and the front page article in the community news on Trout in the classroom. Phil said that Justine had suggested a rota for half-term or an emergency to look after the fish, Andrew wanted to know what would have to be done. Phil said that occasionally the water has to be changed. Ken said that Lords and Weir House Mills are blocking the river and would be a problem to most trout. Phil showed a copy of The Wild Trout Trust report on the upper reaches of the R.Chess, an advisory visit at the request of "Impress the Chess" last August. David said that he was a member of the Trust would like to read he report. Noted that ItC minutes state that CEG have been asked to thank Andy Thomas. Phil not sure if this has been done will ask Justine.

Dredging the river: The Environmental Agency has just started this week David Smallman whose house backs onto the river at the point they are dredging explained what they are doing. Building up the island and widening the pathway in some places along the river Didn't know if the Swans who have just started to build their nest a bit further down would be disturbed.

Phil reported that Kathryn Graves told him that the yellow pipe crossing the River at the Island was believed to be a gas pipe is now believed to be water supply pipe.

Next open forum of ItC on the 2nd June will be conducted outside and is planned as circular river walk starting at 6.30pm from Water Meadow car park.

Publicity Posters /leaflets

Andrew is to have a display Chesham Walks in the Library very soon and the environmental group could do a similar thing. Phil said at Yesterdays Voluntary Impact conference Bucks Library were in attendance and was given a Chesham library contact name, it wasn't the same name as Andrew's contact. Andrew said that we would have to have something to display. Phil has not as yet been in contact with Peter Hawkes re leaflets/hand outs and Georgina suggested Posters to put around town. White Hill Centre, Library etc Andrew and Phil agreed to get together on this matter. Joy John of Voluntary Action has put several people in touch. it was suggested that we had a banner to display at our Sunday during working party, others felt that an A frame would be more appropriate; Ian said there is a place in Amersham we could look at. Ian said he would make enquires.

Action: Ian

Projects

Amersham Road Railings: A needs re-painting, project the Sunday working party could do during the bird nesting season. Ken said the Cannon Mill information board needs a coat of varnish

Pond surveys: Ian to get out promotion, need ponds to survey.

Sunday morning Working group: Contact Allen for advice on jobs to be done in MWG's

AGM

Nominations for Chair Secretary Treasurer forms to go out 21 days before AGM. Phil is willing to stand (Chair) and Ken (Treasurer). Georgina willing to e-mail nomination forms. Invited speaker/s from Chesham in Transition to give a talk.

Shelley Passage Gardens

Some of us attended the Big Tidy Up at the end of February. The group have a designer onboard Alistair Will who would oversee public art project, if agreed. They have grants from Breathing Places and Paradigm to dealing with tree work as part of the project. There is a further meeting next week, I will attend.

AOB

The waders once lost have now been found.

Chesham Society has asked Phil to give a talk on the CEG at their April meeting. Ian has agreed to do a double act and we might even put together a PowerPoint presentation.

Cowcroft reserve we helped out with this reserve last year. Trevor checked out this week the grass is still fairly short compared to last year, this is probably due to the harsh few weeks we had in February. Trevor will monitor the reserve and report back at next meeting.

Meeting ended 9.05pm

Diary Dates

Next meeting AGM 23rd April

Ordinary meetings 25th June, 27 August and 19th November

Minutes of Chesham Environmental Group
Annual General Meeting

Meeting held on, 23rd April 2009, at 07.30pm, at Chesham Town Hall,
Lowndes Room.

Present:

Richard Berry, Geraldine Berry, Henricus Peters, Rosemary Main, Rodger Main, Ken Austin(Treasurer) Michael Browne, Andrew Clark, Ian Freeman, Ruth Freeman, Trevor Brawn, Helen Spencer, Georgina Lomnitz(contact), Pam Edwards, Phil Folly(Chair), Kate Folly and Alan Rayfield & Rob Craig from Chesham in Transition.

1. Welcome

Chair welcomed everyone to the meeting, apologised for missing Chairman's Report from the agenda asked meeting to put the report in as No 6 on the agenda and to re-number down.

2. Apologies for absence: Chair read out names:

Tricia Croot, Brian & Isabella Rance, Michael Hill, Jean Staveley, Peter & Jean Reeve, Anne Noakes, Cllr Justine and Simon Fulford, David Russell, David Smallman, and from the floor Jean Queripel, M. Peters, and Averill Savage.

3. Minutes of Previous Meeting/matters arising

Phil Folly had a matter arising. No 2 Presentation of Accounts. Ken wasn't in China, Ken cannot remember where he was but it definitely wasn't China.

4. Treasurer's Annual Report

Ruth Freeman had certified the accounts as being true and proper. Ken Austin went over his report pointing out details such as Donations and Awards, and asked any questions on his report. Henricus Peters asked why there was no expenditure against the web-site. Ruth explained the previous year's expenditure was for setting up the web-site domain for two years, so we had nothing to pay during this financial year.

5. Election of Officers

Phil Folly vacated the Chair to Ken Austin while nomination for Chair was voted for: Phil is willing to continue, no further nominations and Phil took back the Chair from Ken.

Phil Folly nominated Henricus Peters for Secretary, Georgina Lomnitz seconded, Henricus accepted, no further nominations, Henricus was voted in as Secretary.

Treasurer Ken Austin has agreed to continue, no further nominations, Ken voted in as Treasurer.

Georgina agreed to continue as the Groups contact.

6. Chairman's Report

Phil weighs up his first year as Chair, the work done in Meades Water Gardens and how the group can help out in our small way. Litter picking along the River Chess, Captains Wood, Jacob's ladder tidy up, and clearance of the overgrown scrubs blocking the pathway along the wall once owned by colour supplies, now Porchester Homes, leading to a donation of £100. Litter is a blot on the landscape and an unnecessary blot at that. Phil wants the mini re-cycle centre under the railway bridge moved as he believes it is a major source of litter going into the river. There weren't many sunny days last summer but we seemed to be lucky with our Sunday working party. A few of us spent a pleasant afternoon in the River Chess that flows through David Briggs Farm, pulling out the invasive plant Himalayan Balsam.

Working with other like minded groups, special thanks must go to the Action for Bridleway of Chesham Group (ABC) who successfully saw off the prospect of some of our bridleways being opened to all traffic (BOATs). Thank also to Bob Ayers, Parks and open spaces manager and his team of Town Council workers. Phil thanked the volunteers that help out every month no matter what the weather, thanked the Town Clerk Bill Richards, and Town Council for their continuous support, and Allen Beechey, Chiltern Area of Natural Beauty, Chalk stream project manager, for his knowledge of the R.Chess and advice.

Questions from the floor:

Phil asked a couple question of his own report, firstly did he have support concerning the mini re-cycling centre Moor Road. At our March meeting it was agreed he would write to CDC asking for the re-cycling centre to be moved further into the car park or re-sighted at the other end of the car park. Before writing he decided to ask for Waterside Councillor Justine Fulford observations. Justine emailed back saying by moving it to the other side would probably alienate the residents' of Shantung Place, mothers using the children's play area and the allotment holders. Phil took this onboard and the meeting agreed that we should ask for the centre to be cleared even more often than it is now or moved further onto the car park and fenced in. Secondly He was sorry that he that he missed Natural History Society from his report and the work we done at Cowcroft reserve last year, from the meeting Trevor Brawn Chairman of the Society gave a short summary on what's happening on the reserve and he will contact Georgina if help is needed from volunteers. Another matter of some importance was brought to the attention of the meeting. The cutting down or slaughter of a section of trees scrubs and disturbance of nesting birds along the riverside in Water Lane, Photos taken by Richard and Geraldine Berry and a email sent to CDC by Jean Prichard residents were shown. Phil said he would write on behalf of CEG.

- 7. Guest Presentation** – Chesham in Transition, representatives Alan Rayfield and Rob Craig.

PowerPoint Presentation

Alan started us off on the subjects Peak Oil and Climate Change; he concentrated on Peak oil as he thought most people would have heard of Climate Change.

Showed us number of slides of oil producing countries and predicting the slowing down of oil production and how it was becoming more expensive to produce. We rely on oil, the only question is when is it going to Peak, some experts say it has already peaked and others that it won't be all that long before oil production peaks.

Craig concentrated on what the local group would like and hope to do in the future. Several questions from the audience made for an interesting discussion.

- 8.** Date of next meeting Thursday 25th June 2009, 7.30 at Town Hall.
- 9.** Thank you and Good night

CESHAM TOWN COUNCIL

Report of the Officers to a meeting of the **RECREATION AND THE ARTS**

COMMITTEE on Monday 1st June 2009.

AGENDA ITEM NO: 6 – ELGIVA BOARD OF MANAGEMENT PLAN

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider the financial projections plan from the Elgiva Board of Management.

Background Information

2. At the Recreation and the Arts Committee held on the 24th November 2008, Members requested that the Board of Management look at financial projections for the facility so medium to long term planning for the theatre could be undertaken (Minute no 53).

Financial Implications

3. As outlined within the report.

Strategic Objectives

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

Detailed Consideration

5. **Attached** is the Elgiva Board of Management's finance plan based upon different case scenarios. Members of the Elgiva Board of Management will be present on the evening to answer questions. Should any Member have specific questions on the figures, they are requested to contact the Town Clerk beforehand so the necessary research can be undertaken.

Recommendation

The Committee's views on the Finance Plan are requested.

Elgiva Business Plan

Background

In November the Board produced a business strategy showing how the Elgiva planned to address the uncertainties caused by the economic recession. Members broadly accepted the direction of travel outlined in this strategy but requested that an attempt be made to quantify the identified risks. The Board has therefore revisited the strategy and endeavoured to look at the elasticity of Elgiva profitability in relation both to a possible reduction in ticket sales and a reduction in hirings.

Before addressing this question, it should be stressed that at present the Elgiva is not witnessing a reduction in ticket sales nor any reduction in demand from potential hirers. At this stage there is no expectation that this year's budget will not be met, and, indeed, the most recent available figures point to the Theatre achieving savings of at least £5,000 against budget. The omens for 2009/2010 remain on course for a similar performance with only a modest increase in the budget deficit.

Cost projections

The Board have undertaken a thorough review of costs with the manager. The major single cost is salaries, and with only 5 full time staff, there is no further substantial saving that could be made without breaching a minimum level of safety. If there were to be a downturn in theatre bookings, some savings could be made in the costs of duty managers and technical staff, but not in core salaries. Indeed, as has previously been explained to members, the only discretionary elements of costs are maintenance, box office and publicity.

The introduction of the new on-line booking system, which is now taking about 30% of ticket income, has already allowed some reduction in box office staffing. No further cuts are possible. The only substantial saving in publicity which might be made is to reduce the publication of "What's On" from 3 to 2 times per year. However, the reduced exposure and consequential loss of advertising revenue would probably be counterproductive, quite apart from the practical difficulty of scheduling all programmes and films so far in advance. This step is therefore not proposed at this time although it could be considered if the Theatre's financial position were to worsen.

Other significant costs where savings could be made are in rates and council recharges. Achieving charitable status would enable the Theatre to save 80% of the rates bill and this saving could be increased if the balance of 20% were granted a discretionary waiver. However, other costs in legal fees and audit would partially offset any savings and this issue therefore remains under review and is not factored into the attached summary. From the Theatre's perspective, it is likely that a part-time accountant could perform all necessary reporting and analysis for a lower cost than it is currently charged by the Council, but it is recognised that such a step, while saving the Elgiva money, could result in higher overall costs for the Council.

However, the vast majority of costs are not within the power of the Theatre to control, although no increase beyond normal inflationary uplift is currently anticipated. In short the cost projections shown in the attached summary appear robust with little up- or downside.

Income projections

The Theatre's main sources of income are through hirings to amateur organisations or through Council productions which typically involve profit sharing deals with professional organisations.

Hirings to amateur groups generate revenue of approximately £2,100 per week. This revenue is not affected directly by ticket sales, except in a modest way through commission, and bar and ice cream takings. As a guide (although the precise figures vary depending on the nature of the hirer), the marginal value to the Theatre of every ticket sold is about £1. So a decline in ticket sales to amateur productions of say 20% would result in an immediate loss of revenue of only 2% or less on these events. In the longer term, if an amateur company were to make a big loss on a show, this might colour their future wish to hire the Theatre, but at present the demand exceeds the available theatre time, so this is not of concern for the next two years.

It is unlikely that any company would pull out of a booking once they have started to incur costs, and they are in any case liable for the full hire charge even if the production does not take place. There is a slight risk of default by a hirer if they lose money, but the manager has the right to insist on an indemnity if the solvency of the hirer is in any doubt.

In summary, therefore, hire income is considered robust for 2009/2010, and probably for the following year

Council productions are usually conducted on the basis that the artist gives the Theatre first call on a percentage of revenue, with a profit share on the balance. Again, therefore, the Theatre is not exposed to the full risk of a decline in ticket sales. Across all shows, a 20% decline in ticket sales would only reduce Theatre income by about 5%. As with amateur hirings, there is at present no shortage of professional acts wishing to come to the Elgiva, so this income stream is robust at least for 2009/2010.

Against this background, the Board believes there is little downside risk for 2009/2010. Similarly, for the reasons explained above, the following year also looks to be able to withstand a continuation of the current recession, but we have nevertheless conducted a sensitivity analysis showing the impact of a 20% drop in ticket sales across the board and a total of 4 weeks when the Theatre is dark for lack of hirers. **It is important to understand that these scenarios are intended merely to quantify the scale of the potential impact of a continuing economic slump. The Board is not projecting such a scenario, and there is as yet no evidence to support such a pessimistic outlook.**

20/04/2009

AGENDA ITEM NO 7 : CHESHAM MOOR GYM AND SWIM

Reporting Officer: Stephen Pearson (01494 583825)

Summary

1. To consider the financial report up to the 31st March 2009 and other matters pertaining to the Chesham Moor Gym and Swim Centre.

Background Information

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

Financial Implications

3. As outlined within the report.

Strategic Objectives

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

Detailed Consideration

Financial Update

5. The attached financial report (excluding Renewals & Repairs) shows an operational deficit of £70,431 at the end of March 2009 (£86,813 2008) against the revised year end estimate of £83,403 a saving of £12,972. This was the second year under Council management. The main differences are explained below:

| Budget Heading | Amount | Reason |
|------------------|--------|-------------------------------|
| | £ | |
| Contractors Fees | 750 | Support services not required |
| Training | 1,074 | budget not spent |
| Gas/Electricity | 1,574 | lower energy costs |
| Publicity | 710 | budget not spent |

| | | |
|------------------|---------|---|
| Maintenance | (2,357) | pre season maintenance work carried out earlier than previous years |
| Equipment rental | 3,820 | no rental charge during change of equipment |
| New Initiatives | 2,358 | solar energy budget to be carried forward |
| Gym Income | 4,120 | improved membership |
| Other Income | 1,520 | additional classes |

- The gym has and is undergoing a publicity drive to try to achieve the 2009/10 target set by the Council and monthly takings have seen an improvement during the last four months.
- The last six months figures compared against the same six months for the preceding year (excluding VAT) are as follows:

| | £ | | £ |
|---------------|----------------------|---------------|----------------------|
| November 2007 | 3,543 | November 2008 | 5,587 |
| December 2007 | 3,297 | December 2008 | 4,384* |
| January 2008 | 4,640 | January 2009 | 6,490* |
| February 2008 | 5,515 | February 2009 | 5,007* |
| March 2008 | 5,034 | March 2009 | 7,880* |
| April 2008 | <u>5,771</u> | April 2009 | <u>6,520*</u> |
| TOTAL | <u>27,800</u> | | <u>35,868</u> |

* VAT reduction to 15%

- The above figures demonstrate a very satisfactory increase of around 29% when comparing the last six months against the same six months in the preceding year. If an average of the last four months is used as a basis for forecasting the income for 2009/10 this would equate to £77,691 against a budget figure of £70,000. The actual gym income for the year ended 31st March 2009 was £64,120.
- The swimming season opened on the 1st May and long range weather indicates a good summer may be forthcoming.
- The season ticket numbers are down by 43 on the same period as last year (up to the 22nd May) together with income down by £1,692. This may be due to the introduction of the free government swimming promotion 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.

Details of the season ticket sales to date (excluding VAT) are as follows:

| | 2007 | | 2008 | | 2009 | |
|-----------------------|------------|---------------|------------|---------------|------------|---------------|
| | Tickets | £ | Tickets | £ | Tickets | £ |
| Adult | 79 | 5,379 | 73 | 5,591 | 58 | 4,665 |
| Adult - Family | - | - | - | - | 21 | 1,461 |
| Concession | 100 | 4,255 | 102 | 5,643 | 80 | 4,661 |
| Junior | 55 | 2,106 | 57 | 2,426 | 16 | 717 |
| Junior- Family | - | - | - | - | 29 | 1,009 |
| Junior Con | 21 | 447 | 14 | 357 | 3 | 81 |
| TOTALS | 255 | 12,187 | 245 | 14,017 | 207 | 12,594 |

15 Family Tickets have been sold -the details of which are shown below. The total adult and junior tickets issued under the family scheme are shown separately in the above table.

- **Two Adults and Two children -2**
- **Two Adults and One child -4**
- **One Adult and Two children -6**
- **One Adult and Three children - 3**

11. Another 13 tickets were sold last year after the 22nd May which took the total 2008 season ticket income to £14,417 (excluding VAT).
12. The 2009/10 budgeted income from season ticket sales is £13,345 against the sales to date of £12,594.

Recommendation

That the financial position be noted.

Budget Detail - By Centre

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

Note :

| | <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 | 0 | 42,130 | 60,000 | 0 | 0 | 60,000 | 60,760 | 0 | 61,000 | 72,000 | 0 |
| 4002 CONTRACTORS FEES | 39,355 | 3,600 | 750 | 0 | 0 | 750 | 0 | 0 | 750 | 750 | 0 |
| 4004 WAGES | 0 | 28,500 | 30,000 | 0 | 0 | 30,000 | 24,603 | 0 | 23,850 | 28,000 | 0 |
| 4008 TRAINING | 0 | 167 | 500 | 0 | 0 | 500 | 1,126 | 0 | 2,200 | 2,000 | 0 |
| 4009 TRAVELLING | 0 | 30 | 0 | 0 | 0 | 0 | 45 | 0 | 0 | 0 | 0 |
| 4010 MISC STAFF COSTS | 0 | 1,271 | 1,500 | 0 | 0 | 1,500 | 846 | 0 | 750 | 750 | 0 |
| 4011 RATES | 0 | 12,496 | 13,000 | 0 | 0 | 13,000 | 13,675 | 0 | 13,675 | 9,955 | 0 |
| 4012 WATER RATES | 0 | 3,037 | 3,500 | 0 | 0 | 3,500 | 3,492 | 0 | 3,400 | 3,520 | 0 |
| 4014 ELECTRICITY | 0 | 3,907 | 5,145 | 0 | 0 | 5,145 | 6,222 | 0 | 5,145 | 6,450 | 0 |
| 4015 GAS | 0 | 13,070 | 11,700 | 0 | 0 | 11,700 | 9,049 | 0 | 11,700 | 15,000 | 0 |
| 4016 CLEANING | 0 | 660 | 1,500 | 0 | 0 | 1,500 | 1,867 | 0 | 1,750 | 1,825 | 0 |
| 4017 SKIP HIRE | 0 | 197 | 735 | 0 | 0 | 735 | 187 | 0 | 735 | 760 | 0 |
| 4019 CHEMICALS | 0 | 2,663 | 3,500 | 0 | 0 | 3,500 | 3,387 | 0 | 3,315 | 3,565 | 0 |
| 4021 TELEPHONE & FAX | 0 | 967 | 750 | 0 | 0 | 750 | 831 | 0 | 845 | 875 | 0 |
| 4022 POSTAGE | 0 | 321 | 500 | 0 | 0 | 500 | 36 | 0 | 300 | 300 | 0 |
| 4023 STATIONERY | 0 | 1,214 | 1,000 | 0 | 0 | 1,000 | 727 | 0 | 500 | 550 | 0 |
| 4025 INSURANCE | 2,400 | 2,675 | 3,500 | 0 | 0 | 3,500 | 3,327 | 0 | 3,500 | 3,625 | 0 |
| 4026 PUBLIC LICENCES | 0 | 136 | 200 | 0 | 0 | 200 | 316 | 0 | 315 | 325 | 0 |
| 4028 PHOTO-COPIER | 0 | 0 | 0 | 0 | 0 | 0 | 51 | 0 | 0 | 0 | 0 |

Continued on Page 2

Budget Detail - By Centre

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

Note :

| | <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 | 0 | 1,762 | 5,000 | 0 | 0 | 5,000 | 3,628 | 0 | 5,000 | 5,500 | 0 |
| 4033 ADVERTISEMENTS | 0 | 0 | 0 | 0 | 0 | 0 | 362 | 0 | 0 | 0 | 0 |
| 4036 PROPERTY MAINTENANCE | 0 | 4,167 | 5,000 | 0 | 0 | 5,000 | 7,871 | 0 | 5,000 | 5,000 | 0 |
| 4038 MAINTENANCE CONTRACT | 0 | 3,700 | 4,900 | 0 | 0 | 4,900 | 2,450 | 0 | 3,500 | 4,000 | 0 |
| 4041 EQUIPMENT RENTAL | 0 | 9,240 | 15,000 | 0 | 0 | 15,000 | 11,180 | 0 | 15,000 | 15,000 | 0 |
| 4042 EQUIPMENT MAINTENANCE | 0 | 3,002 | 2,500 | 0 | 0 | 2,500 | 3,896 | 0 | 4,000 | 3,000 | 0 |
| 4047 ALARM | 0 | 45 | 0 | 0 | 0 | 0 | 2,860 | 0 | 3,300 | 1,000 | 0 |
| 4048 EQUIPMENT | 0 | 3,215 | 1,000 | 0 | 0 | 1,000 | 2,900 | 0 | 1,800 | 750 | 0 |
| 4053 LOAN INTEREST | 7,065 | 6,665 | 7,065 | 0 | 0 | 7,065 | 6,316 | 0 | 7,065 | 7,065 | 0 |
| 4054 P.W.L.B. | 3,620 | 4,018 | 3,620 | 0 | 0 | 3,620 | 4,367 | 0 | 3,620 | 3,620 | 0 |
| 4056 LEGAL EXPENSES | 0 | 540 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4059 PROFESSIONAL FEES | 0 | 2,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4091 ADMIN STAFF RECHARGE | 4,210 | 15,000 | 9,020 | 0 | 0 | 9,020 | 9,020 | 0 | 9,020 | 9,335 | 0 |
| 4092 ADMIN OHEAD RECHARGE | 2,505 | 3,712 | 5,285 | 0 | 0 | 5,285 | 4,591 | 0 | 5,025 | 5,200 | 0 |
| 4093 DEPOT STAFF RECHARGE | 0 | 0 | 20 | 0 | 0 | 20 | 0 | 0 | 0 | 0 | 0 |
| 4094 DEPOT OHEAD RECHARGE | 0 | 0 | 20 | 0 | 0 | 20 | 0 | 0 | 0 | 0 | 0 |
| 4103 WATER CHECKS | 0 | 290 | 0 | 0 | 0 | 0 | 1,255 | 0 | 615 | 615 | 0 |
| 4139 PITCH MARKING SUPPLIES | 0 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4151 HANGING BASKETS | 0 | 0 | 0 | 0 | 0 | 0 | 392 | 0 | 390 | 350 | 0 |
| 4152 HOSPITALITY | 0 | 53 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4155 INSURANCE CLAIMS | 0 | 150 | 0 | 0 | 0 | 0 | 1,274 | 0 | 0 | 0 | 0 |

Continued on Page 3

At 17:20

Budget Detail - By Centre

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

Note :

| | | <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 |
| 4190 | MANAGEMENT FEE | 0 | 8,279 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4191 | GYM MEMBERS REFUNDED | 0 | 379 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4199 | SUNDRY EXPENSES | 0 | 450 | 500 | 0 | 0 | 500 | 541 | 0 | 500 | 500 | 0 |
| 4250 | NEW INITIATIVES | 0 | 0 | 0 | 0 | 0 | 0 | 2,642 | 0 | 5,000 | 0 | 0 |
| 4280 | WEB SITE | 0 | 0 | 0 | 0 | 0 | 0 | 300 | 0 | 0 | 0 | 0 |
| 4923 | TFR TO/FR POOL FUND | 0 | 29,243 | 0 | 0 | 0 | 0 | 1,006 | 0 | 1,005 | 0 | 0 |
| 4926 | TFR TO/FR FLOWERS RES | 0 | 3,670 | 0 | 0 | 0 | 0 | -333 | 0 | -390 | -350 | 0 |
| | OverHead Expenditure | 59,155 | 216,644 | 196,710 | 0 | 0 | 196,710 | 197,068 | 0 | 203,180 | 210,835 | 0 |
| 3003 | COLD DRINKS SUPPLIES | 0 | 362 | 0 | 0 | 0 | 0 | 2,634 | 0 | 1,665 | 1,725 | 0 |
| 3004 | POOL SNACKS SUPPLIES | 0 | 1,554 | 2,500 | 0 | 0 | 2,500 | 1,756 | 0 | 1,645 | 1,700 | 0 |
| 3005 | POOL HOT DRINKS SUPPLIES | 0 | 762 | 1,750 | 0 | 0 | 1,750 | 579 | 0 | 500 | 520 | 0 |
| 3006 | POOL CAFE SUPPLIES | 0 | 113 | 250 | 0 | 0 | 250 | 0 | 0 | 50 | 50 | 0 |
| | Direct Expenditure | 0 | 2,791 | 4,500 | 0 | 0 | 4,500 | 4,970 | 0 | 3,860 | 3,995 | 0 |
| 1004 | POOL HOT DRINK SALES | 0 | 1,031 | 3,600 | 0 | 0 | 3,600 | 1,175 | 0 | 1,100 | 1,200 | 0 |
| 1005 | POOL SNACK SALES | 0 | 1,552 | 3,600 | 0 | 0 | 3,600 | 1,852 | 0 | 2,000 | 2,100 | 0 |
| 1006 | POOL COLD DRINK SALES | 0 | 274 | 0 | 0 | 0 | 0 | 632 | 0 | 650 | 700 | 0 |
| 1101 | HIRE FEES | 0 | 0 | 0 | 0 | 0 | 0 | 141 | 0 | 0 | 0 | 0 |
| 1105 | RENT BUILDINGS | 18,875 | 2,352 | 3,100 | 0 | 0 | 3,100 | 3,209 | 0 | 3,100 | 3,255 | 0 |
| 1177 | GRANTS & DONATIONS | 0 | 3,670 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Continued on Page 4

Budget Detail - By Centre

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

Note :

| | | <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 |
| 1187 | INSURANCE CLAIMS | 0 | 0 | 0 | 0 | 0 | 0 | 1,979 | 0 | 0 | 0 | 0 |
| 1197 | OVERS/UNDERS | 0 | -109 | 0 | 0 | 0 | 0 | 62 | 0 | 0 | 0 | 0 |
| 1199 | SUNDRY INCOME | 0 | 0 | 0 | 0 | 0 | 0 | 26 | 0 | 25 | 25 | 0 |
| 1500 | CVSLA TRANS FUND | 0 | 29,243 | 0 | 0 | 0 | 0 | 1,006 | 0 | 1,005 | 0 | 0 |
| 1501 | ADULT SWIMMING | 0 | 8,944 | 12,000 | 0 | 0 | 12,000 | 13,194 | 0 | 13,185 | 13,500 | 0 |
| 1502 | JUNIOR SWIMMING | 0 | 8,192 | 9,500 | 0 | 0 | 9,500 | 9,277 | 0 | 9,277 | 7,720 | 0 |
| 1503 | SENIOR SWIMMING | 0 | 1,253 | 1,280 | 0 | 0 | 1,280 | 1,750 | 0 | 1,750 | 1,450 | 0 |
| 1504 | SPECTATORS | 0 | 570 | 555 | 0 | 0 | 555 | 751 | 0 | 750 | 750 | 0 |
| 1505 | LEISURE ADULT SWIM | 0 | 1,238 | 1,980 | 0 | 0 | 1,980 | 0 | 0 | 0 | 0 | 0 |
| 1506 | LEISURE CHILD SWIM | 0 | 1,500 | 1,920 | 0 | 0 | 1,920 | 0 | 0 | 0 | 0 | 0 |
| 1507 | POOL HIRE | 0 | 6,164 | 5,440 | 0 | 0 | 5,440 | 7,840 | 0 | 7,840 | 8,230 | 0 |
| 1508 | SWIMMING LESSONS | 0 | 923 | 900 | 0 | 0 | 900 | 466 | 0 | 465 | 700 | 0 |
| 1509 | AQUA AEROBICS | 0 | 1,872 | 1,950 | 0 | 0 | 1,950 | 2,670 | 0 | 2,670 | 2,800 | 0 |
| 1510 | GYM | 0 | 26,982 | 40,000 | 0 | 0 | 40,000 | 37,566 | 0 | 35,000 | 40,000 | 0 |
| 1511 | SUNBED | 0 | 72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1512 | TENNIS COURT | 0 | 1,640 | 2,000 | 0 | 0 | 2,000 | 2,781 | 0 | 2,500 | 4,000 | 0 |
| 1513 | DRINKS THRO TILL | 0 | 495 | 360 | 0 | 0 | 360 | 1,471 | 0 | 1,000 | 1,000 | 0 |
| 1514 | FOOTBALL PITCHES | 0 | 1,764 | 1,700 | 0 | 0 | 1,700 | 1,847 | 0 | 1,770 | 1,860 | 0 |
| 1515 | PILATES CLASSES | 0 | 230 | 120 | 0 | 0 | 120 | 733 | 0 | 85 | 120 | 0 |
| 1516 | PERSONAL TRAINING | 0 | 85 | 0 | 0 | 0 | 0 | 120 | 0 | 0 | 0 | 0 |
| 1517 | SHOWERS | 0 | 45 | 10 | 0 | 0 | 10 | 72 | 0 | 35 | 35 | 0 |

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At 17:20

Budget Detail - By Centre

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

Note :

| | | <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 |
| 1518 | BARBECUE HIRE | 0 | 6 | 5 | 0 | 0 | 5 | 14 | 0 | 15 | 15 | 0 |
| 1519 | POOL INFLATABLE | 0 | 70 | 70 | 0 | 0 | 70 | 0 | 0 | 0 | 0 | 0 |
| 1520 | ROOM HIRE | 0 | 326 | 50 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 |
| 1601 | ADULT SEASON TICKETS | 0 | 5,898 | 6,000 | 0 | 0 | 6,000 | 5,880 | 0 | 5,880 | 6,175 | 0 |
| 1602 | ADULT CONC S/TICKETS | 0 | 4,570 | 5,875 | 0 | 0 | 5,875 | 5,600 | 0 | 5,600 | 4,700 | 0 |
| 1603 | JUNIOR SEASON TICKETS | 0 | 2,413 | 2,500 | 0 | 0 | 2,500 | 2,391 | 0 | 2,390 | 2,010 | 0 |
| 1604 | JUNIOR CONC S/TICKETS | 0 | 596 | 600 | 0 | 0 | 600 | 546 | 0 | 545 | 460 | 0 |
| 1701 | TR GYM RECEIPTS | 0 | 1,704 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1702 | BGC GYM RECEIPTS | 0 | 18,732 | 30,000 | 0 | 0 | 30,000 | 26,554 | 0 | 25,000 | 30,000 | 0 |
| | Total Income | 18,875 | 134,299 | 135,115 | 0 | 0 | 135,115 | 131,606 | 0 | 123,637 | 132,805 | 0 |
| 201 | Net Expenditure | 40,280 | 85,137 | 66,095 | 0 | 0 | 66,095 | 70,431 | 0 | 83,403 | 82,025 | 0 |
| | Total Budget Expenditure | 59,155 | 219,435 | 201,210 | 0 | 0 | 201,210 | 202,038 | 0 | 207,040 | 214,830 | 0 |
| | Income | 18,875 | 134,299 | 135,115 | 0 | 0 | 135,115 | 131,606 | 0 | 123,637 | 132,805 | 0 |
| | Net Expenditure | 40,280 | 85,137 | 66,095 | 0 | 0 | 66,095 | 70,431 | 0 | 83,403 | 82,025 | 0 |

AGENDA ITEM NO: 8 – ALLOTMENTS NEW SITE AND REVISION OF ALLOTMENTS AGREEMENT

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider the provision of a new allotment site and to consider proposed revisions to the allotment tenancy agreement.

Background Information

2. At the time of writing, the waiting list for allotments totals sixty-eight.
3. At the Recreation and the Arts Committee of the 24th November 2008, it was resolved *‘that the Committee’s comments on the proposed revised tenancy agreement and inspection regime be referred back to the Allotments Group for further consideration and discussion’* (Minute no. 54)

Financial Implications

4. As detailed within the report.

Strategic Objectives

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

Detailed Consideration

Possible New Allotment Site behind Nashleigh Hill Recreation Ground.

6. **Attached** is a letter from the Allotments Group Secretary following a site meeting organised by the Chairman of the Allotments Group with the Town Clerk and the Parks and Premises Manager on the 8th April and the subsequent Allotment Holders Open Meeting held on the 16th April. The letter goes on to outline the possible development of the Vale Road field directly behind Nashleigh Hill Farm as presented by the Chairman to the Allotments Group.
7. Your Town Clerk and Parks and Premises Manger would accept that the main points listed within the letter are broadly accurate and cannot see on logistical grounds why this could not happen. Perhaps the only issue would be objections

from the Highways Authority on vehicular egress to the site from Vale Road as the area has already been the focus for speed limit changes. However no soundings on this have been taken since the suggestion is at such an early stage. Clearly however, as alluded to in the letter, start-up capital costs may be 'prohibitive'. It is believed by officers that considerable works would be required to ensure proper vehicular access and there would be significant costs attached to providing fencing and provision of water.

8. In respect to the reference to legislation, the Council only has a duty to consider providing more allotments if requested by way of a formal request from a minimum of six residents (and it can be assumed the Allotments Group could simply garner 6 signatories almost immediately if required). If this happens, the Small Holdings and Allotments Act 1908 requires the Council to undertake a benefit/cost analysis on the use of its current landholdings and the comparable costs and value of providing additional allotments and the cost of acquiring additional land as set against its other duties and responsibilities for other community uses. It is not compelled to provide more allotments if it has undertaken the above analysis. On this premise, your officers feel the Council has to obtain proper quotations to undertake a cost benefit analysis or consider another site.

Revision to Tenancy Agreement

9. **Attached** is a revised tenancy agreement. As he and Councillor Mrs Pirouet have worked closely with members of the Allotment Group on this, Councillor Holly will be presenting the amendments to the committee, seeking their acceptance. If this revised document is acceptable to the Committee, it is hoped by the Allotments Group that this will come into force from October 2009.

Recommendation

1. **That the officers be authorised to undertake a cost/benefit analysis of providing a new allotments site in Vale Road**
2. **That amendments to the allotments tenancy agreement be considered.**

AGENDA ITEM NO: 8 – ALLOTMENTS NEW SITE AND REVISION OF ALLOTMENTS AGREEMENT

Reporting Officer: Bill Richards (01494 583824)

Summary

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Financial Implications

4. As detailed within the report.

Strategic Objectives

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

Detailed Consideration

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Recommendation

1. **That the officers be authorised to undertake a cost/benefit analysis of providing a new allotments site in Vale Road**
2. **That amendments to the allotments tenancy agreement be considered.**

AGENDA ITEM NO: 9 – UPDATE OF REFURBISHMENTS FOR THE ELGIVA

Reporting Officer: Mark Barnes – Elgiva Manager (01494 582902)

Summary

1. To note and agree the repairs and upgrades to the Elgiva Theatre.

Background Information

2. It is usual for the theatre to close down for 2-4 weeks in August for general maintenance.

Financial Implications

3. All of the items listed for repair are contained in the Elgiva's existing Renewals and Repair budget.

Strategic Objectives

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

Detailed Consideration

5. The management at The Elgiva are acutely aware of the need to be vigilant and realistic about all expenditure, not only in these difficult economic climes but at all times. Therefore, all the proposed items that are being planned as part of the annual Renewals and Repair budgets, will only be what is deemed as requirements to comply with health and safety legislation and also what is necessary to keep the overall fabric of the theatre up to the standard expected by today's audiences and hirers. The main areas to be 'targeted' in this year are all backstage areas to include the dressing rooms and artistes' showers/toilets (these particularly are in need of a major refurbishment), main public ladies toilets (suffering from damp damage) and the box office.
 - *Dressing Rooms and Artistes' Showers/Toilets.*
Replace the old original (11years old) lino flooring, with new flooring in corporate colours.
Repaint all dressing rooms and toilets. Replace damaged hand towel dispensers.
Purchase new bins. Replace the old and dirty chairs.

- *Main public Ladies toilets.*
Employ a professional damp-proof company to sort out the damp damage on the walls; then repaint damaged area. Replace any broken toilet roll dispensers.
- *Box Office.*
Purchase 2 window blinds to alleviate the problem of receptionists being 'blinded' by the sunlight.
- *Patio.*
To replace the Winter/Spring flower beds with Summer stock, to include the two hanging baskets.
To have the whole concrete floor of the patio deep-cleaned, thereby returning it to its original pink colour and not the dirty black it had become. (Recently completed).
- *Security Alarm System.*
As a requirement from The Police, the old security alarm system had to be upgraded to today's standards and therefore allowing The Elgiva to have the police response back in event of any emergency. (Recently completed).
- *General necessary 'house keeping' items.*
Listed here are general items that need to be undertaken to keep the building looking acceptable and safe. As many of these items as possible will be done in-house to save on expenditure.

Bar – either have the damaged bar security shutters serviced or worse case scenario, replaced. Replace all damaged down-lights as possible. Investigate the possibility of obtaining an extra drinks chiller.

Foyer – Have the café carpet professionally cleaned. Have the wall wood skirting re-varnished. Investigate the costs of installing some blinds for the main windows, to help with the 'greenhouse' effect and hot temperatures. To purchase a large flat screen TV to replace the tiny monitor currently used, this will enable customers, mainly children, for whatever reason (scared by the 'Wicked Witch' for example) to watch the show in comfort. To install a large lockable storage cupboard in the recess behind the gents' toilet door, this will help with the huge lack of storage space in the box office.

Auditorium – Repair the damaged seats on tiered seating. Repaint any damaged wall paintwork. Depending on cost, undertake a full refurbishment of the wooden floor.

Stage – Purchase two new radio microphones to keep to required stock levels. Purchase more stage lanterns, to replace old damaged stock (no new stage lanterns have been purchased for five years!) Purchase some lit music stands.

Box Office – Purchase two new ergonomic chairs for the receptionists. Purchase a paper recycling bin.

6. It should be noted that the theatre must also upgrade the current fire alarm system, as the current system no longer full complies with the legal requirements (costs unknown at present).
7. As is usual, there are several annual maintenance items, such as the servicing of the stage 'pit' lift, the seating system, boiler and ventilation servicing, stage 'flying' system and any PAT testing necessary. These are done as a matter of course during a two week period in August. During this period, the theatre cleaner will undertake 'deep' cleaning of areas which normally she does not have the time or availability to do, this will incur minor costs in a few extra hours' wages, but is vital in helping 'return' the theatre to a nice condition, ready for the onslaught of another extremely busy theatre programme.
8. As mentioned before, the management team are acutely aware of the need to be prudent with all costs, but all of the above are deemed necessary to keep this community theatre looking good and operating to the high standard which has been set.

Recommendation

That the proposed renovations at the Elgiva be noted and agreed.

AGENDA ITEM NO: 10 – COMPLIMENTARY USE OF COUNCIL’S FACILITIES

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider two requests for complimentary use of the Council’s facilities.

Background Information

2. The Council has previously agreed to delegate approval of complimentary use of Council’s facilities to the Town Clerk, in liaison with the Chairman of the Policy and Resources Committee. However since both these requests have considerable lost revenue implications, it is felt these would be better determined by Committee.

Financial Implications

3. As outlined within the report.

Strategic Objectives

4. Accords with the Council’s strategic aim 7 – *‘To help create a socially inclusive and caring community, which embraces all its residents equally, which seeks to develop their well-being, knowledge, understanding, and mutual co-operation.’*

Detailed Consideration

5. The first request has come from the **Chesham Asian Welfare Society** who are intending to hold its third annual multi-cultural and community cohesion event in the Elgiva on the 9th August. The previous two events have been highly successful in attracting a number of bodies from the statutory and voluntary sector to offer advice to all sections of the community on practical matters such as benefit entitlement, housing accommodation, etc. In previous years, the event has been almost exclusively funded through other agencies such as Paradigm Housing and Chiltern District Council but the organisers are less confident of obtaining such funding this year. Accordingly they have requested that the Council consider waiving or reducing the Elgiva hall hire fee of £865 inclusive of VAT.
6. The second request comes from the **Royal British Legion**. Obviously Members will be aware that the Legion building has been burnt to the ground. Its annual *Veterans’ Day* takes place on the 27th June 2009 where it hosts a reception and provides entertainment for ex-servicemen and women throughout the afternoon

and evening. Accordingly officers have been approached about use of the Community Hall on that day. The maximum charge for this would be £174 inclusive of VAT.

7. The Council has always been conscious of setting a precedent for free use. The Royal British Legion's situation is a unique one and therefore the Committee may consider it sympathetically because of its unfortunate circumstances. The Chesham Asian Welfare Society, while undoubtedly worthy, may set a precedent for other community events to similarly feel they are entitled to a hire reduction thus putting the Elgiva Manager and the Committee in an awkward position in future. It should be said that the Chesham Asian Welfare Society has been encouraged to apply for a donation but its Chairman has expressed the importance of securing funding/support in advance of the event.

Recommendation

The Committee's views on both requests for complimentary use of the Elgiva and the Town Hall are sought.

**AGENDA ITEM NO. 11 - PURCHASE OF A TRACTOR
MOUNTED CHIPPER / SHREDDING MACHINE FOR
THE PARKS & PREMISES MAINTENANCE
DEPARTMENT**

Reporting Officer: Bob Ayres (01494) 775593

Summary

1. To consider the purchase of a tractor mounted chipper / shredder, and the operational and environmental advantages.

Background Information

2. None pertaining to this item.

Financial Implications

3. The item listed has been earmarked in this year's Renewals and Repair budget.

Strategic Objectives

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

Detailed Consideration

5. The very nature of the work in this department generates a large amount of tree / shrub and hedge cuttings. These are transported to the maintenance depot (often several trailer loads at a time) for disposal.
6. In consideration of the environment, bonfires are very far and few between. A small Chipping machine is hired locally, and reduces the cuttings to useful 'chips' for use in muddy areas. Unfortunately the hired machine is not capable of chipping branches with a diameter greater than 2in., nor will it shred soft stemmed hedge / shrub trimmings - all of which would make valuable compost for the beds and borders.

The operational advantages of a tractor mounted chipper / shredder are:

- Time. The machine would be transported directly to the site of work, chip / shred the cuttings - several trailer loads would reduce down to one half load of

chippings, greatly reducing loading / transportation and unloading time before disposal at the depot. The ‘chips’ could either be used directed on that site, or transported to the depot for use elsewhere as needed.

- The need to continually hire a small chipper would cease.
- The machine recommended can chip branches with a diameter up to 6in:, and be altered to ‘shred’ soft stemmed cuttings to a valuable mulch.

The Environmental advantages are:

- The need for bonfires would be almost eliminated.
- Road journeys would be much less - reducing carbon emissions and fuel consumption.
- The resulting chips can be used to make muddy pathways, etc: passable. Shredded material can be reused as a valuable mulch on the shrub beds.

7. **Technical and Financial Details**

There is a very wide range of chipping machines on the market. A local company can supply a model that would be very appropriate for our needs:- the Greenmech Eco-TMP Tractor Mounted Chipper. This can be transported directly to any work area that the tractor can reach. It can take branches with a diameter up to 6’’ (150mm). It has hydraulic roller feed, large infeed chute, a 270° rotational discharge chute – enabling the chips to be directed to a trailer in almost any position. It also has all the latest safety features.

8. Your Officers have obtained catalogue prices from two other suppliers. Their prices for machines of similar specification to the Greenmech are shown below:

Greenmech Eco-TMP tractor mounted 6in: chipper (local company – preferred option)
£ 5,850.00 + VAT

Echo BearCat tractor mounted 5in: chipper (company B)
£ 5,895.00 + VAT

Camon C275 5½in: independent engine driven chipper (company C)
£10,445.00 + VAT

Recommendation

That your officers be authorised to purchase the Greenmech Eco-TMP Tractor Mounted Chipper from a local company at the quotation price of £5,850.00 + VAT, the cost of which can be contained in the R & R budget for 2009-10

AGENDA ITEM NO. 12 – REPLACEMENT OF THE COUNCIL’S TRACTOR DRAWN TIPPER TRAILER

Reporting Officer: Bob Ayres (01494) 775593

Summary

1. To consider replacing the Parks & Premises Department’s tractor drawn tipper trailer.

Background Information

2. The Parks & Premises Department make regular use of a tractor drawn trailer for the transportation of aggregates, tree, hedge and shrub cuttings etc.:. The existing trailer is now approximately 15 years old.

Financial Implications

3. The item listed has been earmarked in this year’s Renewals and Repair budget.

Strategic Objectives

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

Detailed Consideration

5. The main body of the existing trailer is corroding badly, preventing loose aggregates to be carried. There is the danger that the floor may collapse completely with a heavy load. In addition, the electrical wiring is deteriorating with age and its exposure to the weather. Due to the heavy loads carried, and the trailers use on the public highway, it is important to keep items such as this in good condition. A new trailer will be compliant with the latest legislation for towed equipment, and will have a better appearance for the Councils image. The trailer can be supplied with a side extension kit that would give extra carrying capacity.
6. A replacement 4 tonne tipping trailer can be obtained from a local company for £2.825.00 less part exchange for the existing trailer of £475.00 leaving a balance to pay of £2.350.00. The cost of the optional mesh extension side kit is £650.00. The grand total balance to pay would be **£3.000.00** + VAT, the cost of which can be contained in the R & R budget 2009-10. Please note that there could be a slight price increase due to the time lapse between obtaining the quotation (October 2008) and placing the order in June 2009.

Recommendation

That your Officers be authorised to purchase the new trailer along with the extension kit from a local company in part exchange for the existing trailer, at the quotation price of £3.000.00, the cost of which can be contained in the R & R budget for 2009-10

Bill Richards
Town Clerk