

LITTLE MARLOW PARISH COUNCIL

Community Office, The Pavilion, Church Road, Little Marlow, Bucks. SL7 3RS
01628 890301

Notice of the Meeting of Parish Council

Membership: All Councillors

Dear Sir/Madam,

I hereby give notice that the **MEETING** of the Parish Council of the above named Parish will be held at THE PAVILION on **Thursday the 26th February 2015 at 8pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Emma Marsden

Mrs E L Marsden Clerk to the Council

Dated 20th February 2015

To Cllr

BUSINESS TO BE TRANSACTED

All members of the press and public are invited to attend.

- 1 To receive and accept any apologies for absence.
- 2 Declarations of Interest – personal or prejudicial
- 3 To approve the Minutes of the Parish Council Meeting held on the 15th January 2015.
- 4 To take Reports from those Minutes
- 5 Finance
 - a) To Receive and approve the Income and Expenditure for January 2015
 - b) To approve usage of Reserve Account for payment of tree work
 - c) Approve new Financial Regulations.
- 6 Standing Orders – approve new Standing Orders
- 7 Grant and Loans Policy - Consideration of Grant and Loans Policy as required by Local Council Award Scheme
- 8 Planning
 - a) Planning Report
- 9 Sub Committee Reports
 - a) Burial Ground
 - (i) Review of Burial Ground fees for the 2015/16 financial year.
 - (ii) Consideration of tree work quotations.
 - (iii) Update
 - b) The Pavilion & Rec Grd
 - (i) Consideration of keyholders list
 - (ii) Consideration of fees for hire of Pavilion for 2015/16 financial year
 - (iii) Consideration of playground repair quotations.
 - (iv) Pollarding of Limes trees – to NOTE concern from parishioners.
 - (v) Fertilizing of the recreation ground – Spring 2015.
 - c) Abbotsbrook Hall
 - (i) Approval of residents using the car park from 8pm – 8am when extreme flooding occurs providing no impact on hall bookings.
 - (ii) Consideration of fees for hire of Abbotsbrook Hall for 2015/16 financial year.
 - (iii) Consideration of areas of concern raised by Abbotsbrook Pre-school and WDC Environmental Services.
- 10 Defibrulators Boxes – Consideration of using a contractor to fit them to both halls.
- 11 Sheepridge Lane – for **NOTE** an update on Road Safety Review.
- 12 Elections 2015
 - a) Confirmation that Abbotsbrook Hall & The Pavilion are required.
 - b) Confirmation of timescales
- 13 Stragglers Running Club. Consideration of allowing the club to use car park for Green

- Belt Relay Race 16th May 2015 finishing at 13.00.
- 14** Audit – Confirmation of internal auditor and RBS undertaking year end accounts.
- 15** Newsletter – Spring 2015
a) Consideration of publication date, distribution and articles.
- 16** Little Marlow Country Park
a). Consideration of Legal Agreement from WDC and administration of scheme
- 17** Reports from meetings:
a) Cemetery Compliance & Management Course 18th Feb b) Parish Councils working with principal authority 24th Feb
c) Reserves Site Liaison Meeting 12th Feb d) Public workshop on Reserve sites abbey Barn North and South 28th Feb
e) Devolved Services Safety Awareness Course 24th Feb/
- 18** Correspondence to the Council.
a) River Thames Alliance – formal consultation response to The New River Thames Waterways Plan 2015 – 2021
b) WDC – Confirmation of enquiry regarding fence erected at Wilton Farm House, Little Marlow
c) Mr Langford, FoOV – Road safety issue regarding pedestrian crossing near Claytons School, Well End.
d) Marlow Town Council – Civic Service – 22nd March at 3.00pm
- 19** Best Kept Village 2015
- 20** Chepping Wycombe PC – Consideration of jointly approaching Chepping Wycombe Community Partnership for additional funding to continue green footpath from Abbey Barn Lane to the bridge over the M40.
- 20** Public Participation – maximum 15 minutes
- 21** Confidential Items
In certain circumstances, it may be necessary for the public to be excluded from this meeting. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960 and is in view of the confidential nature of the business to be transacted. Discussions may only be held in Confidential Items after a majority agreement by Councillors present
- 22** Dates of Future Meetings:
9th April, 14th May, Annual Parish Meeting 22nd May

Clerks Reports
26th February 2014 Meeting

This has been the six weeks of meetings!

I have met on site with five contractors with the view to obtaining quotations for the trees at the Burial Ground.

There are a lot of trees at the Cemetery including 22 Limes which line the entrance to the Burial Ground. There is quite a bit of work to be done to make sure that we are managing the trees effectively which can be done over a number of years.

We have also been successful in obtaining planning permission for the new entrance from Sheepridge Lane. I have been in contact with BCC and have obtained a list of preferred suppliers and I am in the process of obtaining the relevant licences we need from BCC to enable us to move forward. I have also been in contact with Steve Underwood and we will arrange a meeting to discuss the hedge removal etc.

I have spoken to some signage companies regarding the new signs needed at the Burial Ground and the proposed 'row signage' for the graves so that it makes it easier to identify where people are buried. I will be meeting with both local companies on site to look at materials etc.

On February 18th I attended the Cemetery and Compliance training and will be implementing any necessary changes to ensure LMPC are adhering to best practice.

I met with three contractors to look at the maintenance issues which need addressing at the playground. We have an annual RoSPA report but there doesn't seem to be a more regular inspection schedule which could have implications on our insurance should anything happen. I have asked an inspection company to quote for a regular inspection service for Council to consider.

Our new gas supplier has been set up and we have moved over to CNG gas from the 11th February. Thank you to Cllr Downes for his help with this. Hopefully we will see some significant savings.

I have written to all allotment holders advising them of the new combination lock and thank you to Cllr Emmett for purchasing the padlock on my behalf. Hopefully this will deter future thefts.

There have been some problems at Abbotsbrook Hall with the heating and the general cleanliness of the hall (as emailed by the Pre-school). Thank you Cllr Fitchew for organising an engineer to help with the heating. I have found in the minutes that the AB hall went through a 'deep clean' in 2012. Perhaps this is something which needs to be re-visited?

I have found a Contractor that will undertake the Slip/Grip clearance and will also re-paint the bus shelter which is work which needs to be undertaken under our current Devolved Services Contract.

I will also be attending the Parish Council working with Principal authorities work shop on the 24th February.

Due to the changes in our banking arrangements, I also have looked at reviewing our existing Standing Orders and developing some separate Financial Regulations which Parish councils should have.

I have registered LMPC for the Local Council Award Scheme but to unable us to obtain the Foundation level there are some criteria and policies which needs re-visiting. Thank you to Cllr Brownridge for help with this.

I have submitted my CiLCA portfolio to be assessed. Fingers crossed I will pass all 25 modules first time! I should know in about 6 weeks.

LITTLE MARLOW PARISH COUNCIL STANDING ORDERS

With effect from xxxxxxxx 2015
as RESOLVED at the Council Meeting xxxxxx 2015
(Based on NALC Standing Orders – 2010) as amended following the Openness of Local
Government Bodies Regulations 2014 coming into effect.

PROCEEDINGS AND BUSINESS

For the purposes of this document, ‘Chairman’ means Chairman of the Council.

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LITTLE MARLOW PARISH COUNCIL

Meetings

1. Meetings of the Council shall be held on such dates and times and at such a place as the Council may direct.
 - a) Smoking is not permitted at any meeting of the Council.
2. Annual General Meeting
 - a) In an election year, the Annual General Meeting (or First Meeting) shall be held on or within 14 days following the day on which the councillors elected take office.
 - b) In a year which is not an election year, the Annual General Meeting (or First Meeting) shall take place on any day in May as determined by the Parish Council.
3. Frequency of meetings

In addition to the Annual Parish Meeting, a minimum of four meetings shall be held in each year on such dates and times and at such a place as the Council may direct.
4. Election of Chairman

The election of the Chairman shall be the first business transacted at the First or Annual General Meeting of the Council. The Chairman shall be elected annually by the Council from among the Councillors.
5. Duration of Office

The Chairman shall, unless he/she resigns or ceases to be qualified or becomes disqualified, continue in office until his/her successor is elected.
6. Appointment of Vice-Chairman

The Council shall at the First or Annual General Meeting appoint a Vice-Chairman.
7. Chairman to Preside

At a meeting of the Parish Council the Chairman of the Council, if present, shall preside.
8. Absence of Chairman

If the Chairman of the Council is absent from a meeting of the Council, the Vice-Chairman of the Council, if present, shall preside.
9. Absence of Chairman and Vice-Chairman

If both the Chairman and Vice-Chairman of the Council are absent from a meeting of the Council, such Councillor as the members of the Council present shall choose, shall preside.

10. Annual Parish Meeting

The Annual Parish Meeting will be held usually in May or on such a date as determined by the Parish Council

11. Chairman to Preside at Annual Parish Meeting

If the Chairman of the Parish Council is present at the Annual Parish Meeting, he/she shall preside.

12. Absence of Chairman from Annual Parish Meeting

If the Chairman of the Parish Council is absent from the Annual Parish Meeting, the Parish Meeting may appoint a person to take the chair and that person shall have, for the purpose of the meeting, the powers and authority of the Chairman in relation to conduct of the meeting.

13. Quorum of the Council

Three members or one-third, whichever is the greater, shall constitute a quorum at meetings of the Council. No business shall be transacted if this number is not present, and the meeting shall be adjourned.

14. Attendance at Meetings

All councillors are required to attend all meetings of the Parish Council. Notice of Absence must be given to the Clerk in advance of the meeting. Reasons for absence may be requested. Notice of absence and acceptance shall be recorded at the meeting. Failure to attend any meetings of the Council for a period of six months commencing from the date of the last meeting attended will result in automatic disqualification of the councillor. Requests for prolonged absence, with reasons for the request may be made prior to the six month period expiring. Active service in the Armed Forces is a statutory reason for absence.

15. Declarations of Interest – Personal and Prejudicial

All councillors are required to register disclosable pecuniary interest, and to declare these at all meetings and may not vote or take part in any discussion on matters in which he/she has a personal or prejudicial interest.

16. Business

a) Notice of Motion

Notice of every motion other than a motion (as listed below that may be moved without notice) shall be given in writing, signed by the member of the Council giving the notice, and delivered to the Clerk at least 10 clear days before the next meeting of the Council.

b) Urgent Business

A motion to vary the order of business on the grounds of urgency may be proposed by the Chairman, or by any member, and if proposed by the Chairman, may be put to the vote without being seconded, or shall be put to the vote without discussion.

Any items which are not on the Agenda can not lawfully have a resolution. It is therefore recommended that Urgent Business does not appear on an Agenda to ensure that any decisions remain lawful. An alternative could be 'Items to be included on the next Agenda' where Members could bring up pressing issue Should this not be sufficient then a Member can follow the procedure to initiate an Extraordinary Meeting.

c) Motions not Requiring Notice

- To appoint a Chairman of the Meeting
- To correct the Minutes
- To approve the Minutes
- To alter the order of business
- To close or adjourn the debate
- To refer a matter to a committee
- To appoint a committee or any member thereof
- To adopt a report
- To authorise the sealing of documents
- To amend a motion
- To give leave to withdraw a resolution or amendment
- To extend the time limit for speeches
- To exclude the Press or Public (see below)
- To silence or eject from the meeting a member named for misconduct (see below)
- To give consent of the Council where such consent is required by these Standing Orders
- To suspend any Standing Order (see below)
- To adjourn the meeting

d) Business expressly required by Statute

- To dispose of business, if any, remaining from the last meeting
- To receive such communications as the person presiding may wish to lay before the Council
- To answer questions from Councillors
- To receive and consider reports and minutes of committees and sub-committees
- To receive and consider resolutions and recommendations in the order in which they have been notified
- To authorise the sealing of documents
- If necessary, to authorise the signing of orders for payment

17. Referring Motions to Sub-Committees

If the subject matter of any motion of which notice has been given comes within the province of any committee or sub-committee, it shall upon being moved and seconded stand referred without discussion to such committee or sub-committee that the Council may determine, for consideration and report.

18. Provision Against Referring Motions to Committees

Provided that the Chairman may if he considers it convenient and conducive to the despatch of business, allow the motion to be dealt with at the meeting at which it is brought forward.

19. Relevance of Motions

Every motion shall be relevant to some matter in relation to which the Council has powers or duties, or which affects the Parish.

20. Questions

A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council provided 7 clear days notice of the question has been given to the person to whom it is addressed.

No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

21. Rules of Debate and Motion and Amendment

- a) No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- b) All speech should be directed through the Chairman.
- c) A motion or amendment shall not be discussed unless it has been proposed and seconded.
- d) A member, when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his speech until a later period of debate.
- e) A member shall direct his speech to the question under discussion or to a personal explanation
- f) The Council may invite any member of the public who is considered to have a particular interest, knowledge or expertise relating to any matter under discussion to address the Council and to be questioned. Such member of the public shall not have the power to vote on the matter under discussion.
- g) A member may move without comment at the conclusion of a speech of another member 'that the Council proceed to the next business', 'that the question now be put'. 'that the debate be now adjourned', or that ' the Council do now adjourn' on according to which, the Chairman shall proceed as follows:

On a motion to proceed to the next business; unless in his/her opinion the matter before the meeting has been sufficiently discussed, he shall first give the mover of the original motion a right to reply, and then put to the vote the motion to proceed to the next business:

or

On a motion that the question be now put; unless in his/her opinion the matter before the meeting has been sufficiently discussed, he shall first put to the vote the motion that the original motion his right of reply before putting his motion to the vote;

or

On a motion to adjourn the debate or the meeting, if in his/her opinion the matter before the meeting has not been sufficiently discussed and cannot be reasonably sufficiently discussed on that occasion, he/she shall put the adjournment motion to the vote without giving the mover of the original motion his/her right of reply on that occasion.

- h) A motion shall require to be proposed and seconded.
- i) A decision on a topic ends discussion upon it. A chairman must rule out of order any attempt to re-open the topic.
- j) A topic may not be re-opened at subsequent meetings for a period of six months unless new material evidence that may affect the decision made can be proved.

j) Rescission of Previous Resolutions

A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 5 members of the Council, or by a motion moved in pursuance of the report or recommendation of a committee

22. Point of Order

A member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a standing order or statutory provision and the member shall specify the standing order or statutory provision and the way in which he/she considers it has been breached. A personal explanation shall be confined to some material part of a former speech by him/her which may appear to have been misunderstood in the debate.

23. Behaviour of Members

All members must observe the Code of Conduct which was adopted by this Council on 23rd April 2001.

If any member reasonably believes that another member is in breach of the Code of Conduct, that member is under duty to report the breach to the Standards Committee at Wycombe District Council.

- a) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business or behave irregularly, improperly, or in such a way as to bring the Council into disrepute. If any member contravenes these rules, the Chairman or any other member may move that 'The member named be not further heard', and the motion, if seconded, shall be put and determined without discussion.
- b) If a member continues his/her misconduct after a motion under the foregoing paragraph has been carried, the Chairman shall:
Either move that the member leaves the meeting (in which case the motion shall be put and determined without discussion)
or

adjourn the meeting of the Council for such a period as his/her discretion shall consider expedient.

- c) In the event of a general disturbance which in the opinion of the Chairman Renders the due and orderly dispatch of business impossible, the Chairman, in addition to any other power vested in him/her may, without question put, adjourn the meeting of the Council for whatever period he/she shall by his/her discretion consider expedient, and may take such further steps as may be reasonably considered.

24. Admission of Public and Press to Meetings

The public and press shall be admitted to all meetings of the council and its committees. They may be temporarily excluded by the following resolution: 'That in view of the special/confidential nature of the business about to be transacted, the press and public will be temporarily excluded and they are now instructed to withdraw'. The special reason for the exclusion shall be given.

At a time during the meetings of the Council, a convenient time in the transaction of business, the Chairman may invite the public to address the meeting.

The Clerk shall afford the press reasonable facilities for the taking of any report of any proceedings at which they are entitled to be present. **There shall be no audio or video recording or photography of the proceedings without the express prior permission of the Council. Filming and/or audio recording of meetings can only be made if a request in writing has been made in advance of the meeting to the Clerk**

Filming and recording of meetings

If circumstances arise where the likelihood of filming or recording of the meeting by members of the public is considered possible, the Chairman will remind the public that data protection and if relevant, the protection of vulnerable adults or children is of paramount importance. On 6 August 2014, the Public Admissions to Meetings Act 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations"). The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting.
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later.
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Extraordinary Meetings

The Chairman of the Council may convene an extraordinary meeting of the Council at any time.

If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 5 clear days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

25. Confidentiality of Business

a) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or sub-committee.

b) Any member in breach of para 25a) shall be removed from any committee or sub-committee of the Council by the Council.

26. Committees and Sub-Committees

The Council may at its Annual General Meeting appoint standing committees or sub-committees. It may appoint such committees and sub-committees at any other time during the council year as it may be deemed necessary. No member of any committee or sub-committee shall hold office beyond the end of the council year, and a committee or sub-committee may be dissolved at any time during the council year. A committee shall meet in public with due notice of its meeting advertised. A sub-committee must report to full council its findings and recommendations.

27. Inclusion on Committees and Sub-Committees if Non-Members of the Council

A committee appointed under this section (other than a committee or sub-committee for regulating and controlling finances of the Council) may include persons who are not members of the council up to a maximum one-third of the total number.

28. Size, Term of Office and Area of Committee and Sub-Committee

The number of members of a committee or sub-committee appointed under this section, their term of office (not exceeding beyond the council year) and the area, if any, within which the committee or sub-committee is to exercise its authority, shall be fixed by the Council.

29. Register of Members Interests

The Clerk will hold a Register of Members interests or a copy thereof, in accordance with the agreement reached with the Monitoring Officer of Wycombe District Council, and as required by statute. Members will be asked at the commencement of business at each meeting to declare personal or prejudicial interests.

30. Relationship with the Council

If a candidate for any appointment under the Council is to his or her knowledge related to any member of, or the holder of any office under the Council, he/she and the person to whom he/she is related, shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and if already appointed, shall be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed this Standing Order shall apply.

The Clerk shall make known the purpose of this Standing Order to every candidate.

31. Canvassing of and Recommendation by Members.

a) Canvassing of members of the Council or any committee or sub-committee, directly or indirectly for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this paragraph to all members of the Council.

b) A member of the Council or of any committee or sub-committee shall not solicit for any person any appointment under the Council, nor recommend any person for such appointment or promotion, but any such member may give a written testimonial of a candidate's ability, experience or character for admission to the Council with an application for an appointment.

Paragraph 31 a & b above shall apply to tenders as if the person making the tender were a candidate for an appointment.

32. Liaison with County and District Councillors

A summons and Agenda for each meeting shall be sent to the County and District Councillors for the appropriate division/ward.

33. Planning Applications

The Clerk shall, as soon as it is received, record the following particulars of every planning application received by the Council:

- The date on which it was received
- The name of the applicant
- The place to which it relates

The Clerk shall notify the receipt of every planning application to the Chair of the Planning Committee, or their deputy within 48 hours of receipt.

The Clerk will produce a Planning report for consideration at each Full Council meeting. The report will detail the applications received and any comments made, by the Council. It will also detail the decisions made by Wycombe District Council on planning applications.

Due to the meeting frequency of Full Council it is sometimes not possible to for the Council to submit comments to Wycombe District Council within their consultation time period. In these instances the Council delegates its decision to the Planning Chairman to ensure that a timely response is given.

For planning applications which have the following reference /CTREE the Council delegates its response to the Clerk who will submit the following comments on behalf of the Council

The Parish Council has no objection provided the work proposed is carried out under the guidance of the Wycombe District Council Tree Officer.

Power of Well-Being

a) Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible Parish Council.

- b) The Council's period of eligibility begins on the date that the resolution under standing order XXa) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- c) After the expiry of its preceding period of eligibility, the Council continues to be an eligible Council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order XX(b) above.

Freedom of Information Act 2000

- a) All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

Accounts and Financial Statements

- a) All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations.

LITTLE MARLOW PARISH COUNCIL – STANDING ORDERS
FINANCIAL REGULATIONS

With effect from xxxxxxxx as **RESOLVED** at the Council Meeting held on that date.

For the purposes of this document, ‘Chairman’ means Chairman of the Council. These Financial Regulations form part of the Standing Orders for the Little Marlow Parish Council.

1. General

- 1.1 These financial regulations shall govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO), under the policy direction of the Finance Sub-Committee shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. Annual Forecast

- 2.1 Forecast of income and expenditure for the following year will be prepared each year by the RFO and given to the Finance Sub-Committee not less than 7 days prior to the precept meeting to help inform the decision of the setting of the budget and precept request.
- 2.2 The Finance Sub-Committee shall review the forecast and submit a proposed budget & precept amount to the Full Council for the following financial year in time for Full Council to agree a precept for submission to District Council by the end of January each year by not later than the end of the preceding December.
- 2.3 The annual budget shall form the basis of financial control for the ensuing year.

3. Budgetary Control

- 3.1 The Council will be made aware, through reports by the Clerk where budget headings are likely to over spend, so that appropriate decisions can be taken.
- 3.2 The Clerk may incur expenditure on behalf of the Council to the value of £200 without prior permission, where this relates to routine works around the Parish or for the purchase of goods or services relating to the administrative functions of their role so long as there is provision for the expenditure.
- 3.3 The Clerk may incur expenditure for additional contracted maintenance in line with Council policy without consultation.
- 3.4 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Council are satisfied and have resolved that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.
- 3.5 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall report to Full Council.
- 4.3 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations as determined by the Full Council.
- 4.4 The RFO will provide to the Chairman of the Council (or other bank signatory in the absence of either), copies of bank statements recording transactions up to the end of the previous calendar month. These will be accompanied by the corresponding copies of the bank reconciliations for the same period.

5. Banking Arrangements and Cheques

- 5.1 The Council's banking arrangements shall be recommended by the Finance Sub-Committee, approved by Full Council and made by the RFO.
- 5.2 A schedule of the payment and receipt of monies and end of month bank balances shall be prepared by the RFO and together with the relevant invoices etc, presented at each monthly meeting of the Full Council for information.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in the previous paragraph shall be signed by two members of the Council in accordance with the bank mandate.
- 5.4 All cheques shall be signed by a minimum of two councillors. The cheque stubs and the invoice shall be initialled by at least one signatory to the cheque.
- 5.5 Bank mandates for setting up of standing orders or direct debits will be signed by two Councillors who are registered signatories and only following resolution of the Full Council to set up such mandates.
- 5.6 Cheques from the Imprest (Petty Cash) account, which will be used to obtain cash for Petty Cash will be signed by the Clerk up to a value of no more than £100.
- 5.7 A nominated Councillor will be given 'read only' access to the Councils bank accounts via the internet.
- 5.8 Chairman of the Council and a nominated Councillor will be set up to receive phone text alerts notifying them of any transfer of money exceeding £1000 and of any transfer from the Councils Accounts to an external account (which, as covered in 'Electronic Internet Banking' below is strictly not permitted).

6. Payment of Accounts

- 6.1 Apart from petty cash payments, all payments shall be effected by cheque or other order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the officer issuing the order. Before certifying an invoice the officer shall be satisfied that the work, goods or

services to which the invoice relates, have been received, carried out, examined and approved.

- 6.3 Duly certified invoices shall be examined by the RFO in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure category. The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.
- 6.4 The RFO may provide petty cash for the purpose of paying small invoices and other expenses. Petty cash should be maintain at a limit of £250
- 6.5 Arrangement of the payment of invoices by Standing Order or Direct Debit will only be permitted with the express permission of the Full Council. This will only be resolved where there is a financial advantage to payment being made in this way or where the provider of the service will not permit payment by cheque.

7. **Payment of Salaries and Wages**

- 7.1 The payment of all salaries and wages shall be made by the RFO in accordance with the payroll records. A record of all payments should be freely available at all times for verification by Full Council
- 7.2 The payment of salaries will be made by Standing Order on the 28th of each month. Any additional payment will be paid by cheque. A record of all payments should be freely available at all times for verification by Full Council

8 **Electronic Internet Banking**

- 8.1 The Council permits the use of Internet Banking to allow the Clerk to monitor the accounts and to transfer money between the Councils accounts. The transference of money to outside accounts through Internet Banking is strictly prohibited other than through bank mandates approved by Full Council.
- 8.2 To ensure that the Council mandate of two signatories are maintained for any transactions. The Clerk will retain the use of the card reader and password and a nominated Councillor will retain the access card, therefore ensuring two persons are present.

9. **Loans and Investments**

- 9.1 All loans and investments shall be administered by the RFO in the name of the Council, and shall be for a set period of time, in accordance with Council policy. Changes to loans and investments should be agreed by Full Council.
- 9.2 All investments of money under the control of the Council shall be in the name of the Council.
- 9.3 All borrowings shall be made in the name of the Council.
- 9.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

10. **Income**

- 10.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

- 10.2 Particulars of all charges to be made for work done, services rendered or goods supplied, shall be notified to the RFO and the RFO shall be ultimately responsible for the reconciliation of all accounts due to the Council.
- 10.3 The Full Council will review all fees and charges periodically, following a report from the Clerk.
- 10.4 Any bad debts, with an age of more than 2 months shall be reported to the full Council.
- 10.5 All cash and cheques received on behalf of the Council shall be deposited with the Council's bankers with such frequency as the RFO considers necessary but no more than 14 days.in
- 10.6 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying-in slip.
- 10.7 Every transfer of official money from one member of staff or Councillor to another shall be signed for by the receiving member of staff or Councillor and a record kept.
- 10.8 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 10.9 Cash payments being made to the office will be recorded in the receipts book.

11. **Orders for Work, Goods and Services**

- 11.1 All officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction.

12. **Contracts - Quotations**

- 12.1 Procedures for contracts are as follows:

- a) Every contract shall comply with these regulations, and no exception from any of the following provisions of these regulations shall be made otherwise than by direction of the Council provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:-
 - i) for the supply of gas, electricity, water, sewerage and telephone services;
 - ii) for specialist services such as are provided by solicitors and accountants;
 - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
- b) Where it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the Clerk shall invite quotations as follows:- (i) value over £1,000: from at least two firms and (ii) value over £2,000: from at least three firms.

- c) When applications are made to waive standing orders to enable a tender to be negotiated without competition, the reason shall be embodied in a recommendation to the Council.
- d) If fewer than three quotations are received for contracts valued above £2,000 or if all the quotations are similar, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- e) The Council shall not be obliged to accept the lowest or any quotation.

13. Contracts - Tenders

- 13.1 a) Where it is intended to enter into a Contract exceeding ten thousand pounds (£10,000) in value for the supply of goods, materials, services and the execution of works, the Clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given.
- 13.2 An invitation to tender shall be required for any contract for amounts exceeding £20,000.
 - a) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall, in addition, state that tenders must be addressed to the Clerk and the last date by which such tenders should reach the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - b) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or the properly authorised deputy and in the presence of at least one member of the Council.
 - c) If fewer than three tenders are received for contracts valued above £20,000 or if all the tenders are similar, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - d) The Council shall not be obliged to accept the lowest or any tender.

14. Payments Under Contract for Building or Other Construction Works

- 14.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract.
- 14.2 Where contracts provide for payment by instalments, the RFO shall maintain a record of all such payments. In any case, when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract by 5% or more, a report shall be submitted to the Full Council.
- 14.3 Any variation to a contract or addition to or omission from a contract must be approved by the Clerk in writing, the Council being informed where the final cost is likely to exceed the financial provision.

15. Stores and Equipment

- 15.1 Delivery notes must be obtained in respect of all goods received into store and goods must be checked as regard quality at the time delivery is made.
- 15.2 Stocks shall generally be maintained at the level consistent with operational requirements.

16. Properties and Estates

- 16.1 The Clerk shall make appropriate arrangements for the custody of all title deeds or properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with regulation 4(3)(b) of the Accounts and Audit Regulations 1996.
- 16.2 No property shall be purchased, sold, leased or otherwise disposed of, without the authority of the Full Council.

17. Insurance

- 17.1 The Clerk shall affect all insurances and negotiate all claims on the Council's insurers.
- 17.2 The Clerk shall give prompt notification to the Full Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3 The Clerk shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 17.4 The Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim.
- 17.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

18. Community Infrastructure Levy ("CIL")

- 18.1 Receipts of CIL from the Principal Authority (Wycombe District Council) must only be used to support the development of the local area by funding:
 - 18.2 The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - 18.3 Anything else that is concerned with addressing the demands that development places on an area.'
 - 18.4 To ensure transparency:
 - 18.5 The Clerk must at the direction of the Council publish each year the Council's total CIL receipts; total expenditure; a summary of what the CIL was spent on; and the total amount of receipts retained at the end of the reported year from that year and previous years.
 - 18.6 The Report referred to in a) above should be uploaded to the Council's web site and a copy of the report should be sent to the Principal Authority.
 - 18.7. All CIL receipts must be recorded by the Clerk in a separate nominal account within the Council's accounting records/software.

19. Revision of Financial Regulations

- 19.1 It shall be the duty of the Full Council to review the financial regulations of the Council from time to time to ensure the regulations remain relevant to the operations of the Council.

LITTLE MARLOW PARISH COUNCIL

**DONATION, GRANT and LOAN
POLICY**

With effect from xxxxxxxxx 2015
as RESOLVED at the Council Meeting xxxxxx 2015

1. GENERAL NOTES

For the purposes of this policy donations and grants differ only in that a donation is given without the need to be specific about how it is used whereas a grant must be spent specifically for the purpose agreed. For example a donation may be given towards sports club for the general running costs without being specific about what it is spent on whereas a grant would be given towards the cost of specific project such as installation of a new security system. In reality most applications under this policy will be defined as a grant and be subject to the following considerations.

The parish council's aim is to ensure that all our award-making activity is:

- open
- transparent
- fair
- competitive
- supports local organisations

Our awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted.

2. PARISH COUNCIL POWERS and SECTION 137

A parish council has a number of powers granted under various Acts of Parliament which enable it to spend money. Since 2008 the "Power of Wellbeing" and more recently the "General Power of Competence, Localism Act 2011" allow parish councils more flexibility in how they spend money within the local community. In order to use either of these powers it is necessary that the council has a qualified clerk, and at least two thirds of the councillors have been elected rather than co-opted or appointed. Currently Little Marlow Parish Council does not meet these criteria therefore all donations and grants fall under the statutory power of Section 137 of the Local Government Act 1972, which permits it to spend up to a certain limit on anything which in the opinion of the council is in the interests of the parish, or any part of it, or is in the interest or all or some of its inhabitants.

This amount is limited to a figure per head of the electorate on the electoral role on 1st January before the commencement of the financial year. The figure is index-linked and is advised by NALC annually.

The parish council has no obligation to spend all or any of the money available under S.137. This money is not 'gifted' to the parish council; it forms part of the Precept which the parish council makes on the District Council. The cost of any grants or donations is therefore reflected in residents' council tax bills.

3. WHO CAN APPLY?

To be eligible for the award of a grant under Section 137 an organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes,
- have a constitution, or set of rules, which define its aims, objectives and operational procedures,
- be able to provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group,
- have a bank account operated by a minimum of at least two joint signatories.

4. WHAT CAN BE FUNDED?

- the project should be something that makes the local community a better place in which to live, work or visit
- it should benefit people who live in the parish
- there must be clear evidence that local people support the project and are involved in carrying it out
- applications do not have to be from groups that already exist
- each group may only make one application per financial year

- applications will be considered for day-to-day running costs and individual projects

5. THE FOLLOWING ARE NOT ELIGIBLE

- Support for individuals or private business projects.
- Projects that are the prime responsibility of other statutory authorities.
- Projects that improve or benefit privately owned land or property.
- Projects that have already been completed or will have been by the time the grant is made.

6. CONDITIONS OF SUPPORT

The council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the council and take into account your organisation's individual circumstances.

- The application must be made using the official Little Marlow Parish Council application form which is available from the Clerk.
- Where expenditure on a specific project exceeds £1,000 quotes from at least three providers must have been received.
- Details must be provided of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- Funding must only be used for the purpose agreed with the parish council and if the monies are not spent on the items agreed, they must be returned.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you – Little Marlow Parish Council will not be in a position to make up any shortfall.
- In order to fully understand your project or activity the parish councillors may wish to visit your project or activity, prior to the project or activity commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the cheque for audit purposes, or as the cheque is handed over you will sign a form or receipt at the same time.
- The need to provide evidence of expenditure (receipted invoices) to the Clerk to the Council on completion of your project will be discretionary – based on the amount given and the purposes given. (If required, this evidence of expenditure should be equal to, or more than, the total of the amount of the grant detailed on your application.)
- Any unused funds at the end of the financial year in which the grant is paid out must be returned to Little Marlow Parish Council.
- You must acknowledge Little Marlow Parish Council's support in all publications, publicity and annual reports.
- You should show the funding awarded separately in your published financial accounts and Little Marlow Parish Council should have access to your financial records, on request, where appropriate.
- A representative of your organisation should give a report at the Annual Parish Meeting (held on an evening between March and May each year) on how you spent the money and if appropriate how your project went.

7. WHEN TO APPLY

The parish council prepares its annual budget during November/December. Organisations should therefore write/apply by the end of October in time to be considered for the main bids. Any award granted would become available for payment after April the following year.

This is a competitive process against other bids and the quality of each bid is important.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again but are not excluded from applying again. A fresh application will be required each time.

Whilst ad-hoc requests can be made at any time, there is no guarantee that any funds will remain available.

8. HOW WILL DECISIONS BE MADE?

All bids will be judged after the closing date. The decisions will be made by Little Marlow Parish Council. The Council's decision is final. Unfortunately we may not be able to fund all projects as there may be more applications than there is money available, however all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

9. HOW TO APPLY

Applications should be made in writing. Please apply to the Clerk for a standard application form or download one from the parish council website at <http://www.littlemarlowparishcouncil.org.uk>

10. ADDITIONAL CONDITIONS FOR LOANS

Under certain situations consideration may be given to loan applications from organisations as previously defined in this policy under the following terms:

- The maximum period of repayment of a loan is 5 years.
- The interest repayments in years 1&2 will be $\frac{1}{4}$ the average base rate, years 3&4 will be $\frac{1}{2}$ the average base rate and years 5,6 and 7 will be the average base rate as supplied by the Council's bankers.
- Under normal circumstances only one application will be considered in any one Financial year and will be determined by the availability of Council's Financial reserves.
- Before a loan is authorised, Council must ensure that guarantees/guarantors for repayment are found to be acceptable.

Little Marlow Parish Council

Planning Report – 26th February 2015 Council Meeting

Planning applications received from Wycombe District Council have a deadline date of when consultation comments must be submitted. The Council may discuss additional applications which have been received after the Agenda has been issued, to ensure this deadline has been met. Any queries, please contact the Clerk on 01628 890301.

Applications Received

App. No.	Location	Description
<u>15/05031/ADV</u>	Wyevale Garden Centre Pump Lane South Little Marlow	Display 3 x non-illuminated freestanding signs (retrospective)
<u>15/05057/FUL</u>	Rowan Water 1 Spade Oak Meadow Bourne End	Demolition of existing dwelling and erection of 1 x 4 bed detached dwelling with integral garage
<u>15/05116/CTREE</u>	Priory Ford Lodge The Avenue Bourne End	Fell flood damaged Yew tree between garage and outbuilding
<u>15/05166/FUL</u>	Lady Mead Cottage Coldmoorholme Lane Bourne End	Householder application for removal of existing conservatory & erection of single storey flat roofed infill extension with replacement of roof to each flat roofed rear ground floor element
<u>15/05167/LBC</u>	Lady Mead Cottage Coldmoorholme Lane Bourne End	Listed Building application for removal of existing conservatory & erection of single storey flat roofed infill extension with replacement of roof to each flat roofed rear ground floor element
<u>15//05443/FUL</u>	7 Abbey Road Bourne End	Householder application for construction of first floor side extension
<u>15/05320/CTREE</u>	The Old Vicarage Church Road Little Marlow	Fell T1 Yew closest to rear of house and T2 Conifer at rear of house close to an outbuilding

Press Ctrl and click to access applications

Decisions Received

App No	Location	LMPC response	WDC Permitted / Refused
14/07472/CLP	The Cottage, Marlow Road, Bourne End	Parish Council are not always consulted on CLP	Granted CLP
14/07950/CTR	The Old Forge, Church Road, Little Marlow	N/O provided work undertaken under the guidance of WDC Tree Officer	Not to make a TPO
14/07687/FUL	The Friary, Marlow Road, Bourne End	N/O	Permitted

Glossary:

WDC – Wycombe District Council
TPO – Tree Preservation Order

N/O - No Objections
CLP Certificate of Lawful Proposed Use

14/07688/LBC	The Friary, Marlow Road, Bourne End	N/O	Permitted
App No	Location	LMPC response	WDC Permitted / Refused
14/07984/CTR	Brooksedge House, The Drive, Bourne End	N/O provided work undertaken under the guidance of WDC Tree Officer	Not to make a TPO
14/07706/FUL	Nissen Huts Wood Barn Farm Pump Lane North Little Marlow	The Parish Council has no objection to this application, provided the previous permission for clearance of the site is adhered too.	Permitted
14/07978/FUL	Little Marlow Cemetery, Fern Lane, Little Marlow	**unable to comment as submitted application**	Permitted
14/08343/MIN	New Farm House, Sheepridge Lane, Little Marlow	Parish council not consulted on material amendments	Refused.
14/07730/CLP	Mile Away, Pump Lane North, Little Marlow	Certificate of Lawfulness for proposed demolition of an existing detached shed and the erection of a single storey rear extension incorporating two roof lights parking granted under 14/06314/FUL	Permitted
15/05221/MIN	Garden Cottage, School Lane, Little Marlow	Proposed non-material amendment to permission for Demolition of an existing timber bungalow and erection of a replacement 3 bed dwelling with associated	Permitted

Glossary:

WDC – Wycombe District Council
TPO – Tree Preservation Order

N/O - No Objections
CLP Certificate of Lawful Proposed Use

LITTLE MARLOW PARISH COUNCIL

FERN LANE BURIAL GROUND

Fees and Charges for the Financial Year 2014/15

	Residents of Little Marlow Civic Parish *	Non-Residents
Interments		
Stillbirths	£20	£60
Child up to 12 years of age	£60	£180
Other Burials	£100	£315
Ashes	£100	£315
Purchase of Exclusive Rights		
Full Burial Area	£160	£495
In area reserved for ashes	£100	£315
Memorials		
Right to erect a headstone in accordance with regulations (grave)	£130	£420
Right to erect a headstone in accordance with regulations (ashes)	£100	£315
Kerbs or flat slabs where permitted	£200	£615
Added inscription after the first	£30	£30
Other fees and charges		
Sexton's fee (burial)	£25	£25
Hire of Chapel	£50	£50
Re-purchase of Exclusive Rights of grave space after lapse/expiry for a further period of 25 years – applicable to grave spaces purchased before 31 st December 2009	£100	£100
Extension of ownership for a further 25 years – applicable to grave spaces purchased after 1 st January 2010 only	£25	£25

* Residency is determined by inclusion on electoral roll. Consideration will be given if the deceased has recently removed from the Parish to a residential home outside the Parish.

Fern Lane Cemetery

AGENDA ITEM 8a

Tree quotations

Background

The Cemetery has a lot of trees and is a public place. The Council has a duty of care to maintain these trees to ensure they are kept in good condition and are safe.

I have met with five contractors on site who have kindly provided the following quotation.

The information they provided is commercially sensitive and therefore is **confidential**. I have produced this paper which refers to the Contractors by letter therefore keeping their identity anonymous without compromising openness and transparency.

Should you wish to discuss further without restriction then a resolution must be put to the Chairman at the relevant time and a vote will be taken to move this Agenda Item into Confidential Items.

The Cemetery trees are spilt into groups

- 22 Limes which are on the entrance and to the right as you drive in. These trees have recently had work undertaken by Mr Mayo who has cut back branches which overhang his boundary.
- Trees around the right perimeter and back.
- Pine tree and Limes by Chapel
- Trees in area around Sheepridge Lane entrance
- Leylandi trees by ashes

Some Contractors have itemised these costs separately, others have included as all inclusive price. There also was some variation on what needed doing so the quotes are not quite 'like for like'. I will happily take questions regarding the quotes as I will bring them to the meeting.

Amounts quoted are all ex VAT

Contractor A

Limes at entrance Deadwooding, removing overhanging branches	£3480
Trees on boundary Deadwooding ivy, branches overhanging	£3260
Ash Tree near Sheepridge Lane	£95.00
Conifer – remove failed branch	£60.00
<i>Remove</i> Fir in group of limes near Chapel	£1080
Limes by car park- remove overhang and deadwood	£560.00
TOTAL	£8,535.00

Contractor B

Limes at entrance Deadwooding, removing overhanging branches	£5200
Trees on boundary Deadwooding ivy, branches overhanging	£XX
Ash Tree near Sheepridge Lane	£750
Conifers – remove failed branch and reduce height	
<i>Not to remove</i> Fir in group of limes near Chapel, just to take top off	
Remove overhanging and deadwood	
TOTAL	

Contractor C

Limes at entrance Deadwooding, removing overhanging branches <i>and reduce the crown height</i>	£4,800
Trees on boundary Deadwooding ivy, branches overhanging	£2,900
Ash Tree near Sheepridge Lane	£900.00
Conifers – remove failed branch and reduce height	
Reduce Fir in group of limes near Chapel by 1/3	£1,800
Limes by car park- remove overhang and deadwood and reduce and shape by 1/3	
TOTAL	10,400.00

Contractor D

Limes at entrance Deadwooding, removing overhanging branches	£5625.00
Trees on boundary Deadwooding ivy, branches overhanging	
Ash Tree near Sheepridge Lane crown reduction and overhanging	
Conifers – remove failed branch and reduce height	
<i>Not to remove</i> Fir in group of limes near Chapel, just to take top off	
Limes car park remove overhanging and deadwood, crown reduction on largest tree	
TOTAL	

Contractor E

Limes at entrance Deadwooding, removing overhanging branches	£8250.00
Trees on boundary Deadwooding ivy, branches overhanging	
Ash Tree near Sheepridge Lane crown reduction and overhanging	
Conifers – remove failed branch	
<i>Not to remove</i> Fir in group of limes near Chapel, just to take top off	
Limes car park remove overhanging and deadwood,	
TOTAL	

KEYS TO PAVILION

Dallas Banfield	1
Geoff.Fitchew	1
Phillip Emmett	1
Clive Innocent	1
Richard Mash	1
Vivien Morton	1
Ruby Taylor	1
Barbara Wallis	1
Patrick Walmsley	1
Pre School	3
Bridge Club	1
Pilates	1
Cricket Club	1
Football Club	1 + 3
WI	1
Ted	1
Farm Shop	1
Emma	1
Office	1 (original)

23rd September 2009.

From: Alan Mawdsley [ait123@blueyonder.co.uk]
Sent: 26 January 2015 10:50
To: rted@live.co.uk; clerk@littlemarlowparishcouncil.org.uk
Cc: peter.kennedy@accenture.com
Subject: 2015 Green Belt Relay - Use of Little Marlow Cricket Club Car Park

The Green Belt Relay is a running relay race of 22 stages adding up to 220 miles of the Green Belt around the outside of London held over a single weekend. It is organised by The Stragglers Running Club and raises money for many different charities. It has been run 18 times since 1995 and on each occasion Leg 3 has finished, and Leg 4 has started, near the Little Marlow Cricket Club. In the past you have kindly allowed us to park vehicles at the club and I would like to request permission to do this again for the 2015 race.

Leg 4 starts at **11:40 on Saturday 16th May**. The first runners from Leg 3 will arrive about this time and everybody should have finished Leg 3 by **12:30**. There will be 30-40 runners on each leg.

I should be grateful if you could tell me if you need any additional information.

I look forward to hearing from you.

Regards

Alan Mawdsley

The Stragglers Running Club

07500 877 355



River Thames Alliance

The New River Thames
Waterways Plan
2015 - 2021

Consultation with
River Thames Alliance members

Please read this consultative document and respond to the consultation.

The River Thames Waterways plan 2015-2021 will be drafted on the basis of the responses from RTA members. The new Waterways Plan will have considerable influence on the way in which the River Thames and its corridor are developed during the next 5 years.

INTRODUCTION

The New River Thames Waterways Plan Consultation with River Thames Alliance members

Members of the River Thames Alliance (RTA) have decided that our most important task in the coming year is to develop a new River Thames Waterways Plan for the period to 2021. The Waterways Plan, when decided and agreed will determine the future policy of RTA and give RTA the necessary authority to lobby and influence the relevant statutory and non-statutory bodies in the interests of RTA members. The Plan will also form a good basis for effective cooperation between RTA members on matters of common concern.

To ensure that the new Plan has the full-hearted support of RTA members, a programme of consultation and discussion is being implemented. This Consultative Document is the first stage in this process. We ask all RTA members to study it carefully and to respond to the questions which we pose throughout, and are listed at the end of this document. **The closing date for comment is 3 April 2015**, after which a draft Waterways Plan will be produced for discussion at a special conference.

The first River Thames Waterways Plan, produced in 2006, was a wide-ranging piece of work, covering all aspects of the river, its environment and its use. Preliminary discussion with members has indicated that it would be inappropriate in present circumstances to produce a Plan on this scale. The aim should rather be to concentrate on the most challenging problems and on those aspects of the river where real progress is possible. At the RTA AGM earlier this year it was agreed that the new Plan should focus on:

- **Flood Risk Management**
- **Environment**
- **Planning Policy**
- **Tourism and Marketing**
- **Navigation and Moorings**
- **Sport and Recreation**
- **Education**

This Consultative Document contains a section on each of these seven subjects. Each section is brief and no attempt is made cover every issue. The focus is sharply on how to solve problems and how to make the most of opportunities. Each section lists actions that, if agreed, RTA will take and includes questions which we hope RTA members will address. The last section explains how to respond to this consultation.

In adopting this approach we have had to make certain assumptions. For instance, we have assumed that the Environment Agency will, for the period of the Plan, continue to be the navigation authority for the non-tidal Thames and that navigation funding will continue at about its current level. If those or any other assumptions prove to be incorrect, the Plan will of course be revised.

RTA members will also note that less attention is given to longstanding Thames activities like power boating and angling than in the first Waterways Plan. This change of emphasis should not be taken to mean that these activities have declined or should decline in importance. Instead the new approach is intended to indicate that we should build on our current strengths by developing new recreational activities alongside those that are expected to attract strong support into the future. The aim is not substitution but enhancement. RTA members may wish to comment on this approach.

The Thames is an iconic river but, compared to other rivers across the world, the Thames basin is quite small. Nevertheless it is home to nearly 20 million people with many more millions passing through each year. So inevitably the river is subject to conflicting demands from residents, users, tourists, industry and the need to maintain a good environment for nature as well as for humans. Many of these conflicts can be resolved or mitigated by good planning and by the goodwill of the various authorities and interests working together. Developing a good Waterways Plan is an important part of that process and the RTA will work hard to ensure its success.

John Edmonds

Chair of RTA

On behalf of the RTA Management Committee

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SECTION A - FLOOD RISK MANAGEMENT

Strategic Objectives:

To ensure that the best possible flood risk management procedures are being followed and that resources for flood risk management are sufficient.

A1. INTRODUCTION

- A1.1 In recent years the River Thames suffered extreme flooding in 2003, 2007 and 2012 with the longest and most damaging flooding taking place during January, February and March 2014.
- A1.2 Climate change predictions for the south-east of England indicate that winters will become wetter, with an increased frequency of extreme rainfall events.
- A1.3 Local communities have expressed concerns about the impact of past flood risk management schemes on unprotected areas and about the likely impact of the newly proposed schemes.
- A1.4 Government policy is for the cost of flood risk management to be shared by all UK citizens through their central and local taxes.
- A1.5 In the current economic climate, there are serious concerns about whether current and future flood risk management programmes will be effectively funded.

A2. WHO IS RESPONSIBLE ON THE RIVER THAMES?

The table below shows the responsibility of the various bodies:

No.	Flood risk source	Responsible body
1	The sea, estuary and tidal Thames	Environment Agency (EA)
2	Main rivers	Environment Agency (EA)
3	Reservoirs	Environment Agency with water companies
4	Ordinary watercourses	Lead Local Flood Authorities (LLFAs)
5	Surface water	Lead Local Flood Authorities (LLFAs)
6	Groundwater	Lead Local Flood Authorities (LLFAs)
7	Sewers	Water companies

Questions for RTA members:

- **(A2) Q1 - Is this best way to allocate the responsibilities?**
- **(A2) Q2 - If not, how should these arrangements be changed to work more effectively?**

A3. MAJOR FLOOD RISK MANAGEMENT PROJECTS

A3.1 The Environment Agency (EA) is the body responsible for developing and implementing major flood risk management projects in the Thames River basin.

A3.2 The Regional Flood and Coastal Committee (RFCC) is a statutory committee appointed by Defra (Department for Environment, Food and Rural Affairs) and approves EA flood risk management projects and their budgets. Local Authorities are represented on this Committee, along with independent experts.

A4. THE SIX YEAR PROGRAMME (2015-2021)

Defra announced in December 2014 that there is to be a Six Year Programme (2015-2021) to deliver 162 Flood and Coastal Risk Management (FCRM) schemes across the Thames region. The expected funding of £297m from Defra will provide 70% of the cost with the remainder coming from Lead Local Flood Authorities and from third parties.

A4.1 The two major schemes within this programme are:

- the **Oxford & Abingdon Relief Scheme**
- the **River Thames Scheme** (Originally the Lower Thames Flood Relief Scheme)

Memoranda of understanding have been signed (or are in the process of completion) between all partners involved – EA, Local Authority and third parties, where appropriate.

Funding for both schemes has been announced by Government but concerns remain about whether the allocated funding is sufficient to ensure completion.

A4.2 Issues of concern to RTA about these schemes:

- Is the funding sufficient, including funding for specialist staff?

- Is a partnership approach the best way to fund and manage schemes?
- How will local Consultation be undertaken?
- Is the design of the schemes sufficiently robust?
- How serious will be the environment and conservation impact?
- How will the schemes affect properties below the point where the flood water returns to the main river?
- Will new initiatives be developed to manage the remaining risk along the middle and upper reaches of the Thames?
- Will the Thames Barrier have the capacity to ensure that flood waters can escape into the tideway at high water?

A5. OTHER RELATED MAJOR ISSUES ACROSS THE RIVER BASIN

- Are current levels of Flood Defence maintenance adequate?
- Is sufficient work being done to:
 - (a) increase the capacity of the Thames floodplain to hold water in ways and places that reduce risk to people, property and infrastructure?
 - (b) retain water higher up the catchment, utilising the floodplain and slowing discharge into watercourses?
 - (c) recognise the needs of agriculture and rural communities?
 - (d) improve agricultural practice and develop a coherent plan for land drainage?
 - (e) prevent unsuitable development in the flood plain?
 - (f) promote Sustainable urban drainage (SuDs)?
 - (g) develop robust emergency planning during flood events?

Question for RTA members:

- **(A5) Q1 - Can the current government funding formula for Flood Defence be improved?**
- **(A5) Q2 - Are the other issues correctly identified?**
- **(A5) Q3 - Should other concerns be added?**

Proposed Actions

RTA should:

- *encourage its members to participate in local consultations or public meetings about Flood & Coastal Risk Management (FCRM) schemes to ensure their acceptability to the community;*
- *promote the EA Flood Warning services and encourage everyone in flood risk areas to sign up for them;*
- *promote awareness of local 'Flood Forums' and 'Resilience Forums' and encourage communities to participate in them.*

Questions for RTA members

- ***(A5) Q3 Are these the right action points for RTA to pursue?***
- ***(A5) Q4 Are there additional or alternative actions?***

SECTION B - ENVIRONMENT

Strategic objective:

To conserve, improve and restore a natural and biodiverse river environment wherever possible for the benefit both of nature and people, as well as maintaining the character of the urban landscapes and countryside within the River Thames corridor.

B1. THE CURRENT STATE OF THE THAMES

B1.1 The Thames and its tributaries drain an area of land covering about 16,000 square kilometres. All rain that falls in this basin drains into the Thames system and out to sea via the estuary. All land use and human activities over this land area have an impact on the drainage (surface water, agricultural run-off, industrial effluent and household waste water) and the water that enters the Thames system. To protect the river, all these issues must be taken into account.

B1.2 There is evidence that the River Thames and its tributaries are not meeting the water quality standards set by the European Union (EU). The EA estimates that some 73% of water bodies in the Thames region do not meet the 'Good ecological status' standard set by the EU Water Framework Directive (see B4.1).

B2. STATUTORY PLANS

There are three significant statutory plans that will shape the nature and quality of the Thames environment over the next five years or more:

B2.1 River Basin Plan

The major driver for environmental improvement in water quality is the EU Water Framework Directive (WFD) which has the objective of achieving good water quality in all surface and ground water by 2027. This will be delivered by river basin plans (RBPs).

The second Thames RBP for the period 2015–2021 was published for consultation in October 2014. The EA is the “competent authority” for delivery of the WFD in England. The first Thames RBP (2009–2014) was widely criticised by environmental NGOs as lacking ambition and resources for implementation, and that too many actions were left for the subsequent plans up to 2027.

B2.2 Catchment Partnerships

It is accepted that the targets in the Thames RBP can only be achieved in partnership with a wide range of organisations and one means of achieving this has been the setting up of Catchment Partnership Groups. There are now groups established for all sections of the main River Thames and on each of the tributaries. Each group is charged with producing a Catchment Plan and assisting in its implementation. There are 36 Catchment Partnership Groups in the Thames River Basin.

Proposed Actions

RTA should:

- *take a strategic view across the river basin and, in the absence of the EA regional tier, it will try to ensure that the Thames RBP is of high quality and is resourced to deliver its targets;*
- *ensure that the catchment plans produced by others are compatible and coordinated;*
- *identify any overlaps and omissions and try to ensure that these are rectified;*
- *ensure that the Thames RBP is inclusive of the issues identified by catchment plans, identify any omissions and encourage members to assist in the implementation of the issues identified.*

B2.3 Flood Risk Management Plan

The major driver for flood risk management will be the First Thames Flood Risk Management Plan (FRMP) for 2015-2021, prepared in response to the EU Floods Directive. That plan will set out the flood risk management projects and a budget for six years rather than annually. This is a big change and has many ramifications which will require careful management and monitoring by the EA and others such as Lead Local Flood Authorities (LLFAs). The LLFAs now contribute financially to many flood risk management projects across the river basin and they introduce a further element of democratic representation into the decision making process around flood risk management.

Proposed Actions

- *The implications for flood risk should be dealt with under the Flood Risk section of the Thames Waterways Plan, but the RTA should work to ensure that the FRMP does not have an adverse environmental impact and that any opportunities for environmental and recreational enhancement are maximised.*
- *RTA should try to ensure that the objectives of the FRMP are consistent with those of the RBP and that wherever possible joined up actions are undertaken to achieve projects with multiple benefits for managing flood risk, improving ecological status and delivering social benefits.*

B2.4 Water Resources Plan

Private water companies are responsible for providing water to all of the homes and businesses in the Thames river basin. The largest water company is Thames Water Utilities (TWU), which is also the largest operator of a sewer network to take away and treat waste water from homes and businesses. TWU takes most of the water it uses from the River Thames and from its major tributary the River Lee. TWU is therefore an important player in keeping the river healthy.

B2.6 All water companies must produce a 25 year Water Resources Plan, which is reviewed by the EA as Environmental Regulator and approved by the government regulatory body known as OFWAT. TWU's investment planning is in five-yearly cycles called Asset Management Plans, or Periodic Reviews. The current plan (PR14) covers the period 2014 – 2018. A major project during this period is the Tideway Tunnel, designed to prevent combined sewer outfalls emptying untreated sewage into the Thames tideway during periods of heavy rain. The Water Resource Plan attempts to balance supply and demand, and includes targets for metering, leakage and important resource questions around the need for a new reservoir in Oxfordshire against alternative water transfer from the Severn catchment. All these factors contribute to an investment programme which ultimately has to be paid for by consumers, with the final water bills regulated by OFWAT.

B2.7 In addition, there are long-standing environmental issues around the abstraction of water from the main river via the lower Thames operating agreement and abstraction from groundwater supplies which can adversely impact important tributaries like the Kennet. Abstraction is reviewed and licensed by the EA. These issues, particularly the balance between the demand for water from a growing population and the environmental impact of excessive abstraction are often complex and difficult to resolve.

Proposed Actions

RTA should:

- *Monitor policies on water resource supply issues to put RTA in the position to influence future water resource plans.*
- *Monitor policies on abstraction licensing so that it can comment on future applications, or advise and/or support members who intend to comment.*

B3. SUPPORTING ISSUES

B3.1 Water resources

Proposed Actions

RTA should:

- *Monitor policies on discharge permitting, particularly on the levels of key pollutants such as phosphate and ammonia;*
- *lobby for their implementation;*
- *encourage members to promote Sustainable Urban Drainage schemes and Catchment Sensitive Farming schemes where appropriate Campaign for better funding to support these initiatives.*

B3.2 Biodiversity

Proposed Actions

RTA should:

- *Promote the conservation and enhancement of biodiversity dependent on the river, its banks, the river corridor and associated floodplain habitats through all planning processes.*
- *Work with Catchment Partnerships wherever possible to develop Catchment Plans which secure the integrity of high quality sites and enhance floodplain and riparian habitats to improve wetland biodiversity.*
- *Work with local authorities and riparian landowners wherever possible to ensure that existing natural aquatic and bankside habitat and ecologically important features are safeguarded through regulatory and land-use planning controls.*

- *Work with local authorities and developers wherever possible to ensure that environmental improvements are secured for river corridors in urbanised reaches through re-development, as required by the NERC Act 2006 and the National Planning Policy Framework.*
- *Work with and through Catchment Partnerships to achieve landscape-scale habitat improvement wherever possible, such as at associated gravel workings, to provide diverse wetlands which can contribute to flow regulation, flood risk management and improved water quality. Side-channels, backwaters and weir streams must be retained and protected for their inherent ecological value.*

B4 FISHERIES

- B4.1 The EA has a fundamental duty laid down in the Environment Act 1996 to maintain, improve and develop fisheries.

Proposed Actions

RTA should:

- *Work to ensure that this fundamental duty pervades the work of the EA and is recognised in the catchment planning process and River Basin Plan.*
- *Wherever possible, work with anglers, river trusts, riparian landowners and other catchment partners in pursuit of common objectives for healthy aquatic environments.*
- *Adopt policies on hydropower and other developments impacting on aquatic ecology and apply them in the consultative process for future planning applications.*

B5 LANDSCAPE AND HERITAGE

- B5.1 The River Thames flows through a richly varied landscape encompassing farmland, built-up city centres, parks and royal palaces reflecting both the underlying geology and human influence over the centuries. The built landscape is highly valued by residents and visitors alike and contributes to tourism, the largest industry in the Thames valley.

The Thames region has one of the highest concentrations of historic buildings, registered parks and scheduled ancient monuments in the country. The diversity and wealth of these places are key to the unique landscape character of the Thames, providing powerful reminders of the past and creating places of enjoyment for local people and visitors today.

Proposed Actions

RTA should:

- *Wherever possible, support Areas of Outstanding Natural Beauty (AONBs) and landscape partnerships which have a positive impact on the river corridor.*
- *Where there are gaps, additional landscape strategies based on definable reaches should be produced by partnerships of riparian organisations.*

B6. NAVIGATION (see also section E)

The River Thames is home for many boating interests. There has to be a balance between boat use and other river uses such as biodiversity, water abstraction or flood risk management for example.

Proposed Actions

RTA should:

- *As proposed in section E below, strive to ensure that navigation policies improve the quality of recreational boating and river transport without having any adverse or untoward impacts on other uses of the river.*

B7. SPORT AND RECREATION (see also section F)

Many water based sporting interests can be found on the Thames, and the river is a source of enjoyment for the quiet recreation of many thousands of people.

Proposed Actions

RTA should:

- *as proposed in section F below, strive to improve access to and the quality of sport and recreation without any adverse or untoward impact on other users of the river.*

Questions for RTA members:

- **(B) Q1 - Is the strategic objective set out in the first paragraph appropriate and correct for RTA?**
- **(B) Q2 - Should the RTA co-ordinate a response on behalf of all or some members? If so, who would these be?**
- **(B) Q3 - Do any RTA members have particular expertise in any of the topics listed and are able to assist other RTA members by advising on particular topics?**
- **(B) Q4 - Are the supporting issues and other actions correctly stated?**
- **(B) Q5 - Are there other environmental issues that RTA should address?**

B8. THE TIDAL THAMES

The remit of the RTA is currently restricted to the non-tidal Thames.

In river basin terms, the tidal Thames and estuary make up an important part of the whole catchment and clearly their environmental status depends very much on the management of abstraction from and discharges into the non-tidal river and tributaries.

The navigation authority on the tideway is the Port of London Authority. The EA retains flood risk management and fisheries duties up to one mile, interweaving with the Kent and Essex Sea Fisheries Committee in the estuary (from Mucking Creek). The Thames Estuary Partnership (TEP) already exists to co-ordinate activity on the tideway. TEP and Thames 21 share management of the Tidal Thames Catchment Partnership. All these organisations are members of RTA.

Proposed Actions

RTA should:

- *RTA should work in partnership with existing organisations that have a remit on the tidal Thames.*

Question for RTA members:

- **(B8) Q1 – Should this be a priority for RTA?**

SECTION C - PLANNING POLICY

Strategic objective:

Riparian Local Authorities should work together, consulting with other stakeholders, to establish a co-ordinated planning policy framework for the river and its valley corridor through their local development frameworks to reflect their environmental, heritage and recreational value through both urban and rural areas.

Proposed Action

RTA should:

- *provide a consultative forum for this process of coordination;*
- *work closely with RTA member local authority planning departments under the National Planning Policy Framework (NPPF)*

PRINCIPLES TO GUIDE LOCAL PLANNING POLICY

C1. BUILT ENVIRONMENT

- C1.1 Secure high quality development on the river and riverside which is appropriate to its context and give proper protection to the flood plains.
- C1.2 Protect and enhance historic building sites, structures, landscape, skylines and views of importance.
- C1.3 Make the best use of the river's potential attraction or a range of uses, including regeneration of redundant land and buildings and promotion of recreational opportunities to protect important archaeological remains

C2. NATURAL ENVIRONMENT

- C2.1 Conserve and enhance the biodiversity of the river.
- C2.2 Respect designated green belt, and designated areas of ecological, conservation and landscape importance.
- C2.3 Improve the quality and provision of open space along the river.

C3. PROMOTE, PROTECT AND ENHANCE THE USE OF THE RIVER

C3.1 For transport use.

C3.2 For recreation and water-related sport.

C3.3 For public access.

Proposed Actions

RTA should:

- *ensure policy is developed in the context of the relevant statutory plans;*
- *ensure policy takes account of the Thames River Basin and Thames Flood Risk Management Plans;*
- *ensure that existing relevant plans like the Thames Landscape Strategy are also considered.*

Questions for RTA members:

- ***(C) Q1 - Is it appropriate and worthwhile for riparian local authorities to produce a co-ordinated policy framework for the river?***
- ***(C) Q2 - Is RTA the right organisation to provide a consultative forum to enable this process?***
- ***(C) Q3 - Are the policy principles listed in P1, P2 and P3 the right ones?***
- ***(C) Q4 - Are there any additional or alternative action points that RTA should consider?***

SECTION D - TOURISM AND MARKETING

Strategic objective:

The River Thames and its corridor should be promoted effectively as a visitor destination for the benefit of visitors and the local economy.

D1. INTRODUCTION

D1.1 Tourism and Leisure activities are of enormous importance for the well-being of the River Thames and the economy of the south-east of England, providing a recreational resource for millions of residents and millions of visitors from home and abroad.

- There are more than 500 sites of tourism interest within 1km of the non-tidal Thames, including several world-class visitor attractions like Kew Gardens and Windsor Castle.
- There are more than 100 nature reserves within 1km of the non-tidal Thames.
- The 184 miles of the Thames Path makes it the longest riparian public footpath in the UK.
- The non-tidal Thames is an important navigable waterway, supporting a vibrant boating community.
- The non-tidal Thames is an important fishery providing an angling resource for nearly a quarter of a million anglers.

D2. TOURISM AND RECREATION ON THE WATER

D2.1 The river has to be projected as a pleasant and relaxed environment with sufficient controls to minimise health and safety risks.

D2.2 The navigation must be kept dredged and overhanging trees removed.

D2.3 River users require efficient lock services.

D2.4 Visitor access to the water, car parking and public conveniences should be available and well-maintained with well-designed signs in prominent positions.

D2.5 Existing slipways should be maintained and kept clear for private boat access.

- D2.6 Marketing can be improved by partnership between hire boat and hospitality businesses.
- D2.7 Cooperative involvement by hotels, pubs and restaurants helps to make the river an inclusive visitor destination.
- D2.8 Boat registration and mooring charges should be affordable.

Question for RTA members:

- **(D2) Q1 - Are these the right issues?**
- **(D2) Q1 - Should other issues be given prominence?**

D3. ANGLING

D3.1 **The River Thames as a recreational fishery**

Angling is the largest recreational activity in the UK and anglers help to preserve and restore the fish populations in many miles of river and associated waterbodies, with benefits to many other species and overall river health. The funds raised from angling are an essential part of river management and without anglers our rivers would be much poorer. The River Thames is vitally important to the region as a recreational fishery where it has hosted anglers of all ages over hundreds of years.

- D3.2 Grassroots consultative groups such as the Thames Anglers Conservancy, Thames Valley Angling Association and Upper Thames Fisheries Consultative provide a creative forum for diverse angling interests striving to maintain and improve the Thames as a fishery for coarse and game anglers. These groups help drive the fisheries agenda on the Thames in conjunction with the EA.

D4. PROMOTING THE THAMES AS A VISITOR DESTINATION

- D4.1 The River Thames requires active promotion as a visitor destination.
- D4.2 The Tourism and Marketing Group (TMG) of the RTA have been undertaking this role, currently through the vehicle of the Visit Thames website. Since the EA withdrew funding for the RTA, TMG have been operating independently, including funding the Visit Thames website.

Proposed Action

- *It is important for RTA and TMG to reach an agreement on the future of the Visit Thames website and RTA should give priority to this issue.*

D4.3 Proposed specification for the website:

1	The website must be a living and vital tool, capable of being regularly updated.
2	It must be easily accessible through Google and other search engines.
3	It must have compelling content.
4	Every RTA member should have a listing and a description of their activity
5	Rates for display advertising for members should be set following consultation with members.
6	The site should also contain information about RTA activities that is of use to RTA members.

Questions for RTA members:

- ***(D4) Q1 - Do you agree that the Thames requires active promotion as a visitor destination?***
- ***(D4) Q2 - Is the Visit Thames website a valuable vehicle to promote the Thames?***
- ***(D4) Q3 - Is the proposed specification for the website appropriate and should RTA proceed on this basis?***
- ***(D4) Q4 - Should RTA give priority to reaching agreement with TMG on the future use of the Visit Thames website?***

SECTION E - NAVIGATION and MOORINGS

Strategic objectives:

To ensure that the non-tidal River Thames remains as navigable as possible for commercial and recreational boats; the rules around navigation are enforced and the supporting infrastructure, facilities and staff are maximised

To develop a Thames-wide Moorings strategy that will resolve the problems created by unauthorised boats occupying recreational and public moorings.

E1. NAVIGATION

E1.1 The EA is the navigation authority for the non-tidal Thames. It is important that the EA is resourced to perform this role adequately. A complication arises from the government aim to transfer the Thames navigation to the Canal and River Trust (CRT). The EA has stated that until any transfer it will continue to deliver the high level stewardship the Thames requires and deserves. So, for the purposes of this consultation it is assumed that current levels of service will be maintained.

Question for RTA members:

- **(E1) Q1 - Should RTA take a position on whether EA should remain as the navigation authority for the Thames or whether the responsibility should transfer to the Canal and River Trust?**

E1.2 The navigation uses of the River Thames are of importance to many businesses and private users, both on and off the water. A large number of commercial boat hire companies rely on the navigation to continue their businesses. Directly and indirectly these companies make a major contribution to the local economy each year. In addition there are over 20,000 recreational boat users who use the river.

E2. MOORINGS

E2.1 At many points along the river, mooring by unauthorised individuals has created problems that range from 'mooring blocking' to, in a few cases, significant health and safety problems and environmental damage.

A working group was set up by RTA to develop a plan to resolve these problems. The group considered moorings on each side of the Thames, on private land, under the control of local authorities or the EA from Lechlade to Teddington.

E2.2 The group also discussed 'off line' moorings for example in marinas, residential moorings on the main river, temporary moorings and 24 hour moorings specifically available for the cruising boat mainly in towns and villages but also in the country.

E3. THE IMPORTANT ISSUES

E3.1 The questions raised during the discussion of a plan for moorings were:

- What moorings are required for the cruising boater: where they should be, and what ideally should be the facilities available on these moorings?
- How should these moorings be managed and by whom and how they should be financed?
- How many of these moorings are required?
- Where might overnight moorings be best developed - in open land, outside hospitality venues or elsewhere?
- What is the requirement for residential moorings? How should they be provided, funded and who is responsible for the provision?

E3.2 On Canal and River Trust (CRT) navigations there are so-called 'continuous cruisers', defined as the growing number of craft that do not have a 'home' mooring, which is becoming a major concern to navigation authorities. It is reported that many such boats do not comply with CRT regulations but take up valuable moorings made available for cruising boats. CRT is tackling the situation which leads to craft emigrating onto the Thames where control of the moorings is fragmented. This increases the problems on the Thames.

E3.3 Close to travel hubs on the River Thames there are 'hot spots' and some have become major settlements of boats on public moorings. The growth of unauthorised mooring is harming the riparian environment, and sometimes involves anti-social behaviour and pollution.

E4. MAJOR POINTS OF CONCERN

- Boats moored without permission on public moorings.

- Boats moored without permission on popular moorings and on towpaths.
- Shortage of moorings for residential moorings, particularly at affordable prices.
- Enforcement, Policing and Control of public moorings

E5. CURRENT SITUATION

- E5.1 A review in September, 2014 showed that the overall situation appears to be worsening. Where enforcement had taken place the evicted boats move to another site many times increasing the number of boats that had already taken up moorings. Despite enforcement action more boats continue to arrive on the Thames.
- E5.2 More boats have taken unauthorised mooring or become boats moored without permission. These boats at times take up prime visitor moorings. The problem is expanding. Reports include the cutting down of bushes and the use of the towpath as dumping ground for rubbish. This has to lead to the fear of pollution from the disposal of raw sewage and other environmental issues.
- E5.3 Initial moves are taking place to work with commercial enforcement companies using civil law to move on those who moor on their land. However until there is joined up enforcement throughout the non-tidal Thames the likelihood is that boats will move to areas where there is no enforcement.

E6. MOORING ISSUES TO BE COVERED IN WATERWAYS PLAN

- E6.1 Recreational boating has become more expensive. If twenty-four hour mooring sites are congested with itinerant moored craft, and if it becomes too difficult for recreational boaters, some will cease boating on the Thames with a consequential financial loss to the local economy.
- E6.2 Those who chose to take a life style choice to live afloat can be expected to bear the cost. Local authorities might be encouraged to provide more affordable moorings but it is unreasonable to expect them to provide moorings that are free.
- E6.3 However, it must be recognised that there seem to be a significant number of unauthorised moorers who overstay on many occasions without paying registration charges and with no adequate provision for disposal of their waste.

- E6.4 Enforcement to control the moorings is essential if the river-length problem is to be resolved but a solution is not straightforward because control of moorings is devolved to local authorities, land owners and the EA.
- E6.5 An encouraging start has been made by the EA working with the RTA and civil enforcement agencies to run a policing trial in 2013. That initial trial was successful. A local authority is working with a company using civil law to evict squatting boats. Thames Water served an injunction in August 2014, working with the Metropolitan Police were also successful in evicting squatting boats. These are useful developments but a more comprehensive strategy is necessary. The aim should be to use the Waterways Plan as the means of producing such a strategy.

Proposed Actions

RTA should:

- The new Waterways Plan should give high priority to resolving the moorings problem, identifying the key objectives with regular reports to members.
- The plan must recognise the challenge of squatting and itinerant moorings. During the tenure of the plan RTA will continue to monitor enforcement: this implies continual cooperation with the EA River Managers especially those responsible for enforcement.
- The plan must show how management of casual moorings can be organised so that all providers follow the same control procedures although working directly for their own electorate or management.

Questions for RTA members:

- ***(E6) Q1 - Should RTA give a high priority to developing a Thames wide strategy for the provision, charging and maintenance of temporary recreational moorings?***
- ***(E6) Q2 - Given the disparate ownership of moorings how can RTA agree and promulgate active and effective enforcement measures to ensure that moorings are occupied in accordance with local regulations and byelaws?***
- ***(E6) Q3 - There are social and economic issues underlying the whole problem of itinerant moorers. Would be sensible to commission a multi-agency report into this problem?***

SECTION F - SPORT and RECREATION

Strategic Objective:

To increase the use of the Thames for water-based sport and recreation, focussing particularly on better access for those groups of people whom Sport England identifies as particular priorities. These groups include disabled people, young people under 25 and older people over 50 years of age.

F1. INTRODUCTION

F1.1 The Thames is a wonderful asset for water sports.

F1.2 The Sport England priorities for the period 2015-2020 are:

- to increase youth participation;
- to increase facilities for disabled people;
- to expand multi-water sports facilities;
- to take due account of the widening range of minor water sports.

F1.3 There is a need to learn from water sport clubs whether they think these objectives are achievable and what they can deliver in meeting these Sport England priorities.

Questions for RTA members

- **(F1) Q1 - Are these objectives reasonable?**
- **(F1) Q2 - If so, how can local authorities assist clubs to achieve these priorities?**

F2. THE CURRENT SITUATION

F2.1 There are many diverse clubs on the non-tidal Thames serving their specific sport in the main. It must be recognised that within these are good examples of multi-sport delivery giving a good range of water sport events. However, there are certain challenges to be considered.

F3. CHALLENGES

- F3.1 There are clubs not working to full capacity during the opening hours.
- F3.2 Many clubs are not used during the day because of a dearth of staff and volunteers.
- F3.3 More general expansion can be prevented by the shortage of volunteers and coaches.
- F3.4 In many clubs facilities need expansion and improvements.
- F3.5 Infrastructure on the river may not be adequate (particularly for canoe touring).
- F3.6 Public transport access can be poor.
- F3.7 Some communities living near the Thames have no experience of participation in water sports.

F4. WHAT CAN BE DONE?

Worthwhile initiatives might include:

- F4.1 Facilities might be improved to suit a wider range of ethnic groups.
- F4.2 Partnership between clubs, sharing facilities, coaches and resources.
- F4.3 Creating a virtuous circle where greater use produces more income to pay staff to service increased membership
- F4.4 Would major water sports be 'big enough' to give young people experience in more than one water sport, i.e. rowing, canoeing and sailing?
- F4.5 Would the major water sports take under their wing minor or new sports, and include them in their club facilities?
- F4.6 There is a plethora of different organisations involved with the non-tidal Thames sports. Is there a case for more co-ordination, and if so, who by?
- F4.7 Is it possible to capitalise on the national Water Sports month of 'May' to encourage new initiatives?
- F4.8 Should there be a common code of behaviour for all Water sports on the water?

Proposed Actions

The Waterways Plan 2015-2021 should encourage clubs:

- *to provide more opportunities for participation by the young, over 50s and by wider range of ethnic groups.*
- *to improve facilities for physically disabled and also cater for people with learning difficulties.*

Questions for RTA members:

- ***(F4) Q1 - Looking ahead to 2015–2021, which issues limit the possibility of clubs increasing membership amongst Sport England’s target groups?***
- ***(F4) Q2 - There has been considerable success in broadening the entry to water sports on the Tideway and in East London. Should RTA publicise the lessons from that expansion?***
- ***(F4) Q3 - Are clubs able to increase their catchment area for example by adopting an inland school and offering help with ‘indoor rowing’ as an introduction to water sports?***
- ***(F4) Q4 - Could there be expansion of existing facilities to encompass other sports?***
- ***(F4) Q5 - Are we able to identify the black spots on the River referred to in S3.7?***
- ***(F4) Q6 - Is planning a problem? A modest extension to an existing club for an additional water sport seems to have a better chance of approval than a new stand-alone club.***
- ***(F4) Q7 - Should RTA bring together local authorities and clubs to discuss the planning issue?***
- ***(F4) Q8 - Is there a need for co-ordination of the different organisations involved?***

SECTION G - EDUCATION

Strategic Objective:

To determine what part RTA should play in using the Thames for educational purposes and, if so, what the RTA role should be.

- G1. RTA is aware that there are numerous existing education initiatives taking place throughout the Thames corridor.
- G1.1 *Action for the River Kennet (ARK)* organises a programme of water saving measures with local schools in the Marlborough area, sponsored by Thames Water; it is planned to export this initiative to Swindon. ARK also runs the “Trout in the Town” (in co-operation with the *Wild Trout Trust*) and “Eels in the Town” initiatives in schools.
- G1.2 The *Thames Explorer Trust* runs educational programmes with London schools which concentrate on the history and use of the river through the ages.
- G1.3 The *Thames Estuary Partnership (TEP)* is planning an educational programme covering all aspects of the Thames Tideway.
- G1.4 The *River Thames Society* and *Thames Rivers Trust* have published a “Guide to the Thames Wilderness” (Bloomsbury) which lists 134 wild places to explore within one kilometre of the main river. This paperback contains a very useful bibliography which lists the majority of organisations in the River Basin and what they do. Work is in hand on a sequel covering the Thames Tributaries.
- G1.5 The *Henley River and Rowing Museum* has a dedicated education department. The Museum used to co-ordinate RTA education initiatives, but is now focussing on internal promotion. Nevertheless it provides a valuable resource to visiting children, giving them an overview of the Thames and all aspects of the history, ecology and use of the river for industrial and recreational use.
- G1.6 RTA proposes to seek assistance from RTA membership to:
- Report any education initiatives so that we can build up a comprehensive database for use by both members and the general public.
 - Report any education initiatives so that we can build up a comprehensive database for use by both members and the general public.

- G2 Because of pressure on resources it would be very difficult for RTA to develop specific educational initiatives of its own. However a possible role might be for RTA to maintain a register of existing initiatives so that members can be fully aware of the opportunities.

Questions for RTA members:

- ***(G2) Q1 - Is the establishment and maintenance of a database of initiatives the right approach?***
- ***(G2) Q2 - Are members able to suggest other education initiatives and possible funding sources?***
- ***(G2) Q3 - What other role could be taken by RTA?***

SECTION H – QUESTIONS FOR RTA MEMBERS

(Listed in the order set out in the above Sections)

A. Flood Risk Management

- *(A2) Q1 - Is this best way to allocate the responsibilities for flood risk management?*
- *(A2) Q2 - If not, how should these arrangements be changed to work more effectively?*
- *(A5) Q1 - Can the current government funding formula for Flood Defence be improved?*
- *(A5) Q2 - Are the other issues correctly identified?*
- *(A5) Q3 - Should other concerns be added?*
- *(A5) Q3 - Are these the right action points for RTA to pursue?*
- *(A5) Q4 - Are there additional or alternative actions?*

B. Environment

- *(B) Q1 - Is the strategic objective set out in the first paragraph appropriate and correct for RTA?*
- *(B) Q2 - Should the RTA co-ordinate a response on behalf of all or some members? If so, who would these be?*
- *(B) Q3 - Do any RTA members have particular expertise in any of the topics listed and are able to assist other RTA members by advising on particular topics?*
- *(B) Q4 - Are the supporting issues and other actions correctly stated?*
- *(B) Q5 - Are there other environmental issues that RTA should address?*
- *(B8) Q1 - Is it a priority for RTA to seek to work in partnership with organisations that have a remit on the tidal Thames?*

C. Planning Policy

- *(C) Q1 - Is it appropriate and worthwhile for riparian local authorities to produce a co-ordinated policy framework for the river?*

- ***(C) Q2 - Is RTA the right organisation to provide a consultative forum to enable this process?***
- ***(C) Q3 - Are the policy principles listed in C1, C2 and C3 the right ones?***
- ***(C) Q4 - Are there any additional or alternative action points that RTA should consider?***

D. Tourism and Marketing

- ***(D2) Q1 - Are these the right issues?***
- ***(D2) Q1 - Should other issues be given prominence?***
- ***(D4) Q1 - Do you agree that the Thames requires active promotion as a visitor destination?***
- ***(D4) Q2 - Is the Visit Thames website a valuable vehicle to promote the Thames?***
- ***(D4) Q3 - Is the proposed specification for the website appropriate and should RTA proceed on this basis?***
- ***(D4) Q4 - Should RTA give priority to reaching agreement with TMG on the future use of the Visit Thames website?***

E. Navigation and Moorings

- ***(E1) Q1 - Should RTA take a position on whether EA should remain as the navigation authority for the Thames or whether the responsibility should transfer to the Canal and River Trust?***
- ***(E6) Q1 - Should RTA give a high priority to developing a Thames wide strategy for the provision, charging and maintenance of temporary recreational moorings?***
- ***(E6) Q2 - Given the disparate ownership of moorings how can RTA agree and promulgate active and effective enforcement measures to ensure that moorings are occupied in accordance with local regulations and byelaws?***
- ***(E6) Q3 - There are social and economic issues underlying the whole problem of itinerant moorers. Would be sensible to commission a multi-agency report into this problem?***

F. Sport and Recreation

- **(F1) Q1 - Are these objectives reasonable?**
- **(F1) Q2 - If so, how can local authorities assist clubs to achieve these priorities?**
- **(F4) Q1 - Looking ahead to 2015–2021, which issues limit the possibility of clubs increasing membership amongst Sport England’s target groups?**
- **(F4) Q2 - There has been considerable success in broadening the entry to water sports on the Tideway and in East London. Should RTA publicise the lessons from that expansion?**
- **(F4) Q3 - Are clubs able to increase their catchment area for example by adopting an inland school and offering help with ‘indoor rowing’ as an introduction to water sports?**
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G. Education

- **(G2) Q1 - Is the establishment and maintenance of a database of initiatives the right approach?**
- **(G2) Q2 - Are members able to suggest other education initiatives and possible funding sources**
- **(G2) Q3 - What other role could be taken by RTA?**

SECTION I - HOW TO RESPOND TO THIS CONSULTATION

- I 1. RTA members are requested to send their responses to some or all of the questions in this consultation by **3 April 2015** to **Michael Shefras** at:

Email: newrta1@shefras.demon.co.uk

Michael Shefras
Executive Director
River Thames Alliance
3 Kingswood Creek
Wraysbury
Staines
TW19 5EN

I 2. WHAT WILL HAPPEN NEXT?

- I 2.1 The RTA Management Committee and the Waterways Plan Working Groups will consider all of the responses and take them into consideration in the production of a draft River Thames Waterways Plan 2015-2021. That draft will then be circulated to members and a conference of members will be held to discuss the key issues. The resulting draft will then be issued to members for final approval.
- I 2.2 After the Plan has been published, the RTA Management Committee intends to issue regular updates to report progress in achieving outcomes and to identify obstacles and problem issues.



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South Bucks Tree Surgeons at