

Gerrards Cross Town Council

South Lodge, East Common, Gerrards Cross SL9 7AD 01753 888018

Clerk to the Council - Mrs S Moffat clerk@gerrardscross.gov.uk

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Minutes of the Commons Committee held at 6pm on Monday 6th December 2021 in Room 4, Gerrards Cross Memorial Centre

Present: Cllr. T Greenfield (Chairman), Cllr. M Bracken, Cllr. S Davey, Cllr. C Da Costa, Cllr. B Holborn, Cllr O’Keeffe, Cllr. B Peck, Cllr. C Stuart-Lee arrived at 6.15pm,

In Attendance: Sue Moffat, (Town Clerk), Amy McCreary (Deputy Clerk) left at 6.45pm, Cllr C Brown (Associate Councillor) Cllr J Woolveridge (Associate Councillor)

- 1. Apologies for Absence** – Cllr. N Barnett, Cllr. J Chhokar, Cllr. A Wood.
- 2. Public speaking from residents regarding matters relevant to the meeting’s agenda with time allowed as 5 minutes per person.** – No public present. Associate Cllr Woolveridge stated that New Pond is looking good but there are some logs that need removing. The Town Clerk to arrange the log removal. Cllr Woolveridge reminded the Councillors to monitor the ponds for people feeding bread to the ducks. If they see anyone, they need to inform them it is not allowed as bread is unhealthy for ducks.
- 3. Health & Safety Reports:-**
 - East Common** – Cllr Peck confirmed that East Common is good.
 - West Common** - Cllr Da Costa reported that the new pathway is in a good condition and there was no bread in the pond. The Town Clerk is trying to source a new bin lid for the bin at Latchmore Pond. The Council agreed that the residents on the West Common track road should pay for the ‘No Parking Beyond This Point’ sign as this is a private road. Cllr Peck confirmed he would be paying for the pothole repair on the track road. The bins on West Common were overflowing. The Town Clerk confirmed that the bins are sometimes emptied on a Tuesday and would carry out a quality check.
 - Report Play Equipment** – Cllr Greenfield informed the Council that the roundabout requires oiling.
 - Report on The Camp** – The Town Clerk reported that the step in Valley Way has been fixed.
- 4. Gerrards Cross Commons’ Tree survey** – The Town Clerk sought three more quotes for the tree survey, two companies declined, and the other company quoted £2,899. The Council agreed to use their preferred contractor Pyramid Consulting who quoted £1000 to do the survey. Cllr Davey suggested that we check with other Town/Parish Councils to see who they use.
- 5. New Pond** – The Council agreed that the contractors had done a good job of the maintenance work on New Pond. The Town Clerk confirmed the contractor would be happy to quote for maintenance work in 2022 within the budget that has already been set and agreed.
- 6. Latchmore Pond** – Duck House, the Town Clerk provided the following information and costings for the duck house See <https://www.buttercupfarm.co.uk/large-square-floating-duck-house.html>. Suggesting Large Square floating Duck house - £495, fixings £25, anchor £12, plus installation (approximately - £200). Cllr Stuart-Lee raised concerns that the duck house would deteriorate quickly should it not be made of the correct material, and it is not value for money. Cllr O’Keeffe to provide suggestions for material that is sustainable.
- 7. Upgrade of footpaths along East and West Commons**– The Town Clerk, Cllr Greenfield, Cllr Davey, Cllr Stuart-Lee had a meeting with Highways UK to discuss upgrading the pathways. Highways UK will repair the dips and make good where stones are appearing. Cllr Greenfield will put this project forward to the Community Board for funding.
- 8. At the request of Cllr Greenfield and Cllr Davy, ‘To review the current Commons maintenance plan to understand if this is still sufficient for our on-going needs’.** – Cllr Davey has received a response from Buckinghamshire Council Legal department regarding the invoices being available electronically. They have confirmed there is no legal requirement from their side and any ruling on this matter must be agreed by the Town Council. Cllr Davey requested for the following to be added to the Full Council Agenda:

- How do the Council manage this and how do we incorporate it in the Financial Regulations?
- Support Cllr Brackens request to expand coverage of the external audit to include the Financial Regulations.
- Implementation Plan.

The Council agreed that the above should be added to the January Council Meeting Agenda. Cllr Davey to send the exact details of the email from Buckinghamshire Council Legal Department to the Town Clerk.

9. At the request of Cllr Barnett ‘**A review of all of the contracts we have in place to enable us to create a tender process**’. – Please see above as these agenda items were combined as one for the meeting.
10. **To review outstanding projects-**
- (i) **The Camp descriptive signs** – The Town Clerk has seen the final designs and has chased for an installation date but has not received a response. Cllr Bracken requested the Clerk to arrange a meeting with the Project Manager, Beacons of the Past at the Chilterns Society, for Cllr Greenfield to find out what the delay is.
 - (ii) **New play equipment** – The Town Clerk has applied for match funding with the Community Board. The Town Clerk will check when this application will be discussed at the Community Board meeting to ensure at least one Councillor is present at the meeting.
 - (iii) **Memorial bench** – The Town Clerk is waiting for the donor to confirm they are still going ahead. Cllr Stuart-Lee to visit the resident.
 - (iv) **To consider tree planting as part of the Platinum Jubilee celebrations** - Cllr Davey to find sites for the street trees and source a resident who lives nearby to agree to look after the tree. The street needs to be able to accommodate multiple trees as one on its own is unattractive.
11. **Commons Budget** – Noted.
12. **Report on the latest meeting of the Gerrards Cross Conservation Volunteers-** Associate Cllr Woolveridge reported that the GXTCs have been cutting back vegetation along main paths and along the boundary of the play area to improve visibility to walkers. Also removing holly around the Service trees that were planted by Pyramid Consulting.
13. **Footpaths** – No further reports.
14. **Communications** – None.
15. **To note general information received in the correspondence at the Council Office** – (i) – Lord of the Manor has no objection for the planting of 3 cherry trees on the newly turfed grass area outside 21 West Common. Associate Cllr Woolveridge responded that cherry trees were not suitable and it would be preferable to have no trees planted in order to maintain the openness of this iconic area; (ii) St James Church Community Christmas carol concert on West Common – This has already been agreed by Council but it was not realised until recent communication that this would be a 30 x 15m marquee with a capacity of 369 people to be set up on Friday in readiness for the 2 services on the Sunday, 19th December. The marquee would be located on some of the football pitch area and likely to cause it damage. It was agreed for St James Church to use East Common in front of the play area to minimise damage to users of the Commons. St James Church have all the relevant mandatory paperwork in place e.g. Insurance risk assessments and licencing.
16. **To confirm that the next meeting of the Commons Committee will be held on Monday 17th January 2022, 7.30pm following Planning at Gerrards Cross Memorial Centre.**

Meeting closed at 6.57pm.

Signed.....

Date.....