

Information for the Parish Council Meeting on 29 July 2019

3 Matters Arising (not covered elsewhere on the agenda - for information only)

3.1 Update on the Neighbourhood Plan Steering Group

The Group met on 15 July 2019 and discussed the possible implications for the Neighbourhood Plan of the provisions contained within the Draft Chiltern and South Bucks Local Plan 2036, in particular the protection zone around Burnham Beeches SAC and the number of units due to be provided in the Farnhams. The Group also discussed a communication strategy to assist with their consultations with residents and the types of data that would be required to support them in formulating the Plan.

3.2 Update on BCC Consultation for LAF projects on The Broadway

The consultation ended on 28 June 2019 and TfB have confirmed that no objections were received to the proposed scheme which would see two additional parking bays in The Broadway, dropped kerbs being raised and a no loading at any time restriction being placed on the double yellow lines. These measures also received the full support of Lin Hazell, as County Councillor for Farnham Common. We are now waiting for a formal decision from TfB.

3.3 Update on Mound repairs at Farnham Royal playground

Instructions were given to Progress Services to removing all timbers, a pair of climbing bars and a climbing net and then to round off the Mound down to the ground on 25 June 2019. The Clerk is in regular contact with the contractor and requested that the work was carried out before the schools finished for the Summer holiday. Unfortunately, this was not possible partly due to increased activity at the playground. The Clerk has been advised that the work should be carried out by 2 August 2019.

3.4 Update on skip at entrance to field on Blackpond Lane

Residents have requested that the skip and surrounding rubbish at the entrance to a field in Blackpond Lane is removed as they believe it is now causing a public health issue. The Chairman and the Clerk have been discussing the removal of the skip and what other measures could be put in place to prevent unauthorised access to the field with Jerry Houdret, who is liaising with one of the land owners. A verbal update will be provided at the meeting.

4 To consider next steps for replying to the Draft Chiltern and South Bucks Local Plan 2036 and Community Infrastructure Levy consultations

The deadlines for replying to the above consultations have been extended to Friday 23 August 2019. The Chairman, Mr. Home and Mr. Milne met on 3 July 2019 to review the Draft Chiltern and South Bucks Local Plan 2036 and Community Infrastructure Levy. An outline of the response has been prepared and a further meeting will be held shortly to fully populate the reply.

5 To consider LAF projects for 2020/21

The Clerk has received two requests for projects both of which relate to the safety of children and adults crossing the A355 outside Farnham Common Infant School at the beginning and end of the school day and when moving between schools during the day.

The first request is from a resident who would like railing barriers to be installed at the traffic lights, either side of the road to avoid any incidents and safe guard the pedestrians. He states that his

concern is not a speeding issue rather that you can witness daily the bottle neck of adults, children and pushchairs trapped between the close boundary of the school fence and the road. He continues that the road is renowned for the volume and size/type of vehicle (Articulated lorries from the Slough Trading Estate) cutting through to the M40. He believes there are no other schools with the need to cross the A335 and would like to avoid the standard answer "Our policy is to direct the available county funding for this type of work towards those sites which suffer poor personal injury collision record" and see a more proactive viewpoint. His case would be that uniquely we have schools separated by a major "A" road coupled with an increase of pedestrians crossing and meeting vehicles at rush hour times and that prevention would be the best case over reaction.

The second request is from a group of residents who have similar concerns but would like, in the first instance, to make the existence of a school more evident to road users by installing colourful child shaped bollards in suitable places along the pavement, by having 'Slow School' painted on the road surface on both the northbound and southbound carriageways and by installing a vehicle activated sign on the southbound carriageway, similar to the one of the northbound carriageway. In addition, they have requested that the TfB speed survey discussed at the last Parish Council meeting takes place near the school and during term time.

6 To consider organising community training in the use of defibrillators

Mr. Thomas has suggested that the Parish Council organises community training in the use of defibrillators and has offered the Farnham Common Sports club as a venue for training in Farnham Common. The Clerk would also seek a venue in Farnham Royal. The South Central Ambulance Service has confirmed that they would be happy to conduct the training sessions for the Council and that these would be free of charge as they are for the community.

7 Open Spaces:

7.1 To consider recommendations for maintenance contracts in respect of open spaces, wooded areas and physical assets

The closing date for receiving tenders was 5 July 2019 and the Chairman and Mrs. Rolfe met on 9 July 2019 to evaluate those received. During those discussions it was decided that the recommendation would be for three contracts to be offered based on skills and experience as this would enable the Parish Council to form strategic partnerships with specialists who would be asked to take responsibility and be accountable for specific areas. At the tender interviews, ideas were discussed for improving the street scene and amenities for residents and visitors.

The first recommendation is that Capability Landscapes Ltd. be appointed to carry out the maintenance at Boundary Copse, Ingrams Copse, Jubilee Copse and Temple Dell.

The second recommendation is that Progress Services be appointed to maintain the playgrounds, benches and street furniture.

The third recommendation is that Matties Gardening Limited be appointed to carry out all of the grass cutting, verge and footpath maintenance and weedkilling within the Parish including in St. Mary's Churchyard.

It is recommended that all contracts commence on 1 August 2019 with an end date of 31 March 2023 but contain a break clause that will allow the agreement to be brought to an end on 31 March 2021 and a provision allowing the contracts to be extended by two years by mutual agreement. A 3% annual price increase will also be provided for effective on 1 April each year.

7.2 Playgrounds

7.2.1 To consider issues identified in Inspection Reports

The inspection reports were circulated to all councillors on 14 June 2019 and on 2 July 2019 Mr. Milne and Mr. Robinson met to review the reports. The issues raised mostly relate to general wear and tear and require work such as securing loose fixings, realigning the gates, treating rust and recoating, reseeding grassed areas, removing weeds, securing springs and removing rough or sharp edges. It was agreed that the Clerk should approach Progress Services, as the contractor, to obtain a quote for resolving these general issues. Progress Services have advised that they would charge based on an hourly rate of £25 and that it is not easy to predict exactly how many hours work will be required but they have

provided an estimate of 12 hours. The estimated cost would therefore be £300 to resolve these issues.

A specific issue identified was the grass matting in the playground at Farnham Park Playing Fields. The report noted that the matting is silted up and the soil is compacted which may have an effect on the impact absorbing properties of the surface and recommended considering HIC (Head Injury Criteria) testing the impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required. The Clerk was asked to look into this and she has obtained two quotes:

1. RoSPA - £550 plus VAT
2. The Play Inspection Company Ltd - £350 plus VAT

Another specific issue was with the basket swing in the playground at Farnham Park Playing Fields. The rope forming the seat has worn and wire strands are exposed. A photograph will be forwarded to councillors separately. The Clerk has obtained a quote of £1,455.73 plus VAT for a new seat and £180 plus VAT for fitting from Wicksteed Leisure Ltd.

A further specific issue was with the cable runway at Farnham Park Playing Fields, regarding which the inspector recommended a thorough inspection of the main cable and fixing security at least in accordance with the manufacturer's recommendations to check for damage, security or internal rusting. In addition to this several other points were raised. The Clerk forwarded the relevant page of the inspection report to Wicksteed Leisure Ltd for their advice and has received a quote of £1,097.84 plus VAT for several different parts and £360 plus VAT for labour.

The last specific issue identified was rust and recoating of the air walker at the outdoor gym at Farnham Common together with the faded instruction label. The supplier, The Great Outdoor Gym Company, have agreed to provide a new instruction label free of charge and have recommended that the Parish Council purchases a maintenance kit which includes both the black and green touch up pens together with a security bit set and maintenance guidelines. The kit is £60.00 plus VAT.

7.2.2 To appoint a Playground Working Group and agree the Terms of Reference

A verbal report will be given at the meeting and the draft Terms of Reference will be forwarded to councillors separately.

7.3 Bus Shelters

To consider replacing fascia boards and guttering (to include some associated clearance of vegetation) at three bus shelters

The Clerk has been advised that previously, prior to her arrival, there was discussion about replacing the fascia boards at some of the bus shelters in the Parish as they were showing signs of decay but that this was not taken forward. The relevant bus shelters are Victoria Road, Farnham Park and Home Meadow. A quote of £980 has been received from Progress Services in respect of installing white UPVC fascia boards including replacing the guttering and some associated clearance of vegetation. Photographs of the bus shelter will be forwarded to councillors separately.

8 Finance:

8.1 To approve payments and note receipts, as per the cashbook

The cashbook will be forwarded to councillors separately.

8.2 To consider the management accounts for the quarter ended 31 June 2019

The quarterly management accounts to 30 June 2019, which will be forwarded to councillors separately, were reviewed at the Finance Committee meeting held on 22 July 2019. The following points were noted:

- Half of the anticipated annual income has been received during the first quarter, which is in line with expectations.
- The majority of the tree work highlighted in the arboriculturalist's report has been completed. The outstanding work relates to FCSC.
- There is overspend in respect of LAF Match Funding. This is because the budget was prepared on the basis that the invoices for the 2018/19 completed projects would have been settled prior to the 2018/19 year end. Unfortunately, this was not

possible as invoices were not received in time. As such I have revised the annual forecast for this item to include both invoices for 2018/19 and both invoices for 2019/20 in case BCC are quicker to invoice for this year's projects. It should be noted however, that in cash terms, as the 2018/19 invoices were not settled before the year end the balance brought forward was higher than anticipated.

- To the end of the quarter the expenditure for Devolved Services is as anticipated but as a result of the new contracts being recommended, I have revised the annual forecast. It should be noted that one contractor has not separated the cost by service so their total contract price on a pro rata basis, including St. Mary's Churchyard has been entered at Contract 1 grass cutting A355.
- To the end of the quarter the expenditure for play equipment is as anticipated but a number of issues were identified during the playground inspections so I have revised the annual forecast to include additional inspections of the surface and cable runway and extra works for additional repairs.
- The annual forecast for the item St. Mary's Churchyard has reduced as the cost for August 2019 to March 2020 is included in Contract 1 grass cutting A355 as I am currently unable to split this from the total contract price.
- To the end of the quarter the expenditure for decorations is as anticipated but a number of repairs are required to the Christmas lights so I have revised the annual forecast to include this additional expenditure.
- All other items of expenditure are in line with the original budget for 2019/20.

8.3 To consider amended Finance Regulations

The amended Finance Regulations will be forwarded to councillor separately.

8.4 To ratify the purchase of a new fridge for the Parish Council office

At a previous Parish Council meeting the Clerk advised that the fridge in the Parish Council office had broken and that a new fridge would need to be purchased. It was decided that the purchase of the fridge would be delayed until the new sink unit had been fitted to ensure that the available space was confirmed. The fridge was finally purchased by debit card on 23 July 2019 for £79.

8.5 To consider a contribution of £500 to the costs of 'Carols Not on the Green'

At the last Parish Council meeting Mrs. Tipping requested that the Parish Council provide a £500 contribution to the Farnham Common Village Hall to assist with the costs of holding the community event, Carols Not on the Green.

9 **Planning:**

9.1 To consider comments submitted on recent applications

The schedule of comments submitted to the planning authority will be forwarded to councillors separately.

9.2 To consider the Parish Council's response to application PL/19/2211/FA Land Rear Of Honey Cottage and The Brooms, Green Lane, Farnham Common

A verbal report will be given at the meeting.

9.3 To note recent planning decisions

The schedule of planning authority decisions will be forwarded to councillors separately.

9.4 To consider Terms of Reference for the Planning Working Group

The draft Terms of Reference, which are based on the Terms of Reference for the previous Planning Committee, will be forwarded to councillors separately.