CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL AGENDA

5 MAY 2009

TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the meeting of the Council to be held on Tuesday 5 May 2009 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Buckinghamshire, HP10 8DS.

1. APOLOGIES FOR ABSENCE

At the time of Agenda despatch, Apologies for Absence have been received from J Herschel.

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

Council is asked to receive any declarations of personal or personal and prejudicial interest by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked, if possible, to contact the Clerk and/or the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, whether personal or personal and prejudicial, then they should state the nature of that interest, whether or not they leave the meeting.

Councillors are reminded of their duty to consider all items on the agenda with respect to the Crime and Disorder Act 1998, Human Rights and Race Relations (Amendment) Act 2000.

3. WARD BUDGET: COUNCILLOR MRS JULIA LANGLEY

Councillor Mrs Julia Langley will kindly be attending this meeting to formally present her Ward Allocation budget (£480) to the Council for tree planting at Juniper Lane Flackwell Heath.

4. COUNCIL MINUTES

To consider the attached Minutes of the Council Meeting held on 20 January 2009 (<u>pages 5-9</u>).

5. AMENITY LAND COMMITTEE

To consider the attached report of the Committee meeting held on 3 February 2009 (**pages 10-13**).

6. LEISURE FACILITIES COMMITTEE

To consider the attached reports of the

- Committee meeting held on 17 February 2009 (**pages 14-18**); and
- Special Committee meeting held on 14 April 2009 (**pages 19-20**).

7. WORKS, SERVICES AND PLANNING COMMITTEE

To consider the attached report of the Committee meeting held on 5 March 2009 (**pages 21-26**).

There is one item for consideration (Item 6(iv)).

It was agreed that:

Council be recommended to approve that any unspent budget for benches and signs in other Committees be placed in the same earmarked fund for repairing/replacing damaged benches.

8. FINANCE AND GENERAL PURPOSES COMMITTEE

To consider the attached report of the Committee meeting held on 17 March 2009 (**pages 27-29**).

There is one item for consideration (Item10).

It was agreed that:

Council be recommended to endorse the proposal, as set out in the report, for revised Ground Team working hours to commence in mid April 2009.

[Details previously submitted – Note: New Hours Commenced 14 April 2009]

9. PROPOSITIONS

Proposition from M Wilkes regarding delegated authority to provide monetary rewards for information leading to a successful prosecution in cases of criminal damage of Council owned land and property.

Members are asked to consider whether, in view of the need to publicise details quickly, a new delegated power should be made to allow the Clerk of the Council to agree a reward sum (proportionate to the level of crime and not exceeding £500) for persons tendering information leading to the successful prosecution of perpetrators of criminal acts against the Council.

10. QUESTIONS BY MEMBERS OF THE COUNCIL

None have been received.

11. ADDRESS BY MEMBERS OF THE PUBLIC

Attention is drawn to Standing Orders 30.04 and 30.05. **The Chairman should ask Members of the Public if they wish to address the Council on any matter that affects the Council.** A fifteen minute period is permitted in total. If the Chairman of Council is in agreement, Questions can be taken at the beginning of the Council meeting. Members of the Public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible. Members of the Council are reminded that legal matters, contracts and staffing matters should be considered in private. If adequate notice has not been given of new items of expenditure, in accordance with legislation, such expenditure cannot be authorised.

12. 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.

13. CLERK'S ANNUAL REPORT 2008/09

The purpose of the Report is to provide an overview of the 2008/09 Council Year.

A copy of the presentation slides will be available following the meeting.

Members are asked to receive a power point presentation from the Clerk, outlining his 2008/09 Annual Report to Members and to consider any questions arising or further action points.

14. COUNCIL COMPLAINTS PROCEDURE

The Council has received written notification of a complaint made following the procedure of the Council's Complaints Procedure against the Chairman of Council.

The Complaint is made by C Harriss against the Chairman of Council alleging breach of the Code of Conduct whilst in the Chair of the Special Leisure Facilities Committee on 14 April 2009 for the following reasons:

"In his capacity as Chairman Maurice Smith was witnessed to

1. *Bully me*
2. *Deride my and the Professional Qualifications of others*
3. *Verbally abuse me*
4. *Discredited my attendance despite knowing I'm a Wycombe District Councillor where meetings often conflict with my attendance at CWPC.*
5. *and that he is offering information outside his remit, that is wholly inaccurate and won't stand up to "test" exposing CWPC.*
6. *and finally caused the public and representatives of the Sports Club to both speak out against his advice and offer to submit their representations in writing as they felt the atmosphere he had created made them uncomfortable in putting their case."*

As the complaint is made against the Chairman of Council, the Vice-Chairman of Council must take the Chair for the discussion of the item (or in his absence another Member agreed by the meeting).

As the matter concerns the Complaints Procedure, the meeting will first take a decision as to whether it is appropriate and/or necessary to exclude the Press and Public for the deliberation of the item.

The complainant will be offered the opportunity to explain the nature of the complaint orally.

The person about whom the complaint is made will be afforded the opportunity of responding to the complaint orally.

Members will agree on whether it is possible to determine whether there is any merit in the nature of the complaint and whether any further action (or additional information or advice) is required.

The outcome of the complaint will be publicly recorded.

H R O Jones
Clerk of the Council
22 April 2009

CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL MEETING

20 JANUARY 2009

MINUTES

Minutes of the Council meeting held at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: M Smith (Chairman of the Council), D Johncock (Vice-Chairman), J Herschel, J Eadon-Smith, Mrs S Digby, Ms E Belcher, Ms J Johnson, Mrs J Chalmers, Ms K Wood, I Forbes, C Jordan, L Willis, M Wilkes and C Dodds.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from R Smith, C Harriss and J Savage.

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

There were no Declarations of Interest made and the Code of Conduct requirements were duly noted.

3. COUNCIL MINUTES

It was RESOLVED that:

(i) the Minutes of the Council Meeting of 4 November 2008 be approved and signed as a correct record by the Chairman of Council; and

(ii) the Minutes of the Special Council Meeting held on 2 December 2008 be approved and signed as a correct record by the Chairman of Council.

4. AMENITY LAND COMMITTEE

The report of the Committee meeting held on 18 November 2008 was received and noted.

Commemorative Trees Update

It was agreed that:

the decision whether to retain the Oak Tree (Tree 10) be referred to the Amenity Land Committee meeting on 3 February 2009.

5. LEISURE FACILITIES COMMITTEE

The report of the Committee meeting held on 2 December 2008 was received and noted.

6. WORKS, SERVICES AND PLANNING COMMITTEE

The report of the Committee meeting held on 4 December 2008 was received and noted.

7. FINANCE AND GENERAL PURPOSES COMMITTEE

The report of the Committee meeting held on 8 January 2009 was received and noted.

AUDIT

External Audit: Completion of Annual Return to 31 March 2008

It was RESOLVED that:

(i) **the External Audit: Completion of Annual Return to 31 March 2008 be received together with all comments and recommendations contained therein; and**

(ii) **Auditing Solutions Ltd be reappointed as the Council's Internal Auditor for 2009/10.**

GRANTS, SUBSCRIPTIONS AND DONATIONS

M40 Chiltern Environmental Group: Request for a grant

It was noted that the Council power to contribute financially to traffic calming schemes was conferred under the provisions of the Local Government and Rating Act 1997, s.26-29.

It was RESOLVED that:

an annual donation of £200 be made to the M40 Chiltern Environmental Group to contribute towards the ongoing administrative costs of the Group.

FINANCE REPORT & COMMITTEE BUDGETS

It was RESOLVED that:

(i) the contents of the report before Members be noted;

(ii) the precept increase for 2009/10 be set at 3.9%;

(iii) the following amendments be made to the draft 2009/10 Budget:

	Draft Vote at date of meeting	Recommended Vote	Reduction
Leisure Facilities Committee			
Ashley Drive Rec. Youth Facilities	2,000	0	2,000
Derehams Lane Pavilion Replacement Fund	5,000	0	5,000
Works, Services and Planning Committee			
Partnership Working	5,000	3,000	2,000
Total			9,000

8. THE GREEN: COPPICE FARM ROAD

It was agreed that:

a letter be sent to Bucks County Council supporting Penn & Tylers Green Residents' Society's application for Village Green registration on the land at Coppice Farm Road.

9. PROPOSITIONS

Members considered the following proposition from J Herschel regarding the administrative charges levied by the Council for processing Insurance Claims and other searches (e.g. when recovering the costs of knocked down Footway Lights).

> *"Members are asked to consider whether the Council should increase its current 10% administration fee to 15% for the costs involved in the*

administration surrounding Insurance Claims and/or Legal Searches and agreements."

It was agreed that:

the Council's administration fee be set at 15% (or £100 whichever is greater) for the costs involved in the administration surrounding Insurance Claims and/or Legal Searches and agreements.

10. QUESTIONS BY MEMBERS OF THE COUNCIL

Loudwater Bowls Club: Waste Water

Following a question raised by C Jordan, **it was agreed that:**

the Clerk would establish what progress had been made by Thames Water in reducing the quarterly water bill for Derehams Lane Sports Ground on the basis that very little waste water was returned to the system (being instead used on the pitches).

11. ADDRESS BY MEMBERS OF THE PUBLIC

There were none.

12. ACCOUNTS FOR PAYMENT

I Forbes declared a personal but not prejudicial interest in cheque No. 6077 (Thames Water), as an employee of Thames Water.

It was RESOLVED that:

The accounts for payment, cheque numbers 6066 to 6087, Direct Debit to Unicom and staff salary payments be approved for payment and the cheques be duly signed.

13. CONFIDENTIAL REPORT

Confidential Reports and Exclusion of Press and Public

Item no 14 was considered as a Confidential Report as it concerned staffing issues relating to the Council as an employer.

In view of the confidential report before Members, **it was RESOLVED that the press and public be excluded from the remainder of the meeting.**

14. STAFF SALARIES 2009/10

It was RESOLVED that:

the recommended Staff salaries for 2009/10 be approved as set out in the Confidential Report before Members.

The meeting concluded at 9.00pm.

H R O Jones
Clerk of the Council
3 February 2009

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Report of the meeting of the Committee held on **Tuesday 3 February 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks

Present:	Ms K Wood (Chairman), R Smith (Vice-Chairman), L Willis, C Jordan, Mrs J Chalmers, Ms E Belcher, Ms J Johnson, M Wilkes, M Smith (ex-officio) and D Johncock (ex-officio)
In attendance:	J Herschel
Invited Guests:	R Saunders (Item 3)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from I Forbes and Mrs S Digby.

2. DECLARATIONS OF INTEREST

M Smith, R Smith and M Wilkes declared a personal but not prejudicial interest in Item 3, Tylers Green Common, Commemorative Trees (as Members of various British Legion branch organisations).

3. TYLERS GREEN COMMON

Joint meeting: Chepping Wycombe and Penn Parish Councils

The notes following the Joint Chepping Wycombe and Penn Parish Council meeting of 25 January 2009 were received.

Commemorative Benches at Widmer Pond

It was agreed that:

(i) a 'pea shingle' finish be trialled on the Blackmore bench at Widmer Pond prior to the installation of the Cllr Mrs Betty Lay bench being installed; and

(ii) the views of Penn Parish Council be sought once (i) above had been completed and prior to further benches being installed/replaced at Widmer Pond.

Commemorative Trees Update

It was agreed that:

permission be given to allow the Oak Tree (Tree 10) to be felled on Tylers Green Common on condition that all of the following criteria were satisfied:

(a) the requisite consents, if required, were obtained from Wycombe District Council;

(b) the cost of felling, purchase of a new replacement tree (Lime) and any labour costs be met entirely by Hazlemere British Legion and/or the Penn and Tylers Green Residents' Society;

(c) if possible, the trunk of the felled Oak be constructed into a bench seat to be situated on Tylers Green Common (all costs to be met by Hazlemere British Legion and/or the Penn and Tylers Green Residents' Society); and

(d) Hazlemere British Legion make an undertaking to meet the costs for a grove of Oak trees (together with name plaques) to be planted on Tylers Green Common to commemorate local servicemen who fell in World War II (project to be undertaken by 2015).

Widmer Pond: Fish 'Health Check'/Removal

It was noted that following a positive "health check" on 7 November 2008, all the Widmer Pond fish were successfully removed by a specialist firm accredited by DEFRA on 21 January 2009. The operation was slightly delayed due to ice on the pond earlier in the year.

4. KINGSWOOD

Friends of Kingswood

The Committee received the report following the meeting of the Friends of Kingswood Group of 19 November 2008.

Orienteering Course: volunteer maintenance and improvement work

It was noted that the most appropriate substance for removing lichen, fungi, mould and algae from the orienteering posts in Kingswood was diluted Jeyes Fluid (or similar disinfectant cleaner or soap).

It was agreed that:

(i) Wycombe District Council, Waste and Cleansing, be asked to assist by moving one of the bins at the Cock Lane Recycling Centre site in order to allow easy visibility of the orienteering maker; and

(ii) **Mr A Jones be thanked for his offer to undertake maintenance and improvement works to the orienteering course and the requisite permissions be duly granted.**

5. GREENS

Orchard Green, Flackwell Heath

It was noted that the Works, Services and Planning Committee Chairman had organised a Public meeting on 10 January 2009 at Orchard Green, attended also by Flackwell Heath Members, to consider public opinion on immediate and future maintenance plans.

Headley Green, Loudwater

It was agreed that:

(i) **the proposed meeting at Hedley Green to encourage local residents to comment on and influence the work that the Council planned to undertake be endorsed and supported by Council Member available to attend; and**

(ii) **similar meetings be organised at Amenity Land sites within the Parish where planned work was scheduled to be undertaken by the Community Payback scheme (Probation Service).**

6. COMMITTEE BUDGETS

It was agreed that:

the contents of the report before Members be noted.

7. ACCOUNTS FOR PAYMENT

Approval of Accounts for Payment

D Johncock declared a personal and prejudicial interest in cheque No. 6094 (Member Expenses), and did not take part in the consideration of that item.

It was RESOLVED that:

the accounts for payment, cheque numbers 6088 to 6097 and Direct Debit to G E Stevens (red diesel) be approved for payment and the cheques be signed.

8. DELEGATED ACTION

It was noted that since the last meeting of the Amenity Land Committee, the Clerk had authorised and processed the following permits:

- For erection of Christmas Tree from (12 December 2008 – 4 January 2009) and Carol Concert event (22 December 2008) on Tylers Green Front Common to Penn and Tylers Green Residents' Society (17/11/08); and

- For lunch time cross country running club (28 November 2008 – 17 July 2009) to Tylers Green Middle School (27/11/08).

It was further noted that the last meeting of Amenity Land Committee the Committee Chairman, Vice-Chairman and Clerk had authorised the following action under delegated powers:

- AGREED: Rescind Committee decision of 18 November 2008 for Council Ground Team to undertake work to install Betty Lay Commemorative Bench on Tylers Green Common.

  The decision was taken for staff workload reasons.

  It was, therefore, agreed that the work would be undertaken by a suitable contractor.

The meeting concluded at 8.20 pm.

H R O Jones
9 February 2009

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Report of the meeting of the Committee held on **Tuesday 17 February 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: M Smith (Chairman), C Jordan (Vice-Chairman), J Herschel, I Forbes, Ms E Belcher, L Willis, R Smith, Mrs S Digby and D Johncock (ex-officio).

In attendance: J Eadon-Smith

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from J Savage and C Harriss.

2. DECLARATIONS OF INTEREST

There were none.

3. SPORTS GROUNDS

Derehams Lane Sports Ground

<u>Derehams Lane Sports Ground</u>

Members received a presentation from A Wallace, Wycombe District Council Sports Team Leader, on options for developing multi-sports facilities at Derehams Lane Sports Ground together with funding possibilities.

It was noted that some consultation had taken place with Loudwater residents through the 'In Touch' magazine and that the Council would be consulted on the District Council's vision for sporting facilities in the wider Community by way of the "Facility Strategy".

In particular, the Committee was interested in working with the District Council to:

- help Loudwater Sports Club to obtain funding for projects (especially with such bodies as Sport England and Big Lottery);
- promote healthy lifestyles and participation in sporting activities within the Parish; and
- provide technical assistance in developing a comprehensive Business Plan for the Derehams Lane Sports Ground site.

It was agreed that:

(i) **the rejuvenation of Derehams Lane Sports Ground be further progressed by the Council and Sports Club working together with Wycombe District Council support in obtaining a site Business Plan and seeking contributory funding;**

(ii) **Derehams Lane Sports Ground be included on the list of locations for the Committee Site Visit on Thursday 2 July 2009; and**

(ii) **the Committee be kept informed of developments following meetings of the Derehams Lane Sports Ground Sub-Committee.**

<u>Derehams Lane Sports Ground Sub-Committee</u>

It was noted that the next meeting of the Derehams Lane Sports Ground Sub-Committee was scheduled to take place at the Council Offices on 18 March 2009 at 7.30pm.

It was agreed that:

Mr Andrew Wallace, Sports Team Leader, be invited to the meeting to assist in the development of a comprehensive Business Plan for Derehams Lane Sports Ground.

Green Dragon Sports Ground

<u>'Maurice Smith' Pavilion Rental: Nursery use</u>

Members agreed that the additional use of the Pavilion should be encouraged as this added to both the Council and Club's income for site maintenance and improvements. In addition, the use of the site during the weekday added to the security of the site.

It was agreed that:

(i) **in principle and subject to the approval of Flackwell Heath Sports Club's letting, the proposed material changes to Green Dragon Sports Ground to erect a 1.2m compound fence around the Pavilion and patio area together with gate(s) for Nursery use be approved on condition that the fence was of a collapsible structure to allow uninterrupted enjoyment of viewing cricket matches from the Pavilion area; and**

(ii) **the Sports Club be asked to keep the Council informed of developments in relation to (i) above.**

Penn and Tylers Green Football and Tennis Clubs

Surrender of Leases

It was agreed that:

if required, the Penn and Tylers Green Football and Tennis Clubs be invited to a meeting at the Council Offices together with Members and the Clerk in order to resolve any outstanding issues surrounding the surrender of the old leases.

4. RECREATION GROUNDS AND PARKS

All Sites

Kompan Presentation

Members received a presentation from S Woodd of Kompan, setting out one set of possible proposals for play area developments at Ashley Park, Boundary Park and Straight Bit Recreation Ground. It was noted that the estimated total cost of the Kompan proposal was c.£170,000:

Ashley Park	£49,060
Straight Bit	£62,745
Boundary Park	£55,442

It was noted that the Council was investigating options for obtaining contributory funding for play area developments. In particular, it was noted that £400,000 was allocated to the Wycombe Play Partnership and that Councillors would be attending future meetings of this group with the aim of securing funding.

It was agreed that:

the presentation from S Woodd of Kompan be received and that the Council would consider the quotes for works as part of any future scheme for play area development subject to funding being available.

Ashley Park

s.106 Play Equipment Improvements

It was agreed that:

(i) **the improvement scheme for the play area at Ashley Park set out in the quote for works submitted by Wicksteed Playscapes be approved for undertaking with s.106 monies provided by Wycombe District Council; and**

(ii) **the siting of the youth shelter as part of the scheme at (i) above be agreed with the advice of Thames Valley Police.**

Straight Bit Recreation Ground

<u>Possible Croquet Club Site</u>

It was understood that the proposed Croquet site would not be able to be accommodated on Straight Bit Recreation Ground without preventing the use of one of the football pitch areas and would also have a significant impact on the space available on which to hold the Cherry Fayre.

It was agreed that:

The request to house a Croquet compound for the High Wycombe Croquet Club (for two courts) at Straight Bit Recreation Ground be declined for the reasons as set out above.

<u>Flackwell Heath Bowls Club</u>

It was noted that progress had been made in implementing the Council's organised improvement of the site by way of installing tournament standard ditches on the Bowling Green. It was anticipated that the work would be completed by the beginning of April 2009 and that the Bowls Club would be making a significant contribution to the cost.

It was agreed that:

Flackwell Heath Bowls Club be included on the list of locations for the Committee Site Visit on Thursday 2 July 2009 to inspect the improvements carried out.

5. ALLOTMENT SITES

It was agreed that:

plot holders be invited to any site meetings prior to Community Payback (Probation Service) workers undertaking improvements to the allotment sites in order to help identify the priorities together with Council Members.

6. COMMITTEE BUDGETS

It was agreed that:

the contents of the report before Members be noted.

7. ACCOUNTS FOR PAYMENT

It was RESOLVED THAT the accounts for payment, cheque numbers 6098 to 6112, Direct Debit to Shell Fuel and staff salary payments be approved for payment and the cheques be signed.

8. DELEGATED ACTION

Since the last meeting of the Committee, the Clerk of the Council had authorised the following annual permits:

- St Peter's Church for the 'Carols in the Park' event at Boundary Park on 24 December 2008 (23/12/08).

The meeting concluded at 9.58 pm.

H R O Jones
2 March 2009

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Report of the Special meeting of the Committee held on **Tuesday 14 April 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: M Smith (Chairman), J Herschel, Ms E Belcher, L Willis and C Harriss.

In attendance: J Eadon-Smith and M Wilkes

N Coleman - Wycombe District Council Green Space Improvements Team Leader

Mrs J Jones – Flackwell Heath Sports Club Secretary (and Members)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from J Savage and D Johncock.

2. DECLARATIONS OF INTEREST

There were none.

3. RECREATION GROUNDS AND PARKS

Flackwell Heath (East Side) Play Equipment

Members received a presentation from N Coleman, Wycombe District Council Green Space Improvements Team Leader, outlining the availability of £40,000 of funding from the Department of Children, Schools and Families to develop a new play area (with equipment) in Flackwell Heath (East side). It was noted that the project had to be focused on the 8-13 age group, include prior consultation with schools, follow the Play England "Design for Play" guidance and be built in the 2009/10 Financial year. It was also understood that, if agreed, the Council would take on responsibility for maintenance of the site.

It was noted that in order to allow the Sports Club further time to consider the proposal in principle, a Special meeting of the Flackwell Heath Sports Club would be convened within the week to consider whether, in its capacity as leaseholder for Green Dragon Sports Ground, it was considered feasible and desirable to install a Play Area within the site.

It was recognised that preparatory work to understand and agree the scope of consultation with Schools would need to occur quickly in the event that all parties and the Council were to agree the project.

It was agreed that:

(i) subject to the outcome of the Sports Club's Special meeting, Council be recommended to continue to investigate the possibility of installing a play area for the 8-13 age group on Green Dragon Sports Ground, an area identified as deficient in the provision of this type of facility;

(ii) subject to (i) above, a site visit be arranged (including N Coleman - Wycombe District Council Green Space Improvements Team Leader) to assess the possibilities for developing the site; and

(iii) the Sports Club's request for an additional 24 foot long container on site (to house new goal posts) be considered once a decision was reached on any layout implications for a potential Play Area.

'Maurice Smith' Pavilion Rental: Nursery use

Representatives of the Sports Club acknowledged the Committee's previous sentiment for Crèche facilities to be encouraged as this added to both the Council and Club's income for site maintenance and improvements. In addition, the use of the site during the weekday added to security.

It was agreed that:

the Sports Club be asked to keep the Council informed of developments in relation to obtaining further details from the potential users of the Pavilion in terms of a comprehensive proposal, including relevant certification to provide Nursery services and a costed list of alterations required to the material structure of the building and environs.

4. ACCOUNTS FOR PAYMENT

M Wilkes declared a personal and prejudicial interest in cheque No. 6169 (Member Expenses), and did not take part in the consideration of that item.

It was RESOLVED THAT the accounts for payment, cheque numbers 6164 to 6169, be approved for payment and the cheques be signed.

The meeting concluded at 9.40 pm.

H R O Jones
20 April 2009

CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES AND PLANNING COMMITTEE

Report of the meeting of the Committee held on **Thursday 5 March 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: J Herschel (Chairman), J Eadon-Smith (Vice-Chairman), D Johncock, Mrs J Chalmers, Ms J Johnson, C Jordan, M Smith, R Smith, M Wilkes and C Dodds.

In attendance: I Forbes

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from C Harriss.

2. DECLARATIONS OF INTEREST

There were none.

3. LOCAL COMMITTEE SCHEMES

Local Committee Scheme 2009/10: Identification of Priorities

Members felt that the reduction in the 2009/10 budget for Local Committee Schemes was an undesirable consequence of the County Council's efficiency saving programme in the Highways Department.

It was agreed that:

at the 22 April 2009 Chepping Wye Valley "Local Community Partnership" meeting the following comments be made by the Council's three voting representatives:

- **the demand for a footpath on Hammersley Lane was considered as a high priority;**
- **as a compromise, the meeting could consider a footpath on one (instead of both) side of Cock Lane;**
- **the widening of the footpath by the Bucks Free Press site and the crossing should not cost a total of £70,000 (the scheme was deemed to be a priority proposal on the basis that it affected elder persons, the disabled and mothers with pushchairs); and**
- **the Pedestrian Crossing on the Penn Road could be in the form of a traffic island refuge (i.e. a half way point across the road for pedestrians to await oncoming traffic rather than cross two lanes in one movement).**

4. CEMETERIES AND CLOSED CHURCHYARDS

Cemetery Charges Review

It was agreed that:

the Cemetery Management Sub-Committee be asked to review the long term effect of the Cemetery and Memorial fee scale in conjunction with envisaged future maintenance and improvement costs at each of the Council's Cemetery sites.

Hammersley Lane Cemetery

It was agreed that:

the following action be approved for Hammersley Lane 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 form a quiet Garden of Remembrance.**

Cock Lane Cemetery

It was agreed that:

the following action be approved 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 a plan for planting of new and lower sections in Autumn 2009.**

Altona Road Cemetery

It was agreed that:

the following action be approved for Altona Road Cemetery:

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

St Margaret's Church Wall

It was agreed that:

(i) **further information on the suitability (Brick and Flint walls) and reputation (use by other Local Authorities) be obtained on the Rhino Asphalt Solutions Ltd "Pavix" product prior to use on St. Margaret's Church Wall, Tylers Green; and**

(ii) **the Council's planned programme of applying a silicon protective coat in Spring 2009 be deferred pending the outcome of (i) above.**

St Peter's Church

It was noted that the Council was 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).

5. PARISH FOOTPATHS AND BRIDLEWAYS

Parish Footpaths and Bridleways

It was noted that the Council had received a considerable amount of positive feedback following the improvements to the Footpaths at Sheepridge Lane and the creation of a Parish circular walk. It was further noted that information about these initiatives would be reported in the forthcoming edition of the Parish Newsletter. The Penn and Area Bridleways Association had asked to be included in any programme involving volunteers working on clearing or improving bridleways.

It was agreed that:

(i) **the Bridleway running alongside Sniggs Lane (bottom of Beacon Hill) in Loudwater be sought to be included in any County Council Rights of Way improvement programme and/or Community Payback list of work sites as it was in a poor state of repair; and**

(ii) **the circular Bridleway route in Kingswood be sought to be included in any County Council Rights of Way improvement programme and/or Community Payback list of work sites.**

6. BENCHES AND SIGNAGE

Benches Update

It was noted that the Council had received two benches for Cherrymead on London Road donated by County Councillor David Shakespeare from his Community Leadership Fund.

It was agreed that:

(i) **a letter of thanks be written to Cllr Shakespeare for the donation, asking if he might also be able to provide a third bench for the site opposite, overlooking the River Wye;**

(ii) **an updated bench survey be prepared to identify those benches still in poor condition;**

(iii) **any unspent budget for benches and signs be reallocated into an earmarked reserve specifically designated for the improvement programme in 2009-2010; and**

(iv) **Council be recommended to approve 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

It was noted that a Signage Review was scheduled to be completed by the Summer of 2009 and recommendations brought to Council for consideration.

7. COMMUNITY IMPROVEMENTS

Juniper Lane

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

It was agreed that:

District Councillor Mrs J Langley be thanked for her donation of £480 to the Juniper Lane improvement scheme and invited to any forthcoming meeting or site visit pertaining to the work, as appropriate.

Revive the Wye: Member Representation

It was agreed that:

(i) **C Dodds be appointed as the Council Member to be represented on the Revive the Wye Project Joint Steering Group; and**

(ii) **the Council's continued involvement in the Revive the Wye project be endorsed.**

8. PLANNING

It was agreed that:

a meeting be arranged 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. Railco site) and neighbouring areas (e.g. the Daws Hill/Abbey Barn development); and**
- **future allocation of s.106 monies.**

9. COMMITTEE BUDGETS

It was agreed that:

(i) the contents of the report before Members be noted; and

(ii) part of the cost of installing a new boiler (c.£4000) in the Council Office be offset from the full amount of the 2008/09 Contingency Fund (£3000).

10. ACCOUNTS FOR PAYMENT

J Eadon-Smith declared a personal and prejudicial interest in cheque No. 6117 (Member Expenses), and did not take part in the consideration of that item.

It was RESOLVED THAT the accounts for payment, cheque numbers 6113 to 6127 and Direct Debit to Unicom (Office Phone) be approved for payment and the cheques be signed.

11. DELEGATED ACTION AND CONSULTATION DOCUMENTS

Delegated Action

There was none.

Consultation Documents

All responses to Consultation documents on Committee related topics since the last Committee were noted.

12. WORK SCHEDULE AND FORWARD PLAN

Work Schedule Project List

The contents of the project list before Members was received and noted.

Forward Plan

It was agreed that:

the list of topics be approved without amendment.

The Chairman concluded the meeting by thanking all Councillors for their support over the year.

The meeting concluded at 8.55 pm.

H R O Jones
13 March 2009

CHEPPING WYCOMBE PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Report of the meeting of the Committee held on **Tuesday 17 March 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present:	I Forbes (Chairman), Ms K Wood (Vice-Chairman), L Willis, M Smith, C Dodds, J Herschel and D Johncock.
In attendance:	M Wilkes

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from J Savage and J Eadon-Smith.

2. DECLARATIONS OF INTEREST

There were none.

3. INSURANCE COVER

Renewal of Council Insurance cover 2009/10

It was noted that the Council would be increasing its Public liability indemnity cover to £10,000,000.

A comprehensive 'Best Value' exercise was undertaken to ensure that the Insurance Cover for 2009 was sufficient in terms of cover and at a competitive premium cost.

It was agreed that:

Norwich Union (through Came and Company Parish Council Insurance) be appointed for 3 year cover as the Council's insurers, commencing on 1 April 2009.

4. DOG WASTE SERVICE

Increase in Dog Bin Emptying Charges

A comprehensive 'Best Value' exercise was undertaken to ensure that the Dog Bin emptying service for 2009 was sufficient in terms of cover and at a competitive cost.

It was agreed that:

TBS Hygiene be appointed as the Council's dog bin emptying contractor, commencing on 1 April 2009.

5. CONVEYANCES, LEASES AND CONTRACTS

Penn and Tylers Green Tennis Club and Football Club

It was noted that neither the Penn and Tylers Green Tennis Club nor Football Club had made any approach to the Council in response to the offer made to hold a meeting at the Council Offices together with Members and the Clerk in order to resolve any outstanding issues surrounding the surrender of the old leases.

It was further noted that the Committee Chairman (also the Council's appointed representative on the Penn and Tylers Green Tennis Club and Football Club) would continue to liaise with both parties and report back to the Council on any matters of significance or for further consideration.

6. PUBLICITY

Publicity Strategy

It was agreed that:

(i) the development of a Publicity Strategy be continued along the lines as set out in the report before Members;

(ii) consideration be given to the Council increasing its Newsletter production by way of purchasing space in local Village publications; and

(iii) a Budget of £200 be approved for the manning of a stall at the 2009 Cherry Fayre by Loudwater and Flackwell Heath Members.

7. FINANCE REPORT & COMMITTEE BUDGETS

It was agreed that:

(i) the contents of the report before Members be noted; and

(ii) **part of the cost of installing a new boiler (c.£4000) in the Council Office be offset from the full amount of the 2008/09 Contingency Fund (£3000) as recommended by the Works, Services and Planning Committee.**

8. ACCOUNTS FOR PAYMENT

J Johnson declared a personal and prejudicial interest in cheque No. 6131 (Member Expenses), and did not take part in the consideration of that item.

M Smith declared a personal and prejudicial interest in cheque No. 6133 (Member Expenses and Chairman's Allowance), and did not take part in the consideration of that item.

It was RESOLVED that:

the accounts for payment, cheque numbers 6128 to 6137, direct debits to Shell fuel and Unicom and salary payflow be approved for payment and the cheques be signed.

9. EXCLUSION OF PRESS AND PUBLIC

Confidential Reports and Exclusion of Press and Public

In view of the confidential reports it was **RESOLVED that the press and public be excluded from the remainder of the meeting.**

10. GROUNDS TEAM HOURS OF WORK

It was agreed that:

Council be recommended to endorse the proposal, as set out in the report, for revised Ground Team working hours to commence in mid April 2009.

The meeting concluded at 8.45 pm.

H R O Jones
7 April 2009