

Information for the Parish Council Meeting on 25 March 2024

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

4.1 Update on Community Speedwatch

The group continues to conduct sessions at two sites each week, subject to the weather.

Since the activity started, the group has recorded 28 motorists who were found to be traveling over the prescribed speed threshold. Details below:

<u>Site</u>	<u>Speeders</u>
Beaconsfield Road	2
Beeches Road	1
Collinswood Road	15
Farnham Lane	7
One Pin Lane	3

Of speeders recorded, the maximum speed on a 40mph road is 51mph with the average speed being 49mph. Of speeders recorded, the maximum speed on a 30mph road is 43mph with the average speed being 38mph.

Since the last parish council meeting, sessions have been held in Collinswood Road, One Pin Lane, Templewood Lane and Mayflower Way and the group have received lots of positive feedback.

A new volunteer has also come forward and is currently completing his online training before joining the group at his first roadside session. A huge thank you to the volunteers, new and old, for supporting this safety initiative.

4.2 Update on office lease

The new lease has not yet been completed. Due to a change in trustees for Farnham Common Village Hall the lease has been signed again by them and reissued to the parish council for signing. Paul Rowley and Katherine Damsell have signed the document and completion is due shortly.

5 Policies:

5.1 Reserves

The revised Reserves Policy has now been reviewed by the internal auditors and they have provided their comments. These comments have been circulated to parish councillors separately.

5.2 Grants

Katherine Damsell, as Lead Councillor for Finance, has reviewed the existing policy and has prepared a revised policy, which has been circulated to parish councillors separately.

5.3 Commemorative Items

Katherine Damsell, at the request of the Parish Council, revised the previous draft policy. Following a discussion some amendments were made and the final draft has been circulated to councillors separately.

6 Projects Continued:

6.1 Highways

Community Speedwatch

- To consider purchasing two additional road signs

Now this initiative is established, it is appropriate to purchase the signs approved at the parish council meeting held on 27 September 2021 (*Minute 21/89.2/PC Following a discussion, it was agreed that two signs would be purchased for use on the A355.*) In addition, to these signs, it is proposed that two further signs are purchased as there are two village nameplates for Farnham Common when you enter Farnham Common from Beaconsfield and two village nameplates for Farnham Royal when you enter Farnham Royal from Slough. There are also nameplates between Farnham Common and Farnham Royal but it is not currently proposed to put signs on these.

It is proposed that the following signs are purchased from Sign Wizzard as they are approved by the Thames Valley Police and Community Speedwatch.



1200mm x 300mm (Landscape) £124.27 inc. VAT (Per sign)

- To consider purchasing 30mph wheelie bin stickers

It is proposed that the parish council purchases 30mph wheelie bin stickers from www.mywheeliebin.com for distribution to residents.



white self adhesive weatherproof vinyl 220 x 300mm Qty: 100 £120
Qty: 250 £230



yellow self adhesive weatherproof vinyl 220 x 300mm Qty: 100 £149
Qty: 250 £285

Mobile Vehicle Activated Sign

- To consider adding activities relating to the Mobile Vehicle Activated Sign to Amersham Town Council's Physical Assets contract

The sign has been delivered and training is currently being organised. Amersham Town Council have provided a quote of £624 per annum to move the sign around the approved locations monthly, charge/change batteries and send the data to Clerk.

6.2 Woodlands and Open Spaces

Woodland Management Plan

- To consider the Draft Woodland Management Plan

Bob Milne, Lead Councillor for Woodlands and Open Spaces, has met with the consultant preparing the Woodland Management Plan. It is anticipated that this will be complete for presentation to residents at the Annual Parish Meeting on 8 April 2024 as part of the public consultation phase of developing the Plan. The draft management plan has been circulated to councillors separately.

- To consider appointing GS Ecology to review the Draft Woodland Management Plan

It is proposed that the draft plan is reviewed by the ecologist who conducted the recent survey at Boundary Copse to investigate the habitats and species that are in the woodlands in case any mitigation is required. GS Ecology have provided a quote of £800 plus VAT to carry out the review and provide their report.

Kingsway Green

- To consider options for grass cutting and flowerbeds

Bob Milne, Lead Councillor for Woodlands and Open Spaces, has identified the following options and provides his analysis of each:

1. Install mains water to maintain flower beds with summer bedding plants or similar.

Pros: Colourful display during the summer months.

Cons: Expensive, ongoing, annual costs of planting, watering, weeding and maintaining. Environmentally unsound/inappropriate and wasteful of water.

2. Plant beds with plants that can survive our warmer, drier climate without the need for additional watering.

Pros: Very little need for regular, ongoing maintenance. Environmentally sound.

Cons: Plants are unlikely to be as colourful and attractive as bedding plants.

3. Plant spring bulbs and turf or soil and seed over them.

Pros: A colourful display of flowers during the late winter/spring months. Little or no need for maintenance. Will last and improve for years to come.

Cons: None

He proposes option 3.

In addition, the current agreement for grass cutting ends on 31 March 2024. The current contractor has confirmed that they are willing to continue providing this service until 31 March 2025.

Bob Milne has identified the following options and provides his analysis of each:

1. Continue current regime of regular cutting of grass and collection of cuttings during the growing season.

Pros: Looks neat and tidy.

Cons: Most expensive option. The collection of grass cuttings encourages weeds, weakens grass, gives less resilience to wear in the winter.

2. Continue current regime of grass cutting but leave grass cuttings as a 'mulch' on the Green.

Pros: Looks neat, provides nutrients back to the grass so stronger, greener and more resilient to wear. Should cost less than option 1.

Cons: Cuttings may look untidy for a short while after each cut.

3. Hand back the responsibility of maintaining the grass to Buckinghamshire Council.

Pros: Saves the parish the cost and responsibility of maintenance. The mulching of the green with grass cuttings leads to healthier, verdant grass.

Cons: None

He proposes option 2 or 3.

- To consider installing paving underneath the benches

Katherine Damsell, Lead Councillor for Finance and Contracts, proposed using the Kingsway Green ringfenced reserves of £714 to fund the installation of paving underneath the benches in Kingsway Green. The Clerk has obtained two quotes:

Contractor 1 Straight Benches

- Dig out area in front of 2no. straight benches, area approx. 1800x900mm to the required depth. £1,895 plus VAT

- Lay 50mm type 1 sub base and compact

- Lay 50mm sand/cement

- Lay 900x600x50mm concrete slabs with dry, tight joints

- Make good with soil around edges of slabs as required

Circular Bench

- Dig out area in front of bench, area approx. 8mx900mm to the required depth. £3,175 plus VAT

- Lay 50mm type 1 sub base and compact

- Lay 50mm sand/cement

- Lay 900 and 600x600x50mm concrete slabs with dry, tight joints

- Angled joints to line as close as possible with angle joints of benches

- Make good with soil around edges of slabs as required

Contractor 2 Install paving in foot area of 2 benches and circular tree seat. £752 plus VAT

Two other contractors declined to quote due to existing workloads.

Rectory Close Flowerbeds

- To consider options for flowerbeds
Bob Milne is proposing the following:

Rose Beds - Take over responsibility for these flower beds, remove very old rose bushes then implement same maintenance programme as agreed for flower beds on Kingsway Green.

Shrubberies - Ascertain from Buckinghamshire Council what their maintenance programme is for these beds, if any. Consider taking over responsibility for them.

The Farnham Pump Green

- To consider grass cutting
Bob Milne proposes that the Parish Council implements the same grass cutting programme as agreed for Kingsway Green.

Picnic Area, Farnham Common

- To consider wildflower proposal
At the last meeting the Clerk advised that a resident had requested permission to sow wildflower seeds at the new picnic area. The Clerk was asked to obtain detailed proposals for consideration at the next parish council meeting. It is hoped that these proposals will be available to share at the meeting.

6.3 Community

80th Anniversary of D Day

- To consider holding an exhibition in Farnham Common Community Library and School Visits
Tony Birkett has approached Farnham Common Community Library to discuss holding an exhibition, presentation and Q&A session. The library has confirmed this can go ahead and a date is being agreed.

He has also approached Caldicott and Farnham Common Junior School about visiting and talking to the pupils. It has been suggested that a short assembly would be appropriate and this will be progressed when the new term starts after Easter. He also plans to approach St Mary's Farnham Royal and Dair House.

Finally, he has approached Signature and McCarthy & Stone and they are discussing holding talks for their residents.

A budget of £200 has been suggested for printing display materials and advertising.

- To consider holding a 1940s themed tea dance
Katherine Damsell is putting together plans for a 1940s style afternoon tea dance in Farnham Common Village Hall on 1 June 2024.

The Polka Dots (www.thepolkadots.co.uk), a vintage vocal harmony group will bring the sounds of the 1940s to life during two 45 minute dances. When taking a rest from the music and dancing, guests will enjoy a traditional afternoon tea with sandwiches, scones with clotted cream and jam and assorted mini cakes provided by Sara Daughtrey of The Beeches Eco Café. The event will be ticketed with a ticket price of £3.

It is envisaged that the cost of holding the event will be between £2,000 and £3,000.

- To consider installing flags
There has been a suggestion that Union flags should be flown, the same as for the recent coronation. The supplier has provided a quote of £2,280, subject to a small increase in the cost of Buckinghamshire Council permits on 1 April 2024.

Christmas lights

- To consider replacing certain column displays
As previously reported, some of the column decorations in Farnham Common need to be replaced because they are too heavy for the lampposts according to the enhanced structural survey now required by Buckinghamshire Council. The cost of replacing these with the units recommended by the contractor would be £1,800 plus VAT.



18 x Shooting Star Column Decorations
2.0 meters x 0.60 meters
White LED Rope light/Warm White mini lights
Ex rental

By replacing the units there would be a saving of £849 for repairing the existing decorations and there should not be any issues with this year's enhanced structural survey.

- To consider replacing certain decorations in the tree by the Farnham Pump in Farnham Royal
The hanging stars in the tree by the Farnham Pump in Farnham Royal require replacing. The cost of replacing these with the new spheres recommended by the contractor would be £3,684.



Provide Engineers and suitable powered access equipment to remove and set aside existing decorations.

Supply 10 x 700mm 3D Sphere Decorations

Warm White LED mini lights with random Bright White twinkle.

Check existing festoon with snowfall tubes and replace any failed tubes as necessary.

Install all decorations, connect to existing supply and commission.

CCTV on The Broadway, in Farnham Royal & at the Playgrounds

- To consider installing CCTV along The Broadway
Tony Birkett, Lead Councillor for Community, is proposing that CCTV is installed along The Broadway to deter theft from the shops and businesses and to reassure residents. He has met with Smartech Security who recommended installing six cameras along The Broadway, which would cover from Ginger Rabbit down to The Foresters and the same distance on the other side of the road. A copy of the quote has been provided to councillors separately.

He has held discussions with many of the local and national retailers on The Broadway and they support the proposal. He has also discussed attaching the cameras to lampposts with Buckinghamshire Highways and they have advised that they will confirm the process for obtaining their agreement.

National policies and protocols are being reviewed but it is currently proposed that the recordings will be remotely accessible by authorised users and all data will be deleted on a 22 day rolling programme.

Cllr. Dhillon has suggested applying to Thames Valley Police's Community Fund and/or the Beeches Community Board for help with the initial set up costs.

- To consider installing CCTV on The Beaconsfield Road opposite the Farnham Pump Store
Tony Birkett is proposing that CCTV is installed on a tree in Berkeley Place to deter theft from the convenience store and to reassure residents following reports of antisocial behaviour. He will be seeking a recommendation from Smartech Security and has discussed the proposal with Berkeley Homes, who are supportive.

National policies and protocols are being reviewed but it is currently proposed that the recordings will be remotely accessible by authorised users and all data will be deleted on a 22 day rolling programme.

Cllr. Dhillon has suggested applying to Thames Valley Police's Community Fund and/or the Beeches Community Board for help with the initial set up costs.

- To consider installing CCTV at Farnham Common Playground & Picnic Area
Tony Birkett is proposing that CCTV is installed at Farnham Common Playground and Picnic Area to operate from dusk to dawn to discourage antisocial behaviour and protect the parish council's significant investment. He has discussed this with Smartech Security who have recommended installing one camera at the site and have confirmed that the existing power supply should be sufficient. A copy of the quote has been provided to councillors separately.

National policies and protocols are being reviewed but it is currently proposed that the recordings will be remotely accessible by authorised users and all data will be deleted on a 22 day rolling programme.

Cllr. Dhillon has suggested applying to Thames Valley Police's Community Fund and/or the Beeches Community Board for help with the initial set up costs.

- To consider installing CCTV at the playground in Farnham Park Playing Fields

Tony Birkett is proposing that CCTV is installed at the playground to operate from dusk to dawn to discourage antisocial behaviour and protect the parish council's investment. He will be seeking a recommendation from Smartech Security and then enter into discussions with Buckinghamshire Council, the landowner.

National policies and protocols are being reviewed but it is currently proposed that the recordings will be remotely accessible by authorised users and all data will be deleted on a 22 day rolling programme.

Cllr. Dhillon has suggested applying to Thames Valley Police's Community Fund and/or the Beeches Community Board for help with the initial set up costs.

Free parking in The Broadway car park

- To consider entering into an agreement with Buckinghamshire Council to fund 30 minutes free parking in The Broadway car park

The lack of free parking in The Broadway car park continues to be an issue for residents, visitors and businesses. Tony Birkett understands that previous discussions with South Bucks District Council and a public referendum failed to reach an agreement but now there is a unitary authority he has discussed with them whether an agreement could be reached.

The Head of Parking Services at Buckinghamshire Council has advised that there are a number of car parks in the county that offer free parking periods, funded by the town and parish councils.

This scheme would provide 30 minutes free parking to customers, Monday to Saturday excluding bank holidays, either through RingGo (the Council's digital payment provider), or by obtaining a ticket from the machine. Customers parking for one hour/two hours and beyond would pay the standard tariff for that period.

Buckinghamshire Council has reviewed the transaction data for 30 minute parking sessions for The Broadway car park over a 12 month period and has provided the following estimated costs:

Reduction in 30 minute ticket sales	£11,500
Reduction in 1 hour ticket sales	To be confirmed
Machine & Tariff Board upgrade	£900
RingGo convenience fee	To be confirmed

The Head of Parking Services has also advised that there are a couple of anomalies to be aware of with free parking schemes, which are:

- Possible reduction in sales on The Broadway - Experience has shown that customers opting to pay for one hour parking may only require 45 minutes and therefore the remainder is spent browsing, which can create sales. Where a 30 minute free scheme is in place, customers may try to limit their visit to 30 minutes, thus reducing the potential time for browsing.
- Free parking schemes can be difficult to remove.

It should be noted that any agreement would be subject to a review in 2025 when Buckinghamshire Council and other national groups review the use of application providers in public car parks.

Annual Parish Meeting

- To consider engaging Andy Webb to assist with sound and to record the meeting

It is proposed that Andy Webb is engaged again to manage the sound and presentations during the meeting and to record the presentations and questions for subsequent publication on the parish council's website. His costs are based on the number of hours worked but he has provided a quote of £225.

- To consider engaging Sara Daughtery to provide catering for the meeting
It is proposed that Sara Daughtery of The Beeches Eco Café is engaged to provide the refreshments after the meeting. The refreshments would consist of simple buffet sandwiches, baked sausage rolls with tomato ketchup, crisps and an assortment of sweet treats. The quote provided is £6 per head based on 50 people.
- To consider booking Farnham Common Village Hall
It was agreed that the meeting would be held at Farnham Common Village Hall. It is estimated that the total cost will be £145 to allow for setting up and clearing up time.

7 Finance:

7.1 To ratify the purchase of two banners for the Annual Parish Meeting

Two banners were purchased at a cost of £58.95 plus VAT to publicise the Annual Parish Meeting.

7.2 To consider the £500 grant request from Burnham Beeches Rotary for Orchard Day 2024

A copy of the grant request has been circulated to councillors separately. It is the Clerk's understanding that a member of Burnham Beeches Rotary will attend the meeting to answer any questions.

7.3 To consider payments and note receipts, as per the March 2024 cashbook

The cashbook has been reviewed and approved by Katherine Damsell, as Chair of the Finance Committee and has been sent to councillors separately.

7.4 To consider the appointment of AGHS Accounting & Taxation Services Limited to prepare the 2023/24 Annual Accounts

AGHS Accounting & Taxation Services Limited have confirmed that they are happy to prepare the accounts and have provided a quote of £625 plus VAT.

7.5 To consider the appointment of Azets Audit Services Limited as Internal Auditors for 2023/24

Azets Audit Services Limited have confirmed that they are happy to carry out the internal audit and their quote will be available at the meeting.

8 Employer Responsibilities:

8.1 Display Screen Equipment Assessment

As an employer, the Parish Council must protect its workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops and smartphones.

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more known as DSE users.

In law, employers must:

- do a DSE workstation assessment
- reduce risks, including making sure workers take breaks from DSE work or do something different
- provide an eye test if a worker asks for one
- provide training and information for workers

Jenny Quilter has reviewed the requirements and will present her recommendation at the meeting.

8.2 Lone Working Measures

Under the Management of Health and Safety at Work Regulations, the Parish Council must manage the risk to lone workers.

In law, employers must:

- train, supervise and monitor lone workers
- keep in touch with them and respond to any incident

Jenny Quilter has reviewed the requirements and will present her recommendation at the meeting.

9 Planning:

9.1 To consider how to deal with the emerging development proposals for Farnham Common Nurseries

The Parish Council has been advised that Lansdown & Inspired Villages are looking to bring forward a hybrid

planning application for a new Integrated Retirement Community at Farnham Common Nurseries, with the inclusion of approximately 177 residential units and a clubhouse.

The proposed site is within the green belt and as such the parish council will not discuss the proposed development with the developers or their agents prior to a formal planning application being submitted to the Planning Authority, Buckinghamshire Council.

Notice has been received that there will be a public consultation event on Tuesday 26 March 2024 between 3.00pm and 6.45pm at Farnham Common Village Hall, Victoria Road, Farnham Common, SL2 3NL.

9.2 To ratify comments submitted on recent applications

The schedule of comments submitted to the planning authority has been sent to councillors separately.

9.3 To note recent planning decisions

The schedule of planning authority decisions has been sent to councillors separately.