

**BOURTON-ON-THE-WATER PARISH COUNCIL**

**RESPONSIBILITIES REGISTER**

<b>Location/Asset</b>	<b>Date</b>	<b>Item/Deed</b>	<b>Details</b>	<b>Cost</b>
<b>1. Allotments – Cemetery Lane</b>	25.4 1934	Allotment land included in parcel of land designated as Scheduled Ancient Monument SM32392 known as Salmonsbury Camp.	Requirement to obtain written consent from Secretary of State for all works above and below ground, such as demolishing, removing, repairing, altering, adding to etc (see English Heritage Scheduled Monument Guide for Owners and Occupiers). Works which are exempt from the above restriction are designated as class consents, and include agricultural or gardening work, the construction of bases for sheds and footpaths and planting to a maximum depth of 300mm. Any deeper works require prior consent.	
	12.7.1954	Conveyance transferring land known as Meeting House Ground, totalling approximately 4.492 acres and identified as plot number 273 on OS map, from Edith Kyte Coulter (nee Coles) to BoW Parish Council.	Includes land subsequently annexed for New Garden of Remembrance in 2009. No restrictive covenants.	£450
	24.3 2009	Land registered with Land Registry under title GR331607.	Parcel of land coloured blue (ie that parcel subsequently annexed to form New Garden of Remembrance) excluded from registration.	£30
	30.6.2009	Parish Council (via Planning Committee) agrees line of western boundary with land owned by Mr Creed and enters into a Letter	Parish Council will be responsible for the maintenance of all land and trees to the west of the boundary line and for any trees which	Nil cost

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		of Agreement to record the same.	fall onto land to the west of the boundary.	
	8.12.2009	Works to improve the allotment entrance at Cemetery Lane site completed by Bibury.	Works include recessed entrance, new gate, construction of car park inside entrance, removal of boundary hedges and replacement with post and rail fence, planting of new hedge to right of entrance and re-grading of spine road.	£4,998 ex VAT

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<b>2. Allotments – Piece Hedge</b>	23.6.1949	Conveyance between the Trustees of the estate of the late George Moore and BoW Parish Council transferring part of enclosed land to the west of Moore Road identified as plot 264 on OS map, comprising approximately 2 roods (land known as Piece Hedge).	Includes responsibility for public footpath on the western boundary up to the southern boundary of the property at 17 Moore Road.	£260 (to include land at Letch Lane and to the east of Moore Rd)
	18.3.2009	Land registered with Land Registry under title GR332021.	Title includes land to east and west of Moore Road, edged red on title plan.	£30
	April 2008/Aug 2010	Residents in Moore Rd signed letters recording temporary nature of access to adjoining Council allotment land from rear of their properties	ON NALC advice, Council was advised to formally record the arrangement to avoid a legal right of access being granted by usage over a period of time. This arrangement should be repeated periodically to ensure the agreement of all new property owners.	Nil

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<b>3.Allotments – to the east of Moore Road</b>	23.6.1949	Conveyance between the Trustees of the estate of the late George Moore and BoW Parish Council transferring part of enclosed land to the east of Moore Road identified as plot 264 on OS map, comprising approximately 1 acre, two roads and 39 perches.	Includes public footpaths on the eastern boundary, and on the southern boundary between Larch House and the junction with Moore Road. Covenant not to permit any buildings to be erected on the northern part of the land (hatched on the map) save temporary buildings associated with allotment gardens.	£260 (to include land at Letch Lane and to the west of Moore Rd) – see above
	29.3.1972	Conveyance between BoW Parish Council and John Hackling Ltd transferring the northern part of the above land comprising approximately 1.25 acres.		£8,000
	21.11.1989	Licence between John Hackling Ltd and BoW Parish Council granting the Council the right to enter Mr Hacklings' land to store litter and refuse to be collected by CDC.	Restrictive covenants to prevent the granting of permanent access, the storing of any other materials, and the building of any structures. Licence to end with 6m written notice by either party or 7 days if breach of licence.	£10 p.a. for duration of Licence
	April 2008/Aug 2010	Residents in Moore Rd signed letters recording temporary nature of access to adjoining Council allotment land from rear of their properties	ON NALC advice, Council was advised to formally record the arrangement to avoid a legal right of access being granted by usage over a period of time. This arrangement should be repeated, say, every 10 years to ensure the agreement of all new owners.	Nil
	18.3.2009	Land registered with Land Registry under title GR332021.		£30
	14.7.2010	Application submitted to CDC to change use to Community Space including Picnic Area	Title includes land to east and west of Moore Road, edged red on title plan.  Council proposes a refurbishment of land to include planting of trees and bulbs and the provision of a picnic area. The project includes the renaming of this space as Chestnut Green.	Nil
	18.1.2011	Secretary of State approval issued for disposal of allotment land and conversion to	Parish Council has discarded proposals to include a Picnic Area following residents'	Tba

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	<p data-bbox="521 363 645 395">2.12.2011</p> <p data-bbox="521 767 779 826">November/December 2011</p>	<p data-bbox="804 185 1218 212">Community Space and Picnic Area</p> <p data-bbox="804 368 1335 488">Land Registry Transfer Deed recording the transfer by the Parish Council of a 5.5m strip of land at the northern boundary to John Hackling.</p> <p data-bbox="804 767 1328 951">The Parish Council agreed to re-name the Space Jubilee Community Orchard; volunteers cleared the land and planted fruit trees donated by Fosseyway Garden Centre. Signage displayed on entrance gate to encourage public use of Orchard.</p>	<p data-bbox="1373 185 1883 304">objections but will convert the land to a Community Space, and undertake planting works, separate the space into 2 sections and introduce a separate pedestrian gate.</p> <p data-bbox="1373 368 1895 735">The land hereby transferred was valued by Tayler &amp; Fletcher in the sum of £15k; payment for the transfer was made through works undertaken at Mr Hackling's expense to replace the existing wooden post &amp; rail fence on 2 sides with a new Cotswold stone wall boundary on 3 sides, and included the creation and planting of a border on the northern boundary, and installation of a new pedestrian gate. A quotation for these works was submitted to the Council which demonstrated a minimum value of £15k.</p> <p data-bbox="1373 767 1861 887">All trees in the Orchard are inspected regularly by volunteer Tree Warden and area included in the village maintenance contract, to provide regular grass cutting.</p>	<p data-bbox="1989 336 2063 363">£15k</p>

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<b>3.Allotments – at the junction of Station Rd/A429 (Springvale allotments)</b>	Jan 2011	PC enter into negotiations with CDC to lease site to PC for 7 years	Lease would be non-secure, with a landlord only break clause at the end of the 6 <sup>th</sup> year. No bonfires would be permitted on this site, and this should form part of any tenancy agreement, and sheds will be permitted subject to these not being fixed in concrete and being removed when the land is reclaimed. The lease will not be renewable but CDC has confirmed that if the land is not required for development at that time it will be willing to negotiate a new lease with the PC at the end of the 6 <sup>th</sup> year.	£1 pa rent Conversion budget: £3,000
	10.5.2011	Lease 7 years with effect 10.5.2011 between CDC and Parish Council to lease plot of land at Springvale on both sides of footpath, granting licence to cultivate. Side letter dated 12.5.2011 granting right for PC to establish water supply to site under footpath.	Schedule of Condition attached to Lease re trees & vegetation. NB: Restrictions to tenants re no bonfires and no permanent sheds.	Total cost £4,391 + £1 rent pa
	17.4.2012	Deed of Variation between CDC and Parish Council	Deed grants permission for Council to upgrade the access track and create a small car parking area. NB: Conditions restricting parking to allotment tenants only and preventing parking overnight or for more than 3 hours at a time. Track improvements to be maintained by the Council at its expense.	Track improvements: £3,388
	May 2018	Lease 7 years with effect 10.5.2018 between CDC and Parish Council to lease plot of land at Springvale on both sides of footpath, granting licence to cultivate.	Lease is outside the provisions of the Landlord & Tenant Act (ie no security of tenure at the end of the lease) and includes a break clause for CDC to break lease on giving 6 months' notice any time after the second anniversary (ie May 2020). Break clause can only be activated if the land is required for housing development as evidenced by a Housing Review.	£1 pa rent

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<b>4. Allotments - south of Letch Lane</b>	23.6.1949	Conveyance between the Trustees of the estate of the late George Moore and BoW Parish Council transferring part of enclosed land to the south of Letch Lane identified as plot 145A on OS map, comprising approximately 1.224 acres.	Land sold – no further liability.	£260 (to include land to the east and west of Moore Rd) – see above
	16.9.1985	Conveyance BoW Parish Council to Rob Anthony Homes Ltd transferring part of enclosed land to the south of Letch Lane identified as plot 145A on OS map, comprising approximately 1.224 acres.		£147,000

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5. Cemetery, Cemetery Lane	1.10.1888	Conveyance between Revd John Mortimer Stephens and Burial Board of BoW transferring the close, piece or parcel of pasture land next to the Old Meeting House lately taken down comprising approximately 2 acres, 1 rood and 1 perch.	Land next to Baptist cemetery. NB: The 1888 conveyance does not include a map – it is therefore difficult to ascertain whether this deed relates to the parcel of land immediately adjacent the Baptist cemetery only, or also includes the Baptist cemetery land itself – this needs to be clarified.	£300
	4.1.1889	<u>Mortgage between Harriet Ayton and BoW Burial Board – loan to Burial Board using rates, rents and profits of Board to secure loan – full repayment of mortgage confirmed 10.2.1909 by way of addendum to mortgage deed.</u>		£250
	25.4.1934	Cemetery <b>excluded</b> from Scheduling as Ancient Monument.		
	15.8.1940	Ministry of Health approve new burial ground to be opened up adjoining existing cemetery, comprising approximately 2,279 sq.yds (plot 272 on OS map).		
	11.9.1940	Conveyance George Rose to BoW Parish Council, transfers to Council part of a close of pasture land known as Meeting House ground, comprising 2,974 sq. yds, plot 272 on OS map to be used as burial ground under the recent permission granted by the Ministry of Health..	Parish Council covenants to “erect and for ever maintain a substantial stone wall fence of not less than 4 feet in height to enclose the piece of land conveyed on the north side thereof”.	£120
	3.7.1941	Ministry of Health grants Parish Council the right to borrow monies to lay out part of the cemetery extension as burial ground.		
	26.7.1941	Mortgage between Clara & Edwin Gardner and Herbert Taylor lending money to Parish Council for laying out part of the cemetery extension. Council secures mortgage using land conveyed on 11.9.1940 as collateral.		£80



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	12.7.1954	<p>Repayment in full due 26.1.1942. Addendum acknowledging repayment in full of £80 plus interest dated 2.11.1943.</p> <p>Secretary of Public Works Commission – mortgage to BoW Parish Council, with Parish Council income used to secure mortgage. Mortgage term is 80 years, with bi-annual repayments of £9-5s-10d.</p>		£470
	1.5.2009	New Garden of Remembrance is constructed by Hickman Bros in annexed allotment land.	Hickmans to carry out 12m maintenance of all landscaped areas wef May 2009. Parish Council to maintain thereafter.	£41,923
	9.6.2009	Agreement between BoWPC and SITA for the collection of non-recyclable refuse from 1 x 240L bin	Council required to arrange for bin to be taken to junction of Cemetery Lane and Station Rd ready for collection every Thursday morning.	£420 pa
	Dec 2009	All burial records are computerised.	Records are backed up to stand alone unit on a weekly basis. New map established to issue to funeral directors to assist in locating plots.	£229 (Clerk's overtime)
	Feb 2011	Bibury set out new Garden of Remembrance	Works include preparation of formal beds and planting areas prior to planting.	£7,185
	Apr 2011	Planting and naming of Garden of Remembrance	Garden is named Queen Elizabeth Jubilee Garden to commemorate the Queen's Diamond Jubilee in 2012. Volunteers from the Horticultural Sty and other residents carry out planting between 1 <sup>st</sup> -3 <sup>rd</sup> April. Council agreed that the space will be opened for interments in June 2012 to coincide with the Queen's Diamond Jubilee.	Nil
	Oct 2011	Parish Council enters into a contract with local resident to maintain the follower beds which require maintenance outside the scope of services provided by the existing maintenance contractor (GBD, at that time).	Arrangement is for 3 hrs pw to maintain all floral beds and Ashes Garden.	£30 pw.

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<b>6. Council office:8 Victoria St</b>	25.7.1988	Land Registry Deed of Title GR97218	Office purchased in July 1988.	£61,000
	30.10.1989	Inland Revenue District Valuer – valuation of £61,000	Valuation refers to timber rot to timbers under stairs, defective stonework at ground floor level to the rear of the premises and defective and perished coping stones to the area above the ground floor entrance hall.	
	Dec 2006	Intruder and smoke alarms fitted to the Council office	Broadsword fitted both sets of alarms and maintain on an annual basis via a maintenance contract.	
	March 2010	Office porch replaced	Porch replaced, stonework re-pointed and washed. Coping stones joining roof replaced.	£2,225
	January 2011	Entered into contract with B Gas to supply gas and electricity to Council office (previous supplier of electricity was S Electric).	Initial 12 month fixed price contract, renewable for 12m on rolling basis at expiry of initial term.	Nil
	Sept 2014	Parish Council sold the office at Tayler & Fletcher public auction in order to part-fund the acquisition of the former Moore Cottage Hospital building.	The Council re-located its office into the former hospital following its conversion to a Community Centre. A reserve price of £13k was established, on guidance from the auctioneers, and was achieved at auction.  Property sold – no further liability.	£135,000
<b>Council office: George Moore Community Centre</b>	Autumn 2010	Residents petitioned Council to establish new Community Centre to address downscaling of local facilities at a time when the local population was rising.		
	Feb 2011	Council entered into Commitment Charter with GCC to apply for funds under the Big Community Offer to consider and identify a		

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		suitable location, and progress the project		
	July 2011	Council is awarded a grant by GCC to part fund the purchase of the former Moore Cottage Hospital building which is now surplus to NHS requirements, and will be disposed of.	GCC will relocate its Library and Integrated Care services team into the building and will occupy space under a Lease agreement	£150k grant
	March 2013	GCC purchases the hospital from the NHS to secure the deal prior to changes to NHS administration which threatened the viability of the project. Council enters into agreement with GCC to purchase the hospital once it has been converted to a Community Centre, to a specification to be agreed between both parties.	Financing for the overall project are dependent upon GCC realising monies from the sale of the hospital's modern wing to the adjacent land-owner and the Council selling its existing office to part-fund the purchase. The purchase price will also take into account the £150k grant awarded by GCC to the Council under the BCO Offer. The purchase formed the last element of a joint 4 year project with GCC who had purchased the hospital from the NHS as an interim owner, and overseen conversion works prior to selling the converted building to the Council.	£199,999
	July 2014	The Council is awarded a grant of £150k by Moore Friends.		£150k grant
	Sept 2014	The Council disposes of its office at 8 Victoria St at public auction.	The Council moves into the refurbished building under a Licence to Occupy pending completion of the purchase documents.	£135k sale price
	3 <sup>rd</sup> Oct 2014	The Council purchases the Community Centre building from GCC and simultaneously completes paperwork which grants a Lease to GCC for 233m of accommodation.	The upper floors have been converted to provide 2 residential flats which are let on Short-Term leases.	
	3 <sup>rd</sup> Oct 2014	The Council enters into a legal agreement to vary the existing covenant with the Outpatients Clinic and Doctor's surgery.	The Council was only made aware of the covenant, which prevents it from allocating designated parking spaces to its tenants, at a very late stage in negotiations. The variation agreement enables the Council to allocate designated parking on any spaces subsequently created over and above the 34 spaces which existed at the time of the	£1,000 (legal fees)

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	2014 onwards	The Council enters into various agreements to rent out accommodation suites.	purchase of the building. 34 unrestricted spaces must remain at all times for all visitors to the site.	
	July 2015	Council completes works to remove the boundary hedge on Moore and Station Rd and replace this with a Cotswold dry stone wall.	The works are designed to improve visibility into the site, reduce future maintenance costs and improve highway safety at the junction of Moore and Station Rd. Two local residents donate £10k to the Council towards the cost of these works.	£25k
	Nov 2015 & Aug 2016	Car park re-surfacing	Re-surfacing of section of car park in Council ownership	£61,244
	April 2016	Installation of new zoned heating system	Boiler in basement room was decommissioned and 2 new boilers were installed to serve the main building. 1 boiler serves accommodation occupied under GCC lease and 1 boiler serves the remainder of the building. GCC will pay all gas costs relating to its own accommodation. NB: The Cottage and both flats are served by independent combi boilers which are separately metered.	£39,174
	Aug 2018	Refurbishment of all external windows and installation of secondary glazing units in flats and Council offices		£26,445
	Oct 2018	Re-roofing by of rear section of main building, all flat roofs (Heritage Roofing) and the Old Chapel (JM Roofing)	Planning permission granted in Aug 18 for the use of Cardinal tiles to replace the original stone tiles. The remainder of the roof is to be re-tiled using stone tiles in 2 subsequent stages, once financing for these later phases of works has been identified (quote for phases 2 & 3 is £99,811). Grants of £35,995 (Bloor Homes s.106 Bourton Chase Phase III) and £5k (Summerfield Trust) are used to offset the cost of Phase I	£49,120 (main building) & £4k (Old Chapel)

Location/Asset	Date	Item/Deed	Details	Cost
			works.	

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<b>7. Playing Field – The Naight</b>	3.4.1935	Conveyance Roger Young to BoW Parish Council all pieces of land (excluding Naight footpath) forming 1 plot, comprising 18 chains and 285 yards. Council granted the right in perpetuity to pass and re-pass with all manner of vehicles along the roadway leading from the main street to the gateway to the land conveyed	Council to hold the land as open public ground for the resort and recreation of adults and for a playground for children and youths.	Nil cost.
	13.5.1952	Conveyance from W Gilbert to BoW Parish Council transferring ownership of a strip of land to the north of the Naight field (in Council ownership) and comprising 324 feet in length and 16 feet in width	Land comprises a section of the Naight Road across which access was previously granted under the conveyance dated 1935.	£70
	6.5 1966	Conveyance from BoW Parish Council to British Legion the parcel of land comprising 0.66 acres forming part of Naight Playing Field (plot 167 on OS map) bounded on N & W by PC land and on E by BL land.		£500
	1.5.1985	Licence between BoW Parish Council and the Centre for the Handicapped (N Cotswolds) permission to occupy part of Naight Playing Field and use the building on this land. Effective 18.12 1984 and renewable at 5 yearly intervals, until cancelled with 3m notice on either side.	Does not constitute exclusive permission or tenancy rights. Provides for Naight Club to install and maintain an underground septic tank on adjacent Naight field. Naight Club required to erect fence around Naight Playing Field – no stipulation as to responsibility for maintenance of this fence. Removal of premises and reinstatement of land required on termination of Lease.	£5 rental p.a.
	31.7.1985	Licence between BoW Parish Council and BT to enter Naight land for purposes of installing, maintaining and repairing telecommunications equipment on part of Naight land.		
	9.7.1987	Letter to Mrs Scott-Cooper confirming that no right of access is granted or implied over any part of the Naight field from the entrance to the field to the boundary with Mill House land.		

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	7.11.1994	Court Order granting Mrs Scott-Cooper and successors in title right of way to pass and re-pass along that part of the Naight field and which is a continuation of the right of access granted to them over the Naight roadway from the High Street to the entrance to the Naight field.	BoW Parish Council to ensure Mrs Scott-Cooper and successors in title always possess a key to any padlock affixed to any gate erected by the Parish Council at the entrance to Naight field.	
	January 2009	Parish Council undertook to employ a local resident to carry out lay inspections of all play areas on a weekly basis, to identify and report problems/repairs.	Lynn Dartnell initially engaged wef January 2009 at £100 pm for weekly inspection of all 3 play areas. GPFA provided half day informal training. Written reports filed under "Play Inspection Reports" in general filing system, with back-up on computerised filing system.	
	February 2011	Parish Council supports the Naight Club application to vary planning permission condition 1 to allow a permanent as opposed to a periodic permission to be granted.	The Naight Club is required under the current planning permission to apply to CDC for renewal of the permission every 5 years, which incurs significant costs. In order to avoid these costs the Council is supportive of the variation which will remove the need to renew the permission every 5 years. The remaining planning condition requiring the centre to be used only as a day centre for the disabled safeguards the Council's interests, and the renewable licence ensures that the land may be reclaimed on 3m notice if required, regardless of any planning permission.	
	1.5.2011	Parish Council agrees to renew the licence to occupy for a further 5 years with effect 1 <sup>st</sup> May 2011 at an annual rent of £5.		
	June 2011	New wooden post & rail fence installed at the Naight		£1.9k
	December 2011			
	December 2011	Parish Council installs football goal posts on the Naight field.	GPFA provide advice on exact siting of goals on field.	Tbc

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	July 2015	Parish Council takes decision to remove goal post temporarily as a result of significant anti-social behaviour.	Police are tackling the issue but as ASB and property damage has resulted from youths collecting stray balls from neighbouring properties, Council decided to take provisional action.	£200
	Jan 2016	Naight Club is demolished and ground reinstated	In Oct 2015 Naight Club Trustees confirmed its intention to wind up the charity, which required the demolition of the Club and reinstatement of the ground to its condition prior to the Naight Club being built. Naight Club lease is determined with immediate effect.	
	May 2017	Goalposts reinstated by Sovereign Play	Goalposts have been realigned so that the pitch is located away from residential properties on Lansdowne which back onto the Naight field.	



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<b>8. Play Area – Rye Crescent</b>	20.5.2003	Lease CDC to BoW Parish Council for period of 21 years	To keep area at all times in good repair, clean and tidy. To make good any damage. To repair and maintain the boundary walls and fences and surfaces. To repair, maintain and replace the play equipment. Not to use for any other purpose than as a children's play park and recreation area.  <u><b>Lease expires 19.5.2024.</b></u>	Peppercorn rent
	January 2009	Parish Council undertook to employ a local resident to carry out lay inspections of all play areas on a weekly basis, to identify and report problems/repairs	Lynn Dartnell engaged wef January 2009 at £100 pm for weekly inspection of all 3 play areas. GPFA provided half day informal training. Written reports filed under "Play Inspection Reports" in general filing system, with back-up on computerised filing system.	
	Nov 2010	CDC confirmed approval for refurbishment project and installation of additional play equipment		
	Feb 2011	Greenfields/R Painting complete refurbishment of play area to include the installation of new play equipment and relocation of boundary fence at the perimeter of the leased area	Grants awarded of £500 from GPFA; £4,910 from CDC's Community Projects Fund; £1,404 from GET (total £6.8k, reducing net costs to Council to £8.1k). GPFA require Council to renew membership for a further 5 years as condition of grant.	£15,000

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<b>9. Playing Field - Melville</b>	23.4.1953	Conveyance from North Cotswold District Council to BoW Parish Council transferring ownership of land designated as plot 190 on OS map comprising 0.636 acres.	Covenant to maintain the area in perpetuity as a public ground for the resort and recreation of adults and as a playground for children and youths. No other restrictive covenants.	£1
	7.4.1961	Conveyance BoW Parish Council to N. Cotswold District Council transferring ownership of 0.155 acres of above land	Part of land at Melville known as OS 190.	Ten shillings
	August 2008	Parish Council installed play equipment on Melville playing field, to include an enclosed play area.	CDC awarded grant of £15K towards total projects costs from its Community Projects Fund	£58,025 (ex VAT)
	January 2009	Parish Council undertook to employ a local resident to carry out lay inspections of all play areas on a weekly basis, to identify and report problems/repairs	Council enter into a contract with a local resident wef January 2009 at £100 pm for weekly inspection of all 3 play areas and minor litter picking. GPFA provided half day informal training. Written reports filed under "Play Inspection Reports" in general filing system, with back-up on computerised filing system.	£100pm
	April 2011	Council enters into renewable annual agreement with Play Glos to provide 42 weeks of outdoor play sessions at Melville	Term-time session each Wed 4pm-6pm; school holiday sessions Wed 10am-12pm.	
	July 2012	Litter picking at Melville taken out of regular play area inspections role and separate contract entered into with local resident to undertake enhanced litter collections at Melville.	Littering at Melville requires more frequent attention and allocated to a separate contract for a twice weekly litter pick.	Play Area contract revised to £17.50 pw; litter picking contract established at £60pm.

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<b>10. Village Green</b>	Unknown date	Installation of block paving footpath adjacent to the Village Green between Victoria and Sherborne St	The Village Green extended up to the highway kerb and was being constantly eroded by foot traffic. The Parish Council installed a length of block paving up to the highway kerb along the entire length of the Green to provide a designated walkway which would help prevent erosion of the grass over a larger area. As a result, the Council is responsible for maintenance of that pavement.	Unknown
	3.4.1935	Conveyance Roger Young to BoW Parish Council transferring a parcel of plantation land known as The Shrubbery situated in front of Hartley and between strip of turf adjacent to the main street to the north and the river Windrush to the south	Covenant that the PC must hold the land as a public pleasure ground in conjunction with the Village Green. PC must not erect any building or fence on the land and its successors in title must maintain in perpetuity	Nil cost
	26.7.1974	Chief Commons Commissioner confirms ownership of title to all land forming Village Green rests with Parish Council	Decision Notice confirms parcels of previously unadopted land is in ownership of Parish Council and instructs GCC to register this accordingly.	
	October 2009	Refurbishment of Green outside Riverside Café by Hickman Bros.	Paved area of village green in front of Riverside café refurbished to include porous paving, seating, planter, bicycle racks, new litter bin and replacement of neighbouring footpaths.	£42,989
	Oct 2013	Council complete project to install a sign by the middle bridge to provide a permanent commemoration of the Diamond Jubilee celebrations. The project comprises a metal sign and a new bench seated on a semi circular paved area, with railings behind.	The sign was based on a design by local artists, Terry Harrison (with a plaque to commemorate this inspiration) and was partly funded by profits from the Jubilee celebrations.	£9,834 less £3,000 profits from Jubilee event
	Nov 2016	Repairs to riverbank to restore damaged sections adjacent to the Green	A grant of £1,352 from Cotswolds Conservation Broad offset costs. Matthew Joynes instructed.	£3,430
	Feb 2018	Refurbishment of section of Riverside Walk	Works involve laying a part-turf, part-cobbled	£28,813

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	Feb 2018	<p>verge between Sherborne &amp; Victoria St</p> <p>Addition of new section of railings to extend the protected area by the Jubilee bench &amp; sign</p>	<p>matting surface between the river and footpath, and the installation of 6 new metal benches on plinths at intervals. Benches are offered for adoption to residents – all benches subsequently adopted at a cost of £750. Hickman Bros were instructed.</p> <p>Paxweld were instructed.</p>	£3,275

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<b>11. Closed Churchyard – St Lawrence’s, High Street</b>	1st April 2010	Parish Council accepts transfer of future maintenance responsibility for closed churchyard following serving of notice by Parochial Church Council – see Council minutes of meeting 3 <sup>rd</sup> March 2010.	Parish Council formalises the previously informal arrangement for maintenance of the closed churchyard – this responsibility extends to boundary walls, fences, gates and all fixtures within the churchyard, save the Church itself. The PCC retains ownership and occupier’s responsibility for this land.	No cost.
	December 2011	Western boundary wall repaired along its length, in various places	Repairs undertaken by Peter Pulham	£250
	March 2015	Western boundary wall repaired where this adjoins Mill Cottage	Repairs undertaken by Ernie Joynes, following adjacent land-owner notification of significant damage to the shared wall.	£950

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<b>12. Periwinkle Bank, Station Road</b>	13 <sup>th</sup> December 1977	Conveyance between Earl Buchan and Parish Council.	Earl Buchan donates parcel of land adjacent to footpath between Station Road and Cemetery Lane to Parish Council. Parish Council covenants to forever maintain a post and wire fence from Station Road to the easternmost end of this parcel of land between this land and Manor Fields northern boundary.	Nil.

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<b>13. Village – other areas</b> <b>Clapton Row Green</b>	26.7.1974	Chief Commons Commissioner confirms ownership of title to Clapton Row Green rests with Parish Council	Decision Notice confirms that this parcel of previously unadopted land is in ownership of Parish Council and instructs GCC to register this accordingly	Nil
<b>Victoria St Green</b>	26.7.1974	Chief Commons Commissioner confirms ownership of title to Victoria St Green rests with Parish Council	Decision Notice confirms this parcel of previously unadopted land is in ownership of Parish Council and instructs GCC to register this accordingly	Nil
<b>Riverbanks Birdland to Sherborne St</b>	26.7.1974	Chief Commons Commissioner confirms ownership of title to riverbank walls rests with Parish Council	Decision Notice confirms this parcel of previously unadopted land is in ownership of Parish Council and instructs GCC to register this accordingly	Nil
<b>Various flood defences</b>	30.9.2008	PC enter into Partnership Agreement with EA, CDC, GCC to construct a series of flood defences throughout the village following severe flooding in 2007:	Flood defence constructed and funded by EA under the umbrella of the Partnership Agreement. Responsibility for bund structure and maintenance lies with the EA (see Partnership meeting minutes 15 <sup>th</sup> July 2009,) although the bund is on land owned by Pockhill Farm.	Nil cost to PC for construction or maintenance
		Bund in Conigers meadow serves to create Flood Storage area	Flood defence constructed and funded by EA under the umbrella of the Partnership Agreement. Responsibility for bund structure lies with the EA (see Partnership meeting minutes 15 <sup>th</sup> July 2009) although bund is on land owned by the Parish Council. Fence and lockable gates erected to protect bund – copy keys handed over to RBL on 28th July 2009.	Nil cost to PC for construction. PC responsible for routine maintenance of bund.
		Bund on Naight playing field	Flood defence constructed and funded by Glos. Highways under the umbrella of the Partnership Agreement. Responsibility for bund structure rests with Glos. Highways (see Partnership meeting minutes 15 <sup>th</sup> July 2009).	Nil cost to PC for construction. PC responsible for routine maintenance of bund.
		Bund on Rissington Rd	Flood defence constructed and funded by Glos. Highways under the umbrella of the Partnership Agreement. Responsibility for bund structure rests with Glos. Highways (see Partnership meeting minutes 15 <sup>th</sup> July 2009).	Nil cost to PC for construction. PC responsible for routine maintenance of bund.

Location/Asset	Date	Item/Deed	Subject	Cost
<b>Riverside Walk</b>		Riverside Walk	Stones along Riverside Walk removed as these had failed to protect the grass verge. Stones stored by Peter Pulham for use elsewhere.	£170
	2010	Contract with SR to repair and widen public footpath to the rear of Clock House	Footpath was widened, and new kerbing and surfacing laid to reinforce deteriorating footpath	£4,512
	Oct 2012	Section of Riverside Walk opposite Vernes is re-laid with artificial turf	Work was instructed as adjacent business owners had complained that constant erosion had resulted in verge being dangerously muddy for most of the year. It was agreed to trial artificial surfacing to address the problem.	£935
	Apr 2015	Additional 2 sections of Riverside Walk adjacent to turf are part-laid with cobbled matting to prevent constant erosion		£3,978
<b>Chestnut Green</b>	1.4.1953	Licence Agreement between United Counties Stores and Parish Council	Licence grants permission for Parish Council to erect and maintain a noticeboard on The Chestnuts Green until termination by 3 months notice by either party	£5 shillings pa
	9.10.2008	Informal licence agreement between Patricia Powell, owner of The Chestnuts, and Parish Council for Council to replace and maintain notice-board	This informal agreement formalises an agreement that the Parish Council may erect and maintain a notice-board on the Green following a change of ownership from United Counties Stores to P Powell, until further notice.	Nil consideration.
	March 2015	Council completes work to install a new soakaway and refurbish area above soakaway, by Chestnut Gallery.	Work is in response to adjacent business owners who complained about historic localised flooding of footpath in this area. The work included a stone planter and the relocation of the Council's notice-board from Chestnut Green.	£4,173
<b>Trees: Rissington Rd</b>	Nov 2017 21 <sup>st</sup> September	Noticeboard on Chestnut Green removed, and new board installed in front of Chestnut	Greenbarnes supplied new board	£1,980



Location/Asset	Date	Item/Deed	Subject	Cost
<b>Trees: Lansdowne and other areas Bourton Chase</b>	2010	Green planters  Letter of Agreement between Parish Council and Glos Highways (Central Cotswolds Division) – agreement stored in Council safe.	31 trees on Highways owned verges in Rissington Rd between No 9 Rissington Rd and entrance to tennis courts and 1 tree at entrance to Gorse Close “adopted” by Parish Council with respect to their future maintenance – see map attached to Letter Agreement for exact locations. CDC permission obtained for maintenance works to those trees in the Conservation Area.	Nil consideration.
	8 <sup>th</sup> October 2010	Letter of Agreement between Parish Council and Glos Highways (Central Cotswolds Division) – agreement stored in Council safe.	5 trees on verge on Rissington Rd between Clock House and Birdland and 4 lime trees on verge outside Harrington House in Sherborne St “adopted” by Parish Council with respect to their future maintenance – see map attached to Letter Agreement for exact locations.	Nil consideration
	2.11.2011	Licence to Cultivate between GCC and PC	28 willow trees on Highways owned verges in Lansdowne between the Fosse bridge and the Mill House, on the southern side of Lansdowne, “adopted” by Parish Council with respect to their future maintenance. CDC permission required for maintenance works to these trees which are located in the Conservation Area The Licence also grants the same rights of cultivation iro various trees in other areas around the village.	
	Nov 2011	Council enters into agreement with Treotech to remove and replace all willows at Lansdowne on basis these trees have come to the end of their life.	Works will be staggered at 2 yearly intervals, with all new trees being planted with equal spacing during 1 <sup>st</sup> works phase and older trees being removed at 2 yearly intervals thereafter.	£9,652 over 6 years
	15.2.2011	Registration of Open Space land at Bourton Chase in Council ownership. Land Registry Title Deed GR351971.	Open Space land in 2 areas on the Bourton Chase devt (Phase I) is transferred into Council's ownership by the developer, Bloor	Payments of £17,735 and £7,094 = total

Location/Asset	Date	Item/Deed	Subject	Cost
			Homes. The Council has accepted future maintenance responsibility for this land in exchange for a payment of a total of £24,829 towards maintenance costs in perpetuity. This land excludes the Balancing Pond in the larger Open Space area which will be retained in Bloor's ownership and which will be maintained by a management company.	£24,829
<b>Licences/Agreements:</b>				

1. Streetlighting:  
 Agreement dated 17.4.1958 between Southern Electric and BoW Parish Council transferring responsibility from the Council to SE for the maintenance and upkeep of all village streetlamps subject to the levy of quarterly charges on the PC for maintenance. Agreement to last until 3m notice given by either party.  
 Agreement dated 17.4.1958 between Southern Electric and BoW Parish Council for SE to supply electricity to all village streetlamps. SE to assume costs for any plant necessary to ensure this supply and will invoice PC for electricity used on a quarterly basis. Agreed lighting up times = ½ hour after sunset to 11 in the morning from 1<sup>st</sup> Sept to 30<sup>th</sup> April inclusive. Agreement to last until 3m notice given by either party, effective 31<sup>st</sup> March in any year.
  
2. Seating: Agreement dated 19.10.1955 between GCC and BoW Parish Council granting a licence to erect a seat on the Rissington Road opposite Marshmouth Lane, subject to prior approval of the design by GCC and the PC maintaining the seat in good repair at all times.
  
3. Notice-board: Licence between United Counties Store Ltd and BoW Parish Council granting the PC the right to place and maintain a noticeboard on the piece of land opposite United Counties store (currently known as The Chestnuts). Licence to last until 3m notice given by either party and PC to pay United Counties 5s p.a. on 1<sup>st</sup> April each year. PC to maintain in good repair at all times. PC entered into informal agreement with existing owner, P. Powell on 9<sup>th</sup> October 2008 granting permission for notice-board to be erected on this land until notice given by either party. Does this current permission need to be formalised ie specify a notice period or term?
  
4. Bourton Chase: Parish Council should assume maintenance responsibility 12 months after completion of this space, but no later than 30m after commencement of works (ie at 1<sup>st</sup> July 2010 as works began on 1.1.2008). At this time, Bloor will pay £17,735 to PC for future maintenance. PC need to make diary note to add this area to village maintenance contract when space is handed over, and make budget provision for these costs for each financial year NB budget discussions in October 2009.
  
5. Verges on Rissington Rd, by Hilcote Drive and Verge at junction of Station Rd/A429: November 2008 Glos Highways approved Cultivation Licence granting Parish Council the right to plant spring bulbs on the verges at each location.