

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

TUESDAY 3 NOVEMBER 2015

Members of the council are summoned to attend the meeting to be held at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

Council is asked to receive any declarations of personal or prejudicial interest by members relating to items on the agenda.

3. COUNCIL MINUTES

To CONSIDER the attached minutes of the Council meeting held on Wednesday, 24 June 2015 (Pages 4 - 7) and the Special Council meeting held on Tuesday, 11 August 2015 (page 8)

4. AMENITY LAND COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Thursday 10 September 2015. (Pages 9 – 12)

5. LEISURE FACILITIES COMMITTEE

To NOTE the attached notes of the meeting held on Thursday 24 September 2015. (Pages 13 – 16)

6. WORKS, SERVICES AND PLANNING COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Thursday 8 October 2015. (Pages 17 – 20)

7. FINANCE AND GENERAL PURPOSES COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Thursday 22 October 2015. (Pages 12 – 24)

8. Public Access Defibrillation

Council is asked to CONSIDER, and if so minded APPROVE, a recommendation from the Finance & General Purposes Committee as follows;

The recommendation to include supporting community groups wanting a defibrillator by advising of the British Heart Foundation incentive of free defibrillators for use in public places and provision of training in their use and offering ongoing support by purchasing the consumables (pads, batteries etc).

9. Schedule of Meeting Dates 2016/17

Council is asked to CONSIDER the recommendation from the Finance and General Purposes Committee to APPROVE the Schedule of Meetings Dates 2016/17. **APPENDIX A** (Pages 25 – 26)

10. Fees & Charges 2016/17

Council is asked to CONSIDER the recommendation from the Finance and General Purposes Committee to APPROVE the Fees & Charges for 2016/17. **APPENDIX B** (Pages 27 – 30)

11. Financial Regulations Amendment

Council is asked to CONSIDER a recommendation from the Finance & General Purposes Committee to APPROVE the amendment of item 4.2 of the Model Financial Regulations approved at Full Council in April 2015. The amendment to read;

The Clerk would be responsible for keeping expenditure within a budgeted cost centre, this could exceed the budgeted cost centre by £500.00 provided that savings could be found within the whole committee budget. If expenditure were to exceed by £500.00 within a cost centre up to a limit of £5,000, with agreement of the Committee Chairman and the Vice Chairman, virement between committee cost centres to cover the expenditure could be approved within the committee budget, if other cost centres were forecast to be under spent. For any expenditure exceeding £5,000 that is not covered by the committee budget, virement must go through Full Council.

12. Staff Panel Terms of Reference

Council is asked to CONSIDER a recommendation from the Finance and General Purposes Committee to ADOPT the Staff Panel Terms of Reference. **APPENDIX C** (Page 31)

13. Planning Committee Terms of Reference

Following the last Council meeting in June the draft Terms of Reference have been reworked. Council is now asked to CONSIDER the Terms of Reference for the Planning Committee with a view to adoption. **APPENDIX D** (Page 32)

Council is asked to NOTE that a response, on the need for a planning committee, from Paul Clayden, Chief Executive of the Local Councils Advisory Service has been requested on this matter.

14. Ashley Drive Allotment Fencing

Council is asked to CONSIDER the two quotes received to replace the fencing on the boundary behind the Scout Hut. There are runs of fencing missing along the boundary and the quotes are for a run of 22 metres.

	Chainlink	Weldmesh	Palisade
Contractor A	£800.00	£880.00	£1,300.00
Contractor B	£1,200.00	£1,485.00	£1,750.00

Council is asked to NOTE that a third contractor has been asked for a quote however to date a quote has not been supplied. Council is asked to APPROVE the next course of action.

15. Green Dragon Sports Ground Lease

Council is asked to APPROVE the recommendation from the Finance & General Purposes Committee to agree that the Chairman and Vice-chairman of the Council sign the Lease. **APPENDIX E** (Pages 33 – 43)

16. Delegated Action

Council is asked to NOTE that a replacement photocopier was approved by the Chairman and Vice Chairman of the Council during the summer.

The lease on the old photocopier ceased at the end of August, the search for a replacement copier started in June. Failure to receive or reach a satisfactory deal with the original company two further quotes were obtained and the parish council will now be making a saving of £100.00 per quarter on the Sharp photocopier now installed from a local company.

17. Buckinghamshire Local Access Forum

Council is asked to NOTE the invitation to nominate a representative from the parish council to join a working group of volunteers to work on joining up public access on the rights of way network.
APPENDIX F (Page 44)

Council is asked to nominate a member to join the group.

18. Reserved Sites Updates

Council is asked to RECEIVE updates from the Council representatives on the current status of the reserved sites.

Council is asked to NOTE that this will be a regular item on the agenda and representatives will be asked to provide a written report for inclusion in the appendices for future meetings.

19. Questions by Members of the Council

At the time of agenda dispatch, no questions by members have been received.

20. Public Participation

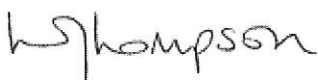
Members of the public are permitted to make representations, ask and answer questions, as well as give evidence in respect of any item of business included in the agenda. A fifteen minute period is permitted in total. If the Chairman of Council agrees, questions can be taken at the beginning of the Council 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 where it is in the public interest for members of the public and press to be excluded - for example consideration of tenders for work and confidential staffing matters - a resolution to that effect giving proper and reasonable reasons should be put and voted upon.

21. Accounts for Payment

Any 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.



Wendy Thompson
Clerk of the Council
27 October 2015

CHEPPING WYCOMBE PARISH COUNCIL

Minutes of the council meeting held on Wednesday, 24 June 2015 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present	Cllr K Wood (Chairman)	Cllr M Wilkes
	Cllr L Willis (Vice-chairman)	Cllr J Herschel
	Cllr J Gurney	Cllr C Jordan
	Cllr L Johncock	Cllr C Dodds
	Cllr C Leonard	Cllr H Darch
	Cllr J Bailey	Cllr J Johnson
	Cllr J White	Cllr B Sadler

FC/15/001 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr I Forbes (holiday), Cllr L Pinner (unwell) and Cllr S Digby (unwell).

FC/15/002 **DECLARATIONS OF INTEREST AND CODE OF CONDUCT**

There were none.

FC/15/003 **COUNCIL MINUTES**

It was RESOLVED that;

the minutes of the Council meeting held on Thursday 16 April 2015 be a true and accurate record.

The minutes of the Annual Council Meeting held on Thursday 5 March 2015 be a true and accurate record with amendments as follows:

Item 5: the addition of Cllr L Johncock to the Amenity Land Committee, and;

Item 5 a: under Works, Services & Planning, Chairman to read Cllr J White and Vice-chairman to read Cllr J Herschel.

FC/15/004 **AMENITY LAND COMMITTEE**

The report of the Committee meeting held on Thursday, 21 May 2015 was noted and approved.

Cllr Jordan highlighted the site visit would be during the working day an extended visit was required to King's Wood.

FC/15/005 **LEISURE FACILITIES COMMITTEE**

The report of the Committee meeting held on Thursday 28 May 2015 was noted and approved.

Cllr Willis highlighted the dates and times of the allotment BBQ and picnic and re-iterated the change in date of the site visit which would now take place on 2 July 2015.

Cllr Herschel advised that dates should not be changed to suit the convenience of members.

FC/15/006 **WORKS, SERVICES AND PLANNING COMMITTEE**

The report of the Committee meeting held on Thursday, 4 June 2015 was noted and approved.

- FC/15/007 **FINANCE AND GENERAL PURPOSES COMMITTEE**
The report of the Committee meeting held on Tuesday, 16 June 2015 was noted and approved.
- FC/15/008 **ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT**
Council was asked to approve the recommendation from the Finance and General Purposes Committee to sign the Annual Return and Governance Statement.
- It was RESOLVED that;*
The Annual Return and Governance Statement be approved and signed by the Chairman of Council.
- FC/15/009 **POLICIES AND PROCEDURES**
The policies and procedures previously recommended for approval at the Annual Council meeting on 12 May 2015 had been deferred until new members had been able to read through each document.
- Council was asked to consider and approved the following policies and procedures for adoption:
- Freedom of Information Policy
 - Data Protection Policy
 - Publicity Policy
 - Standing Orders
 - Complaints Procedure
 - Committee Terms of Reference
- It was RESOLVED that;*
The above policies and procedures be approved for adoption.
- FC/15/010 **COMMUNITY RIGHT TO CHALLENGE**
Council was asked to note that the community right to challenge nomination forms were in the process of being completed by the Deputy Clerk. Forms were being completed with the previously discussed nominations from each ward.
- It was noted that a report on progress should be presented to the next Finance & General Purposes Committee in October 2015.
- FC/15/011 **SCHOOL ROAD, TYLERS GREEN – VERGE ON THE COMMON**
Council was asked to consider one of the following quotes for double height setts to continue the double height setts already in situ along the edge of the Common verge.
- | | |
|---|-----------|
| A | £5,700.00 |
| B | £5,900.00 |
| C | £3,850.00 |
- Council was asked to note that all quotes were like for like and contractor C had been recommended for approval from the Works, Services & Planning committee, as the project was originally thought to be a joint partnership project with the Local Area Forum. As the funds for the works would be from the Amenity Land Earmarked Reserve (£12,550), Council was being asked to approve.
- It was RESOLVED that;*
Contractor C be approved and asked to undertake the works.

FC/15/012

GRANT

Council was asked to approve the recommendation from the Finance & General Purposes Committee to provide a £1,000 grant to the Flackwell Heath Scouts & Guides Executive Committee towards the refurbishment of the male toilets in their HQ at Chapel Road, Flackwell Heath.

The Clerk was asked to contact the Executive Committee to find out whether a competitive quote had been obtained for the works.

***It was RESOLVED that;
the grant of £1,000 be approved.***

FC/15/013

PLANNING COMMITTEE

Council was asked to consider the creation of a formal Planning Committee to review planning applications received from Wycombe District Council for all three wards. The draft Terms of Reference for the committee were considered and found to be requiring further work.

Concern was aired over the frequency required for the meetings and also membership. Also whether it was necessary to change the way the council handled planning currently.

It was RESOLVED that;

- ***the Clerk contact Paul Clayden and ask for an opinion on the necessity of a separate planning committee.***
- ***to rework the Terms of Reference for further discussion at the next meeting.***

FC/15/014

GREEN DRAGON SPORTS GROUND LEASE

Council was asked to approve the recommendation from the Finance & General Purposes Committee to agree that the Chairman and Vice-chairman of the Council sign the Lease.

This item was deferred as some members felt that clauses had been omitted.

***It was RESOLVED that;
The Lease be taken back to the Finance & General Purpose Committee.***

FC/15/015

QUESTIONS BY MEMBERS OF THE COUNCIL

Cllr White mentioned the Loudwater Orchard Group being a trial site and asked if there had been any further thoughts on rolling out this project to the other two wards.

Cllr Johnson advised that there had not been much response when she had mentioned it at the Penn & Tylers Green Residents Society AGM.

It was noted that the orchard was a success in Loudwater and that membership could be increased by opening it up to other residents of the parish.

FC/15/016

PUBLIC PARTICIPATION

There were none.

FC/15/017

ACCOUNTS FOR PAYMENT

The accounts for payment were circulated for consideration by councillors.

*It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8611 to 8615 be signed and
that direct debits to BT, GE Stevens (Certas) and Thames Water be approved for payment*

The Chairman of Council thanked members for their attendance and closed the meeting at 8.41pm

CHEPPING WYCOMBE PARISH COUNCIL

SPECIAL COUNCIL MEETING

Tuesday 11 August 2015

Notes of the Special Meeting of the Council held at **7.30pm** at the Council Office, Cock Lane,
Tylers Green, High Wycombe, Bucks. HP10 8DS.

Present:	Cllr K Wood (Chairman)	Cllr C Jordan
	Cllr L Willis (Vice Chairman)	Cllr J Johnson
	Cllr B Sadler	Cllr I Forbes
	Cllr J White	Cllr J Bailey
	Cllr M Wilkes	Cllr L Pinner
	Cllr S Digby	Cllr J Gurney
	Cllr C Leonard	Cllr H Darch

1. Apologies for absence

Apologies for absence were received from Cllr L Johncock

2. Declarations of member's interests in agenda items

None

3. Procurement of Replacement Playground Equipment

Council were asked to receive a short report from Cllr Wood relating to the procurement of play equipment for the 2nd Phase of playground project for installation at Ashley Drive Recreation Ground, on the old trim trail site.

The three quotes were considered and Council was advised that all three companies had presented a good design, however it was felt that the favoured design incorporated all the elements of the working party brief.

It was RESOLVED that;

the Clerk proceed with the order at a cost of £42,814.04 .

4. Community Orchard, Loudwater

Council was asked to consider a request from the Loudwater Orchard Group to arrange and pay for an extension to the existing water supply which would be close to the orchard site.

Council was asked to note that the Loudwater Orchard Group would be prepared to cover the cost of the water on an ongoing basis.

It was RESOLVED that;

Council approved the works in principle and asked the Clerk to obtain quotes for the water supply extension prior to a formal decision being made.

The Chairman of Council thanked members for their attendance and closed the meeting at 7.50pm

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Report of meeting held on Thursday 10 September 2015 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS.

Present: Cllr I Forbes - Chairman Cllr L Willis
Cllr L Johncock Cllr S Digby
Cllr J White Cllr L Pinner
Cllr K Wood (ex-officio)

Also present: Sarah Elderton, Mr & Mrs McDonagh, Mr & Mrs Furness, Mr & Mrs Wistdale,
Mr K Harris (Tilhill), Mr B Turnock, Mr C Smith, Mr G Christie

AL/15/14 **Apologies for absence**
Apologies for absence were received from Cllr Jordan (holiday), Cllr Darch (holiday), and Cllr Sadler (holiday).

AL/15/15 **Declarations of members' interests in items on the agenda**
There were none.

Cllr Forbes asked for Standing Orders to be suspended and asked members to approve items 6, 8, and 5.2 be brought forward in that order and it was approved.

AL/15/16 **King's Wood**
6.1 Site Visit Update
Mr Kasten Harris of Tilhill gave a report outlining the services they provide and in particular;
- the Forest Commission grant at risk and being debated is now a bio-diversity grant;
- he clarified the position with regard to Forestry Commission requirements in order to maintain the grant in that the mature specimens would remain generally but a few smaller trees would be felled to allow light through the canopy on the path by the Dolphin;
- he provided indicative costs (normally within 5% correct) regarding the works required to be carried out.

*It was RESOLVED that;
The Clerk, the Warden, and Mr Kasten Harris would provide further quotes in line with requirements.*

Mr Harris left the meeting at 8:05pm.

AL/15/17 **Magpie Wood, Loudwater**
Members were asked to NOTE the Working Party report, which included observations from the committee site visit.

Members were asked to NOTE that the toilet area had been filled in.

Members were asked to APPROVE the purchase and installation of a dog waste bin at a cost of £179.00. It will be positioned at the Robinson Road entry to the wood.

Members were also asked to APPROVE one of the three quotes received for the felling of two trees overhanging the boundary of a neighbouring property in The Rise.

***It was RESOLVED that;
the purchase and installation of a dog waste bin for £179.00 be approved;***

and that Quote A for £430.00 for the felling of two trees also be approved.

Members received a short report from Mr B Turnock on suggestions as to its future management. In particular;

- seventeen tree species predominantly beech, sycamore, ash, and maple;
- oldest tree is a lime that is approximately 150 years old;
- no evidence as yet that the wood can be defined as Ancient Semi Natural Woodland;
- wood to be divided into compartments (possibly five) for ease of management;
- objectives and methodology were proposed.

Cllr White noted that a meeting with PABA would be useful and that we ought to consider widening the bridal path.

Members noted that working parties of local volunteers would soon be going into the wood to remove litter, make good the former house site, and take down some of the saplings and tidy the timber into wood piles.

The chairman thanked Mr Turnock, who left the meeting at 8:35pm.

AL/15/18

Tylers Green Common

5.2 Tracks

Members were asked to CONSIDER a recommendation from the committee site visit to make a provision for an annual maintenance budget for the tracks over the Common to run on a 3-4 year rotational maintenance programme.

***It was RESOLVED that;
No provision be made for a separate maintenance budget for the tracks on the Common.***

Members were asked to NOTE that the installation of a drainage channel to the track opposite the Village Hall had been ordered and the work was expected to start week commencing 21 September.

Members were asked to NOTE that the grounds team had dug out the drain at the bottom of the track.

Mrs Elderton acted as spokesperson for the residents;
They were pleased that the drain had been dug out and that the new drainage channel was soon to be installed. They reported that at least one child had fallen into the ditch and asked the members to consider whether the ditch could be filled with stones/gravel to prevent further accidents or perhaps marked with posts. They mentioned that the effectiveness of the new drainage channel could not be determined until the New Year. They also mentioned that work was required on the track where the car park is located due to rutting and an exposed manhole cover and to the potholes at the top of the track.

***It was RESOLVED that;
The Clerk and the members will review the effectiveness of the drainage channel prior to the meeting on 9 February 2016.***

Mrs Elderton, Mr & Mrs McDonagh, Mr & Mrs Furness, and Mr & Mrs Wistdale thanked the members and left the meeting at 9.00pm.

AL/15/19 **Widmer Pond**
Members were asked to NOTE that the remedial work to the pond path had been ordered and we are awaiting a start date.

AL/15/20 **Railway Land**
Members were asked to NOTE the Tree Safety Survey provided by the Warden.

Members were asked to APPROVE one of the three quotes for necessary safety works on trees 10 and 10A on the Tree Safety Survey. Members asked that further quotes be obtained for all the other works in the Tree Safety Survey once the position had been clarified over a residents request to have other trees removed.

It was RESOLVED that;

Quote A for £360 be approved for necessary safety works as per the Tree Safety Survey.

4.1 Burst Water Main

Members were asked to NOTE that on 28 July a mains leak at the Bridge Bank Close end of the Railway Land had been reported, which temporarily closed footpath 30. The report received from Thames Water advised that a visible leak had been found on the 12" main and a repair was required.

A large beech tree in the middle of the site was posing a danger to the workforce. An ecologist visited the site to carry out an inspection of the tree, checking for animal nests. The tree was then felled by Thames Water's Ground Control team and works to repair the main started.

The signage to warn walkers that the footpath was closed was set on fire and it appears that site safety was a main concern. It did not impact on our land except that the exit to Bridge Bank Close was closed.

Members received a short report from Cllr White. Works were still ongoing and Cllr White had been informed that they should be complete by the end of September 2015.

AL/15/21 **Tylers Green Common**

5.1 Boulders on Back Common

Members were asked to NOTE that the boulders to protect the edge of the Common were still on order, and would be installed as soon as practicably possible on receipt.

5.3 Front Common double height setts

Members were asked to NOTE that the double height setts have been installed to the edge of the Common as agreed.

AL/15/22 **Signage**

Members were asked to NOTE that the second tranche of fingerposts had been ordered. This order includes the remaining King's Wood posts and the posts for Tylers Green Common.

AL/15/23 **Committee Site Visit**

Tree and Fence issue on the path next to the Village Hall

Members were asked to NOTE that a planning permission request had been made to Wycombe District Council in order to remove the overhanging stem of a crab apple tree on the fence of a property in Wheelers Close. Quotes would be obtained on receipt of permission.

AL/15/24 **Committee Finances**

Members were asked to note the current committee expenditure and income. The Clerk advised that there were no areas of concern.

AL/15/25 **Questions from council members and the public**

There were none.

AL/15/26 **Accounts for Payment**

Accounts for payment were circulated at the meeting for consideration by councillors.

It was RESOLVED that;

Cheque numbers 8659 to 8674 be approved and duly signed and that the direct debit payment to Unicom be approved for payment.

The Chairman thanked members for their attendance and closed the meeting at 9:20pm.

Date of the next meeting: Thursday, 19 November 2015 at 7:30pm

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Notes of the meeting held on Thursday 24 September 2015 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press

Present: Cllr L Willis - Chairman Cllr K Wood
Cllr J Bailey - Vice Chairman Cllr J Johnson
Cllr M Wilkes Cllr B Sadler
Cllr C Jordan Cllr J Gurney

Prior to the start of the meeting members were reminded that no decisions could be made, due to the technical issues of the agenda circulation.

LF/15/013 **Apologies for absence**
Apologies for absence had been received from Cllr Sadler (attending another meeting).
Late apologies were received from Cllr Digby (Hospital)

LF/15/014 **Declarations of members' interests in Items on the agenda**
Cllr Willis declared a personal interest in item 12 – expenses cheque.

LF/15/015 **Track to Scout Hut, Ashley Drive**
Members were asked to note an extract from the report of the Leisure Facilities Committee meeting on 28 May 2015, regarding the monitoring of the condition of the track to the scout hut.

The photograph taken after heavy rain showed the track to be well drained further monitoring would take place and the item was **deferred** to the next Leisure Facilities meeting.

LF/15/016 **Straight Bit Recreation Ground**
1. Flackwell Heath Bowls Club – Height Barrier
Members were asked to note that the height barrier had been installed. A new padlock had been fitted and a key had been passed to Mr M White, Chairman of the Flackwell Heath Bowls Club.

Mr White had visited the office to ask for a code for the padlock key in order to get a copy made, however the Warden did not have the code.

2 Anti-social Behaviour – Car Park Gate
Members were asked to note that no reports of anti-social behaviour had been received over the summer period in the office.

LF/15/017 **Derehams Pavilion**
1. Works
Members were asked to note that the works discussed at the committee site visit had been completed; namely replacement water heater to the kitchen and repaired referees door. It was important to note that the cleaning required to the sinks and toilets (Ladies) had been undertaken by the new owner of the playgroup.

Members were asked to consider a request from the playgroup to relay the slabs to the front of the building; some are broken and uneven. Members noted that the previous owner of the playgroup had re-laid some of the slabs prior to opening in October 2012. This item would be **deferred** for further consideration at the next Leisure Facilities meeting after quotes for possible resurfacing/relaying slabs had been obtained.

2. Redevelopment

Members were asked to consider as a long term goal, the redevelopment of the Derehams Lane site; to replace the pavilion with a brick structure that could incorporate an indoor facility (netball/badminton court) and a change to the entrance layout.

Following an extensive discussion this item was **deferred** to the next Leisure Facilities meeting for members to bring back ideas.

3. Water

Members were asked to note that the water supply was currently being investigated by Thames Water after a report from Cllr Jordan that the Bowls Club had not been receiving bills.

LF/15/018

Community Orchard

Further to the last full Council meeting on 24 June, members were asked to note that quotes for the requested water supply to the Orchard were awaited.

Members were also asked to note that the Chair of the Orchard Group had sent through an update on 23 June, advising of the membership of the group; increased Facebook and email activity which had not translated into active members and that the group would like to extend membership to Tylers Green and Flackwell Heath residents .

Cllr Willis advised that following the picnic at the Ashley Drive allotment he had been contacted by a small group of people from Tylers Green who were interested in starting an orchard.

Members were asked to consider a request to divert funds that would have been made available to Tylers Green and Flackwell Heath to the Loudwater Orchard Group, this would allow members to concentrate on recruitment to the Group rather than fund raising. This item was **deferred** to the next Leisure Facilities meeting.

LF/15/019

Allotments

Members were asked to note that the allotment 'get togethers' over the summer had been a great success; the barbecue at Chapel Road and the picnic at Ashley Drive. The allotment competition winners certificates were handed out at the respective barbecue and picnic events

Members were asked to note that all the renewal forms had been sent out from the database.

1. Competition

Members were asked to note that Tania Rhodes, from Flowerland, had offered to judge the allotment competition this year, however, when the date arrived she had been rushed into hospital and Terry Dalby support by Cllr Willis stepped into her place.

2. Chapel Road update

Members were asked to note that the long awaited work to the 'H' posts and electricity cables was underway at the allotment site. It was expected that the work would be completed by the end of the month.

A risk assessment relating to the knotweed present on site had been undertaken by ADAS UK Ltd prior to the works starting, so that all mitigating measures were in place – the knotweed had been fenced off and disinfecting of vehicles and workwear would be undertaken.

Members were advised that since the agenda had been produced information had been received from Dalcour Maclaren, Chartered Surveyors working on behalf of SSE, that the knotweed situation was worse than initially reported.

At completion of the works - all spoil from the excavations will be removed from the site and replaced with clean soil. ADAS UK Ltd have been tasked with surveying the site which will provide up to date knotweed information. This survey will be at the cost of SSE.

3. Ashley Drive update

Members were asked to note that the second section of the compost area had been constructed and was already in use. The compost accelerator had also been applied.

4. Allotment Boundary (Ashley Drive)

Following the committee site visit was apparent that the boundary between 50 New Road, the Scout Hut and the allotment site was not properly fenced. This had been highlighted following a request from the Scouts to repair the fence to the rear of the Scout Hut.

Members were asked to note that the Scouts HQ Lease stated that they were to ‘..maintain the fence in a good repair and condition at all times’.

Members were asked to note the quote obtained for a 22 metre run of 1.8 metre high fencing which would include the rear of the Scout Hut up to where the boundary was intact.

As a further planning application had been submitted to develop the 50 New Road site further quotes are to be obtained and the item to be taken to the Full Council meeting on 3 November for consideration.

LF/15/020

Playground Feedback

Members were asked to receive updates from the playground working groups.

Cllr Bailey advised that the Flackwell Heath working party would be meeting on 2 October. They had been offered £2.5k by the Flackwell Heath Residents Association towards the next phase of the play equipment. The next phase would probably be the tarmac pad area and a third quote would be obtained.

Cllr Wood advised that the fitness equipment had been installed – this had been purchased with the lottery monies. The EIBE order had been placed and a start date was awaited.

Cllr Willis advised that designs for play equipment and a trim trail were being sought, as this would be a new installation a lottery application would be completed.

LF/15/021

Committee Site Visit – Thursday, 7 July

1. Ashley Drive Recreation Ground – perimeter fencing

Further to the committee site visit, members were asked to note that the fence along the right hand boundary of the recreation ground was missing. It is, however, clear

where the boundary sits and after further conversations with the neighbour the boundary will be temporarily remarked at the end of September.

The boundary is currently overgrown by laurel trees which will need to be taken back by the property owner before any type of fence could be installed. The hard pruning would take place after the current building work has finished.

LF/15/022

Committee Finances

Members were asked to note the current committee expenditure and income. Members of the committee were happy with the committee position.

LF/15/023

Questions from committee members and the public

There were no members of the public.

Cllr Wilkes asked if the Green Dragon Lease had been returned.

The Clerk advised that it had been sent and believed it would be signed off at a meeting of the Football Club.

LF/15/024

Accounts for payment

The accounts for payment were circulated for consideration by councillors.

Cllr Johnson queries the payment for knotweed removal at the Biffa Site as it was not parish council owned land.

The Clerk advised that Cllr Herschel had deemed this site important as it was on the stream and the knotweed could spread onto our land.

Cllr Wood asked what part of Oakwood the licence payment of £1.00 was for.

The Clerk and Cllr Bailey explained which piece of land the licence was attached to, the amenity area behind the Ring Road and Oakwood.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 8675 to 8686 be signed and that direct debits to Shell, EE, E-ON Thames Water and Southern Electric be approved for payment.

Date of the next meeting: Thursday, 3 December 2015 at 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES & PLANNING COMMITTEE

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

Report of the meeting held on Thursday 8 October 2015 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press

Present:	Cllr J White - Chairman	Cllr C Jordan
	Cllr J Herschel – Vice-chairman	Cllr B Sadler
	Cllr C Leonard	Cllr H Darch
	Cllr C Dodds	Cllr K Wood

Also present: Cllr I Forbes, Cllr L Willis and Mr R Kin (NAG)

WSP/15/016 **Apologies for absence**
Apologies for absence had been received from Cllr Pinner (medical).

WSP/15/017 **Declarations of members' interests in Items on the agenda**
There were none.

Cllr White, chairman of the meeting, suspended Standing Orders and with the agreement of the members present changed the order of the meeting as follows.

WSP/15/018 **MVAS - Permission Request to Loan to Abbey & Ryemead NAG**
Members were asked to consider a request from the Abbey & Ryemead NAG to borrow the Loudwater MVAS. It was proposed that the MVAS be used to count traffic volume on the following roads Abbey Barn Road, Daws Hill Lane and Fair Ridge. The information would be used to validate the traffic model for all the developments in the vicinity with the objective of ensuring the necessary improvements for the road infrastructure are funded and made before the traffic generated by the sites swamps Wycombe March and Loudwater.

Mr Kin advised all present that he would be solely responsible for the installation and moving of the sign during the loan period. The Clerk advised that risk assessments and insurance would be covered by the Abbey & Ryemead NAG.

It was RESOLVED that;
The MVAS be loaned to Abbey & Ryemead NAG.

It was noted that over a 17 week period statistics from the MVAS showed traffic numbers on the London Road as; moving East – 78,000 and moving west 81,000. On Treadaway Hill from Flackwell Heath to Loudwater the statistics showed traffic numbers of 101,000.

WSP/15/019 **Church Road East, Tylers Green**
Prior to this item being noted the Clerk advised that the sponsor of the planters was the Penn & Tylers Green Residents Society and ALB Nursery were only undertaking the ongoing maintenance.

Members were asked to note that the planters were now in situ and all agreed that they enhanced the area.

WSP/15/020 **Signage**
Members were asked to note that four of the fingerposts that installed in King's Wood had been either removed or damaged. The possible use of DNA grease was discussed to deter further vandalism.

It was RESOLVED that;

The re-instatement of the fingerposts would be staggered, in the order to avoid unwanted attention.

WSP/15/021 Footway Lighting Update

Members were asked to note that Cllr Herschel and Cllr Dodds have nearly completed a survey of the footway lighting. In order to go for installation next summer grants would be applied for this year.

Members were asked to note that the Clerk had a meeting with CU Phosco Lighting and they would be providing information and a scheme which would assist in the completion of the SALIX bid. Members were also asked to note that work had been started on a Tender Invitation document.

WSP/15/022 Ecclesiastical Boundary Stones

Members were asked to note that the Clerk was still chasing quotes for the heritage disc.

Members were asked to consider the opening of a dialogue between the Parish Council and Wycombe Heights Golf Club relating to the removal and re-siting of the boundary stone that is being enveloped in a tree. The works would probably require the removal of the tree.

It was RESOLVED that;

Cllr White continue to liaise with Wycombe Heights Golf Club and report back to the Clerk.

WSP/15/023 War Memorial

1. Flackwell Heath

Members were asked to note that the Clerk had received one quote for the addition of the missing names and was finding it difficult to obtain further quotes. Prior to the meeting the Clerk had contacted Mr Dewey from the Flackwell Heath & Loudwater History Group, to obtain agreement to proceed with the work. Mr Dewey advised that he would speak with the History Group and the Royal British Legion, who had both offered to contribute a third to the cost of the works, and let the parish council know as soon as possible.

Members were asked to consider the recommendation from the committee site visit to take no further action on the request for paving to the front of the war memorial, as a match had been impossible to find.

It was RESOLVED that;

No further action was to be taken on the paving.

WSP/15/024 Cemeteries

1. Hammersley Lane Church Path

Members were asked to consider quotes for the relaying/repair of the paths leading to St Margaret's church. The recommendation was to undertake a remedial patch repair to the path where the slabs on the sides have sunk and to re-grout the whole path.

It was RESOLVED that;

The Clerk should obtain a further quote for a patch repair of the path for comparison and also contact the Rev M Bisset to keep him advised of progress and plan.

2. Cock Lane Cemetery Grass Verge

Following the committee site visit, members were asked to consider the recommendation to install bollards to demarcate the grass verge to protect against vehicles cutting the corner.

Members were asked to note that SSE had offered the old 'H' posts from the allotment site, cut the posts to the required lengths. These would provide a sturdy bollard to which reflectors would be attached for visibility purposes.

It was RESOLVED that;

The offer from SSE for the old 'H' posts be accepted.

3. Cock Lane Cemetery – Cremation Sites

Members were asked to note that the cremation area in Cock Lane was nearly full and looking forward members were asked to consider where and how cremation plots could be treated.

Members were asked to receive a short report from Cllr Herschel who showed an alternative approach. The report was thought provoking and provided a starting point for further discussion and feedback to the next committee meeting.

WSP/15/025 Local Area Forum

Members were asked to consider small projects within Chepping Wye Valley that could be proposed to use any small amounts left nearing the end of the financial year. Members were advised that most of the monies for this year had been put towards yellow lines.

Members were asked to note that the only small works project currently known about was the refurbishment of pedestrian crossings throughout the Chepping Wye Valley Area.

Members were asked to notify the Clerk or any projects that could be taken forward to committee.

Cllr Herschel left the meeting temporarily at 8.25pm.

WSP/15/026 School Road, Tylers Green – Verge on the Common

Members were asked to note that the double height setts had been installed to the edge of the Common.

WSP/15/027 Planning Submissions

Members were asked to note the planning submissions made by the Council since the last committee meeting in June.

Cllr Herschel re-joined the meeting at 8.30pm.

WSP/15/028 Proposition:

Sheepridge Lane and Heath End Road Green Footpaths

Members were asked to consider the proposal from Cllr White seconded by Cllr Herschel, to write to Bucks County Council Rights of Way Team asking them to adopt both footpaths and to make them definitive. Members were asked to note that the footpaths would form part of a circular walk and would be of benefit to the community.

It was RESOLVED that;

The Clerk would write to the Bucks County Council Rights of Way team to ask that they adopt and make definitive the two green footpaths on their land.

WSP/15/029 Delegated Action

Members were asked to note that the office had been inhabited by Glis Glis over the summer. A pest control specialist had been asked to attend and live traps were instigated. The Clerk contacted the Chairman and Vice Chairman of the committee to advise of the required action.

WSP/15/030 Committee Projects for the next 4 years

Members were asked to confirm that the agreed policy four years ago to become a stile free parish was still current. About 20 stiles have been replaced, but there are about 6 that could be replaced with gates.

Cllr Wood asked what the original rationale behind the change to stiles from gates had been. Cllr Herschel said that it had been part of the Chiltern Society Year 2000 project and also was of benefit to the community making paths inclusive.

A question - was there a definitive list of stiles that needed replacing? Cllr Herschel advised that he would look for the original list.

It was RESOLVED that:

The current policy towards becoming a stile-free parish was confirmed and that as and when Bucks CC Rights of Way Team were able to agree with landowners for the removal of stiles that the Clerk in consultation with the chairman and vice-chairman of the committee pay the costs of the provision of stiles through the Chiltern Society Donate a Gate Scheme from the committee's third-party working budget.

Members were also asked to bring further projects for consideration at the next committee meeting.

WSP/15/031 Committee Finances

Members were asked to note the current committee expenditure and income, at month 5 approximately 40% of the committee budget had been spent.

WSP/15/032 Questions from committee members and the public

- Mr Kin advised that the path from Knaves Beech Way CWY/20/1 had become overgrown and was impassable.
Mr Kin was asked to report the problem on the TfB website as the path was not within the parish council's jurisdiction.
- Cllr Leonard asked whether some chippings could be spread on the steep entrance to Fennells Wood.
The Clerk would contact Ms Olsen and advise that the entrance needed some attention.
- Cllr Jordan highlighted the overhanging trees on Station Road.
The Clerk would contact Steve Underwood (BCC LAT) and Cllr Jordan would report the problem on the TfB website.
- Cllr Jordan reported that a new fence had been erected to the rear of the mobile home site off Rayners Avenue.
Cllr White offered to go with the Clerk to the site so that a clear report of the problem could be made.

WSP/15/033 Accounts for payment

The accounts for payment were circulated for consideration by councillors.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 8687 to 8696 be signed and that direct debits to EE, Affinity Water, Thames Water and BT be approved for payment.

The chairman of the committee thanked members for their attendance and closed the meeting at 8.57pm

Date of the next meeting: Tuesday, 15 December 2015 at 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on Thursday, 22 October 2015 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press

Present

Cllr I Forbes **Chairman**
Cllr J Gurney **Vice-chairman**
Cllr C Dodds
Cllr H Darch
Cllr K Wood (ex-officio)

Cllr C Leonard
Cllr M Wilkes
Cllr L Willis
Cllr J Herschel

Also present: Cllr C Jordan

FGP/15/016 **Apologies for absence**

Apologies for absence were received from Cllr J Johnson (family)

FGP/15/017 **Declarations of members' interests in agenda items**

Cllr Herschel declared an interest in Agenda Item 10 – as knowing of the request from Christ Church.

Cllr K Wood declared a personal interest in Agenda Item 12 – Fees & Charges – Chairman's Allowance.

FGP/15/018 **Delegated Action**

Members were asked to note that there had been no actions taken since the last committee meeting in June.

FGP/15/019 **Staff Matters**

1. Sickness Absence Report

Members were asked to receive a short report on sickness absence of staff since the last committee meeting.

To date there have been 6 days, in total, lost to sickness absence since June.

FGP/15/020 **Policies and Procedures**

1. Financial Regulations

Following adoption of the Model Financial Regulations, members were asked to consider an amendment for practical application purposes to item 4.2 in the Financial Regulations.

It was RESOLVED that;

The amendment be approved and taken to Full Council and to read;

The Clerk would be responsible for keeping expenditure within a budgeted cost centre, this could exceed the budgeted cost centre by £500.00 provided that savings could be found within the whole committee budget. If expenditure were to exceed by £500.00 within a cost centre up to a limit of £5,000, with agreement of the Committee Chairman and the Vice Chairman, virement between committee cost centres to cover the expenditure could be approved within the committee budget, if other cost centres were forecast to be under spent. For any expenditure exceeding £5,000 that is not covered by the committee budget, virement must go through Full Council.

2. Staff Panel Terms of Reference

Members were asked to consider the Staff Panel Terms of Reference.

It was RESOLVED that;

the Terms of Reference be recommended for adoption at the next Full Council meeting on 3 November 2015, with the amendment as below;

- *To ensure that the Council's procedures for the recruitment and appointment of staff are following and to recommend appointments to Full Council.*
- *To ensure that the Council's procedure leading to dismissal of staff is followed (including redundancy).*

3. List of Policies

Members were asked to note that the Clerk was preparing a list of policies, plans and strategies for addition to the website. Members were asked to assist with any suggestions and omissions.

FGP/15/021

Health & Safety

Members were asked to note that there had been no accidents or near misses since the last committee meeting in June.

FGP/15/022

Legal

1. Green Dragon

Members were asked to note the lease for Green Dragon Sports Ground with the 2 clauses added following the Council meeting in June.

Members were asked to note that the lease had been sent to the Flackwell Heath Minors Football Club for signature and it had been returned.

It was RESOLVED that;

the lease be recommended for signature by the Chairman and Vice Chairman of Council at the Full Council meeting on 3 November.

2. Green Dragon Mast

Members were asked to note that the Clerk had been in contact with Arqiva relating to the loss in rental income. To date 8 attempts had been made to obtain a satisfactory answer.

The Clerk will continue chasing and find the copy of the original agreement between the mobile telephone company and the parish council.

3. Byelaws

Members were asked note to that confirmation from the Local Government Democracy Team, Local Government Policy Directorate was still awaited following the submission of our draft byelaws in February.

FGP/15/023

Neighbourhood Action Group Feedback

Members were asked to note the recommendation from the Works Services & Planning Committee to loan the Loudwater MVAS to the Abbey & Ryemead NAG for traffic counting purposes to validate the traffic model for Abbey Barn South and Abbey Barn North with the objective of ensuring the necessary improvements for the road infrastructure are funded.

Members were also asked to note the Policing Monthly Update.

FGP/15/024

Defibrillator

Members were asked to receive a short report from Cllr Herschel relating to the provision and or support of defibrillators.

After a discussion including the necessity of Cardiopulmonary resuscitation (CPR), possible accessible locations, training and ongoing support for purchase of consumables.

It was RESOLVED that;

An amended recommendation would be taken to Full Council for approval. The recommendation to include supporting community groups wanting a defibrillator by

advising of the British Heart Foundation incentive of free defibrillators for use in public places and provision of training in their use and offering ongoing support by purchasing the consumables (pads, batteries etc).

A letter to be drafted by Cllr Herschel and sent to interested parties; Loudwater Forum, Penn & Tylers Green Residents Society, Flackwell Heath Community Association, etc. All parties to be advised that application sites would be vetted by the Ambulance Service for suitability.

FGP/15/023 Neighbourhood Action Group Feedback

Members were asked to receive a short update from one of the committee's NAG representatives on issues affecting the council. Cllr Leonard advised that Alex Slater had resigned the position of Chairman and Paul Sillance was now the new Chairman. Other areas highlighted were the drug awareness operation at the College in Flackwell Heath, an increase in burglaries and ASB issues in Hazlemere.

FGP/15/025 Grants

Members were asked to consider a request from the Reverend Chris Bull to help fund the purchase of a defibrillator which would be located at the Church Centre, Christ Church Flackwell Heath.

This item would be dealt with as item FGP/15/024, a letter would be sent to advise the applicant of the British Heart Foundation incentive.

Cllr M Wilkes excused himself from the meeting and left at 8.35pm

FGP/15/026 Publicity

Members were asked to note that the newsletter was currently being compiled and would be ready for circulation shortly.

FGP/15/027 Fees & Charges for 2016/17

Members were asked to consider for approval at the next Full Council meeting the Fees & Charges for 2016/17.

Members were asked to note that the recommendation to generally keep prices static except for the Derehams Sports Ground charges, where there would be a small increase, to keep them more in line with other sporting facilities, but still remain competitive.

It was RESOLVED that;

The Fees & Charges 2016/17 be recommended for approval at the next Full Council meeting.

FGP/15/028 Calendar of Meetings Dates for 2016/17

Members were asked to consider the attached schedule of meeting dates for 2016/17.

It was RESOLVED that;

The meeting dates for 2016/17 be recommended for approval at the next Full Council meeting.

FGP/15/029 Audit

Members were asked to note that there had been no public interest in the year end accounts and that there were no comments from the external auditor.

Members were asked to note that the In-house audit was yet to be undertaken. Cllr Herschel and Cllr Darch advised that a date was being arranged.

FGP/15/030

Earmarked Reserve Review

Members were asked to note the opening balances and up to date expenditure in the Earmarked Reserves and the overall state of the General Reserve.

Members were asked to approve the plan to use some of the surplus for play equipment in two wards (at £30k per ward) and to await the quotations for footway lighting before any further expenditure was approved from the surplus.

It was RESOLVED that;

Some of the surplus be used for play equipment and on receiving quotations for the LED lighting project further expenditure would then be reviewed.

FGP/15/031

Devolution Update

Members were asked to receive an update from the Clerk who attended the Local Councils Devolution Meeting on 18 September.

Members were also asked to consider the Power Point from the meeting.

It was RESOLVED that;

The parish council's position on devolution of services was unchanged and would therefore not be taking any of the offered services on.

FGP/15/032

Risk Register

Members were asked to consider the 2 highest risks on the register;

Failure to meet the requirements for Quality Status

Ensure Council complies with law....

It was RESOLVED that;

Failure to meet the requirements for Quality Status be removed from the register.

Ensure Council complies with law Be split into two categories one appertaining to Employment Law and staff and the other Council's obligations to the general public.

Amendments to be made to the Risk Register when approved by Full Council .

FGP/15/033

Council Finances

Members were asked to note the current position of the council's income and expenditure at month 6. There were no areas of over expenditure concern.

FGP/15/034

Questions from council members and the public

There were no members of the public present.

Cllr Darch asked if a representative had been found for Remembrance Sunday for Tylers Green.

This was yet to be clarified.

FGP 15/035

Accounts for Payment

The accounts for payment were circulated for consideration by councillors.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 8697 to 8710 be signed and that direct debits to Certas Energy, Shell Direct, SSE and E-ON be approved for payment.

Date and Time of Next Meeting: Thursday, 12 January 2016 at 7.30pm

Meeting Dates 2016 – 17

Publicity	M&C	THURSDAY	7 JANUARY 2016
Finance & General Purposes	P	TUESDAY	12 JANUARY 2016
COUNCIL	P	TUESDAY	26 JANUARY 2016
Amenity Land	P	TUESDAY	9 FEBRUARY 2016
Training	M&C	TUESDAY	16 FEBRUARY 2016
Leisure Facilities	P	THURSDAY	25 FEBRUARY 2016
Work Services & Planning	P	THURSDAY	10 MARCH 2016
Finance & General Purposes	P	THURSDAY	24 MARCH 2016
ANNUAL PARISH	P	WEDNESDAY	6 APRIL 2016
COUNCIL	P	TUESDAY	12 APRIL 2016
Annual Parish Meal	M&S	FRIDAY	29 APRIL 2016
ANNUAL COUNCIL	P	THURSDAY	5 MAY 2016
Amenity Land	P	THURSDAY	12 MAY 2016
Leisure Facilities	P	TUESDAY	24 MAY 2016
Training	M&C	TBC	
Works, Services and Planning	P	THURSDAY	2 JUNE 2016
Finance & General Purposes	P	TUESDAY	14 JUNE 2016
COUNCIL	P	THURSDAY	23 JUNE 2016
Amenity Land SITE VISIT	M&C	THURSDAY	7 JULY 2016
Leisure Facilities SITE VISIT	M&C	THURSDAY	14 JULY 2016
WS&P SITE VISIT	M&C	THURSDAY	21 JULY 2016
Publicity Group	M&C	THURSDAY	1 SEPTEMBER 2016
INFORMAL COUNCIL	M	THURSDAY	1 SEPTEMBER 2016
Amenity Land	P	THURSDAY	8 SEPTEMBER 2016
Leisure Facilities	P	THURSDAY	22 SEPTEMBER 2016
Works, Services and Planning	P	THURSDAY	6 OCTOBER 2016
Finance & General Purposes	P	THURSDAY	20 OCTOBER 2016
COUNCIL	P	THURSDAY	3 NOVEMBER 2016
Training	M&C	TUESDAY	8 NOVEMBER 2016
Amenity Land	P	THURSDAY	17 NOVEMBER 2016
Leisure Facilities	P	THURSDAY	1 DECEMBER 2016
Works, Services and Planning	P	THURSDAY	15 DECEMBER 2016
Publicity	M&C	TUESDAY	10 JANUARY 2017
Finance & General Purposes	P	THURSDAY	12 JANUARY 2017
COUNCIL	P	THURSDAY	26 JANUARY 2017
Amenity Land	P	THURSDAY	9 FEBRUARY 2017
Training	M&C	THURSDAY	16 FEBRUARY 2017

Leisure Facilities	P	THURSDAY	23 FEBRUARY 2017
Work Services & Planning	P	THURSDAY	9 MARCH 2017
Finance & General Purposes	P	THURSDAY	23 MARCH 2017
ANNUAL PARISH	P	WEDNESDAY	5 APRIL 2017
COUNCIL	P	THURSDAY	20 APRIL 2017
Annual Parish Meal	M&S	FRIDAY	28 APRIL 2017

Abbreviations:

AL	Amenity Land
LF	Leisure Facilities
WS &P	Works, Service and Planning
F&GP	Finance and General Purposes
P	Public meeting (with members and clerk present)
M&C	Members and clerk (training and publicity group)
M&S	members and staff (parish meal)
M	Members only (informal council)

Chepping Wycombe Parish Council

Building permits, access fees, trees and benches

		2014/15	2015/16	Proposed 2016/17
Building access permits from 1 April 2016				
Access permit	up to six weeks for a skip includes administrative fee of £50	260.00	265.00	265.00
	each additional week or part thereof	55.00	56.00	56.00
<i>Cost for large works to be at discretion of Clerk and committee chairman</i>				
Security bond	As required by the council plus minimum administrative charge as laid down by the council	170.00	175.00	175.00
Gate access onto council owned or leased property				
	Issue of permit	55.00	57.00	57.00
	annual fee	32.00	34.00	34.00
Amenity trees: provision and planting				
	in cemeteries, amenity areas or in the public realm (verges, etc.) including if necessary replacement in first two years	260.00	265.00	265.00
Benches	Contribution towards cost of bench (VAT exclusive cost to council) plus £250 towards cost of placement including maintenance or repairs for 10 years	Seat cost plus £250 250.00	255.00	255.00
	Renewal for further 10 years	260.00	265.00	265.00
	Memorial plaque at cost, including VAT	at cost	at cost	at cost
Timber permits				
	for formal permit to take fallen timber from Kingswood	26.00	27.00	28.00

Fees and permits

from 1 April 2016 *unless otherwise stated*

	2014/15	2015/16	Proposed 2016/17
Allotments			
from 1 October 2015			
Full plot - 5 pole	50.00	50.00	50.00
Half-plot	25.00	25.00	25.00

50% concession for tenants as at April 2011 to continue

Recreation Grounds and Commons

Fairs	standing days	130.00	133.00	133.00
	operating days	230.00	235.00	235.00
	deposit against damage	460.00	470.00	470.00
Event permits	(Small) inc VAT	55.00	57.00	57.00
	(Large) inc VAT	250.00	255.00	255.00

*Concession: nil charge where parish is an official sponsor, given formal credit
or there are no pecuniary interests involved*

			1.09.14	1.09.15	1.09.16
Pitch hire	inc VAT	less than 10 bookings a season, per match			
		adult, full-sized pitch	38.00	40.00	45.00
		junior, small pitch	25.00	27.00	32.00
		training per hour	13.00	14.00	16.00
	nil VAT	over 10 bookings a season, per match			
		adult, full-sized pitch	32.00	34.00	37.50
		junior, small pitch	21.00	23.00	27.00
		training per hour	11.00	12.00	14.00
	changing and shower facilities		11.00	12.00	14.00
	toilet facilities				

Other fees and allowances

from 1 April 2016

			2014/15	2015/16	Proposed 2016/17
Chairman's allowance			820.00	820.00	820.00
St Peter's closed graveyard maintenance			575.00	575.00	575.00
Orienteering maps			1.00	1.00	1.00
Annual Return copies			10.00	10.00	10.00
Deed of Grant			575.00	585.00	585.00
Minimum fee for processing a deed of grant to permit vehicular access by private cars over Tylers Green and Totteridge Commons; with all legal fees being met by the applicant					
Administrative charges			168.00	171.00	171.00
15% or minimum charge whichever is the greater is charged on items such as processing insurance claims, legal searches and other agreements					
Cemetery Register Search Fee	per name	inc VAT	30.00	32.00	32.00
Hire of Council Chamber		inc VAT	30.00	32.00	32.00
Derehams Pavilion	First Hour		25.00	27.00	27.00
(One off)	Subsequent hours of part thereof		5.00	6.00	6.00
Newsletter delivery	TG Evening WI		130.00	133.00	133.00
	Loudwater Guides		135.00	138.00	138.00
	FH Scouts		175.00	178.00	178.00

Table of fees for burials and memorials

Kingswood Cemetery, Loudwater Cemetery and St Margaret's Garden of Rest

from 1 April 2016		Resident			Out of parish		
		2014/15	2015/16	Proposed 2016/17	2014/15	2015/16	Proposed 2016/17
Burials	Purchased grave						
Grant for the right to burial plot- 30 years		360.00	368.00	368.00	720.00	736.00	736.00
Interment fee		280.00	286.00	286.00	560.00	572.00	572.00
Child under 10 years and stillborn child							
Grant for the right to burial plot- 30 years		200.00	205.00	205.00	400.00	410.00	410.00
Interment fee		88.00	90.00	90.00	176.00	180.00	180.00
Grave set aside for cremated remains							
Grant for the right to burial plot- 30 years		205.00	210.00	210.00	410.00	420.00	420.00
Interment fee		105.00	108.00	108.00	210.00	216.00	216.00
Memorials							
Memorial stone (up to 1 metre high)		155.00	158.00	158.00	310.00	316.00	316.00
Book scroll or wedge (up to 45cm high)		118.00	120.00	120.00	236.00	240.00	240.00
Vase - free standing		62.00	64.00	64.00	124.00	128.00	128.00
Additional inscription		41.00	42.00	42.00	82.00	84.00	84.00
Extra tablet for additional inscription		62.00	64.00	64.00	124.00	128.00	128.00
Masonry/kerbing covering the grave		250.00	255.00	255.00	500.00	510.00	510.00
part of the grave		125.00	127.00	127.00	250.00	254.00	254.00
Grant is for initial 30 years from date of first burial							
renewal for further period of 10 years		50.00	50.00	50.00	100.00	100.00	100.00

Resident's fees as per Cemetery Regulations

The 20 year resident's concession for Hazlemere and Penn residents ended in 2010

'Resident' is the status of the person being interred as determined by inclusion on the electoral role, not whether the applicant is a resident within the parish

CHEPPING WYCOMBE PARISH COUNCIL

STAFFING PANEL TERMS OF REFERENCE

Purpose of Panel:

This Panel is appointed to make recommendations to the Finance & General Purposes Committee about all staffing matters, subject to budget and expenditure limits.

Membership

The panel shall comprise the Chairman of each committee together with the Chairman and Vice Chairman of the Council. The Chairman of Council will be the Chairman of the Panel with the Chairman of Finance and General Purposes Committee as the Vice Chairman. Three panel members shall constitute a quorum. The members may co-opt other members to the panel for specific projects as and when required

Meetings shall be clerked by the Clerk or Deputy Clerk.

Frequency of Meetings

At least one meeting will be held every year to undertake the duties laid down in these Terms of Reference. Additional meetings may be called as and when required by either the Chairman or Vice Chairman of the Panel

Terms of Reference

- To establish and keep under review the staffing structure in consultation with the Finance and General Purposes Committee.
- To draft, implement, review, monitor and revise policies for staff.
- To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
- ***To ensure that the Council's procedures for the recruitment and appointment of all staff are followed and to recommend appointments to Full Council.***
- To arrange execution of new employment contracts and changes to contracts.
- To establish and review performance management and staff training programmes for staff.
- ***To ensure that the Council's procedure leading to dismissal of staff is followed (including redundancy).***
- To keep under review staff working conditions and health and safety matters.
- To monitor and address regular or sustained staff absence.
- To make recommendations on staffing related expenditure to the Finance and General Purposes Committee.
- To consider any appeal against a decision in respect of pay.
- To consider a grievance or disciplinary matter (and any appeal).

CHEPPING WYCOMBE PARISH COUNCIL**PLANNING COMMITTEE TERMS OF REFERENCE**

The Planning Committee shall exercise the function of consideration of all planning applications submitted to the parish council by the Local Planning Authority. The committee will make representations to the Local Planning Authority on applications for planning permission for which have been notified in accordance with the Local Government Act 1972 and Town and Country Planning Act 1990, Schedule 1, paragraph 8.

Membership and Meetings

- To be drawn from members of the Council as required, but shall consist of at least 6 members (two members from each ward).
- Minutes of all meetings will be recorded by the Clerk or in his/her absence the Deputy Clerk.
- All planning applications, the responses and eventual results shall be noted in the minutes of the meeting.
- Chairmanship of the meeting would be by the standing Chairman and Vice-chairman of the meeting immediately following.
- Quorum will be as set out in Standing Orders.

Frequency of meetings

- The Planning Committee will take place before an existing committee meeting on the calendar of meetings or as necessary to meet the deadlines set by the Planning Authority.
- Meetings to be public and placed on the calendar of meetings.

The Planning Committee has delegated authority to:

- a) Make representations to the appropriate planning authority on applications for planning permission.
- b) Make representations to the appropriate authority on applications for tree orders.
- c) Make representations in respect of appeals against the refusal of planning applications.
- d) Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations.
- e) Consider and make representations to the appropriate authorities on any planning related matter or document that may affect the parish from a planning perspective.
- f) Powers are delegated to the Clerk, in consultation with the ward planning representatives, for comments on minor planning applications.

Minutes of each meeting to be formally approved at the following Full Council meeting.

(1) CHEPPING WYCOMBE PARISH COUNCIL

(2) FLACKWELL HEATH MINORS FOOTBALL CLUB

LEASE

relating to

Green Dragon Lane Sports Ground

Green Dragon Lane

Flackwell Heath

- 1.3 the cost of any works to the Property which the Landlord does if the Tenant defaults.
- 1.4 Value Added Tax on any payments made by the Tenant to the Landlord should the Landlord become legally obliged to charge it.
- 2. The Tenant is also to make the following payments with Value Added Tax where payable:
 - 2.1 All periodic rates taxes and outgoings relating to the Tenant's use of the Property including any imposed after the date of this Lease (even if of a novel nature) to be paid promptly to the authorities to whom they are due
 - 2.2 The cost of the grant renewal of continuation of any Justice's or entertainment licence or other registration for the use allowed to be paid promptly to the appropriate authority when due.
 - 2.3 The costs of the supply (including meter and maintenance) of water, gas, electricity and any other utilities to the Property.

Insurance and Insurance Charge

- 3. The Landlord and the Tenant agree that:-
 - 3.1 The insurance charge is the amount paid by the Landlord for insuring the Property by the Landlord in complying with its obligations under Clause 12.
 - 3.2 The insurance charge shall be paid within 28 days of demand.
 - 3.3 The Tenant will ensure that the Landlord is notified annually with the names and addresses of two keyholders to the Property (pavilion and gate).

Use

- 4. The Tenant is to comply with the following requirements as to the use of the Property and any part of it and it is not to authorise or allow anyone else to contravene them.
 - 4.1 (a) To use the Pavilion as a sports pavilion comprising a clubroom and licensed bar, changing rooms and toilet.
 - (b) To use the sports ground for the playing of cricket and football or such other sports as the Landlord may agree from time to time.
 - (c) To use the Car Parking Area for the parking of private motor vehicles in connection with the use of the Pavilion and the Sports Field.
 - 4.2 Not to do anything which might invalidate any insurance policy covering the Pavilion or its use or which might increase the premium.

- 4.3 Not to use any part of the Property for any activities which are dangerous, offensive, noxious, illegal or immoral or which are or may become a nuisance or annoyance to the Landlord or to any neighbouring property.
- 4.4 Save that currently exist not to display any signs on the outside of the Pavilion unless the Landlord consents (and the Landlord is not entitled to withhold that consent unreasonably).
- 4.5 Not to overload the floors or walls of the Pavilion.
- 4.6 To comply with the terms of every Act of Parliament order regulation byelaw, rule, licence and registration authorising or regulating how the Pavilion is used and to obtain renew and continue any licence or registration which is required for such use.
- 4.7 To insure its contents at the Pavilion and to maintain public liability insurance cover in respect of their use and other persons permitted by them to use the Pavilion and the Sports Field and the Car Parking Area, and to produce to the Landlord, if requested, details of the public liability cover
- 4.8 Subject to the limitations in Clause 16.5 to indemnify the Landlord against all costs claims or loss for damages to a person or that persons property incurred directly or indirectly out of any injury or loss sustained whilst on the Property provided that person is authorised by the Tenant to use the Property or any part of it.
- 4.9 To keep the Pavilion supplied with such firefighting equipment and alarms as may be required by the Landlord's insurers and the fire authority (or as the Landlord may reasonably require) and to maintain such equipment to its satisfaction and in efficient working order and at least once in every twelve months to cause the firefighting equipment to be inspected by a competent person.
- 4.10 Following the initial provision by the Landlord of the certificates for the electrical and gas installation (including the central heating and hot water boiler systems) to obtain further certificates as required by the initial or previous certificates as the case may be or as required by law or the supplier.
- 4.11 To carry out annual safety checks to the electrical equipment at the Property.
- 4.12 To ensure that members/visitors parking vehicles do so without causing a nuisance to local residents and do not park on the grass or other verges whether to car park is full or not.

Access

- 5. The Tenant is to give the Landlord or anyone authorised by it in writing access to the Pavilion, the Sports Field and Car Parking Area
- 5.1 for these purposes:
 - (a) Inspecting the condition of the Property or how they are being used.
 - (b) Doing works which the Landlord is permitted to do under Clause 6.6(c).

- (c) Complying with any statutory obligation.
- (d) Valuing the Property whether for insurance purposes or otherwise.
- 5.2 and on seven days' written notice except in an emergency when no notice shall be required;
- 5.3 and the Landlord is promptly to make good all damage caused to the Property and any goods there in exercising these rights
- 5.4 The Tenant is to give access to the Sports Field and Car Parking Areas (if applicable) to T-Mobile (UK) Ltd or its successor in title pursuant to the terms of an agreement dated 3rd March 2003 and made between Chepping Wycombe Parish Council (1) and T-Mobile (UK) Ltd (2).
- 5.5 The Tenant will give access to the Sports Field to the Southern Electricity Board pursuant to the Deed of Grant referred to in Clause 8.4 hereof.
- 5.6 The Tenant is to give access to the Sports Field alone to the public for recreational purposes when not in use for organised activities.

Condition

- 6. The Tenant is to comply with the following duties in relation to the Pavilion:
 - 6.1 To maintain the Pavilion in a good state of repair and condition.
 - 6.2 To decorate the inside and exterior of the Pavilion in the last three months of the lease period or every five years should the lease be continued (however it ends). Except to the extent that it has been decorated in the previous year.
 - 6.3 When decorating the exterior of the Property the Tenant is to use the colours and the types of finish used previously.
 - 6.4 To do work to the Property which any authority acting under an Act of Parliament requires.
 - 6.5 But the Tenant need not:
 - (a) Alter or improve the Property.
 - (b) Make good damage caused by an insured risk except to the extent that the policy monies have not been paid because of any act or default of the Tenant.
 - 6.6 If the Tenant fails to do any work which this lease requires it to do and the Landlord gives him written notice to do it the Tenant is to:
 - (a) Start the work within two months or immediately in case of emergency and
 - (b) proceed diligently with the work.
 - (c) In default permit the Landlord to do the work at the expense of the Tenant.
 - 6.7 Not to make any alterations or additions to the Property or the sports ground unless with the Landlord's consent in writing (and the Landlord is not entitled to withhold that consent unreasonably).

- 6.8 To carry out any work required by this Lease in accordance with the then legislative requirements.
- 6.9 To maintain the Sports Field for the purposes of playing football and cricket.
- 6.10 To maintain the Car Parking Area in a reasonable condition.
- 6.11 To ensure that the property is kept clear of litter and debris at all times and particularly after organised activities.
- 6.12 To ensure that the vehicle gates are securely locked except during matches or training sessions or for grounds maintenance. To regularly change the code on the lock and advise the Landlord of each change of the code. Should the ground be invaded by Travellers via unlocked gates, the Tenants shall be responsible for their removal.

Transfer and underletting

- 7. The Tenant is to comply with the following:
 - 7.1 The Tenant is not to share occupation of the Property and save as referred to in this clause no part of it is to be transferred sublet or occupied separately from the remainder.
 - 7.2 the Tenant is permitted to transfer this Lease to Trustees of the Club from time to time.
 - 7.3 Occupation by others of the Pavilion is permitted and is to be on the following basis only:
 - (a) To responsible adults and organisations (in this clause called “the Occupiers”).
 - (b) Priority is to be given to Occupiers serving the local community.
 - (c) The Occupiers are to comply with the terms of this Lease.
 - (d) The Club are to advise the Landlord of all such Occupiers on a regular basis and to account to them for 40% of the hiring fees.
 - 7.4 To actively encourage Occupiers of the Property to ensure that it is used beneficially for the local community and in particular the Tenant shall consider any recommendations or referrals from the Landlord
 - 7.5 To allow the Sports Field to be used by the High Wycombe Cricket Club and if for any reason the club should cease to use the sports ground the Tenant shall actively seek another community user subject to the approval of the Landlord (such consent not to be unreasonably withheld
 - 7.6 The Tenant is responsible for all the transfer and underletting arrangements but if no agreement can be arrived at after a reasonable time for negotiation and discussion then the Landlord may determine such arrangements.

Other Matters

- 8. The Tenant:
 - 8.1 Is to give the Landlord a copy of any notice concerning the Property as soon as it receives it.

- 8.2 Is not to apply for planning permission relating to the use or alteration of the Property or the sports ground unless the Landlord gives written consent in advance.
- 8.3 Will co-operate with the Landlord should there be a future plan to develop a children's play area on the Property since this would be of mutual benefit.
- 8.4 The Property is subject to a Deed of Grant dated 29th October 1979 made between Chepping Wycombe Parish Council (1) Southern Electricity Board (2) and the Tenant shall not carry out any activity on the Property which shall be in breach of the Landlord's obligation under the terms of the Deed.

Rent Review

9. The rent payable is to be reviewed as follows:
- 9.1 For the purposes of this clause the terms defined in this sub-clause have the meanings specified
- (a) "the Base Figure" means £3,000.
 - (b) "the Increase" means the amount, if any, by which the Index for the month preceding the relevant review exceeds the Base Figure.
 - (c) "the Index" means the Index or Retail Prices published by the Department of Employment of any successor Ministry or Department.
 - (d) "the First Review Date" shall be 31 March 2016 and subsequent review dates shall be annually thereafter.
 - (e) "a Review Period" means a period beginning on any review date and ending on the date before the next review date, and qualified uses of the terms are to be construed accordingly.
- 9.2 Ascertaining the Rent
- (a) The Rent
- Until the First Review Date the rent is to be the initial rent of £3,000.00 per annum and thereafter during each successive Review Period the rent is to be a sum equal to the greater of the rent payable under this Lease immediately before the relevant review date or the revised rent that is ascertained in accordance with this clause.
- (b) The rent for a Review Period is to be the initial rent of £3,000.00 plus the amount that bears the same proportion to the initial rent as the increase bears to the Base Figure.
- 9.3 Changes in the Index
- If the reference base used to compile the Index changes after the date of this Lease the figure taken to be shown in the Index after the change is to be the figure that would have been shown in the Index if the reference base current at the date of this Lease had been retained.

9.4 The parties acknowledge that the initial rent of £3,000.00 is less than the open market rental for the Pavilion, Sports Field and Car Parking Area and is based upon the Tenant being a non-profit making organisation and if at any time the Tenant is found to cease to be a non-profit making organisation but becomes a profit-making organisation then the Landlord can call for a review of the rental on the review date to an open market valuation for the Property and such open market rental shall then become the annual rent which shall then be subject of review as hereinafter provided.

9.5 For the purpose of clauses 9.4 and 16.6 hereof the definition of non-profit making organisation is one where the income of the Tenant is raised from its members by way of subscription or donation or fund raising activities and occupational arrangements with local community groups who pay for the use of the facilities of the Property PROVIDED ALWAYS THAT the Tenant does not distribute its surplus income by way of a dividend or distribution to its members.

9.6 For the purposes of clause 9.4 hereof open market valuation is defined as a rental payable by a profit-making organisation and in the event of the parties hereto failing to agree upon the level of an open market rental within six months of the Landlord calling for a review of the rental to an open market rental the matter shall be determined by an Arbitrator appointed in accordance with Clause 16.4 hereof.

9.7 Arbitration

If it becomes impossible to calculate the rent for any review period by reference to the Index because of any change in the methods used to compile the Index after the date of this Lease or for any other reason whatever, or if any dispute or question whatever arises between the parties as to the amount of the rent for any review period or open market rental or the construction or effect of this clause, then the rent for that review period or the disputed matter is to be determined by the arbitrator in accordance with clause 16.4.

Damage

10. If the Pavilion is damaged by any risks to be insured under Clause 12 and as a result of that damage the Pavilion or any part if it cannot be used for the use allowed,

10.1 the rent or a fair proportion of it is to be suspended until the Property is fully restored.

10.2 If at any time it is unlikely that the Property will be fully restored the Landlord (so long as it has not willfully delayed the restoration) or the Tenant may terminate this Lease by giving three months notice to the other in which case:

(a) the insurance money belongs to the Landlord and

(b) the Landlord's obligation to make good damage under clause 12 ceases.

10.3 Any dispute arising under any part of this clause is to be decided by arbitration under clause 16.4.

LANDLORD'S OBLIGATIONS AND FOREFEITURE RIGHTS

Quiet Enjoyment

11 While the Tenant complies with the terms of this Lease the Landlord is to allow the Tenant to possess and use the Property without lawful interference from the Landlord.

Insurance

12. The Landlord agrees with the Tenant;

12.1 the Landlord is to keep the Property [and the sports ground] insured with reputable insurers to cover;

(a) full rebuilding site clearance professional fees Value Added Tax and three years' loss of rent;

(b) against fire, lightning, explosion, earthquake, landslip, subsidence heave, riot, civil commotion, aircraft, aerial devices, storm, flood water, theft impact by vehicles damage by malicious persons and vandals and third party liability and any other risks reasonably required by the Landlord so far as cover is available at the normal insurance rates for the locality and subject to reasonable excesses and exclusions;

12.2 and to take all necessary steps to make good as soon as possible damage to the Property caused by insured risks except to the extent that the insurance money is not paid because of the act or default of the Tenant.

12.3 To give to the Tenant at its request once a year particulars of the Policy and evidence from the insurer that it is in force.

12.4 That the Tenant is not responsible for any damage for which the Landlord is compensated under the insurance policy.

Services

13. The Landlord is to maintain the state and condition of the boundary hedges and trees marked with an inwards "T" on the Plan.

Forefeiture:

14. This Lease comes to an end and the Landlord is entitled to take over the Property IF;

(a) payment of any rent is twenty one days overdue;

(b) the Tenant has not complied with the terms in this Lease.

End of Lease

15. When this Lease ends the Tenant is to:

- 15.1 return the Property to the Landlord leaving it in the state and condition in which this Lease requires the Tenant to keep it.
- 15.2 (If the Landlord so requires) Remove anything the Tenant fixed to the Property and forthwith make good any damage which that causes.

LANDLORD

- 16.1 The Landlord includes the person who at any particular time has the right to receive rent under this Lease.

TENANT

- 16.2 The Tenant includes the person who at any particular time is given the right by this Lease to possess the Property.

SERVICE OF NOTICES

- 16.3 The rules about serving notices in Section 196 of the Law of Property Act 1925 (as since amended) apply to any notice given under this Lease.

ARBITRATION

- 16.4 Any matter which this Lease requires to be decided by arbitration is to be referred to a single arbitrator under the Arbitration Acts. The Landlord and the Tenant may agree the appointment of an arbitrator or either of them may apply to the President of the Royal Institute of Chartered Surveyors to make the appointment

LIABILITY OF TENANT

- 16.5 It is agreed that the liability of the Tenant and its signatories hereto being officers of the Club shall be limited to the extent of the assets of the Club and the proceeds of any Public Liability insurance cover maintained by it.

GRANT STATEMENT

- 16.6 The Landlord and the Tenant wish to record that the initial rent of £3,000.00 has been agreed to reflect a reasonable return to the Landlord of the cost to it of constructing the Property and that it does reflect that the Tenant is a non-profit making organisation as defined in Clause 9.5 hereto. It is the intention (but not so as to create a legally binding obligation to do so) that the Landlord (as a public body) will annually give grants to the Tenant, a maximum rebate of 50%, being part of the

rent to offset the cost to the Club in recognition that it provides sporting facilities to over 60% of their members with the parish area. This rebate to be a sliding scale dropping to 40% if percentage of membership from the parish area falls to between 40 and 60%. In connection with such grant the Tenant shall notify the Landlord on an annual basis of the number of children registered as members of the Club using the facilities within the Property, and the Tenant shall also advise the Landlord whether or not it retains its non-profit making status. Such grant will also depend upon the strict compliance with the terms of this Lease.

Signed as a deed by

DECLAN BREEN the Chairman

Of the Tenant

.....

In the presence of;

STEVE PRICE Treasurer of the

Tenant

.....

CHRISTINE HOMES Secretary of

The Tenant

.....

Signed as a deed by the said

KATRINA WOOD the Chairman

of the Landlord:

.....

Signed as a deed by the said

LES WILLIS the Vice-chairman

of the Landlord:

.....

In the presence of:

.....

WENDY THOMPSON, Clerk of the Council

September 2015

GDL v4.3

BUCKINGHAMSHIRE LOCAL ACCESS FORUM

The Buckinghamshire Local Access Forum is an independent, statutory advisory body on all matters relating to countryside access, with members representing a wide range of interests including farmers, landowners, walkers, cyclists, equestrians, parish councils, National Trust and those with disabilities.

13th October 2015

Dear Sir/Madam,

The Buckinghamshire Local Access Forum would like to invite a member of your parish council or organisation to join a working group of volunteers taking part in historical research towards achieving more joined-up public access on the rights of way network.

Section 53 of the Countryside & Rights of Way Act 2000 outlined the government's intention to close the definitive map on 1st January 2026 to certain claims for new footpaths, bridleways and restricted byways, so as each year passes, the urgency to start work becomes greater. The aim will be to review historical rights to see if these can be useful, or potentially useful, to today's walkers, cyclists, horse riders and carriage drivers. It will also join missing links to the adopted highway network where recording these might have been omitted in the past. Routes could be recreational, in order for people to seek fresh air and exercise near to where they live, or as a means of sustainable transport, such as travelling to work or accessing local shops and services. Either way, the proposed new routes will help to complement existing access and try to fill gaps in the rights of way network before time runs out and potentially useful paths are lost.

If you would like to nominate a person from your parish or organisation they should ideally have some knowledge of historical map evidence for claiming new rights of way and a commitment to spending time on the project, in particular researching evidence in the county archives. If experience is limited then training can be provided.

Please register an interest at the reply address below and if possible provide contact details of the selected volunteer.

Yours sincerely,

John Elfes

Buckinghamshire Local Access Forum, C/O Legal & Democratic Services, County Hall,
AYLESBURY, HP20 1UY