CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL AGENDA

TUESDAY 3 NOVEMBER 2009

TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the meeting of the Council to be held on Tuesday 3 November 2009 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Buckinghamshire, HP10 8DS.

Invited Guests:

Mr M Lewis - Chepping 16PLUS Young Drivers (and guests, if required) - (Item 3)

1. APOLOGIES FOR ABSENCE

At the time of Agenda despatch, Apologies for Absence have been received from M Wilkes (Holiday).

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. CHEPPING 16PLUS YOUNG DRIVERS

At the Leisure Facilities Committee meeting on 24 September 2009, Members considered the ongoing activities of the Young Drivers' Courses conducted at Derehams Lane Sports Ground car park and pavilion by Chepping 16PLUS Young Drivers (see item 6 below).

Members are now asked to receive a presentation by the Chepping 16PLUS Young Drivers organisation and to consider any actions necessary to be carried out in view of the ongoing use of Derehams Lane Sports Ground.

4. COUNCIL MINUTES

To consider the attached Minutes of the Council Meetings held on 25 June 2009 **(pages 5-9).**

5. AMENITY LAND COMMITTEE

To consider the attached report of the Committee meeting held on 8 September 2009 **(pages 10-13)**.

6. LEISURE FACILITIES COMMITTEE

To consider the attached report of the Committee meeting held on 24 September 2009 **(pages 14-19).**

7. WORKS, SERVICES AND PLANNING COMMITTEE

To consider the attached report of the Committee meeting held on 15 October 2009 (pages 20-25).

8. FINANCE AND GENERAL PURPOSES COMMITTEE

To consider the report of the Committee meeting held on 29 October 2009 (to follow / to be tabled at the meeting).

There will be items and recommendations for consideration by Council arising from the report.

9. PROPOSITIONS

Proposition from J Herschel (Chairman of Council):

"Proposition: To amend section 5 of the Council's Standing Orders to provide a deputy for the Clerk when he is indisposed and unable to act as the Council's Proper Officer or Responsible Officer under the Local Government Act 1972.

The council has two options in this situation.

It may nominate an employee to deputise for the Clerk or it may appoint one or more of its members to be officers of the council without remuneration. Members may not by law be remunerated officers of a council.

In larger principle authorities a Head of Service may be nominated as the Proper or Responsible Officer for various functions undertaken by the council.

Most councils also provide for circumstances where the Proper or Responsible Officer is not available by providing for and nominating who may deputise for them in their absence. Powers are not devolved.

The Clerk, Chief Executive or Head of Service remain the Proper or Responsible Officer in law, just that in their absence a deputy may stand in for them. Such situations occur when a post is vacant, or through absence due for example to illness or holiday.

Proposition: As permitted under the Local Government Act 1972

1. *Create an unpaid office of Deputy Clerk to the Council*
2. *Appoint the Chairman of the Council to the post to take effect after the Council meeting of Tuesday 3 November 2009 and then at subsequent Annual Council meetings."*

10. QUESTIONS BY MEMBERS OF THE COUNCIL

At the time of agenda dispatch, no questions by Members 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.

H R O Jones
Clerk of the Council
27 October 2009

CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL MEETING

25 JUNE 2009

MINUTES

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

Present:

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

In Attendance: Two Members of the Public from Victoria Cottages, Tylers Green

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Name:	Reason:
Ms K Wood	Family bereavement
M Smith	Sick Leave
C Harriss	Meeting at District Council

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:

the Minutes of the Council Meeting of 5 May 2009 and Annual Council Meeting 2009/10 of 12 May 2009 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 14 May 2009 was received and noted.

In relation to Minute 3 'Tylers Green Common: Anti-Social Behaviour' it was noted that the Chairman of Council, Committee Chairman and Council Warden had inspected the two benches on the Back Common and determined that these items should not be removed at the present time as it was impracticable to do so.

Members received further representations from Members of the Public concerning incidents of Crime and Anti-Social Behaviour on Tylers Green Common, together with photographic evidence of vehicle registration plates to be passed on to Thames Valley Police.

5. LEISURE FACILITIES COMMITTEE

The report of the Committee meeting held on 21 May 2009 was received and noted.

In relation to item 4 'Sports Grounds: Derehams Lane Sports Ground Business Plan development' it was noted that the Chairman of Council had agreed to provide some advice to Loudwater Sports Club on the preparation of a Business Plan.

The Committee Chairman advised that the proposed inspection of the Pavilion by M Smith and J Eadon-Smith had not yet taken place and that "Portaloos" were to be provided for the planned Sports Day on 18 July 2009.

In view of this, he proposed that no further work be undertaken on the Pavilion until the results of the Sports Day were known and the Business Plan drafted.

6. WORKS, SERVICES AND PLANNING COMMITTEE

The report of the Committee meeting held on 4 June 2009 was received and noted.

In relation to item 7 'Planning: Daws Hill/Abbey Barn development' it was noted that C Dodds, D Johncock and C Jordan would be attending the M40 Gateway meeting on 13 July 2009 at Wycombe District Council.

7. FINANCE AND GENERAL PURPOSES COMMITTEE

The report of the Committee meeting held on 16 June 2009 was received and noted.

Relating to Item 4 (Audit Reports):

It was RESOLVED that:

(i) **the (Final) Internal Audit Review 2008/09 be received;**

(ii) **the Annual Return (Year ending 31 March 2009) be received and the Chairman and Clerk of the Council be duly approved to sign and submit to the External Auditors;**

(iii) **the Financial Statement (Year ending 31 March 2009), (incorporating Fixed Asset Register) be received;**

(iv) **the Bank Reconciliation Sheet for the Year ending 31 March 2009 be received;**

(v) **it be noted that at the Council meeting on 20 January 2009, it was agreed that Auditing Solutions Ltd would be reappointed as the Council's Internal Auditor for 2009/10 (appointment of auditors for 2010/11 to be agreed at the January 2010 Council meeting) and that the Council was satisfied with the performance of Auditing Solutions Ltd based on the Interim and Final Reports and professional assistance provided to the Council throughout the year;**

(vi) **it be noted that at the Finance and General Purposes Committee meeting on meeting on 17 March 2009, the Council's existing Insurance Cover was reviewed in full (with a resolution made to appoint new Insurers (Aviva through Came & Co.) for 2009/10); and**

(vii) **it be noted that at the Finance and General Purposes Committee meeting on meeting on 16 June 2009, a programme for reviewing the Council's Standing Orders, Financial Regulations and Committee Terms of Reference before the close of the 2009/10 Council Year was resolved.**

8. 2009 CHERRY FAYRE

It was noted that arrangements were in place for organising and manning the Parish Council stand at this year's Cherry Fayre, scheduled for Sunday 12 July 2009 at Straight Bit Recreation Ground, Flackwell Heath (Pitch Number 64 – in the corner of the Ground nearest to the Tennis Club).

It was agreed that:

the layout and text of the Display Information and Questionnaire prepared by the Cherry Fayre Working Group be approved.

8. PROPOSITIONS

There were none.

10. QUESTIONS BY MEMBERS OF THE COUNCIL

Taxi Firms using Straight Bit Recreation Ground Car Park

Following a question raised by J Savage, it was noted that the over parking problem within the Recreation Ground's designated parking area was being reconsidered by the Leisure Facilities Committee at its meeting on 24 September 2009 with a view to considering options for parking fees.

Hedge Cutting: No 7 Sedgmoor Road

Following a question raised by J Savage, **it was agreed that:**

the owner/occupiers of No 7 Sedgmoor Road be requested to cut back the hedge causing difficulties to pedestrians using the pavement.

Hedge Cutting: Footpath 44 (Straight Bit to Cherrywood Gardens)

Following a question raised by J Savage, **it was agreed that:**

the Council Ground Team be asked to undertake to cut back the hedge on Footpath 44 as soon as possible.

Video Surveillance: Footpath 44 (Straight Bit to Cherrywood Gardens)

Following a question raised by J Savage, **it was agreed that:**

quotes be obtained for consideration by the Council for video surveillance equipment (using Broadband technology) on Footpath 44 in order to address the problem of persistent graffiti (it was noted that J Savage's District Council 2009/10 Ward Budget (£480) could be used to contribute to the scheme and that a local resident had shown some interest in providing a Broadband facility).

Queensway

Following a question raised by I Forbes, **it was agreed that:**

the Council position for the 29 June 2009 Joint Queensway Working Group meeting be noted that the use of the site for the purposes of providing allotments for a fixed period was fully supported (subject to any further planning considerations that could arise in the future).

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. 6246 (Thames Water – Flackwell Heath War Memorial, Flackwell Heath Allotment Site, Loudwater Cemetery), as an employee of Thames Water.

It was RESOLVED that:

the accounts for payment, cheque numbers 6240 to 6247, and Direct Debit to Unicom be approved for payment and the cheques be duly signed.

The meeting concluded at 8.25 pm.

H R O Jones
Clerk of the Council

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Report of the meeting of the Committee held on **Tuesday 8 September 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks

Present: Ms K Wood (Committee Chairman), R Smith (Committee Vice-Chairman), L Willis, C Jordan, I Forbes, Mrs J Chalmers, Ms E Belcher, Ms J Johnson, Mrs S Digby and J Herschel (ex-officio).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from D Johncock (Holiday).

2. DECLARATIONS OF INTEREST

There were none.

3. TYLERS GREEN COMMON

Vandalism to Commemorative Trees

It was noted that the 4 September 2009 edition of *The Bucks Free Press* included as its lead article a piece on the vandalism of the Commemorative Trees on Tylers Green Common.

It was agreed that:

(i) the necessary repairs to the metal frame and replacement of the Commemorative Tree be carried out following the most recent criminal damage;

(ii) DNA grease be obtained together with appropriate warning signs to be used to coat the metal frames surrounding the new Commemorative Trees with funding for this work being sought from Hazlemere Branch British Legion (£500);

(iii) the Council's actions be publicised in *The Bucks Free Press*;

(iv) a Reward of £500 be offered to persons providing information to the Council and/or Thames Valley Police leading to a successful prosecution of the perpetrators of criminal damage on Tylers Green Common by way of vandalising Memorial Trees (commemorating local servicemen who lost their lives in WWI); and

(v) a letter be issued to local schools asking for the teaching staff to notify pupils of the Council's actions and warning the pupils to be aware of persons with the grey DNA grease on their person or clothing.

Vandalism to new Bin on Back Common

It was agreed that:

the vandalised litter bin on the Back Common be repaired/repainted, as appropriate.

Vandalism to Dog Bin on Back Common

It was agreed that:

the vandalised Dog Bin on the Back Common be replaced.

4. COCK LANE RECYCLING CENTRE

Cock Lane Recycling Centre Improvements: Progress Report

It was noted that the Cock Lane Recycling Centre improvements previously agreed by the Committee fence were scheduled to be completed before the end of September 2009.

Air Ambulance Request: Clothing Bank

It was agreed that:

with the consent of Wycombe District Council's Waste and Cleansing team, permission be granted to host a Thames Valley and Chiltern Air Ambulance clothing bank at the Cock Lane Recycling Centre (1.5m (W) x 1.26m (D) x 1.92m (H)) on condition that he site was well maintained and kept tidy at all times.

5. COMMITTEE SITE VISIT

Amenity Land Committee Site Visit

The report before Members (together with any progress reported verbally) was noted.

It was agreed that:

the Council's policy for those residents asking for repairs to be made to the tracks on Tylers Green Common be as follows:

- **the Council had no planned Budget to undertake the work and was not bound to maintain the tracks for Vehicular use; and**
- **the Council would grant permission for interested residents to pay for the desired work to be undertaken (but at specifications to be approved first by the Council).**

6. COMMITTEE BUDGETS

It was agreed that:

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

(ii) at its meeting on 29 October 2009, the Finance and General Purposes Committee be asked to consider the Amenity Land Committee's 2010/11 Budget with the following amendments at this stage in the Budget setting process:

Initial Vote to Committee	**Recommended Amendment to FGP**
Nil for Railway land tree surgery	**£1,000 for Railway land tree surgery**
£1,000 for Tylers Green Common Tracks	**£2,000 for Tylers Green Common Management (i.e. both votes to be amalgamated into one subject heading)**
£1,000 for Tylers Green Common Management Plan	

7. ACCOUNTS FOR PAYMENT

It was RESOLVED THAT the accounts for payment, cheque numbers 6308 to 6321 and Direct Debit to Shell (Vehicle Fuel) 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 Tylers Green First School Annual Country Dancing & Sports Day on Tylers Green Common (on 9 and 30 June 2009) (18/05/09); and
- For Ayres Fayre to take place on Tylers Green Common (under the same arrangements and with the same safeguards as the previous event) (on Standing Dates: 9, 10 and 14 September 2009 and Operating Dates: 11,12 and 13 September 2009) (06/08/09).

The meeting concluded at 8.40 pm.

H R O Jones
11 September 2009

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Report of the meeting of the Committee held on **Thursday 24 September 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

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

In attendance: M Wilkes

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from C Harriss (WDC commitment).

2. DECLARATIONS OF INTEREST

There were none.

3. COMMITTEE TERMS OF REFERENCE

Review of Committee Terms of Reference

The Committee considered an initial set of proposed amendments to its Terms of Reference.

It was agreed that:

the Finance and General Purposes Committee meeting on 29 October 2009 be asked to further investigate a process of updating and amending Terms of Reference for all Council Committees (with the agreement of each Committee) and the following factors be considered in relation to the Leisure Facilities Committee:

- **a rolling plan should be 5 years rather than 10 years long (Appendix B: 1.(g) referred)**
- **any authorisation of permits should be by the Committee Chairman, Vice-Chairman and Clerk for new authorisation and by the Clerk alone for recurring authorisation, as per Standing Orders or, alternatively, either type of permit can be agreed by the Committee as a whole at a meeting (Appendix B: 1.(c) referred)**
- **the Committee should not enter into any financial commitment that exceeds the total of the approved "net" budget without Council or Finance and General Purposes Committee approval (Appendix B: 4.(a) referred)**
- **any other comments by Members to be submitted to the Committee Chairman and Clerk prior to the Finance and General Purposes Committee on 29 October 2009.**

4. SPORTS GROUNDS

Derehams Sports Day

Members received a verbal update report from the Committee Chairman following the Sports Day on Saturday 18 July 2009, organised by Loudwater Sports Club.

Derehams Lane Sports Ground Business Plan development

The report following the Loudwater Bowls Club meeting on 12 August 2009 was received.

The report following the Loudwater Sports Club meeting on 5 August 2009 was received.

Members received a further update report following the Loudwater Sports Club meeting on 23 September 2009.

Members were reminded that the Sports Club had agreed to a deadline of March 2010 for the completion of a Business Plan.

It was agreed that:

(i) **a meeting of the Derehams Lane Sports Ground Management Sub-Committee Council Members be convened at the Council Offices on 4 November 2009 at 8.00 pm in order to consider the Council's obligations as landlord and options for the overall management of the facility; and**

(ii) **Loudwater Sports Club be asked to provide a written statement of intent with regard to its commitments in preparing for and producing a comprehensive Business Plan for Derehams Lane Sports Ground by March 2010.**

Young Drivers' Courses at Derehams Lane Sports Ground

Members welcomed the use of the Derehams site for the positive activity carried out by the Chepping 16PLUS Young Drivers organisation. It was understood that this would contribute to Road Safety measures in Buckinghamshire.

It was agreed that:

(i) **the pothole by the swing gate at Derehams Lane Sports Ground be repaired to improve the conditions for the Chepping 16PLUS Young Drivers organisation; and**

(ii) **the Council recommend to Loudwater Sports Club that the Chepping 16PLUS Young Drivers organisation continue to use the facilities at Derehams Lane Sports Ground for its activities.**

5. RECREATION GROUNDS AND PARKS

ROSPA Report

It was noted that appropriate measures had been taken to deal with the recommendations and observations following the 2009 ROSPA Report of play equipment safety ay the Council's three Recreation Ground sites.

It was further noted that there were no high risk areas.

It was agreed that:

(i) the backs to all basket ball hoops on Council Recreation Grounds be replaced;

(ii) the stumps to the missing seats at Straight Bit and Ashley Park Recreation Grounds be removed (with replacement seats to be installed as part of the Works, Services and Planning Committee's rolling programme of bench repair and replacement);

(iii) up to £3,500 be utilised from the Play Equipment Ear Marked Reserve (total £15,000 in 2009/10) to repair and improve the Aerial Runway at Ashley Park (specifications to be agreed by Committee Chairman, Clerk and Council Warden).

All sites: Improvement Plans

It was agreed that:

(i) a subcommittee be formulated comprising of:

D Johncock (Committee Chairman)
J Herschel (Tylers Green)
L Willis (Loudwater)
Mrs S Digby (Flackwell Heath)

- **to meet initially on 4 November 2009 at 7.00pm**
- **to consider proposals received for playground improvement works at all sites and to propose a recommended scheme to the Committee at its meeting on 26 November 2009; and**

(ii) clarification be obtained from the District Solicitor on the role of Members obtaining financial information for works independently of Council Officers.

Straight Bit Car Park

It was agreed that:

future options for managing and securing Straight Bit Recreation Ground car park be considered further by the Committee at its meeting on 26 November 2009 in light of any additional information available (especially relating to a maximum parking period of two hours).

Flackwell Heath Bowls Club

The Minutes of the Flackwell Heath Bowls Club meeting of 10 August 2009 were received.

Ashley Drive Park: Permanent Goal Posts

It was noted that the Council had received a number of complaints from local residents concerning increases in anti-social behaviour at Ashley Park following the erection of the goal posts.

It was agreed that:

(i) **the goal posts nearest to West Avenue be removed with immediate effect; and**

(ii) **reports of anti-social and/or criminal activities at Ashley Park be monitored with the aim of ascertaining whether the remaining goal posts should be left in position.**

6. ALLOTMENTS

Allotment Letting Status

The report before Members listing the current letting status of both allotment sites was noted.

Review of Allotment Regulations

It was agreed that:

the review of the Council's Allotment Regulations (contained within the Tenancy Agreement) be deferred until the Committee meeting on 26 November 2009 with any suggested amendments by Members to be submitted to the Committee Chairman and Clerk in the meantime.

Review of Allotment Fees

It was agreed that:

the Finance and General Purposes Committee at its meeting on 29 October 2009 be recommended to approve an increase in the allotment fees from 1 October 2010 to £26 for a full plot (with half fees applicable for half sized plots and for senior citizens).

Allotment Competition

It was agreed that:

details of the allotment competition winners for 2009 be included in the Council's Autumn edition Newsletter.

7. COMMITTEE SITE VISIT

Leisure Facilities Committee Site Visit

It was noted that the Committee Site Visit took place on 2 July 2009.

It was agreed that:

(i) no further action be taken to investigate the feasibility of reopening the Loudwater Allotment site; and

(ii) the Committee be updated on progress by Flackwell Heath Bowls Club in obtaining quotes for tree reduction work behind the Pavilion building (when such information was forthcoming).

8. COMMITTEE BUDGETS

It was agreed that:

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

(ii) at its meeting on 29 October 2009, the Finance and General Purposes Committee be asked to consider the Leisure Facilities Committee's 2010/11 Budget without the amendment at this stage in the Budget setting process.

9. ACCOUNTS FOR PAYMENT

J Herschel declared a personal and prejudicial interest in cheque No. 6328 (DNA Grease purchased by credit card), and did not take part in the consideration of that item.

I Forbes declared a personal but not prejudicial interest in cheque No. 6332 (Thames Water – Altona Road Cemetery and Flackwell Heath War Memorial), as an employee of Thames Water.

It was RESOLVED THAT the accounts for payment, cheque numbers 6322 to 6335, Direct Debit to Unicom and staff payflow be approved for payment and the cheques be signed.

10. DELEGATED ACTION

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

- Flackwell Heath Residents' Association to hold the Flackwell Heath Cherry Fayre at Straight Bit Recreation Ground on 11 August 2010 (24/08/09); and
- St Peter's Church Loudwater to hold Carols in the Park at Boundary Road Recreation Ground on 24 December 2009 (24/ 08/09).

The meeting concluded at 9.45 pm.

H R O Jones
30 September 2009

CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES AND PLANNING COMMITTEE

Report of the meeting of the Committee held on **Thursday 15 October 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present:	J Herschel (in the Chair), C Dodds (Vice-Chairman), J Eadon-Smith, Mrs J Chalmers, C Jordan, R Smith and M Wilkes.
In attendance:	G Christie – Council Warden L Dunhill – *Bucks Free Press*

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from C Harriss (Holiday), D Johncock (Abroad on Business) and Ms J Johnson (Holiday).

2. DECLARATIONS OF INTEREST

There were none.

3. COMMITTEE TERMS OF REFERENCE

<u>Review of Committee Terms of Reference</u>

Members recognised that the December 2002 version of the Committee Standing Orders could be improved and updated as part of the more wide ranging update of Standing Orders, Financial Regulations and Committee Terms of Reference exercise being carried out by the Finance and General Purposes Committee.

It was noted that attention should be drawn to:

- separating areas of overlapping responsibilities that occurred with other Committees;
- the need to clarify the Committee's role in reviewing service delivery and financial forward planning; and
- the relevance of scrutinising planning and traffic measures that occur outside of the Parish boundary but that potentially have an impact on it (e.g. the proposed Daws Hill and Abbey Barn Development).

It was agreed that:

(i) **the Finance and General Purposes Committee meeting on 29 October 2009 be asked to further investigate a process of updating and amending Terms of Reference for all Council Committees (with the agreement of each Committee); and**

(ii) **comments and suggested textual amendments submitted by Members to the Committee's Standing Orders be included in the process.**

4. CEMETERIES

Cemetery Management Sub-Committee

Members received a verbal update report from the Sub-Committee Chairman on the future plans of the group in putting forward a plan and recommendations for the ongoing management and long term planning of each Cemetery site.

It was agreed that:

a meeting of the Cemetery Management Sub-Committee be convened to consider the Council's Cemetery Management Plan.

Review of Cemetery Fees

Members conducted a review exercise of the Council's Cemetery Fees.

It was agreed that:

(i) **the results of the review exercise of the Council's Cemetery Fees be submitted to the Finance and General Purposes Committee meeting on 29 October 2009 as a recommendation for adoption in 2010/11; and**

(ii) **a new fee be recommended to cover administrative costs of undertaking a Register Search for Burials (£15).**

St Margaret's Church Joint Working Party

The update report of the St Margaret's Church Joint Working Party meeting held on Thursday 8 October 2009 was noted.

It was further noted that the Council had agreed to:

- obtain specifications and quotes for work from three contractors to replace brick and flint wall sections at St. Margaret's Church; and
- prepare a written plan of the wall with recommendations pertaining to each section for inclusion with any Faculty application submitted by the Church.

5. LOCAL COMMUNITY PARTNERSHIP (LCP)

Local Committee Scheme 2010/11: Identification of Priorities

It was agreed that:

(i) the Council resubmit all those schemes for funding to the LCP meeting on 21 October 2009 that had previously been unsuccessful:

- **Traffic Calming on Blind Lane, Flackwell Heath by way of a 'Pinch Point';**
- **Widening of footpath by Bucks Free Press site on Station Road, Loudwater;**
- **Pedestrian Crossing by Bucks Free Press site on Station Road, Loudwater;**
- **Continuation of the joint Little Marlow and Chepping Wycombe path and environmental improvement plans for Sheepridge, Flackwell Heath;**
- **Provision of appropriate drainage along Church Road by St Margaret's Church Wall and**
- **Pedestrian Footpath on both sides of Cock Lane, Tylers Green (i.e. in addition to the side previously agreed).**

(ii) in addition to (i) above, The Bucks Free Press be asked to consider part funding the widening of the footpath by Bucks Free Press site on Station Road, Loudwater.

6. PLANNING

Planning Sub-Committee

It was agreed that:

the reports following the Planning Sub-Committee meetings held on Tuesday 14 July 2009 and Wednesday 30 September 2009 be received.

7. STREET LIGHTING

Lighting in the Flackwell Heath Conservation Area

It was agreed that:

(i) a heritage style lantern by trialled at the next opportunity for replacing a column at Flackwell Heath Common; and

(ii) subject to the outcome of (i) above, the Committee reconsider the proposal to replace all lighting columns and lanterns in conservation areas in the heritage style.

8. FOOTPATHS AND BRIDLEWAYS

Footpath Improvement Programme

The progress report prepared by the Committee Chairman on the programme was received.

The Committee endorsed the Chiltern Society's aspiration to make the Chiltern Way stile free in 2010 to commemorate the path's 10^{th} anniversary and that the Council as part of its planned programme would participate subject to the agreement of landowners.

9. STREET FURNITURE AND OTHER COMMUNITY ASSETS

Red Phone Box Adoption

It was agreed that:

Wycombe District Council be notified that the Council did not wish to adopt the Red Telephone Box in Rugwood Road, Flackwell Heath.

Signage

Members received a PowerPoint presentation prepared by the Committee Chairman showing the Council's signs that were in most need of repair, replacement or removal without replacement.

Members were also asked to consider locations where new signs should be erected.

It was generally agreed that the condition of the Council's signs was poor and the information contained upon them was in many cases out of date; and that as such an improvement exercise of this type was welcomed.

It was agreed that:

The Committee be notified of progress in developing a signage improvement programme at the next meeting on 3 December 2009.

Notice Boards

It was noted that the Loudwater and Tylers Green (Bank Road) Notice Boards, previously removed due to vandalism, would not be replaced.

It was agreed that:

(i) **Tylers Green Notice Board (King's Ride) be permanently removed; and**

(ii) **the Finance and General Purposes Committee meeting be asked to consider creating a budget to develop and enhance a Council web site.**

Benches

The progress report prepared by the Committee Chairman was received.

It was agreed that:

the programme set out for bench repair/replacement be implemented, with the replacements taking place at the following locations:

- **Ashley Drive Park – replace two benches with two new Southampton seats;**
- **Widmer Pond – install a replacement Southampton seat in memory of Cllr Betty Lay;**
- **Cock Lane - install a replacement Eastgate seat and re-site another to Straight Bit;**
- **Boundary Park – install four new seats (of the type depicted at Appendix H – 'Winder Seats') and re-site another to Straight Bit;**
- **Queensmead – install a new replacement Southampton seat; and**
- **Straight Bit Recreation Ground – install two replacement seats.**

10. COMMITTEE SITE VISIT

Works, Services and Planning Committee Site Visit

It was noted that the Committee Site Visit took place on 9 July 2009.

It was noted that Flower Land in Bourne End had indicated a desire to supplement the Council's planting at the Loudwater War Memorial (in the same way as at Flackwell Heath).

It was agreed that:

(i) having obtained the agreement of the Amenity Land Committee Chairman, the Queensmead site (surrounding the Loudwater War Memorial) be adopted by the Works, Services and Planning Committee; and

(ii) the Committee be updated on progress in crown lifting of trees and the removal of Japanese Knotweed (or similar) on the Queensmead site, as agreed at the Site Visit.

11. VEHICLES AND EQUIPMENT

Ride on Mower

It was agreed that:

(i) a best value option Ride on Mower replacement for the Council's Ransomes Roller Mower be purchased (part exchange) in Spring 2010 on a like for like basis; and

(ii) a cost benefit analysis exercise be carried out in relation to contractor options for undertaking the Council's yearly grass cutting activity.

12. COMMITTEE BUDGETS

It was agreed that:

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

(ii) at its meeting on 29 October 2009, the Finance and General Purposes Committee be asked to consider the Works, Services and Planning Committee's 2010/11 Budget with the following amendments at this stage in the Budget setting process:

Initial Vote to Committee	**Recommended Amendment to FGP**
£2,000 for Benches, signs, stiles and kissing gates	**£4,000 for Benches, signs, stiles and kissing gates**
£3,000 Partnership working	**£4,000 Partnership working**

13. ACCOUNTS FOR PAYMENT

J Eadon-Smith declared a personal and prejudicial interest in cheque No. 6360 (Member Expenses), and did not take part in the consideration of that item.

It was RESOLVED THAT the accounts for payment, cheque numbers 6352 to 6384, direct debit to Shell (vehicle fuel) and October 2009 payflow be approved for payment and the cheques be signed.

14. DELEGATED ACTION

Delegated Action

There was none.

The meeting concluded at 9.55 pm.

H R O Jones
19 October 2009