

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

AGENDA

THURSDAY 15 OCTOBER 2009

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

Members:

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

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1. **APOLOGIES FOR ABSENCE:** At the time of the agenda distribution, apologies for absence have been received from C Harriss, D Johncock and Ms J Johnson.
2. **DECLARATIONS OF INTEREST:** To receive any declarations of interest by Members pertaining to Agenda Items.
3. **COMMITTEE TERMS OF REFERENCE** (page 2)
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H R O Jones
Clerk of the Council
6 October 2009

AGENDA ITEM 3

CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 15 OCTOBER 2009

Under the provisions of the Local Government Act 1972 s.101, a Parish Council can arrange to have any of its functions, except the issuing of a precept, exercised by a Committee which can, in turn, arrange to have them exercised by a Sub-Committee.

The authority, powers and scope exercised by Committees and Sub-Committees should be clearly set out in Terms of Reference.

COMMITTEE TERMS OF REFERENCE

Review of Committee Terms of Reference - CONSIDERATION

Following the recommendation by the Leisure Facilities Committee at its meeting on 24 September 2009 for all Committees to review their Terms of Reference, the Committee Chairman has asked for the item to be similarly considered.

Any recommendations and/or comments should be submitted to the Finance and General Purposes Committee at its meeting on 29 October 2009.

A copy of the existing Terms of Reference (December 2002) is attached (**APPENDIX A**).

The Clerk of the Council has suggested that amendments to Committee Terms of Reference should seek to be consistent across each of the Council's Committees and Sub-Committees in terms of their structure.

In addition, it is suggested that updated versions could include:

1. Authority – the powers under which a Committee operates;
2. Membership, quorum and frequency;
3. Records of Proceedings – publication; and
4. Responsibilities and Jurisdiction (including Sub-Committees).

Members are asked to consider any proposed amendments to the Works, Services and Planning Committee's Terms of Reference and to make any recommendations to the Finance and General Purposes Committee at its meeting on 29 October 2009 accordingly.

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CEMETERIES

Cemetery Management Sub-Committee – CONSIDERATION

At the Committee meeting on 4 June 2009, the Cemetery Management Sub-Committee was appointed for the 2009/10 Council Year (comprising of J Eadon-Smith (Chairman), J Herschel, C Jordan and C Harriss).

Members are asked to consider 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.

Review of Cemetery Fees - CONSIDERATION

Whilst the Finance and General Purposes Committee is the forum responsible for proposing new fees for Council services, each Committee may recommend levels to the Autumn meeting of that Committee for services pertaining to its respective portfolio.

As such, the Works, Services and Planning Committee may recommend alterations to the Council's Cemetery Fees.

The Council's current Cemetery fees together with comparable authorities are attached, Wycombe District Council's fees are in the form of a *Bucks Free Press* article (**APPENDIX B**). It has not been possible to draw a table of comparison as the criteria for each authority varies, as Members will note.

Other Authorities included, in order, are:

- Wycombe District Council
- Wooburn and Bourne End Parish Council
- Little Marlow Parish Council
- Hughenden Parish Council
- Buckingham Town Council
- Aylesbury Town Council
- Beaconsfield Town Council

The Local Authorities' Cemeteries Order 1977 stipulates that a burial authority may charge such fees as it thinks proper, for cremations, or in connection with burials, or for the grant of rights except the right to place a memorial in a denominational chapel, and also for searches in its records and for certified copies of entries in them.

The same Order provides that the authority must keep and make available a table of the nature and amount of every fee or charge payable to it. The table should contain a note about maintenance agreements if it is the policy of the Council to enter into them.

Members are asked to consider the cemetery fee scale for and to make any recommendations, if necessary, to the Finance and General Purposes Committee.

St Margaret's Church Joint Working Party - CONSIDERATION

Members are asked to receive a verbal update report and, if available, a tabled copy of the report following the St Margaret's Church Joint Working Party meeting held on Thursday 8 October 2009.

Members are asked to consider any actions requiring approval following the St Margaret's Church Joint Working Party of 8 October 2009.

AGENDA ITEM 5

CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 15 OCTOBER 2009

LOCAL COMMUNITY PARTNERSHIP (LCP)

Local Committee Scheme 2010/11: Identification of Priorities – INFORMATION

The next LCP meeting is scheduled to take place at Chepping Wycombe Parish Council Office at 7.00 pm on Wednesday 21 October 2009.

The Council has been asked to submit its priorities for the 2010/11 scheme by Bucks County Council and an extract from an e:mail sent to Parish Councils follows:

“Dear Colleagues

A report has been written to guide you through the process of submitting bids for highways/transport schemes and this will be presented at the next LCP meetings.

The deadline for bids for 2010/11 will be 31 December 2009 so you may want to start thinking of schemes you may wish included.

Beyond 2010/11, bids (for 2011/12) will need to be submitted by May 2010 for inclusion in the following financial year’s programme.”

Members are asked to consider the priorities for the Parish Council in order to advise those representatives of the Council attending the LCP meeting on 21 October 2009 and for submission of proposals prior to the 31 December 2009 deadline.

AGENDA ITEM 6

CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 15 OCTOBER 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.
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PLANNING

Planning Sub-Committee - CONSIDERATION

Members are asked to note the reports following the Planning Sub-Committee meetings held on:

- Tuesday 14 July 2009 (**APPENDIX C**); and
- Wednesday 30 September 2009 (**APPENDIX D**).

The Committee is asked to receive the reports following the Planning Sub-Committee meetings held earlier in the year, previously circulated to Members.

AGENDA ITEM 7

CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 15 OCTOBER 2009

STREET LIGHTING

Lighting in the Flackwell Heath Conservation Area - CONSIDERATION

A copy of the quotes for work for Heritage style lighting provided by SEC at Treadaway Hill / The Common, Flackwell Heath, dated 9 March 2009, is attached (**APPENDIX E**).

A short report from the Committee Chairman follows:

“Members have previously suggested that when and as it is necessary to replace lighting luminaires in the conservation area a more traditional ‘heritage’ style lantern should be used.

So that replacement could be undertaken at short notice, in the event of say damage, agreement for a suitable style is sought. Note also that the bracket lanterns have asbestos seals and will need replacement if any work is required to them so as to comply with current H&S requirements.

A number of suggestions are offered for comment by Members.”

Members are asked to consider the report from the Committee Chairman and to agree any further actions, as appropriate.

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

FOOTPATHS AND BRIDLEWAYS

Footpath Improvement Programme - CONSIDERATION

A copy of the Definitive Map of Public Footpaths (prepared by Bucks County Council) is attached (**APPENDIX F**).

A report from the Committee Chairman follows:

“Phase 1: the installation of 14 gates to replace stiles on Sheepridge has been completed and proposals for signage and interpretive maps and panels is being undertaken for installation over the winter and early spring.

Phase 2: the installation of 7 gates between Oakwood in Flackwell Heath and Kingsmead in Loudwater has been agreed with the relevant landowners by BCC Rights of Way Team and is about to start with an objective of having them in place for spring 2010.

BCC will also install as part of the BCC Chiltern Society Donate a Gate Scheme two additional gates on footpath LMA 11 between Sheepridge and Hard to Find Farm on Heath End Road in Flackwell Heath. This will create another new stile-free circular walk on Sheepridge.

One of the circular paths that would be created would be along the council owned ‘Railway Land’.

This is part of the original Bourne End to High Wycombe railway line that the council in its response to WDC's Imagine the Future 5 consultation argued should be protected from development and that even if it was not economically feasible to provide a light railway transport option should become a linear country park with provision for walkers and cyclists.

Over the next few years the parish would be in a position at little cost to bring this about on the section that it owns.

Phase 3: negotiations by BCC Rights of Way Team with landowners for the installation of 13 gates on stiles in Loudwater leading up to Tylers Green has started with a view of having them replaced for summer 2010.

Members have undertaken initial surveys of the stiles in the Gomm Valley and Tylers Green and will in the new year meet with the Bucks Rights of Way Team to agree a programme for implementation.

2010 is the 10th anniversary of the Chiltern Way part of which runs through the parish. To celebrate the event the Chiltern Society are seeking to remove all stiles from along its length and make it stile-free.

The Society have noted the activities of CWPC in seeking to remove as many stiles as possible from paths in the parish. They have asked whether in view of our commitment we would agree to focus on our Chiltern Way paths in 2010 so that they can promote us as a supporter of this 10th anniversary aspiration.

As it happens most are already on our Loudwater 'to do' list so there is no reason why we cannot give them our support for this project.

***Partnership working:** As part of our parish paths improvement initiatives it is anticipated that Community Payback offenders will be used to continue clearing and improving footpaths and bridleways.*

Those on the Common in Tylers Green were cleared in the spring and those in Derehams Park in the summer.

All have been kept open and improved. This winter a major project to improve the bridleway CWY/4 in Kingswood will be undertaken. This is the first part of an ambitious scheme to re-open the permissive bridleways round the wood that has over the years closed up.

Support has been promised by members of the Penn and Area Bridleways Association (PABA). Bucks Rights of Way Team are surveying an area that is badly eroded and is rated as 'extremely hazardous' by users."

Members are asked to consider the report from the Committee Chairman and to agree any further actions, as appropriate.

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STREET FURNITURE AND OTHER COMMUNITY ASSETS

Red Phone Box Adoption - CONSIDERATION

Wycombe District Council is co-ordinating a consultation originating from British Telecom (BT) in which Parish Councils (or other Community organisations) are invited to adopt old red telephone boxes to be used for other purposes, such as information booths. One such box is present in Rugwood Road, Flackwell Heath.

A copy of J Unsworth's, Wycombe District Council – Head of Planning & Sustainability, letter of 30 September 2009 is attached which sets out all of the relevant background information (**APPENDIX G**).

It is noted that the deadline for the consultation is 19 December 2009.

Members are asked to consider the Red BT Phone Boxes consultation, "Adopt a Kiosk", in connection with any such items within the Parish.

Signage - CONSIDERATION

A short report from the Committee Chairman follows:

"Most of our signage is in a very poor condition. Some is also missing.

A site by site survey is being undertaken to identify both location and message.

It will then over a period of time be refurbished or replaced.

All service Committees have made budget provision to begin the process.

In some locations it may be possible to rationalise and reduce the number of signs we will need to maintain in the future."

Members are asked to consider the report from the Committee Chairman and to agree any further actions, as appropriate.

Notice Boards - CONSIDERATION

In April 2008, by way of a written letter to residents on all Council notice boards, a consultation was carried out on options for removing some or all of the boards.

The Committee Chairman will provide a verbal update report of the results of the consultation. However, in summary, the view received was to retain the Flackwell Heath board at the School Green site and the board outside of the Council Offices. Since it was last vandalised, the Loudwater board has not been replaced.

Members are asked to consider options for removing some or all of the Council's Notice Boards and to advise accordingly.

Benches - CONSIDERATION

A report from the Committee Chairman follows:

“Over the summer the original 2007 bench condition review has been updated.

Progress over the last two years has been excellent in parts, patchy in others; but overall a credit to the council.

In 2007 - just 25% of our benches were graded ‘good’ and just 63% graded ‘good or average’.

In 2009 - 49% of benches were graded ‘good’ and 72% graded ‘good or average’.

A programme to bring almost all benches into the ‘good or average’ category is planned for this winter:

Replacement seats:

- *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 Winder seats and re-site another to Straight Bit*
- *Queensmead – install a new replacement Southampton seat*
- *Straight Bit Recreation Ground – install two replacement seats*

Budget provision was made for these replacements in the budget of each of the sponsoring committees.

County Councillor David Shakespeare has been asked to consider donating a new bench, as he has in the past, to replace one in very poor condition beside the River Wye and matching two others on the opposite side of the London Road that he donated earlier this year.

Three other benches at Widmer Pond, all in poor condition, will be made available for 'donation' once a plan for the rejuvenation of the area has been agreed with Penn Parish Council.

[Clerk's Note: An image of the New style Winder seat to be used at Boundary Park is attached (APPENDIX H).]

Where it is necessary to protect the ground in front of benches heavy concrete slabs will be laid, as used elsewhere in front of our benches.

Once patterns of wear have been identified alternative plinths could be provided at a future date.

At Widmer Pond it is intended to integrate plinths into any path or alternative treatment that might be agreed with Penn Parish.

Maintenance programme:

There are relatively few seats and benches that will need maintenance this year and our grounds team will undertake cleaning and surface treatment as weather conditions permit. Most of these are benches in Derehams Park.

In 2010 a rolling programme of bench maintenance will be developed to ensure benches are always 'average' or better."

Members are asked to consider the report from the Committee Chairman and to agree any further actions, as appropriate.

AGENDA ITEM 10

CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 15 OCTOBER 2009

COMMITTEE SITE VISIT

Works, Services and Planning Committee Site Visit - INFORMATION

Following the Committee Site Visit on 9 July 2009 it was reported that:

1. Sheepridge Lane Flackwell Heath

It was noted that at the time of the site visit the path from the Crooked Billet Public House running up Sheepridge Lane towards Flackwell Heath was in need of clearing, although it was reported that Bucks County Council had already arranged to do so.

2. Heath Lawn Flackwell Heath

Members inspected the completed work on the green verges and collapsed greenhouses in the former Nursery site.

It was noted that the owner's Agent, Mr Ody, had made an undertaking to erect a new fence on the affected boundary by the building with the asbestos sheeting and had also repaired the fencing along the public footpath boundary.

Nevertheless, work to make the site safe and productive remained outstanding. Some Members felt that the possibility of using the site for car parking (for walkers on the Chiltern Way and for residents of Heath End Road) should be investigated.

3. Juniper Lane Green Flackwell Heath

It was noted that the planting of the Cherry/Juniper trees in Autumn 2009 should be well publicised and include an invitation to District Councillor Mrs Julia Langley who donated her 2008/09 Ward Budget to the Scheme.

4. Flackwell Heath War Memorial

There was nothing outstanding to report.

5. Loudwater War Memorial (Queensmead)

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

It was agreed that:

- (i) at the Council Warden's direction, 'Crown Lifting' of trees requiring attention be carried out at the Queensmead site;**
- (ii) appropriate treatment be carried out on any Japanese Knotweed (or other type of unwanted weed); and**
- (ii) the possibility of obtaining contributory funding from the War Memorials Trust be investigated in order to carry out minor works to the Loudwater War Memorial (inking, grouting and cleaning).**

AGENDA ITEM 11

CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 15 OCTOBER 2009

VEHICLES AND EQUIPMENT

Ride on Mower - CONSIDERATION

At the Committee meeting on 4 June 2009 it was agreed that consideration would be given to the purchase of a rotary or new roller ride-on mower at the Committee meeting on 15 October 2009 and the Chairman of the Finance and General Purposes Committee would assist in the preparation of that report.

Members are asked to receive a verbal update report from the Committee Chairman and Chairman of the Finance and General Purposes Committee. For information, details of costs associated with the Cylinder Mower over the past two years follow:

Service Costs

March 2008	£2,131.66
December 2008	<u>£2,376.39</u>
	£4,508.05

The next scheduled service of the current machine would be due between December 2009 and March 2010. A new item would not require servicing for a further year.

Repair Costs

2008/09	£167.51
2009/10	<u>£1,132.90</u>
	£1,300.41

The Committee Chairman has prepared a comparative prices spreadsheet following a visit with the Council Warden to a Trade Show in the Summer of 2009, attached (**APPENDIX I**). Other prices may follow, to be tabled at the meeting.

Quotes for a replacement Cylinder Mower from the 'Big Mower Company' and 'P A Turney Ltd' obtained in January 2008 and previously seen by the Committee are attached (**APPENDIX J**).

Sufficient monies have been notionally allocated to the vehicle replacement ear marked reserves to cover the cost of a replacement Cylinder Mower in 2010.

Members are asked to consider options for replacing the Council's Ride on Mower.

AGENDA ITEM 12

CHEPPING WYCOMBE PARISH COUNCIL WORKS, SERVICES AND PLANNING COMMITTEE THURSDAY 15 OCTOBER 2009

COMMITTEE BUDGETS

Attached are:

- The Budget Detailed Report (**APPENDIX K**)
- Projected variances from budget 2009/10 (**APPENDIX L**)
- Budget analysis 2010/11 (**APPENDIX M**)
- Ear Marked Reserves (**APPENDIX N**)

2009/10 Budget – CONSIDERATION

The projected net expenditure for 2009/10 is £3,157 under budget. The variances are set on the variance spreadsheet.

The Committee is asked to review the proposals under the capital and long term items in 2009/10 to see if the costs will be realised and if so are they reasonable or will the sums be added to the ear marked reserve at year end.

2010/11 Budget – CONSIDERATION

The Budget figures for 2010/11 in the reports are initial proposals and the Committee's recommendations will be reported to the Finance and General Purposes Committee (FGP), together with the other Committee budgets on 29 October 2009.

FGP will look at the overall Council position and consider the possible level of the Precept and may therefore make recommendations about the Committee's amended budget.

The procedure for setting the Committee's budget is as follows:

The Committee will be asked to re-examine the proposed budget at its meeting on 3 December 2009, taking into account any matters arising and FGP recommendations. The Committee will then make a final budget recommendation to FGP in January 2010. FGP will then consider the overall position and recommend a Precept to the January 2010 Council meeting.

The initial proposal for the 2010/11 budget includes the Recurring Long Term items for Works Services and Planning Committee but no notional Exceptional Votes.

Depot door & roof repairs	2,000	
Altona Rd cemetery extension		
path & tree work	3,000	3,000
Cock Lane cemetery Extension	5,000	5,000
St Peter's Church wall	5,000	
Benches, signs, stiles and kissing		
gates	2,000	2,000
Street light replacement	10,000	10,000
Partnership working	3,000	3,000
Vehicle plant & equipment reserve	12,145	16,145
	<u>42,145</u>	<u>39,145</u>

The regular revenue items have not been inflated unless the actual figures for 2008/09 were higher than budgeted.

Against this background, the Committee is asked to review the Draft Budget for 2010/11 and refer any recommendations or comments to FGP for the 29 October 2009 meeting.

AGENDA ITEM 13

**CHEPPING WYCOMBE PARISH COUNCIL
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ACCOUNTS FOR PAYMENT

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

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

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

AGENDA ITEM 14

**CHEPPING WYCOMBE PARISH COUNCIL
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DELEGATED ACTION

Delegated Action - INFORMATION

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