

**CHEPPING WYCOMBE PARISH COUNCIL**  
**WORKS, SERVICES AND PLANNING COMMITTEE**  
*"Cherish the past, adorn the present, construct for the future"*

**AGENDA**

**THURSDAY 5 MARCH 2009**

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

**Members:**

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

**INDEX**

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** (page 2)
4. **CEMETERIES AND CLOSED CHURCHYARDS** (pages 3-5)
5. **FOOTPATHS AND BRIDLEWAYS** (pages 6-7)
6. **BENCHES AND SIGNAGE** (page 8)
7. **COMMUNITY IMPROVEMENTS** (pages 9-10)
8. **PLANNING** (page 11)
9. **COMMITTEE BUDGETS** (page 12)
10. **ACCOUNTS FOR PAYMENT** (page 13)
11. **DELEGATED ACTION AND CONSULTATION DOCUMENTS** (page 14)
12. **WORK SCHEDULE AND FORWARD PLAN** (page 15)



H R O Jones  
Clerk of the Council  
26 February 2009

### AGENDA ITEM 3

CHEPPING WYCOMBE PARISH COUNCIL  
WORKS, SERVICES AND PLANNING COMMITTEE  
THURSDAY 5 MARCH 2009

#### LOCAL COMMITTEE SCHEMES

##### Local Committee Scheme 2009/10: Identification of Priorities – CONSIDERATION

The full list of Cluster Parish submissions for the 2009/10 Local Committee Scheme budget is attached (**APPENDIX A**).

It is noted that the Chepping Wye Valley community allocation available is £28,099.58 for 2009/10.

Consideration is scheduled to be given to all submissions on 22 April 2009 by the determining authority, Chepping Wye Valley “Local Community Partnership”.

**Members are asked to consider the priorities from the full list of Cluster Parish submissions for the 2009/10 Local Committee Scheme budget and to advise accordingly.**

CHEPPING WYCOMBE PARISH COUNCIL  
WORKS, SERVICES AND PLANNING COMMITTEE  
THURSDAY 5 MARCH 2009

The Parish Council has the following powers in relation to Cemeteries:

Burial Grounds, Cemeteries and crematoria	Power to acquire and maintain	Open Spaces Act 1906, ss 9 and 10: Local Government Act 1972, s. 214
	Power to provide	Local Government Act 1972, s. 214
	Power to agree to maintain monuments and memorials	Parish Council and Burial Authorities (Miscellaneous Provisions) Act 1997, s. 1
	Power to contribute towards expenses of cemeteries	Local Government Act 1972

The Parish Council has the power to maintain Closed Churchyards and walls under the provisions of the Local Government Act 1972, s. 215.

## CEMETERIES AND CLOSED CHURCHYARDS

### Cemetery Charges Review – CONSIDERATION

The setting of Fees and Charges for the Council's services falls within the remit of the Finance and General Purposes Committee. These are next scheduled to be considered for the 20010/11 Financial Year at the meeting on 29 October 2009.

The Works Services and Planning Committee Chairman has asked for the fee-scale for Cemetery burials and Memorials to be reviewed prior to consideration by the Finance and General Purposes Committee in order to allow recommendations, if any, to be made.

A copy of the Cemetery Charges for 2009/10 is attached for information at **APPENDIX B**.

**Members are asked to consider the fee scale for Cemeteries (Burials and Memorials) for both "In Parish" and "Out of Parish" services and to advise accordingly on any recommendations and/or comments to be submitted to Finance and General Purposes Committee.**

### Hammersley Lane Cemetery – CONSIDERATION

The Committee Chairman has proposed the following action for Hammersley Lane Cemetery (effectively now a closed cemetery):

- review all grave plots and work with memorial owners for their repair or renovation;
- prepare a list of abandoned memorials and make recommendations for future action; and
- prepare a plan for shrub and tree planting in Autumn 2009 to for a quiet Garden of Remembrance.

**Members are asked to consider the proposals of the Committee Chairman in relation to future actions at Hammersley Lane Cemetery.**

#### Cock Lane Cemetery – CONSIDERATION

The Committee Chairman has proposed the following action for Cock Lane Cemetery:

- continue process of removing Leylandii and poor quality or crowded trees (native trees in keeping with its woodland setting to be preferred); and
- prepare plan for planting of new and lower sections in Autumn 2009

**Members are asked to consider the proposals of the Committee Chairman in relation to future actions at Cock Lane Cemetery.**

#### Altona Road Cemetery – CONSIDERATION

It is noted that the planned Altona Road extension is in hand and that the self-sown trees in the new extension have been removed, as agreed. Officers of Bucks County Council have been asked to prepare a written plan and quotation for the extended hard surfacing of the track.

The Committee Chairman has proposed the following action for Altona Road Cemetery:

- remove crowded trees along path in original section; and
- control Cemetery hedge heights in Autumn 2009.

**Members are asked to consider the proposals of the Committee Chairman in relation to future actions at Altona Road Cemetery.**

#### St Margaret's Church Wall – CONSIDERATION

It is noted that representatives of St Margaret's Church were making arrangements to obtain a Church of England Faculty (permission) for the:

- Re-pointing of the Hammersley Lane wall; and

- Replacement of the Church Road gate and adjacent panels

It is further noted that Council staff had planned to apply a protective coating to the Church Wall in the Spring of 2009. However, before agreeing to do so, Members are alerted to the possibility of trialling a new product, "Pavix", provided by Rhino Asphalt Solutions Ltd.

Further details of Rhino Asphalt Solutions Ltd's product "Pavix" are attached at **APPENDIX C**.

**Members are asked to consider the offer from Rhino Asphalt Solutions Ltd to use the "Pavix" product, initially at no cost, on St. Margaret's Church Wall, Tylers Green.**

#### St Peter's Church – INFORMATION

It is noted that the Council is in the process of submitting a Planning Application prior to a Church of England Faculty being obtained to carry out the Church wall and pavement improvements (in conjunction with Bucks County Council).

The Committee will be kept informed of significant developments.

## AGENDA ITEM 5

### CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 5 MARCH 2009

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**

##### Parish Footpaths Update of Activities: Sheepridge Lane - CONSIDERATION

It is noted that the installation of gates, finger posts and other suitable items will have been completed by the Chiltern Society by the end of the Summer 2009.

In addition, the Wycombe Wildlife Group is conducting a survey to assist in preparing information for the Parish Walks project.

The preparation of maps and interpretive boards are in hand.

#### **Members are asked to:**

- (i) receive a verbal update report from the Committee Chairman; and**
- (ii) consider approving the allocation of any unspent 2008/09 Committee budget for partnership working (£5,000 minus £1,750 used for the 'Donate a Gate' scheme) into an earmarked fund to ensure continuance and completion of the Sheepridge Lane footpath project in 2009/10.**

##### Public footpath improvement initiative - INFORMATION

It is noted that Magpie Lane and Chapman Lane have been cleared of scrub, debris and litter. Further work is planned, including planting of hedging to both improve visual appeal and deter graffiti.

Work has started on the footpath beside the River Wye, London Road frontage.

The Committee Chairman has indicated that a survey and plan is being prepared for stile-free paths for Chiltern Way running through Loudwater.

Road planings from Bucks County Council Highways work are being sought to fill in potholes and muddy stretches of paths.

### Parish Path Partnerships - INFORMATION

It is noted that Bucks County Council has agreed to increase its contribution to £1,000 per year to assist in meeting the Council's costs in public footpath improvements.

### Parish Bridleways Update of Activities- CONSIDERATION

It is noted that the following bridleways are present in the Parish area:

- Hammersley Lane
- Derehams Lane
- Kingswood
- Tylers Green Common

**Members are asked to receive a report from the Committee Chairman following a meeting with the Penn and Area Bridleways Group.**

## AGENDA ITEM 6

### CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 5 MARCH 2009

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 SIGNAGE**

##### Benches Update – INFORMATION

The Council has received two benches for Cherrymead on London Road donated by County Councillor David Shakespeare from his Community Leadership Fund.

The Committee Chairman has proposed a letter of thanks to Cllr Shakespeare and asking if at some time in the future he might be able to provide a third for the site opposite, overlooking the River Wye.

#### **Members are asked to:**

- (i) consider approving that an updated bench survey be prepared to identify those benches still in poor condition;**
- (ii) reallocate any unspent budget for benches and signs into an earmarked reserve specifically designated for the improvement programme in 2009-2010; and**
- (iii) recommend to Council that any unspent budget for benches and signs in other Committees be placed in the same earmarked fund for repairing/replacing damaged benches.**

##### Signage Update - INFORMATION

The Committee Chairman has indicated that a Signage Review is scheduled to be completed in the Summer of 2009 and recommendations brought to Council for consideration.

The Council continues to work with Wycombe District Council to replace street name signs in poor condition. It is understood that the outstanding signs will be replaced in the 2009-2010 financial year.



## AGENDA ITEM 7

### CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 5 MARCH 2009

The Parish Council has the following powers:

Highways	Power to plant trees, etc., and to maintain roadside verges	Road Traffic Regulation Act 1984, s 72; Countryside Act 1968
Environment	Power to act for the benefit of the community by tackling and promoting awareness of environmental issues	Local Government Act 1972,ss 111
"Free Resource"	Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	Local Government Act 1972,s.137

### COMMUNITY IMPROVEMENTS

#### Juniper Lane - INFORMATION

It is noted that work continues to clear and eventually grass the Juniper Lane green area in Flackwell Heath (not owned by the Parish Council but within the boundary area).

A Chiltern hedge has been planted together with native cherry trees.

A source of Juniper bushes/trees of local provenance has been identified by the Committee Chairman.

It is likely that about 50% of the costs of plans will be met by donations from District Council Leadership Funds, the balance to come from the partnership working budget.

District Councillor Mrs J Langley has kindly donated £480 to the scheme as her 2008/09 Ward allocation budget.

#### Revive the Wye: Member Representation - CONSIDERATION

It is noted that, subject to adequate funding being available, the Revive the Wye group are continuing to undertake clearance work to open up and improve the appeal of both the River Wye and Marsh Brook (the 'back stream').

The scheme is supported by Bucks County Council Highways and the Probation Service (Community Payback).

Issues that require attention with other partners include:

- damaged fencing along Kingsmead Road;
- erosion of the bank in Boundary Park (Snakeley Mill Park); and
- Japanese Knotweed and Himalayan Balsam growing along the bank.

It is understood that the Council has received a formal approach from the Revive the Wye joint steering group to join the project as a partner Member and to nominate a Council representative to act as the liaison link and Council spokesperson on the group.

**Members are asked to:**

- (i) consider nominating a Council Member to be represented on the Revive the Wye project Joint Steering Group and to advise accordingly; and**
- (ii) endorse the Council's continued involvement in the Revive the Wye project.**

## AGENDA ITEM 8

### CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 5 MARCH 2009

The Parish Council has the following powers in relation to Planning:

Planning Right to be notified of and power to respond to planning applications	Town and Country Planning Act 1990, Sched. 1 para 8; Local Government Act 1972, Sched. 15 para 20.
--	--

#### PLANNING

The Committee Chairman has suggested that it would be timely to arrange a meeting with Officers of Wycombe District Council's Planning Department (together with local Wycombe District Councillor representatives) to discuss a range of issues, including:

- The current Planning Process and the Parish Council's procedures for submitting comments;
- Major planned developments within the Parish Area (e.g. Rail co site) and neighbouring areas (e.g. the Daws Hill/Abbey Barn development); and
- Future allocation of s.106 monies.

**Members are asked to consider the merits of arranging a meeting with Officers of Wycombe District Council's Planning Department (together with local Wycombe District Councillor representatives) to discuss planning related issues and, if agreed, to determine the Council's attendees.**

## AGENDA ITEM 9

### CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 5 MARCH 2009

#### COMMITTEE BUDGETS

Attached are:

- The finance detailed report (**APPENDIX D**)
- Projected variances from budget 2008/09 (**APPENDIX E**)
- Budget analysis sheet (**APPENDIX F**)

The Budget Reports show:

- The 2007/08 budget, actual income and expenditure;
- The 2008/09 actual income and expenditure figures are correct to February 2009. The annual projected is an estimate of income and expenditure for 2008/09 to 31 March 2009; and
- The 2009/10 budget.

#### 2008/09 Budget

	Budget	Projection @ 31/3/09
Expenditure	182,285	193,369
Income	9,827	13,707
<b>Net</b>	<b>172,458</b>	<b>179,662</b>

The projected expenditure for 2008/09 is £7,204 over budget. The variances are set out on the variance spreadsheet and include the need to replace the Office Boiler (c.£4,000). The remaining overspend is largely due to increased utility costs.

#### 2009/10 Budget

The Budget as set at the Council meeting on 20 January 2009 is:

	<b>2008/09</b>	<b>2009/10</b>
Expenditure	168,285	197,582
Income	9,827	10,330
<b>Net</b>	<b>158,458</b>	<b>187,252</b>

When comparing the 2009/10 Budget and the 2008/09 budget it can be seen there is a difference of £14,794. This increase is largely due to increased utility costs since the last budget was set.

**AGENDA ITEM 11**

**CHEPPING WYCOMBE PARISH COUNCIL  
WORKS, SERVICES AND PLANNING COMMITTEE  
THURSDAY 5 MARCH 2009**

**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 5 MARCH 2009

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

##### Delegated Action - INFORMATION

Since the last meeting 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:

- Community Facility Strategy for Wycombe District Council – Comments submitted (15 December 2008)
- Sustainable Community Strategy for Bucks County Council – No comments (31 January 2009)
- Bucks Strategy for the Disabled for Bucks NHS Trust – No comments (26 January 2009)

## AGENDA ITEM 13

### CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 5 MARCH 2009

#### **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 4 June 2009, Thursday 15 October 2009 and Thursday 3 December 2009

The Committee Site Visit is scheduled to take place on Thursday 9 July 2009.

##### 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)
- War Memorials: Proposal to seek listing.
- 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.**