

**CHEPPING WYCOMBE PARISH COUNCIL**

**WORKS, SERVICES AND PLANNING COMMITTEE**

*"Cherish the past, adorn the present, construct for the future"*

**AGENDA**

**THURSDAY 4 DECEMBER 2008**

The meeting will commence at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

**Members:**

J Herschel (Chairman)  
J Eadon-Smith (Vice-Chairman)  
Ms J Johnson  
C Harriss  
Mrs J Chalmers  
M Smith  
D Johncock  
R Smith  
C Jordan

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- 1. APOLOGIES FOR ABSENCE:** At the time of the agenda distribution, no apologies for absence have been received.
- 2. DECLARATIONS OF INTEREST:** To receive any declarations of interest by Members pertaining to Agenda Items.
- 3. LOCAL COMMITTEE SCHEMES 2008/09** (page 2)
- 4. CEMETERIES AND CLOSED CHURCHYARDS** (page 3)
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A Banham  
Assistant Clerk of the Council  
27 November 2008

**CHEPPING WYCOMBE PARISH COUNCIL  
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**LOCAL COMMITTEE SCHEMES**

Local Committee Scheme 2009/10: Carrington Junior School – CONSIDERATION

The Council has been approached by the School Governors of Carrington Junior School who are seeking to include an additional Local Committee Scheme bid in this Authority's 2009/10 submissions.

The Committee Chairman has set out the aims and objectives of the proposal together with some background notes on alternative funding mechanisms (**APPENDIX A**).

The following schemes were presented to Bucks County Council on 22 October 2008 on behalf of the Council:

- Traffic Calming on Blind Lane, Flackwell Heath by way of a 'Pinch Point' (new proposal);
- Widening of footpath by Bucks Free Press site on Station Road, Loudwater;
- Pedestrian Crossing by Bucks Free Press site on Station Road, Loudwater;
- Phase II Extension of Sheepridge Lane Footpath Scheme towards Little Marlow;
- Provision of appropriate drainage along Church Road by St Margaret's Church Wall and
- Pedestrian Footpath on both sides of Cock Lane, Tylers Green.

The Chepping Wye Valley community allocation is £28,099.58 for 2009/10.

**Members are asked to consider the request from Carrington Junior School to amend the Council's submissions for the 2009/10 Local Committee Scheme budget and to advise accordingly.**

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The Parish Council has the power to maintain Closed Churchyards and walls under the provisions of the Local Government Act 1972, s215.

**CEMETERIES AND CLOSED CHURCHYARDS**

Altona Road Cemetery Extension -- CONSIDERATION

At the meeting on 9 October 2008, it was noted that some Members commented on the drainage problems at this site and advised that adequate drainage together with a soak-away should be a component of any agreed works. It was understood that the camber of the track would be such as to direct water towards the ditch.

“It was agreed that:

*(i) works to the proposed extended track to Altona Road Cemetery be carried out (as set out in the terms of the quotations received thus far, together with concrete edging to be put in place along the ditch side of the track), subject to the agreement of a ‘Best Value’ contractor being approved by the Committee Chairman, Vice-Chairman, Clerk and Warden; and*

*(ii) arrangements be made to clear the ditch running parallel to the track to the proposed Altona Road extension.*

Since that meeting, the Committee Chairman and Council Warden have conducted a site visit with a representative of Bucks County Council engineering service. It has been recommended by Bucks County Council that in order to protect the road and improve drainage, the proposal should be extended further up the hill (as set out on the attached plan **APPENDIX B**).

If available, tabled copies of revised quotes for work will be presented to Members at the meeting.

**Members are asked to consider the revised proposal to the extended track to Altona Road Cemetery and to advise accordingly.**

## AGENDA ITEM 5

### CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 4 DECEMBER 2008

The Parish Council has the power to maintain War Memorials under the provisions of the Local Government Act 1948 s. 133.

#### **WAR MEMORIALS**

##### War Memorial Renovations - INFORMATION

The renovation work at Tylers Green and Flackwell Heath War Memorials was completed by Martin Cook during the Summer. The grant of £895.00 from the War Memorial Trust towards the £2,111.47 total cost of the renovation has been received.

##### Flackwell Heath Memorial – INFORMATION

The area beside the back wall has been excavated by the Council's ground team, filled with soil and shrubs planted for Remembrance Sunday. Flowerland in Bourne End replanted the beds around the Memorial, once again at no charge to the Council.

The Committee Chairman has reported that local residents have been highly complimentary about the well-kept look of the site.

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The Parish Council has the power to repair and maintain Public Footpaths and Bridleways under the provisions of the Highways Act 1980 s.43 and s.50.

**PARISH FOOTPATHS AND BRIDLEWAYS**

Magpie Lane Footpath, Flackwell Heath – CONSIDERATION

The Council has received a number of comments from residents indicating that the Magpie Lane Footpath (behind the Public House) remains in an extremely muddy state. This path falls under the jurisdiction of the Rights of Way Team.

The Footpath has been inspected by the Committee Chairman and Vice Chairman with the local Bucks County Council Rights of Way Manager, who has asserted that a long term solution to the problem would be to provide scalplings to lay in the lowest, most muddy areas.

The Rights of Way Manager has agreed to authorise this work on condition that Chepping Wycombe Parish Council supports the project by funding the transport cost to site and undertakes the work to spread the scalplings. The estimated cost of the exercise is calculated at c.£500.

**Members are asked to consider the proposal to provide funding for transport to the site and for the Ground Team to undertake the work of repairing Magpie Lane footpath.**

Parish Footpath and Bridleways Update of Activities- CONSIDERATION

The Committee Chairman has prepared a report setting out progress in improving Parish Footpaths and Bridleways and has suggested a detailed scheme for implementation (APPENDIX C).

**Members are asked to consider the contents of the report and the proposals which are sought to be endorsed.**

## AGENDA ITEM 7

### CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 4 DECEMBER 2008

The Parish Council has the power to provide roadside seats and to provide and maintain bus shelters under the provisions of the Parish Council Act 1957 s.1.

#### **BENCHES AND BUS SHELTERS**

##### Benches Update – INFORMATION

The bench kindly donated by County Councillor David Shakespeare was installed by Bucks County Council contractors in the bus shelter opposite Widmer Pond in the Autumn of 2008.

The Council has written to Councillor Shakespeare asking if he would consider providing one or more benches from his 2009 Local Leadership Budget at Cherrymead opposite Laurel Drive on the London Road Loudwater. The site is the responsibility of Bucks County Council but is maintained by Wycombe District Council. The three benches at this location are all in very poor condition.

##### Bus Shelters Update - INFORMATION

The seat in the bus shelter at Northern Woods/Blind Lane Flackwell Heath has been installed by the Council's ground team. The seat was re-used from a shelter previously in Station Road that was replaced by Bucks County Council using an advertising contractor.

The bus shelter in Station Road Loudwater which was marred by some graffiti was repainted in early November by the Council's ground team.

A new bus shelter is to be provided at The Paper Mill bus stop on the London Road Loudwater. County Councillor Peter Cartwright has sponsored the installation cost by a donation of £1,000 from his Local Leadership Budget.

## AGENDA ITEM 8

### CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 4 DECEMBER 2008

The principle jurisdiction for Highways issues rests with Bucks County Council as Highways Authority.

#### **HIGHWAYS**

##### Pavements - CONSIDERATION

The Council has expressed concern about the condition of pavements within the Parish and provided the Local Area Technicians with a list of those in residential areas thought to be in greatest need of repair.

Some of the work required is due to damage caused by inappropriate off-street parking, but much is due to a general lack of maintenance over a number of years. The Committee Chairman has indicated that concerns have been raised about the condition of pavements in parts of the Parish and that the importance of facilitating use by vulnerable or special needs users such as younger parents with children and push chairs, and also older residents with mobility and sight issues.

A list of pavements repairs is included in **APPENDIX D**

**Members are asked to consider sending a letter to the appropriate Bucks County Council Cabinet Member to ensure that adequate funds are made available to the Highways Dept to increase the rate at which pavement repairs are made for 2009 and beyond.**

##### Local Community Gangs – INFORMATION

The Parish continues to work closely with the two Bucks County Council Local Area Technicians to resolve issues that affect both the safety of residents and the quality of the local highways environment. Meetings have been held every four months attended by the Chairman of the Committee.

Many small improvements have been made that cumulatively have a great impact, though there is still much to do to achieve the standards that residents expect. Positive improvements include clearing the waste ground at Northern Woods Flackwell Heath, and a section in front of the River Wye on the London Road, Loudwater. Local resident at St Anne's Court Loudwater were so encouraged that they cleared a section of the overgrown verge outside their flats, with the help of Parish grounds staff to remove tree stumps. The Council, in recognition and encouragement of the initiative, donated some shrubs to these flats to begin planting up the verge.

Road Safety Signage and Markings - INFORMATION

The Committee Chairman has prepared a report for Members on Road Safety and Signage Markings providing current information (**APPENDIX E**).

Street Furniture and Signs – INFORMATION

The Committee Chairman has prepared a report for Members on Street Furniture and Signs providing current information (**APPENDIX F**) together with an update list of street name signs for works that have been completed or are due to be completed in 2009 (**APPENDIX G**).



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**COMMUNITY IMPROVEMENT WORKS**

Trees in the Community - CONSIDERATION

Last year the Council was approached by District Councillors Mrs Julia Langley and Clive Harriss who expressed an interest in using their District Council Leadership Funds to promote the District's 'Trees in the Community' initiative. A similar opportunity is likely to be available this year. The following locations have been identified within the Parish area as possible sites for new tree plantings:

- Cherrymead (opposite Laurel Close) - Loudwater
- Whitepit Lane, Flackwell Heath
- Buckingham Way (on the Green) - Flackwell Heath
- Straight Bit Recreation Ground, Flackwell Heath
- Orchard Green, Flackwell Heath
- Hammersley Lane, Tylers Green
- Church Road, Tylers Green opposite Wheeler's Avenue

The trees would be flowering cherries, or other small native British trees.

**Members are asked to consider approving the suggested locations and to add alternative and/or additional locations, if required.**

Work in the Community Scheme (Probation Service) - INFORMATION

The Probation Service operates a Community 'Payback' Scheme that requires offenders to work in the Community. The appropriate risk assessments and insurance conditions have been completed to allow the Community Service Team to commence work for the Parish Council. The initial trial session is scheduled to have taken place on Sunday 30 November 2008 and will consist of scrub clearance on Tylers Green Common in preparation for the Commemorative trees project (10 Workers and 2 Supervisors). A List of suggested projects is attached (**APPENDIX H**).

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**COMMITTEE BUDGETS**

Attached are:

- The Budget detailed report (**APPENDIX I**)
- Budget analysis (**APPENDIX J**)
- Projected variance for 2008/09 (**APPENDIX K**)
- Ear marked reserves (**APPENDIX L**)

2008/09 Budget - INFORMATION

The projected net expenditure for 2008/09 is £6,805 over budget. This variance is detailed on the variances spreadsheet.

2009/10 Budget - CONSIDERATION

The proposed Budget figures for 2009/10 include:

- £2,000 for depot roof and door repairs
- £3,000 for extension path and tree removal at Altona Road cemetery
- £5,000 for track extension and lower level at Cock Lane cemetery
- £5,000 for St Peter's church wall
- £2,000 for benches and signs
- £10,000 for street light replacements

The Council budget shows expenditure £6,684 over the budgeted income for 2009/10, if the precept is increased by 3.9%. Currently the exceptional items for this Committee are £39,445 and for the Council £73,945.

The Committee is asked to examine the proposed budget and make a final budget recommendation to Finance & General Purposes Committee Meeting on 8 January 2009. Finance & General Purposes Committee will then consider the Council budget for 2009/10 and recommend a precept to 20 January 2009 Council Meeting.

The Budget Reports show:

- The 2007/08 actual income and expenditure;
- The 2008/09 budget, actual income and expenditure figures are correct to November 2008 and
- The proposal for the 2009/10 budget.

As set out in the report, the proposed net expenditure for 2009/10 is £181809, i.e. an increase of £9,351 from the 2008/09 budget.

**Against this background, the Committee is asked to review the draft budget for 2009/10 and refer any recommendations or comments to Finance & General Purposes Committee for the 8 January 2009 meeting.**

**AGENDA ITEM 11**

**CHEPPING WYCOMBE PARISH COUNCIL  
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**ACCOUNTS FOR PAYMENT**

**The Accounts for Payment are to be circulated at the meeting for the approval of Members.**

**Members are reminded to declare any personal or personal and prejudicial interests in any items submitted for payment.**

**Members of the Press and Public are asked to be excluded from the meeting for the consideration of any Confidential Payments, such as payments to members of the Council Staff.**

## AGENDA ITEM 12

### CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 4 DECEMBER 2008

#### **DELEGATED ACTION AND CONSULTATION DOCUMENTS**

##### Delegated Action - INFORMATION

Since the last meeting of the Committee, the Chairman, Vice-Chairman of the Committee and Clerk have authorised no delegated action.

##### Consultation Documents - INFORMATION

Since the last meeting of the Committee the Council has responded to the following Traffic and Planning related consultations:

- Regional Spatial Team: Regional Spatial Strategy for South East – No comments (10 October 2008)
- Buckinghamshire NHS Trust: Buckinghamshire NHS Trust – No Comments (10 October 2008)
- Bucks County Council: Healthy Communities – Comments submitted (21 October 2008)
- South East Plan Gypsy and Travellers - Comments submitted (14 November 2008)
- Department of Communities and Local Government: The making and Enforcement of Byelaws – Comments submitted (14 November 2008)

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**WORK SCHEDULE AND FORWARD PLAN**

Works, Services & Planning Committee Meetings - INFORMATION

Forthcoming Works, Services and Planning Committee meetings are scheduled to take place on:

Thursday 5 March 2009, Thursday 4 June 2009, Thursday 15 October 2009 and Thursday 3 December 2009

Work Schedule Project List – update December 2008 - INFORMATION

- Altona Road Extension: Remove self sown trees and removing alternating trees along existing gravel path
- Cock Lane Cemetery: Making good the verges outside cemetery
- Parish Council Lighting: provide 'Report a Fault' Stickers
- Continue environmental improvement programme with Bucks County Council, in particular clearing back and making good damage to verges

Forward Plan - CONSIDERATION

Topics for consideration at future meetings of the Committee will include:

- Signs and Notice Boards: Review (including Village Signs and Parish Notice Boards)
- Survey of parish footpaths with Chiltern Society volunteers to develop 2009 work programme for Bucks County Council Rights of Way clearance teams to improve access
- Development of programme with Revive the Wye stakeholders to improve those sections of the Wye and Back Stream that flow through Loudwater
- Parish Council Lighting: Review with Southern Electric Contracting heritage style lighting to replace asbestos seals lighting in Flackwell Heath Conservation Area

**Members are invited to suggest topics and issues for consideration at future meetings.**