

# CHEPPING WYCOMBE PARISH COUNCIL



## COUNCIL AGENDA

**TUESDAY 26 JANUARY 2016**

Members of the council are summoned to attend the meeting to be held at 7.30pm 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 Tuesday 3 November 2015 (Pages 4 - 7)

**4. AMENITY LAND COMMITTEE**

To CONSIDER the attached report of the Committee meeting held on Thursday 19 November 2015. (Pages 8 - 12)

**5. LEISURE FACILITIES COMMITTEE**

To CONSIDER the attached report of the Committee meeting held on Thursday 3 December 2015. (Pages 13 - 16)

**6. WORKS, SERVICES AND PLANNING COMMITTEE**

To CONSIDER the attached report of the Committee meeting held on Tuesday 15 December 2015. (Pages 17 - 20)

**7. FINANCE AND GENERAL PURPOSES COMMITTEE**

To CONSIDER the attached report of the Committee meeting held on Tuesday 12 January 2016. (Pages 21 - 25)

**8. Delegated Action**

Council is asked to NOTE that there have been no delegated actions by the Chairman of Council since the last meeting.

#### 9. Committee Budgets 2016/17

Council is asked to CONSIDER and APPROVE the recommendation of the Finance & General Purposes Committee to accept the Committee budgets for 2016/17.

Council is asked to NOTE that amendments to the budgets may be made to take into account the approved precept level and strategy, before they are re-presented at the next meeting of the committee on Thursday 24 March 2016.

#### 10. Precept Setting

Council is asked to CONSIDER and APPROVE the recommendation from the Finance & General Purposes Committee to increase the precept such that the householders will see a 0.58% increase.

This would imply a demand to WDC for £339,917; with the clerk being authorised to agree any necessary small adjustment of the value if so advised by Wycombe District Council. **APPENDIX A** (Pages 26 – 29)

#### 11. Parish Council Tree Maintenance Policy

Council is asked to CONSIDER the recommendation from the Amenity Land Committee to adopt the Parish Council Tree Policy. Council is asked to NOTE that following discussion at the committee meeting the point *Neighbouring Properties* has been clarified. **APPENDIX B** (Pages 30 – 31)

#### 12. IT Package

Council is asked to CONSIDER a recommendation from the Finance & General Purposes committee to consider employing a company for IT support as explained at **APPENDIX C** (Page 32)

#### 13. Kubota F3890 and Trimax Flail

Following the Works, Services & Planning Committee further work was request on the proposal submitted to members for consideration **APPENDIX D**. (Pages 33 – 35) Council is now asked to CONSIDER the two like for like quotes below for the replacement of the Ransomes Parkway 2250 with a Kubota F3890 and Trimax Flail.

Council is asked to CONSIDER the two quotes received as follows:

|                |                                                                                                                                                              |                             |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Quote A</b> | Kubota F3890 + Trimax 155 Flail                                                                                                                              | Combined: <b>£18,710.00</b> |
|                | No trade in available – as company is no longer able to take used cylinder mowers in part exchange due to the decline in requirement for either new or used. |                             |

|                |                                                        |                             |
|----------------|--------------------------------------------------------|-----------------------------|
| <b>Quote B</b> | Kubota F3890 + Trimax 155 Flail                        | Combined: <b>£17,878.00</b> |
|                | Less trade in value: £4,250.00 – no roll bar installed |                             |

#### 14. Apologies for Absence

Council is asked to NOTE that at the Finance & General Purpose Committee reference was made to the legality of absence from a meeting. The following extract is taken from Local Councils Explained for purposes of clarification;

*'If a councillor is unable to attend a meeting of full council or a committee or sub-committee that s/he is a member of, it is good practice to give notice of this to the Proper Officer. If a councillor is not present at a meeting that s/he has been summoned to attend, her/his absence will be confirmed in the minutes of the meeting.'*

*A councillor does not have to seek the formal approval of the meeting for his absence. A meeting can only approve the absence of a councillor from a meeting if s/he has requested this in writing and given the reason for his absence.'*

#### 15. Community Right to Challenge

Council is asked to NOTE that a nomination form has been sent off to Wycombe District Council for the Royal British Legion in Loudwater.

Council is asked to NOTE that some of the properties originally identified on the working list do not fit the criteria. The Deputy Clerk is continuing with the list.

**16. In-House Audit**

Council is asked to CONSIDER the In-House Audit report along with the Formal Response. Council is asked to NOTE the overview and recommendations accepted by the Clerk and to let the other matters lie. **APPENDIX E** (Pages 36 – 39)

**17. Reserved Sites Updates**

Council is asked to RECEIVE updates from the Council representatives on the current status of the reserved sites. A verbal update from Cllr Forbes on the Gomm Valley Ashwells site. A report from Cllr Herschel on the Abbey Barn Development Liaison Group and reports from Cllr Johncock on the Infrastructure Meetings held on 23 November and 10 December 2015 are attached at **APPENDIX F** (Pages 40 – 43)

**18. Clean for the Queen**

Council is asked to NOTE the 'Clean for the Queen' initiative attached at **APPENDIX G** (Page 44). Both Flackwell Heath Residents Association and the Loudwater Forum have been discussing their involvement and Council is asked to CONSIDER if they would like to participate.

**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.**

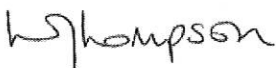
**Confidential items – exclusion of the public and press**

Council is asked to RESOLVE to exclude members of the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960 so that it may have an open discussion on the following items.

Decisions are a matter of public record and are included in the minutes of the meeting.

**22. Setting Staff Salaries for 2016/17**

Council is asked to CONSIDER and, if so minded, APPROVE the recommendations made by the Finance & General Purposes Committee meeting on 12 January 2016 for an increase to all staff of 1%.



Wendy Thompson  
Clerk of the Council  
19 January 2016

# CHEPPING WYCOMBE PARISH COUNCIL

Minutes of the council meeting held on Wednesday, 3 November 2015 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

|                |                               |                 |
|----------------|-------------------------------|-----------------|
| <b>Present</b> | 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 L Pinner   |
|                | Cllr C Leonard                | Cllr H Darch    |
|                | Cllr I Forbes                 | Cllr J Johnson  |
|                | Cllr J White                  | Cllr B Sadler   |
|                |                               |                 |

**FC/15/018 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J Bailey (Family)

Cllr Dodds was not present.

**FC/15/019 DECLARATIONS OF INTEREST AND CODE OF CONDUCT**

There were none.

**FC/15/020 COUNCIL MINUTES**

Council was asked to consider the minutes of the Council meeting held on Wednesday, 24 June 2015 and the Special Council meeting held on Tuesday, 11 August 2015.

Cllr Herschel asked for an update for the next meeting on the progress with Community Right to Challenge.

***It was RESOLVED that;***

***the minutes of the Council meeting held on Wednesday 24 June 2015 and the Special Council meeting held on Tuesday 11 August 2015 be a true and accurate record.***

**FC/15/021 AMENITY LAND COMMITTEE**

The report of the Committee meeting held on Thursday, 10 September 2015 was noted and approved.

Cllr Forbes highlighted;

- King's Wood as an ongoing issue – in order to be compliant with the biodiversity section of the Grant a number of trees needed to be removed from the path running from the Dolphin Pub. An informal site visit was needed to look at the Warden's proposal to remove more trees that the Forestry Manager had originally highlighted. This would be reported back to the Amenity Land Committee.
- Magpie Wood there appear to be several overhanging tree issues at this site – a report will be taken back to the Amenity Land Committee once a survey has been completed.

**FC/15/022 LEISURE FACILITIES COMMITTEE**

The report of the Committee meeting held on Thursday, 24 September 2015 was noted and approved.

FC/15/023

**WORKS, SERVICES AND PLANNING COMMITTEE**

The report of the Committee meeting held on Thursday, 8 October 2015 was noted and approved.

Cllr White highlighted;

- Boundary Stones - there has been contact with Wycombe Heights Golf Club who are happy to remove the stone from the tree during the winter.
- Stiles to Gates – maps showing remaining stiles have been received from Rosie Taylor, Bucks County Council Rights of Way Team. Cllr White advised that he would be willing to photograph and check each site to the north of the A40 and Cllr Herschel advised that he would do the same for the sites to the south of the A40.

FC/15/024

**FINANCE AND GENERAL PURPOSES COMMITTEE**

The report of the Committee meeting held on Thursday, 22 October 2015 was noted and approved.

Cllr Forbes advised that items of interest were all on the Council agenda

FC/15/025

**Public Access Defibrillation**

Council were asked to consider the recommendation from the Finance & General Purposes Committee to support 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).

***It was RESOLVED that;  
the recommendation be approved.***

FC/15/026

**Schedule of Meeting Dates 2016/17**

Council was asked to consider the recommendation from the Finance and General Purposes Committee to approve the Schedule of Meetings Dates 2016/17.

It was noted that the Police Commissioner election was due in May, date still to be confirmed.

***It was RESOLVED that;  
the Schedule of Meeting Dates 2016/17 be approved.***

FC/15/027

**Fees & Charges 2016/17**

Council was asked to consider recommendation from the Finance and General Purposes Committee to approve the Fees & Charges for 2016/17.

Cllr Wood declared a personal interest as she would be in receipt of the Chairman's Allowance.

***It was RESOLVED that;  
the Fees and Charges for 2016/17 be approved.***

- FC/15/028      **Financial Regulations Amendment**  
Council was asked to consider a recommendation from the Finance & General Purposes Committee to make an amendment of item 4.2 of the Model Financial Regulations approved at Full Council in April 2015.
- It was RESOLVED that;***  
***the amendment to item 4.2 of the Financial Regulations be approved.***
- FC/15/029      **Staff Panel Terms of Reference**  
Council was asked to consider a recommendation from the Finance and General Purposes Committee to adopt the Staff Panel Terms of Reference.
- It was RESOLVED that;***  
***the Staff Panel Terms of Reference be adopted.***
- FC/15/030      **Planning Committee Terms of Reference**  
Following the last Council meeting in June the draft Terms of Reference had been reworked. Council was asked to consider the Terms of Reference for the Planning Committee with a view to adoption.  
Following discussion;
- Cllr Darch advised that he would draft some guidelines on the criteria for decision making.
  - Clarification was required on 'minor planning applications'.
  - It was noted that once the Planning Committee Terms of Reference were adopted a re-draft of the Works, Services & Planning Committee Terms of Reference would be required.
- FC/15/031      **Ashley Drive Allotment Fencing**  
Council was asked to consider the two quotes received to replace the fencing on the boundary behind the Scout Hut.
- It was RESOLVED that;***  
***Contractor A be asked to under the work to install chainlink fencing.***
- FC/15/032      **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.
- It was RESOLVED that;***  
***The Lease be approved and signed by the Chairman and Vice-chairman of the Council.***
- FC/15/033      **Delegated Action**  
Council was 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. On failure to receive or reach a satisfactory deal with the original company, two further quotes were obtained and the parish council now will make a saving of £100.00 per quarter on the Sharp photocopier installed by a local company.
- FC/15/034      **Buckinghamshire Local Access Forum**  
Council was 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
- Council was asked to nominate a member to join the group.

***It was RESOLVED that;***

***Cllr John White be the nominated member to represent the Council.***

***On Cllr White's request a working party consisting of Cllr Herschel and Cllr Sadler would assist Cllr White and report back to the Works, Services & Planning Committee.***

FC/15/035

**Reserved Sites Updates**

Council was asked to receive updates from the Council representatives on the current status of the reserved sites.

Cllr Forbes reported the following for the Ashwells & Gomm Valley development;

- The draft development brief will be consulted on in February
- The development is larger than liked with a spine road running up the valley.
- Widening of Cock Lane is not favoured by the group
- The development is to have two access points one via Cock Lane and the other via Ashwells
- There will be a piece of land between the development to be put out of scope (green belt)
- A further traffic study will be undertaken November/December time.

Cllr Johncock and Cllr Herschel reported the following for the Abbey Barn development;

- Issues with access and traffic – more surveys are required.
- The MVAS has been useful with an electronic count which provides a more reliable result.
- There will be a public display during the Summer with workshops on the Southern part of the development
- Overriding issue – the road network is inadequate and needs to be improved.

Members were thanked for their input and it was noted that this would be an ongoing item on the agenda and representatives would be asked to provide a written report for inclusion in the appendices for future meetings.

FC/15/036

**Questions by Members of the Council**

Cllr Herschel asked about the delivery time for the newsletter. The Clerk advised that this had been held up but it was hoped that it would be ready in about three weeks.

Cllr Johncock advised that the Infrastructure page on the Wycombe District Council website was well resourced and up to date. However, the Abbey Barn development section was poor and asked that a letter of complaint be sent.

FC/15/037

**Public Participation**

There were no members of the public in attendance.

FC/15/038

**Accounts for Payment**

Accounts for payment were circulated at the meeting for the approval of members.

***It was RESOLVED that;***

***the accounts for payment be approved and cheques numbered 8711 to 8719 be signed and that the BACS payment to Payflow and direct debits to Affinity Water, E-ON and EE be approved for payment.***

**Date and time of next meeting: Tuesday, 26 January 2015 at 7.30pm**

# CHEPPING WYCOMBE PARISH COUNCIL

## AMENITY LAND COMMITTEE

Report of meeting held on Thursday 19 November 2015 commencing at 7.30pm  
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS.

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**Present:**

|                               |               |
|-------------------------------|---------------|
| Cllr I Forbes - Chairman      | Cllr L Willis |
| Cllr C Jordan – Vice Chairman | Cllr H Darch  |
| Cllr L Johncock               | Cllr S Digby  |
| Cllr J White                  | Cllr L Pinner |

**Also present:** Mr & Mrs Furness, Mr & Mrs Wistdale, Mr R Read, Mr C Smith, Mr G Christie

**AL/15/27 Apologies for absence**

Apologies for absence were received from Cllr Wood (another meeting) and Cllr Sadler (holiday).

**AL/15/28 Declarations of members' interests in items on the agenda**

Cllr Jordan declared expenses pertaining to Magpie Wood.

**AL/15/29 Delegated Actions**

Members were asked to note that the Clerk had to take emergency action to remove a dead Beech tree on the boundary of the Dolphin Public House. Limbs had been falling off the tree and it was a potential hazard to the public using the car park and the building. The cost of the works undertaken was £500.00.

***Cllr Forbes asked for Standing Orders to be suspended and asked members to approve items 7.3 and 7.2 be brought forward in that order and it was approved.***

**AL/15/30 Tylers Green Common**

**7.3 Memorial Trees on the Common**

Mr Russell Read of Penn & Tylers Green Residents Society provided details of their request to support them in seeking Tree Protection Orders for the 30 Memorial Trees on Tylers Green Common and in particular;

- Alastair Cunningham (WDC Tree Officer) had been reluctant for a TPO application to be received on every notable tree in Tylers Green since it would be very time consuming;
- however Mr Cunningham would look favourably on a TPO application for all 30 memorial trees as a group even though they are in a Conservation area;
- all the trees are on CWPC land.

***It was RESOLVED that;***

***The Committee agreed to support the P&TGRS request for a group TPO to be sought and that P&TGRS would forward the relevant application to WDC.***

**AL/15/31 Tylers Green Common**

**7.2 Tracks**

Members were asked to note that the regrading and installation of a drainage channel to the track opposite the Village Hall had been completed, and that it appears to be working.

Members were asked to note that the residents along the track had written to the Council regarding the irregular surface left after the works. Mr and Mrs Wistdale and Mr and Mrs Furness discussed the contents of the letter with the Members.

***It was RESOLVED that;***  
***the Council would review and do what it can under Delegated Action from the residents offer;***

***and that the residents offer would need to be investigated by the Clerk and the Warden, together with a meeting with Mr Wistdale, and then presented to Full Council for consideration.***

*Mr and Mrs Wistdale and Mr and Mrs Furness left the meeting at 7:55pm.*

**AL/15/32 Parish Council Tree Policy**

Members were asked to consider the draft Tree Policy before taking it to Full Council. Members raised a number of points about neighbours pruning CWPC trees;

*Cllr White left the meeting at 8:00pm.*

- Priority 3 (Neighbouring Properties): neighbours should advise the Council prior to undertaking any work? Should CWPC make inspections prior to neighbours undertaking any work? Neighbours to use appropriate contractors? The Chairman agreed to revisit this section before taking it any further.

*Cllr White returned to the meeting at 8:02pm.*

- Cllr White noted that some owners near the Railway Land had bought property before there were any trees within Council land bordering said properties.  
- the Chairman confirmed that the Policy contained guidelines only and that priorities can be changed on a case by case basis.

***It was RESOLVED that;***  
***After consideration by Members, the Tree Policy would be referred to Full Council for further consideration.***

**AL/15/33 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/15/34 Railway Land**

**6.1 Tree Safety Inspection**

Members were asked to consider and, if so minded, approve one of the quotes received for the tree works required following the Tree Safety Survey by the Warden. Members were asked to NOTE that eight trees were highlighted as issues.

Cllr White asked whether previously agreed works to trees overhanging the property of Mr and Mrs Dix of School Way Loudwater were included in the quotes.

***It was RESOLVED that;***  
***Quote A for £890 be approved for necessary safety works as per the Tree Safety Survey. That a quote should be sought from the contractor for the work to trees overhanging the property of Mr and Mrs Dix and that the Clerk to proceed with the works dependant on the increased cost.***

**AL/15/35 Railway Land**

**6.2 Actions Arising from Railway Land Management Plan**

Members were asked to consider a proposal from Cllr White to call a public meeting for residents of Bay Tree Close backing on to the Railway Land to discuss works already undertaken on the boundary bank (removal of large trees, clearance of the bank, and the planting of a

hedge). The purpose of the meeting would be to gauge views on the work and whether further work is required along the length of the bank, within budgetary constraints.

Cllr White confirmed that the work already done has been well received by the resident concerned.

***It was RESOLVED that;***

***The public meeting would form part of the next Annual Parish Meeting (Wednesday 6<sup>th</sup> April 2016) and would include a presentation by CWPC. Cllr White will ensure that Bay Tree Close residents are informed.***

*Mr Read left the meeting at 8:26pm.*

Members were also asked to reconsider the work required for the clearance of the 2 metre strip along the boundary length to the north side of the west section.

***It was RESOLVED that;***

***The issue will be RECONSIDERED by Members at the next Amenity Site Visit (Thursday 7<sup>th</sup> July 2016).***

AL/15/36

#### **Railway Land**

##### **6.3 Boundary Re-instatement**

Members were asked to consider re-instatement of the Council boundary with the installation of fencing, comprising of posts with two single wires, along the length of the northern boundary.

It was noted that some Bay Tree Close residents had extended into the Railway Land and installed gates.

***It was RESOLVED that;***

***Quotes are to be obtained in time for the next Amenity Land Committee meeting and that expenditure to come from the Earmarked Reserve for the Railway Land.***

AL/15/37

#### **Railway Land**

##### **6.4 Burst Water Main**

Members were asked to note that all has been repaired successfully with the exception that the path from Bridge Bank Close to the M40 Tunnel is extremely muddy. Cllr White informed the Members that Bucks County Council and Thames Water hope to have made the path good before the next meeting, including the removal of all temporary signs.

Cllr White asked the Members to note that the boundary between Fennels Wood and Cobbles Farm appears to have changed and that there was a fallen tree within the wood.

***It was RESOLVED that;***

***The Clerk to contact the owner of Fennels Wood with regard to the boundary issue and to contact Rob Hawker with regard to the fallen tree.***

AL/15/38

#### **Tylers Green Common**

##### **7.1 Boulders on Back Common**

Members were asked to note that the boulders to protect the edge of the Common are still on order, and will be installed as practicably possible on receipt. Due to the length of time the order is taking, an alternative supplier is being sought.

AL/15/39 **King's Wood**

Following the last committee meeting it was apparent that parts of the Forestry Commission Grant would be at risk if further work was not undertaken in order to fulfil the biodiversity aims laid down in the Management Grant criteria. Members were asked to NOTE that it was proposed to action the 2 zone scrub clearance as part of the Winter Work Schedule, one quote had been obtained to date for these works at £3,780.00.

Members were also asked to note that tree removal works along the ride leading from the Dolphin Pub was also required, one quote had also been obtained for these works at £2,820.00. A site visit to further discuss the tree removal is took place on Tuesday, 17 November.

***It was RESOLVED that;***

***Both works would proceed once 3 quotes for each had been received.***

AL/15/40 **Jubilee Gardens – Granite Setts**

Members were asked to consider a request from Flackwell Heath Residents Association to install granite setts at the base of the memorial bench. To date two quotes had been received in the sums of £980.00 and £850.00 for the works.

It was noted that the Residents Association may be able to contribute but that the amount was unknown.

***It was RESOLVED that;***

***The request would be held over until the next Amenity Land Committee meeting when the contribution would be known.***

AL/15/41 **Magpie Wood, Loudwater**

Members received a short report from Cllr Jordan on progress in Magpie Wood. The report was noted by the Members.

Members were asked to note the suggestions made by Mr Brian Turnock at the last Committee meeting. These suggestions would form part of the Management Plan for Magpie Wood and Members were asked to make comment and bring further suggestions to the meeting for addition.

***It was RESOLVED that;***

***The draft Management Plan to be firstly CONSIDERED by the Working Party and then the draft to be sent to the Members for their CONSIDERATION. The draft to be APPROVED at the next Amenity Land Committee meeting.***

AL/15/42 **Tree and Fence Behind 2 Wheeler Close**

Following the last committee meeting members were asked to note that the recommendation from the committee site visit to submit a planning permission request to remove the overhanging stem of the crab apple tree leaning on the fence of a property in Wheelers Close had been received and the stem has now been removed.

Members were asked to consider the quote to repair the damaged fence. Following the visit to site it was clear that the fence panels were in good condition and had not been compromised by the leaning tree, however there are three posts that need replacing. The quote received for these works is £240.00.

It was noted that the owner of the property wanted the whole fence replaced, as recommended by her contractor. The owner was due to attend the meeting but had not attended.

*It was RESOLVED that;*

*The Clerk to review the situation with the owner and the contractors and if owner satisfied, the Clerk to APPROVE the quotation of £240.00 and proceed with the works. If the owner was not satisfied then this issue to be RECONSIDERED at the next Amenity Land Committee meeting.*

**AL/15/43 Draft Committee Budget 2016/2017**

Members were asked to note the draft Amenity Land committee budget for 2016/17 and to consider projects for inclusion. Following any insertions, the budget to be revised and taken to the next Finance and General Purposes Committee for recommendation to Full Council in January.

**AL/15/44 Committee Finances**

Members were asked to note the current committee expenditure and income.

Members were also asked to note the current position of the Committee EMRs.

| EMR                  | Actual to Date | Annual Budget | Variance |
|----------------------|----------------|---------------|----------|
| Railway Land         | 0              | 4,000         | 4,000    |
| Magpie Wood          | 0              | 4,000         | 4,000    |
| King's Wood          | 0              | 13,978        | 13,978   |
| TG Common Management | 4,800          | 12,550        | 7,750    |

**AL/15/45 Questions from council members and the public**

There were none.

**AL/15/46 Accounts for Payment**

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

*It was RESOLVED that;*

*Cheque numbers 8720 to 8731 be approved and duly signed and that the direct debit payments to Unicom, EON, N Power, and Shell be approved for payment.*

The Chairman thanked members for their attendance and closed the meeting at 9:10pm.

**Date of the next meeting: Tuesday, 9 February 2016 at 7:30pm**

# CHEPPING WYCOMBE PARISH COUNCIL

## LEISURE FACILITIES COMMITTEE

Meeting to be held on Thursday 3 December 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**

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**Present:** Cllr L Willis - Chairman Cllr C Jordan  
Cllr J Bailey - Vice Chairman Cllr J Johnson  
Cllr S Digby Cllr M Wilkes  
Cllr B Sadler Cllr J Gurney

**Also present:** Cllr J White, Cllr J Herschel and Cllr I Forbes

LF/15/025 **Apologies for absence**  
Apologies for absence were received from Cllr Wood (meeting)

LF/15/026 **Declarations of members' interests in items on the agenda**  
Cllr Bailey declared a personal interest in item 7.1 - being an allotment holder

***Cllr Willis asked for Standing Orders to be suspended and asked members to approve item 6 on the agenda – Community Orchard be brought forward; it was approved.***

LF/15/027 **Community Orchard**  
Members received an update from Cllr White requesting to make the Loudwater Orchard a parish-wide orchard as it was central to all three wards and could be a centre for the education of residents in the art of developing modern orchards with fruit trees and soft fruits for growing in local gardens. Also offering natural history education through talks and visits to facilities around the country as well as encouraging the use of the orchard produce for presentation, jam making, juice pressing and even wine making.

Extending the membership to the whole parish would inject extra man power which in turn would help the group realise some of their more challenging plans. The request to make funds available to the orchard was also discussed.

***It was RESOLVED that;***

***There was no resistance to the Loudwater Orchard being open to all residents and that they should be encouraged to apply for a grant from the parish council to assist financially.***

***Cllr White left the meeting at 7.58pm***

LF/15/028 **Track to Scout Hut, Ashley Drive**  
Members were asked to consider whether to proceed with further works or continue to monitor the track.

***It was RESOLVED that;***

***The track be monitored with a review to the condition of the drainage and surface in the Spring.***

LF/15/029 **Straight Bit Recreation Ground**  
**1 Car Park Surface**

Members were asked to note that quotes were being obtained to remove leaf build up from the surface of the car park. Leaf mould had become compacted on the surface and this was making the car park slippery. The work will be undertaken by a Community Payback team along with a contractor with a sweeper.

LF/15/030

## **Derehams Pavilion**

### **1 Works**

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.

***It was RESOLVED that;***

***as it was a Health & Safety issue the work should be undertaken under delegated action by the Clerk and Chairman of the committee.***

### **2 Redevelopment**

Members were asked to consider 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.

***It was RESOLVED that;***

***the committee were supportive of the redevelopment of the site and that a working party be set up for the redevelopment project to include members from each ward and also residents.***

### **3 Water - Community Orchard**

Members were asked to note that a quote is still awaited from Thames Water for a connection from the main in the road to the boundary of the site. A quote had been obtained in the sum of £2,150 for the connection from the boundary down to the orchard, with installation of a standpipe.

LF/15/031

## **Allotments**

### **1 Chapel Road update**

Members were asked to note that the eco-toilet had been installed at the allotment site, however, it was not useable as yet as some crucial parts had not been delivered. The toilet was purchased with funds granted to the Flackwell Heath Allotment Association by the Lottery.

Members were asked to note that the work to the 'H' posts and electricity cables at the allotment site had been completed. A follow up site visit was undertaken with the Clerk, Warden and two representatives from SSE, snagging items have been agreed and a further follow up meeting has been diarised for March 2016 to check on the known areas of knotweed.

Members were asked to consider an amendment to the Allotment Tenancy Agreement, clause 7f, for the Chapel Road site, which currently reads;

*'A bonfire for the disposal of diseased material is permitted upon the tenant's own plot but only between 1st September and 31st May. Any bonfire is to be supervised by the tenant and is not to be left in a lit state;'*

The allotment holders at Chapel Road allotments would like a reduction to the time allowed for bonfires and would like the clause to read; ..... *between 1<sup>st</sup> September and 30th April.*

***It was RESOLVED that;***

***A recommendation to amend Clause 7f to read as above would be taken to the next full Council meeting for approval.***

## **2 Ashley Drive update**

Members were asked to note that quotes were being obtained for the removal of cherry trees opposite the shed as they have become a potential hazard. It was suggested that cut lengths of timber should be left on site.

## **3 Allotment Boundary (Ashley Drive)**

Members were asked to note that the agreed 6ft chain link fencing had been ordered.

It was noted that Cllr Sadler advised that the developer of the site adjacent to the allotments would be erecting close board fencing along the boundary and perhaps the chain link fencing along the whole boundary would not be necessary.

### **LF/15/032 Playground Feedback**

Members were asked to receive feedback and an update from the playground working groups.

**Flackwell Heath:** awaiting further quotes for the Straight Bit next phase.

**Loudwater:** awaiting quotes for some small play equipment and fitness equipment for Derehams.

**Tylers Green:** work underway and nearly finished on the adventure play area.

### **LF/15/033 Signage**

Members were asked to consider the design for the ladder boards at each recreation/sports ground owned by the parish council.

Cllr Herschel advised that there had been an agreed design for the ladder boards with wording and that he would pass this to the Clerk.

***It was RESOLVED that;***

***Following satisfactory amendment quotes would be obtained and taken to the Works Services & Planning Committee for approval.***

### **LF/15/034 Draft Committee Budget 2016/17**

Members were asked to note the draft Leisure Facilities committee budget and to consider projects for inclusion. Following any insertions, the budget to be revised and taken to the next Finance and General Purposes Committee for recommendation to full Council for approval.

It was noted that the Ashley Drive allotment site boundary fence could be put forward as a project.

### **LF/15/035 Committee Finances**

Members were asked to note the current committee expenditure and income.

Members were also asked to note the current position of the Committee EMRs.

### **LF/15/036 Questions from committee members and the public**

There were no members of the public present.

Cllr Sadler highlighted the state of the No Parking sign located in Bank Road.

### **LF/15/037 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 8732 to 8741 be signed and that the BACS payment to Barclays Payflow and direct debits to Shell, EE, and Southern Electric be approved for payment.*

The chairman of the committee thanked members for their attendance and closed the meeting at 8.59pm

Date of the next meeting:      Thursday, 25 February 2016 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 Tuesday, 15 December 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 J Herschel – Vice-chairman  
Cllr C Leonard  
Cllr C Dodds

Cllr C Jordan  
Cllr B Sadler  
Cllr H Darch  
Cllr K Wood

**Also present:** Mrs Martin, Mrs Brookling, Mr Coleman, Mr Onslow, Mrs Thompson, Mr Christie, Cllr Willis and Cllr Forbes

WSP/15/034 **Apologies for absence**  
Apologies for absence had been received from Cllr Pinner (medical)

WSP/15/035 **Declarations of members' interests in Items on the agenda**  
There were none.

**Cllr White asked for Standing Orders to be suspended and asked members to approve agenda items 7.2 and 5 be brought forward in that order and it was approved.**

WSP/15/36 **2 Cock Lane Cemetery – Memorial Permission**  
Members were asked to consider a request for a memorial to be erected at the Cemetery. Mrs Martin advised as to how the design of the memorial was important.

***It was RESOLVED that;  
the design on the memorial be approved.***

*Mrs Martin thanked the meeting and left at 7.40pm.*

WSP/15/037 **Footway Lighting Update**  
Members were asked to receive an update from Cllr Herschel on the progress of the project.

Cllrs Herschel and Dodds had undertaken a survey of the footway lighting in the Summer and the following had been noted.

|                    | Lighting<br>points | Luminaires<br>to<br>purchase | Columns    | Brackets   | Ali<br>columns<br>to<br>replace | Columns<br>to move | Columns<br>NTD | Brackets<br>to<br>replace | Standard<br>optics | Narrow<br>optics |
|--------------------|--------------------|------------------------------|------------|------------|---------------------------------|--------------------|----------------|---------------------------|--------------------|------------------|
| Loudwater          | 142                | 142                          | 139        | 3          | 42                              | 5                  | 90             | tbc                       | 127                | 15               |
|                    |                    |                              |            |            |                                 |                    |                |                           |                    |                  |
| Flackwell<br>Heath | 382                | 380                          | 273        | 109        | 118                             | 32                 | 156            | tbc                       | 376                | 5                |
|                    |                    |                              |            |            |                                 |                    |                |                           |                    |                  |
| <b>Total</b>       | <b>524</b>         | <b>522</b>                   | <b>412</b> | <b>112</b> | <b>160</b>                      | <b>37</b>          | <b>246</b>     | <b>tbc</b>                | <b>503</b>         | <b>20</b>        |

*Best estimates, subject to slight  
amendments*

Procurement We need to have:

- regard to the council's financial regulations re tenders for major works
- regard to the requirements of the Public Contracts Regulations 2015

by

- preparing specification and invitations to tender
- inviting potential bidders, but also
- publish details on the Contracts Finder website and copy of the specification and invitation on our website
- being able and prepared to pay the supplier within 30 days of receiving a valid and undisputed invoice

It is hoped that the change out of the columns will be covered by the committee's footway lighting earmarked reserve, as the Salix Loan is focussed on energy saving.

It was noted that some columns will need to be moved – some are being damaged by trees, or are positioned incorrectly to light the path.

A meeting with Cllr Herschel, Cllr Dodds and the Clerk will take place during the first two weeks of January.

Mr Onslow was present at the meeting as a member of a residents group in Old Kiln Lane, Flackwell Heath. Residents wanted to advise of their concerns due to a lack of lighting behind the old Budgens store as they felt that this was contributing to the anti-social behaviour in the car park.

They were pleased to hear that some progress was being made with the project.

*Mr Onslow, Mr Coleman and Mrs Brookling thanked the meeting at left at 8pm*

**WSP/15/038 Delegated Action**

Members were asked to note that since the last committee meeting in October a set of All Terrain tyres had been purchased for the Isuzu at a cost of £467.00. The Clerk had contacted the Chairman and Vice Chairman of the committee prior to proceeding with the purchase.

**WSP/15/039 Signage**

Members were asked to note the progress of the project - following the Leisure Facilities Committee meeting on 3 December it had been noted that an amended design for ladder boards was needed, once amended the design will be submitted to suppliers for quotes.

**WSP/15/040 War Memorial**

**1 Flackwell Heath**

Members were asked to note that an order had been placed for the inscription of the missing names to the war memorial; a date is awaited for the works to be undertaken. It was noted that Mr Dewey from the Flackwell Heath and Loudwater History group had advised that his fund raising had managed to virtually cover the entire cost of the works. The quote received was for £600.00.

**WSP/15/041 Cemeteries**

**1 St Margaret's Church Path**

Members were asked to consider the quotes for the agreed patch repair of the paths at the church. It was noted that contractor A had been asked to quote but the quote had not been forthcoming.

***It was RESOLVED that;***

***Contractor B be approved to undertake the works.***

**3 Cock Lane Cemetery – Interment Fee**

Members were asked to note that a recent request for a memorial had brought to light a second interment in the plot. Members were asked to consider a request to waive the interment fee of £160.00 for the second body whose ashes were placed in the coffin at the time of the burial.

***It was RESOLVED that;***

***permission be given to proceed with the memorial , however the fee was not to be waived but should be requested from the Funeral Director concerned.***

- WSP/15/042 **Planning Submissions**  
Members were asked to note the planning submissions made by the Council since the last committee meeting in June.
- The following amendments to the Appendix were noted;  
**15/06654** – should read;  
Unfortunately this amendment does not address our concerns,.....  
**15/07660** – a comment was submitted and can be read on the Wycombe District Council website.
- WSP/15/043 **Footpath Update**  
**1 Sheepridge Lane and Heath End Road Green Footpaths**  
Members were asked to note that the Clerk had written to the Bucks County Council Rights of Way team to ask that they adopt and make definitive the two green footpaths on their land.
- The Clerk will report back to the committee when a response has been received.
- 2 Footpath 30 – Fennel Wood**  
Members were asked to receive an update from Cllr White on the repair works to the footpath following the burst pipeline in Fennels Wood in August.
- Cllr White had attended several site visits – Thames Water had repaired the path however were having to revisit the repair due to the use of wood chippings on two sections of the path which needed to be changed out for MOT type 1. Rosie Taylor from Bucks County Council Rights of Way Team was happy with what had been agreed.
- Cllr White advised that he was happy to feedback on the completion of the repair.
- WSP/15/044 **Community Payback Update**  
Members were asked to note the work undertaken by the Community Payback teams since the last committee meeting in October.
- WSP/15/045 **Committee Projects for the next 4 years**  
Members were asked to receive a short presentation from Cllr Herschel on a chart showing ongoing projects.
- By the next committee meeting the chart will be on a board for members to review. It will be a good tool to see and show progress on committee projects.
- WSP/15/046 **Draft Committee Budget 2016/17**  
Members were asked to note the draft Works, Services & Planning committee budget for 2016/17 and to consider projects for inclusion. The budget has, for the purposes of the meeting, been rolled forward with the current years' figures. The budget will be taken to the next Finance and General Purposes Committee for recommendation to full council.
- 1 Kubota F3890 & Trimax Flail**  
Members were asked to consider a request from the Warden to replace the Ransomes Parkway mower with a Kubota and Trimax flail deck. Members were asked to note a report and cost comparison.
- Cllr Herschel raised doubts about some of the assumptions made in the paper presented to members but was otherwise supportive of the proposal.
- It was noted that in the long term the change-over would be cost beneficial to the council as the replacement machine would be more versatile.
- It was RESOLVED that;***  
***Further quotes be obtained and the item be taken to the next full council meeting.***

WSP/15/047 **Committee Finances**

Members were asked to note the current committee income and together with an EMR report.

WSP/15/048 **Questions from committee members and the public**

There were no questions from the remaining public.

Cllr Jordan highlighted Queensmead House which is owned by Red Kite. The property has been deemed not fit for purpose and the elderly residents have been moved into multiple other properties. Red Kite are proposing to build shared ownership properties on the site.

Following a short discussion Cllr Jordan was asked to put a proposition to council to support the Loudwater Forum in their objections to the proposed scheme.

WSP/15/049 **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 8742 to 8748 be signed and that direct debits to EE, Shell, Unicom, E-ON and SSE 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: Thursday, 10 March 2015 at 7.30pm**

# CHEPPING WYCOMBE PARISH COUNCIL

## Finance and General Purposes Committee

Report of the meeting held on Tuesday, 12 January 2016 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**

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**Present:** Cllr I Forbes **Chairman** Cllr C Leonard  
Cllr C Dodds Cllr L Willis  
Cllr H Darch Cllr J Johnson  
Cllr J Herschel Cllr K Wood (ex-officio)

**Also present:** Cllr J White and Cllr C Jordan

FGP/15/036 **Apologies for absence**  
Apologies for absence had been received from Cllr M Wilkes (medical appointment) and Cllr J Gurney (meeting – diary clash)

FGP/15/037 **Declarations of members' interests in agenda items**  
Cllr Johnson declared a personal interest in item 18 Accounts as she was due an expenses cheque.

Cllr Leonard arrived at 7.34pm

***Cllr Forbes asked for Standing Orders to be suspended and asked members to approve item 11 on the agenda – Computer Maintenance Package be brought forward; it was approved.***

FGP/15/038 **Computer Maintenance Package**  
Members were asked to note that issues had been ongoing with the email system locking and the back-up, which is done every evening, failing frequently due to software errors all of which were beyond staff capability to fix and unfortunately the current software support arrangements were not working.

Members were asked to consider a recommendation from a member to use a firm to re-configure our systems and give support for a year.

Cllr White advised that he knew the company and had found them to be reliable and quick to respond.

The service that they were proposing to provide;

- Modernise the email system
- Create a centralised cloud storage system
- Create a robust backup routine – via software package to USB hard disks
- Possible upgrade to Office 365 or Office 2016
- Software and hardware support contract

The Clerk was asked to circulate the offer to members and report on the other companies that had been contacted.

Cllr Forbes proposed to take forward a recommendation to Full Council to accept the offer for one year and Cllr Wood seconded the proposal.

Vote: 7 for, 1 abstention

***It was RESOLVED that;***

***A recommendation from the Finance & General Purposes Committee to approve the offer of one year of software and hardware support be taken to the next Full Council meeting.***

***Cllr White left the meeting at 7.45pm***

**FGP/15/039      Delegated Action**

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

**FGP/15/040      Staff Matters**

**1 Sickness Absence Report**

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

Members were asked to note that one member of staff had been off sick for four and a half days since the last meeting in October 2015.

**FGP/15/041      Policies and Procedures**

Members were asked to note that at present there were no updates.

**FGP/15/042      Health & Safety**

Members were asked to note that there had been no accidents or near misses since the last committee meeting in October 2015.

**FGP/15/043      Legal**

**1 Allotment Tenancy Agreement – Chapel Road**

Members were asked to consider a recommendation from the Leisure Facilities Committee to change clause 7f in the Agreement for the Chapel Road site to read as follows;

*'A bonfire for the disposal of diseased material is permitted upon the tenant's own plot but only between 1<sup>st</sup> September and 30th April.*

The amendment would be implemented from 1 October 2016 when the next agreements are sent out.

Cllr Willis advised that an objection to the change had been received since the initial discussion at the Leisure Facilities Committee meeting in December.

***It was RESOLVED that;***

***The Allotment Tenancy Agreement pertaining to the Chapel Road site would be amended to read as above.***

**2 Green Dragon Mast**

Members were asked to note that no further communication has been received from Arqiva, however the Clerk has been chasing for a further in year payment in the hope that this will open a dialogue.

**3 Byelaws**

Members were asked to note that confirmation from the Local Government Democracy Team, Local Government Policy Directorate was still awaited following the submission of our draft byelaws in February 2015.

Members were asked to note that the Clerk had received on the day of the meeting advice that the parish council should hear within the next few weeks.

- FGP/15/044      **Neighbourhood Action Group Feedback**  
Members had been asked to receive a short update from one of the committee's NAG representatives on issues affecting the council.
- Members were asked to note that there was no update available.
- FGP/15/045      **Grants**  
Members were asked to consider a request from Mr Tony Rose on behalf of the organising committee for the Tylers Green Big Village Weekend. Members were asked to note that the request was not from a recognised body and therefore did not comply with the parish council's grant policy.
- Possible sponsorship of an activity was discussed.
- It was RESOLVED that;***  
***Members were agreed in principle to support the event up to £500.00, however the request would need to be made through a recognised body such as the Resident's Society.***
- Members had been asked to consider a request from the Flackwell Heath Residents Association on behalf of the Old Kiln Road Action Group asking for funds to support means of securing the car park in Old Kiln Road to the rear of the old Budgens store.
- This item was withdrawn by the applicant as the owners of the car park were not willing to close off the site.
- FGP/15/046      **Publicity**  
Members were asked to note that the newsletter was on the website and also out for delivery.
- Cllr Herschel advised that he had not been in receipt of a copy and queried whether the newsletters had been delivered in Flackwell Heath. The Clerk agreed to contact the Scouts to find out when delivery was likely to happen.
- Cllr Willis advised that he was aware that some parts of Loudwater had received the newsletter and that the rest would be going out shortly.
- Tylers Green delivery was well underway.
- FGP/15/047      **In-house Audit**  
Members were asked to receive a report from Cllr Herschel and Cllr Darch on the In-house Audit undertaken on 19 November 2015, just received by the Clerk.
- Cllr Herschel advised that on the whole the audit had been good, however there were a few issues that needed resolving. There was no other discussion as the chairman asked for this to be held over until written comments could be put in front of members.
- The Clerk has been asked to prepare a report based on the issues raised for Full Council on 26 January 2016.
- FGP/15/048      **Devolution Update**  
Members were asked to receive an update from Cllr Forbes who attended the Local Councils Devolution Meeting on 25 November 2015.
- Cllr Forbes ran through the presentation of the meeting which can be found on the website as follows:

It was noted that there was no change in the parish council's decision. The parish council will not be taking on the devolved services offered.

FGP/15/049

**Committee Finances**

Members were asked to note the current position of the committee's income and expenditure at month 8.

Cllr Forbes drew attention to the contingency line which was over the budget figure due to an invoice received from Wycombe District Council for election costs. The committee was overall below the expected run rate.

FGP/15/050

**Council Finances**

Members were asked to note the current position of the council's income and expenditure at month 8.

Cllr Forbes advised that there would be a slight underspend by the end of the year and the parish council was generally in a comfortable position.

FGP/15/051

**Precept Setting**

Members were asked to note areas of the budgets that had been increased or changed.

- The parish council was now subject to increased bank charges, due to a change in policy at the bank.
- Money had been put into computers/web development to encompass cost for hardware and IT support.
- An Earmarked Reserve was being proposed for Election costs.
- There was no provision for a Public Works Loan Board loan, but the Contingency line had been increased.

Cllr Forbes re-iterated how important it was to get to grips with the LED lighting project costs, after the £30k already promised to Flackwell Heath & Loudwater each, no further money would be put aside for play equipment until such time as the final costings for the lighting were known.

Cllr Forbes advised that the aim was to keep to a standstill budget.

Cllr Forbes ran through the precept PowerPoint explaining that he had followed the same principles as for the current financial year.

Members were asked to approve the proposal from Cllr Forbes and seconded by Cllr Wood to increase the Precept such that householders will see a 0.58% increase in their bills to be taken as a recommendation to Full Council on Tuesday 26 January 2016.

***It was RESOLVED that;***

***the recommendation from the Finance & General Purposes Committee to increase the precept such that the householders will see a 0.58% increase be taken to Full Council for approval.***

FGP/15/052

**Questions from council members and the public**

There were no members of the public in attendance.

Cllr Dodds asked about the report on the Council Chamber floor. The Clerk advised that she would chase a response on the condition of the floor.

FGP/15/053     **Accounts for Payment**

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

***It was RESOLVED that;***

***the accounts for payment be approved and cheques numbered 8750 to 8764 be signed and that BACS payment to Payflow and direct debits to Shell Direct, E, Thames Water, Barclays and E-ON be approved for payment.***

**Confidential items – exclusion of public and press**

In view of the confidential nature of the business to be considered it was RECOMMENDED that the committee resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960

FGP/15/054     **Salaries 2016**

Discussion led by the chairman of the committee prior to consideration by the Council on Tuesday 26 January 2016. This followed a meeting of the Staff Committee (Chairman, Vice Chairman and Committee Chairman).

***It was RESOLVED that;***

***the recommendation proposed by Cllr Herschel seconded by Cllr Wood of an increase for staff of 1% be taken to the next full Council meeting for approval on 22 January 2014.***

The chairman thanked members for their attendance and closed the meeting at 8.50pm

**Date and Time of Next Meeting: Thursday, 24 March, 2016 at 7.30pm**

# Chepping Wycombe Parish Council - Precept

F&GP January 2016

# Inputs

- WDC 'grant' from central government reduced by 14.93% or £1,970
  - Grant replaces full payment by government for those on benefits
- 2015 Autumn Statement by Chancellor (LA pay awards to be 1% per annum over the next 4 years) (impact in CWPC £1,500 approx.)
- RPIJ - September 2015      +0.8%      (was 1.6%)
- CPI – September 2015      -0.1%      (was 1.2% )
- Increase in Band D houses 28.92 (about £1,500)

# 2016/17 Recommendation

- Follow position adopted last year
  - Raise precept to cover loss of grant
  - Above supported by small but very high % when parishioners polled for 2015/16 Precept
  - Note benefit from slight increase in house numbers
  - Deliver as ‘efficiencies’ any inflationary increases
  - Note that 2015/16 outturn is likely to see an increase in the General Reserve
- The increase in the Precept as seen as a % increase by householders would be 0.58%
- LED Footway Lighting should deliver savings in the long term but there may be cost implications in the short term
  - Hence significant increase in the Contingency Fund and the deletion of the PWLB for Play Equipment

## BUDGET ANALYSIS 2016/17

|                                                      | Approved<br>Budget<br>2014/15 | Approved<br>Budget<br>2015/16 | Proposed<br>Budget<br>2016/17 | Variances                                         |
|------------------------------------------------------|-------------------------------|-------------------------------|-------------------------------|---------------------------------------------------|
| <b>Totals - gross expenditure</b>                    |                               |                               |                               |                                                   |
| Amenity Land                                         | 31,515                        | 27,065                        | 27,065                        | 0                                                 |
| Leisure Facilities                                   | 37,800                        | 40,700                        | 40,000                        | 700                                               |
| Works and Services Planning                          | 131,325                       | 127,525                       | 127,242                       | 283                                               |
| F & GP                                               | 192,834                       | 197,734                       | 197,734                       | 0                                                 |
| <b>CWPC - gross</b>                                  | <b>393,474</b>                | <b>393,024</b>                | <b>392,041</b>                | <b>983</b>                                        |
| <b>Totals - income (exc Precept &amp; WDC grant)</b> |                               |                               |                               |                                                   |
| Amenity Land                                         | (3,585)                       | (4,400)                       | (4,400)                       | 0                                                 |
| Leisure Facilities                                   | (15,020)                      | (15,020)                      | (14,320)                      | (700)                                             |
| Works and Services                                   | (10,450)                      | (10,450)                      | (10,450)                      | 0                                                 |
| F & GP                                               | (18,171)                      | (16,071)                      | (16,071)                      | 0                                                 |
| <b>CWPC - income</b>                                 | <b>(47,226)</b>               | <b>(45,941)</b>               | <b>(45,241)</b>               | <b>(700)</b>                                      |
| <b>CWPC TOTAL net</b>                                | <b>346,248</b>                | <b>347,083</b>                | <b>346,799</b>                | <b>283</b>                                        |
| <b>PRECEPT</b>                                       | <b>(330,654)</b>              | <b>(337,890)</b>              | <b>(339,917)</b>              | <b>2,027</b>                                      |
| <b>WDC grant support (13/14)</b>                     | <b>(18,132)</b>               | <b>(18,132)</b>               | <b>(18,132)</b>               | <b>0</b>                                          |
| <b>Less reduction Cumulative</b>                     | <b>2,539</b>                  | <b>4,939</b>                  | <b>6,909</b>                  | <b>(1,970)</b>                                    |
| <b>Proposed grant 2015/16</b>                        |                               | <b>(13,193)</b>               | <b>(11,223)</b>               | <b>New (16/176 WDC grant is £11,223)</b>          |
| <b>Difference</b>                                    | <b>0</b>                      | <b>(4,000)</b>                | <b>(4,341)</b>                | <b>0.58% inc needed to offset grant reduction</b> |
| <b>Increase of Precept by</b>                        | <b>0.00%</b>                  | <b>1.50%</b>                  | <b>0.60%</b>                  |                                                   |
| <b>Impact</b>                                        |                               | <b>(4,960)</b>                |                               |                                                   |
| <b>Precept change due to Band D changes</b>          |                               | <b>(2,276)</b>                | <b>1,553</b>                  |                                                   |
| General Reserve (opening balances)                   | 115,215                       |                               |                               |                                                   |
| Transfer from General Reserve                        | 0                             |                               |                               |                                                   |
| GR before March adjustments                          | 115,215                       |                               |                               |                                                   |
|                                                      | <b>(396,012)</b>              |                               |                               |                                                   |
| <br>Precept Band D Houses 14/15                      | 6,247                         |                               |                               |                                                   |
| Precept Band D Houses 15/16                          | 6,290                         |                               |                               |                                                   |
| % increase from 14/15                                | 0.69%                         |                               |                               |                                                   |
| <br>Band D Precept 14/15                             | £52.93                        |                               |                               |                                                   |
| Band D Precept 15/16                                 | £53.72                        |                               |                               |                                                   |
| Increase per annum                                   | £0.79                         |                               |                               |                                                   |

Chepping Wycombe Parish Council Tree Maintenance Policy**1. Introduction**

This policy identifies Chepping Wycombe Parish Council's approach to the management of trees on land owned by the Parish Council. It is intended to act as a point of reference for the public, Councillors and Council employees to ensure a clear, consistent and structured approach to the management of trees.

Chepping Wycombe Parish Council is responsible for managing its trees in a safe condition and ensuring that they do not create a legal nuisance such as causing damage to property.

The Council seeks to maintain and improve the amenity values of its woodlands whilst also undertaking to improve its' bio-diversity and their environmental impact. Tree felling or pruning and the method of disposal of any arising material will always consider the impact these activities will have upon local wildlife.

The Council may undertake works under its' emergency powers if appropriate and is always mindful of the financial regulations amongst other policies.

The Council will undertake a prioritised inspection programme of its' woodlands to ensure that the risks are well mitigated.

Trees that have a TPO, Tree Preservation Order, require the approval of the Wycombe District Council for any works to be done as do trees within a Conservation Area. Tree works are very restricted within the bird nesting season.

**2. Works to Trees**

Any work carried out will be subject to available budget which will be applied on a priority scale.

Any work will only be undertaken by the Parish Council in accordance with the following priority list:

**2.1 Priority 1 – Public Safety (high risk areas)**

The Parish Council will undertake all work which removes actual hazards to safeguard the public and property. These areas being footpaths and boundaries where the general public are often present.

**2.2 Priority 2 – Public Safety (low risk areas)**

The Parish Council will undertake all work which removes actual hazards to safeguard the public and property. These areas being within woodlands where the general public go less often.

**2.3 Priority 3 – Remedial/Preventative Works**

The Parish Council will undertake all work which:

- a) Remove potential hazards that may subsequently threaten public safety or property;
- b) Prevent or minimise the effects of a tree on the structure of a property (eg. Preventative subsidence related work).

**2.4 Priority 4 – Management of Veteran Trees**

The Parish Council will, where public safety is not compromised, undertake all work which;

- a) Conserves trees with high ecological value and,
- b) Preserves trees with significant local historical and / or aesthetic value.

#### 2.5 Priority 5 – Young Tree Maintenance

The Parish Council will undertake all work which:

- a) Assists the establishment of young trees with significant life expectancy; and
- b) Enables new tree planting to reach its full potential
- c) Self setting trees will be removed as necessary Graeme has asked for this to be removed – would cause an issue with all our hedges and loads of trees in King's Wood
- d) Removes non-native species

#### 2.6 Priority 6 – Nuisance Management

The Parish Council will undertake remedial work where it is considered that its trees are causing an actionable nuisance to a neighbouring property.

For example:

- a) Root / branch encroachment over property boundaries where damage has occurred or is likely to do so imminently.
- b) When a tree is thought to be causing a nuisance which does not threaten public safety or property, the Council will consider appropriate remedial works during the next programmed cycle inspection of that tree.

The Parish Council is unable to undertake one-off, reactive inspections to consider general nuisance issues such as:

- Shade onto a garden or property;
- Deposits of seed / leaf litter;
- Tree is considered too large;
- Summer honeydew deposits;
- Droppings from roosting birds;
- TV reception interference.

### 3. Neighbouring Properties

Neighbouring properties may always trim back branches to the property boundary that overhang the boundary lines.

The Council should be advised of the proposed works in sufficient time to allow an inspection to be made. The council may insist on an appropriate contractor being employed and other works (eg balancing works) being undertaken at the same time.

**COMPUTER MAINTENANCE PACKAGE****FGP/15/038 Computer Maintenance Package**

Members were asked to note that issues had been ongoing with the email system locking and the back-up, which is done every evening, failing frequently due to software errors all of which were beyond staff capability to fix and unfortunately the current software support arrangements were not working.

Proposal from a local company for the following services:-

|                                                                                                                                                                                                                                                                                                                                                                                                           |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>UPDATED EMAIL SYSTEM</b>                                                                                                                                                                                                                                                                                                                                                                               | <b>£360.00</b> |
| Hosted Microsoft Exchange<br>Will use .org.uk domain (4 new email addresses)<br>Secure<br>Flexible<br>Remote and sync'ed access from a variety of devices                                                                                                                                                                                                                                                 |                |
| <b>DISASTER RECOVERY</b>                                                                                                                                                                                                                                                                                                                                                                                  | <b>£780.00</b> |
| Local and cloud backup of file server<br>Cloud data located locally<br>Further backed up in a data centre bunker at Greenham Common<br>Managed and administered completely by the local company<br>Completely automatic (requires no intervention by CWPC staff)<br>Allows CWPC file server to be recovered to a new PC within hours<br>Restored File Server would be no more than 30 minutes out-of-date |                |
| <b>HARDWARE/SOFTWARE/NETWORK SUPPORT</b>                                                                                                                                                                                                                                                                                                                                                                  | <b>£1,200</b>  |
| Includes rectification of all problems<br>No labour charges<br>No maximum on number of incidents<br><br>Does not include the cost of any hardware replacement.                                                                                                                                                                                                                                            |                |
| <b>ANNUAL TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                       | <b>£2,340</b>  |

It would be wise for the Council to set aside an additional sum of say £500 per annum for the cost of hardware replacement.

Note: the local company above is happy to invoice and be paid by cheque. This was not possible with most of the following companies that were asked to quote:-

Acronis Systems, Macrium, ArcServe – local backup only available  
Rackspace, Cobweb, Fasthosts – email system only available  
SoftCat – CWPC too small  
Teamviewer, Livedrive, iDrive, Drop Box, One Cloud, Amazon S3 – Cloud file storage, not cloud backup.

## CHEPPING WYCOMBE PARISH COUNCIL

KUBOTA F3890

TRIMAX 155 FLAIL

January 2016

## Purchasing History

Since 1995 the Parish Council has bought 3 Ransome Parkway 2250 ride on mowers:

### Mower One

First machine bought in 1995 ran for 6 years.

### Mower Two

Replaced by Ransomes Parkway 2250 delivered in February 2002

|                                  |                   |
|----------------------------------|-------------------|
| Purchase Price (before trade in) | £25,018.00        |
| Trade in                         | (£9,498.00)       |
| Cheque raised in November 2001   | <b>£15,520.00</b> |

This mower ran for 8 years with a usage of 1310 hours.

### Mower Three

Replaced with current Ransomes Parkway 2250 purchased and delivered in March 2010.

|                               |                   |
|-------------------------------|-------------------|
| Purchase Price after discount | £23,549.19        |
| Trade in                      | (£3,750.00)       |
| Cheque raised March 2010      | <b>£19,782.81</b> |

Mower has completed 5 cutting seasons with a usage of 1175 hours.

## Proposed Replacement

### Kubota F3890 with Trimax 155 Flail

The engine in both machines is the same a Kubota V1505 diesel engine however improvements have been made to the efficiency and performance.

|                            | Kubota F3890 + Trimax 155                | Ransomes Parkway 2250          |
|----------------------------|------------------------------------------|--------------------------------|
| Engine Gross HP            | 38HP                                     | 38HP                           |
| Total Displacement         | 1498cc                                   | 1498cc                         |
| Rated Revolution           | 3000rpm                                  | 3000rpm                        |
| Type & Number of Cylinders | Liquid cooled diesel (4cyl)              | Liquid cooled diesel (4cyl)    |
| Transmission               | 2WD Auto Assist 4WD or driver selectable | 2WD Auto Assist 4WD            |
| Fuel Tank Capacity         | 61 litres                                | 45 litres                      |
| Weight                     | 1040kg (2292 lbs) combined               | 1360kg (2995 lbs)              |
| Width of Cut               | 1.52 metres                              | 2.14 metres                    |
| Cut height range           | 12mm – 102mm (.5" – 4")                  | 12mm – 61mm (.5" – 2.5")       |
| Cutting method             | Gamma Flails with rear roller            | 6 knife magna head with roller |

The average service cost for the Ransomes Parkway 2250 over the past 5 years has been £1,752.00.

Upon request – the Kubota & Trimax – service with replacement flails would be £832.00.

- The cut is clean and the clippings are dispersed – the Kubota & Trimax would appear to provide a more flexible performance for cutting in all conditions, this was evident when in October we were able to have the combination for a week. The rear roller produces a striping effect.
- The gamma flail unit creates airflow lifting the grass before cutting preventing clogging – this negates the requirement to go back over the grass and should increase productivity. When cutting with the Ransomes Parkway there is a requirement to overlap the cutting widths.
- The unit also has a converter that allows a quick change to the cutting regime from short to high (heavier going) environments.
- Through ongoing development the unit has become more aerodynamic having a low profile which in turn reduces horsepower needs.
- The flail can be used in King's Wood for clearing the rides and glades. The tractor mounted flail will only be required for larger jobs in King's Wood and the Warden envisages 2 days per year while the tractor is being used at a cost of £250. The flail is 11 years old and would be coming up for renewal and the recommendation is not to renew.
- The Kubota is roadworthy - fitted with rops safety frame (foldable), road light kit, flashing beacon, road registration and number plate.

## Finances

Two quotes have been received;

Quote A: £18,710.00  
 Quote B: £17,878.00 less trade in £4,250.00  
 Cost to CWPC **£13,628.00**

| Currently:                        |                   | 2015/16 allocation<br>as per budget: |                   |
|-----------------------------------|-------------------|--------------------------------------|-------------------|
| EMR for replacement Ride on Mower | £11,673.00        | £1000.00                             | £12,673.00        |
| EMR for replacement Drawn Flail   | £3,728.00         | £400.00                              | £4,128.00         |
|                                   | <b>£15,401.00</b> |                                      | <b>£16,801.00</b> |

## Conclusion

Due to technological advances and new ways of treating the cutting of grass – the Kubota F3890 with Trimax 155 Flail is expected to improve the efficiency and cutting technique of our sites.

Chepping Wycombe Parish Council

## In-house Audit

by Cllr. Jeff Herschel and Cllr. Haydn Darch  
on Thursday 19 November 2015

**Council members, as a body, are responsible for ensuring that the council's account and systems of control are being adhered to. Annually two members are appointed to independently examine any aspect of them and report to members through the Finance and General Purposes Committee.**

On this occasion we looked at payments by and receipts made to the council in one month and one element of the council's established control systems. The month, chosen at random, was August.

- For accounts we followed the process through from the purchase order being raised to the invoice finally being cleared by our bankers
- The systems control element chosen was to review grounds team time and work sheets for the same month, August

## Accounts

We found:

- that the system for raising purchase orders, when appropriate, appears generally to be being followed; with the clerk approving the orders raised by others and also completing purchase orders for those purchases made by herself on behalf of the council
- that the purchase orders are usually being reconciled against the invoices and generally attached to the appropriate invoices
- that the invoices are being entered up in the council's computerised accounts system
- that the invoices supporting payments made are being filed in a way that makes it reasonably easy to find and check them
- as reported at the last in-house audit in December 2014 not all payments made are being reported to members as required by the council's financial regulations; and that they are as a consequences not 'approved payments'.
- one instance of significant unauthorised work costing nearly £1,000 was found; the expenditure not being reported to members and possibly ultra vires was noted

## Errors of omission

Most invoices were supported by a properly completed purchase order, but not all. In particular we noted three;

- Active Pest Control (glis glis infestation)
- Alpha Packaging (black plastic waste bags)
- Miller Commercial (vehicle servicing)

It may be, as suggested by the clerk, that the POs were still in the PO file, but this file should be periodically 'cleaned' and either left in the file awaiting delivery/service or removed and attached to the relevant invoice. Those members signing suppliers cheques should be looking for attached POs and drawing the clerks attention to their being 'missing'

A number of payments were made in the month by either Direct Debit or BACS and not reported to members and therefore 'unapproved':

- Barclays Bank      £    6.46
- BACS                    £9,288.61

This is similar to the situation - but many fewer items on this occasion - reported in December 2014; though the clerk has, post-August, put in place a simple summary to remind her to report BACS payment for staff salaries, tax and NI contributions.

### **Errors of commission**

We were surprised to find an invoice for work undertaken on the highway in School Road, Tylers Green, replacing loose or missing kerbstones, more properly the responsibility of the county council's highway department. No effort appears to have been made to report the problem to Transport for Buckinghamshire who have elsewhere in the parish made good loose or missing kerbstones once reported to them. The cost of this unauthorised work was £950.00

Neither the clerk nor the chairman of the council who signed the purchase order would appear to have delegated powers to authorise the work which was included in an invoice from the contractor who had been selected to raise by double-kerbing on a part of the Common to prevent vehicles parking on the verge. Work that had been properly authorised by the council at a cost of £3,850.

This expenditure should be reported to the council's auditors who will confirm whether or not it was proper for the work to have been commissioned without the council's prior agreement, especially as it was not for the protection of our property but for the convenience of the county council.

### **Invoicing issues**

On this occasion we did not check the arithmetical accuracy of the invoices, either made or received, but in passing only one error was noted by us: a Direct Debit of £18.11, though the invoice was for £19.95. This was not picked up by the members checking and signing-off the summary of pending payments,

### **Our recommendations in respect of accounting issues:**

The quality and accuracy of the council's accounts is by any standards 'very good' and perhaps even 'excellent' with few issues to report on this occasion.

- while the council's accounting system is largely being followed greater care must be taken to ensure that all payments made are reported in a timely manner to members
- care must however be taken to ensure that the delegated powers of the council are properly observed by members so that the clerk is not put into an invidious position of having to refuse requested works. But bearing in mind that some specific authority to spend may have been agreed by committees or council in order to expedite agreed works. Such authority should be noted in the reports and minutes of the council.

### **Systems control review**

The council has in place systems and policies to enable the effective running of the council. It is proper that they should also be examined to ensure that they are being adhered to.

In this audit we wanted to look at how well and how accurately the weekly works completed and time taken summaries of the council's grounds team were being completed.

The council has for over 20 years required that work completed and time taken sheets be completed daily and given to the clerk the following week. This enables the clerk, to whom they report, to understand what work has been completed and the time needed to complete the tasks, always allowing for weather.

There is a management adage 'If you can measure it, you can manage it'.

At one time the work undertaken by the grounds team was apportioned and charged to each committee. However on the recommendation of the then clerk it was agreed that the process of re-charging the costs of doing so was not always practicable and not cost-effective, so the weekly calculation and re-charge by the wages clerk was discontinued. Assurances being given to members that the information, if it was for any reason necessary, could be obtained by working back through the work completed and time taken summaries which would be continue to be provided to the clerk.

On asking to see the file with the August work completed and time sheets we were told that the warden had, on his own volition, discontinued completing a work and time sheet for the clerk, and that subsequently the other two members of the grounds team had followed the warden's example and also discontinued providing them to the warden for sign-off and submission to the clerk.

We see this as a breach of their duties to the council and their manager, the council's clerk.

The clerk told us that in her opinion the weekly work completed and time sheet was essential to her and that she was expecting support from the council for when she insisted in their once again being provided to her.

#### **Our recommendations**

That the grounds team is reminded that providing accurate, properly completed work and time sheets to the clerk on the first working day of the following week is a requirement of the council, not an option.

That at the next in-house audit the work completed and time sheets are examined and reported upon.

END

December 2015

## Formal Response

### 1. General

- a. *The quality and accuracy of the council's accounts is by any standards 'very good' and perhaps even 'excellent' with few issues to report on this occasion. Noted*

### 2. Purchase Order Reconciliation

- a. The checks made when cheques are presented to members for authorisation and signature will be extended to include the fact that a PO has been properly raised and noted.  
**Recommendation accepted**

### 3. System Control Review

- a. There is no council requirement for the groundsmen or the Warden or the office staff to complete timesheets and the auditors need to clarify their reasons for stating this. If so the remainder of this section then needs to be substantially changed.
- b. The current Clerk restarted the practice in May 2012, shortly after joining CWPC, in order to gain a better understanding of the tasks undertaken and their frequencies and time needs but the practice had ceased by June 2014. This change was not approved by Council.
- c. The issues raised by the discontinuance will be discussed at the next Staff Panel
- d. *The Recommendation should be redrafted and the matter will be discussed at the next Staff Panel.*

### 4. School Road Works

- a. The extra bit of work to the granite setts was on our land (triangle opposite the Common which is part of the registered Village Green land registration) setts had been falling out into the road (Heath & Safety issue). We had received a few complaints from residents. While the work was being done to raise the setts on the other side of the road – it seemed prudent to have the same contractor to rectify the problem, causing less traffic issues.
- b. The Clerk's delegated action includes repair and maintenance of our sites. Para 4.1 of the Financial Regulations applies.
- c. The works to the setts on the main Common side of the road were being undertaken by CWPC and it was reasonable to assume that the setts on the other side of the road were also our responsibility.
- d. The additional works should have been reported at the first available opportunity.  
*Recommendation that additional works or significant repairs be reported under the Delegated Powers section of each meeting*



Ian Forbes  
Chairman of Finance & General Purposes



Wendy Thompson  
Clerk to the Council

## Abbey Barn Development Liaison Group

## Current status:

- The draft development brief for the Abbey Barn South site continues to be worked up by the developer in co-operation with WDC planning officers. The first iteration was presented to the group in July 2015 and it is anticipated that the second iteration will be completed in time for a presentation to WDC council members in March 2016, to be followed by a public consultation.
- Aside from following-up on the issues already raised by members of the liaison group the biggest stumbling block to publishing the brief on-time is the need to include facets of the developing infrastructure report. This report is a district-wide review of the impact releasing the reserved sites for development, rather than just the local impact of individual sites.

At the last meeting of the group on 1 December 2015 the issue of **school places** was again raised.

The group feel strongly that the county council should enable the provision of primary school places in step with the build-out of both the Daws Hill and Abbey Barn sites. The council has concerns that if the school places are provided 'early' it will attract out-of-area pupils and lead to problems in providing places for the new residents; but providing them 'late' will cause problems for nearby schools which are already at effective capacity. How the county council intends to resolve this conundrum is awaited by the group; who it would appear have little faith in the county council in this regard since it is felt they should have been 'on the case' much earlier.

The future **maintenance of The Ride**, the major open-space on the development, was also raised. The district council have yet to consider how this might best be achieved, especially as it will provide the wider community with a quality community park. The group suggested that setting up a trust similar to that at Higginson Park in Marlow should be one of the options for consideration.

As part of the district council's developer-funded provision of community assets is **space and facilities for formal, organised sports**. Rather than use part of the site for this provision, and so maximise the number of houses, the developer has suggested that the district council agree to the provision being made off-site on fields to the south-east of the development.

**Minutes of all the group's meetings and other useful documents are to be found at:**

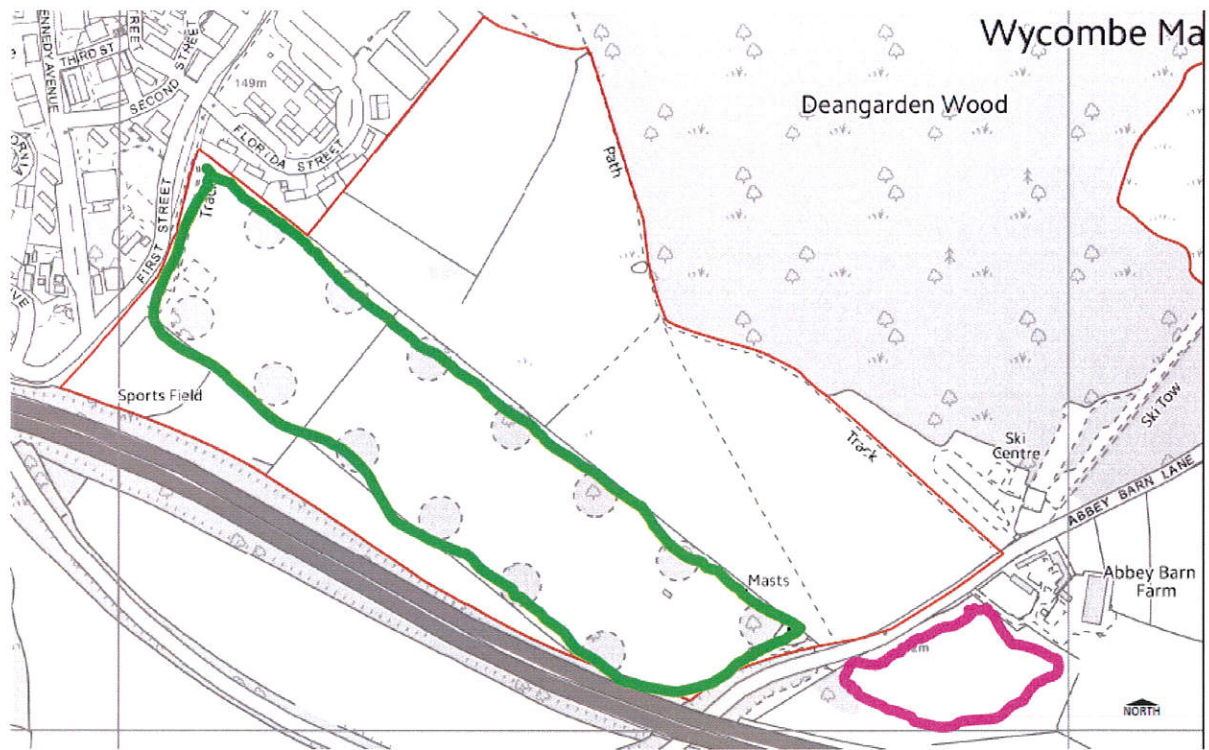
<http://www.wycombe.gov.uk/council-services/planning-and-buildings/reserve-sites/abbey-barn-north-and-south.aspx>

**Development of the Wycombe Summit Ski Slope**

At the last meeting of the group we were told that an application to build houses on the closed ski slope (Wycombe Summit) was likely to be forthcoming and at our next meeting on Monday 1 February we should expect a short presentation from Hambledon Land with their initial thoughts.

Cllr. J Herschel

January 2016



The Ride: out-lined in green

Off-site sports facility out-lined in pink

Health service provision

On 23 November a presentation by John Lisle, NHS Chiltern Clinical Commissioning group.

Buckinghamshire is generally considered to be a healthy county, but High Wycombe itself is an area of deprivation with a 10 to 15 year lower life expectancy if you are born and live in HW than the rest of Bucks, so while we do have issues we have less than other parts of the country so therefore get less funding per head of population.

There is a countywide shortage of GPs and this is very severe in Bucks, often getting no applicants to adverts. The problem being affordability of living and working in this area. GPs own or rent their building, that along with the high cost of housing in the local area make it difficult to recruit new GPs.

Most of our GPs are based in the town centre or to the west of the town. There is about 1GP per 1800 people the reserve sties producing a requirement for only 3 additional GPs. NHS England has suggested that this would be through expanding some of the existing surgeries.

A report from NHS England shows the impact of the proposed as.

**Site Information – Gomm Valley & Ashwells**

|                                                                          |                       |
|--------------------------------------------------------------------------|-----------------------|
| <b>Projected Housing Capacity</b>                                        | 480-640 Dwellings     |
| <b>Expected Population Increase –<br/>Based on 2.3 occupancy rate</b>    | 1,104 -1,472 Patients |
| <b>Resultant WTE GP Requirement –<br/>Based on 1,800 patients per GP</b> | 0.61 – 0.82 WTE GP's  |

**Site Information – Terriers Farm**

|                                                                          |                      |
|--------------------------------------------------------------------------|----------------------|
| <b>Projected Housing Capacity</b>                                        | 310-490 Dwellings    |
| <b>Expected Population Increase –<br/>Based on 2.3 occupancy rate</b>    | 713 -1,127           |
| <b>Resultant WTE GP Requirement –<br/>Based on 1,800 patients per GP</b> | 0.40 – 0.63 WTE GP's |

**Site Information – Abbey Barn North & South (Combined)**

|                                                                          |                      |
|--------------------------------------------------------------------------|----------------------|
| <b>Projected Housing Capacity</b>                                        | 420 - 550 Dwellings  |
| <b>Expected Population Increase –<br/>Based on 2.3 occupancy rate</b>    | 966 -1,265 Patients  |
| <b>Resultant WTE GP Requirement –<br/>Based on 1,800 patients per GP</b> | 0.54 – 0.70 WTE GP's |

**Site Information – Slate Meadow**

|                                                                          |                      |
|--------------------------------------------------------------------------|----------------------|
| <b>Projected Housing Capacity</b>                                        | 150-190 Dwellings    |
| <b>Expected Population Increase –<br/>Based on 2.3 occupancy rate</b>    | 345 -437             |
| <b>Resultant WTE GP Requirement –<br/>Based on 1,800 patients per GP</b> | 0.19 – 0.24 WTE GP's |

In conclusion Developer contributions would be sought towards alterations or modifications to provide the additional clinical space required to existing practice buildings where needed.

## **Update Infrastructure Meeting December 10th 2015**

### **Introduction by Penelope Tollitt**

'Original brief was to produce a wider strategy and package of measures for High Wycombe, with input from the impact of the reserve sites. This has changed and Jacobs will present the packages for the reserve sites and the impacts of those sites in the immediate areas and also some strategic routes including the London Road.

We need to wait until the final round of modelling for the Local Plan is completed, to see if that suggests a change of strategic focus (that work will probably be complete in the summer 2016), in line with LTP4, for the district wide measures.

County wide modelling is due to begin in the early new year.

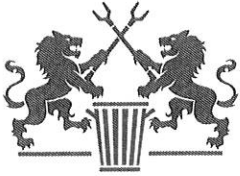
A reserve site infrastructure report will be published in January for consultation setting out mitigation packages including a summary of the proposed transport measures. The Jacobs transport report will be published as a background technical document.'

There then followed a long and complex presentation from Jacobs. This presentation is now available on the web site and because of its complexity and the abundance of diagram showing the proposed measures being considered I feel you will get a better over view of what is proposed by viewing the presentation at;

<http://www.wycombe.gov.uk/planning-and-buildings/reserve-sites/high-wycombe-infrastructure.aspx>

However you will be pleased to hear that we did get revised vehicle movement numbers thanks to MVAS vehicle count, having challenged the original figures over certain roads during the previous presentation.

Liz Johncock  
January 2016



# CLEAN FOR THE QUEEN

22 October 2015

Dear

We'd love to have the support of your Local Authority in the biggest ever clean-up of the country, which will be taking place in March 2016.

In the run up to The Queen's 90<sup>th</sup> birthday on 21 April 2016, we aim to inspire a million people to take action and enjoy a few hours together litter-picking to make the places where we live more beautiful. For Her and for us all, we want to attack the blight of litter and reclaim our beautiful countryside, our fabulous cities, our world class parks, our wonderful beaches and waterways.

All of the litter charities across the country have come together in support of this campaign together with a growing range of companies, land managers and associations.

There will be 'Clean for The Queen' litter blitzes throughout the UK in January, February and March, and the most monumental of all litter clear-ups from **Friday 4 to Sunday 6 March 2016**.

We'd love to have your support in making this event truly spectacular. We will shortly be sending through a downloadable resource pack for your teams to use. It'd be great if they could encourage as many local community groups as possible to sign up to organise a clean-up through the 'Clean for The Queen' website. Furthermore, it would be fantastic if your Authority could stage its own local clean-up to allow individuals to come together and clean up a local grot spot.

Lots more will be announced over the coming weeks and months, as we build up a head of steam.

But it'd be great if you could respond to the address below indicating your willingness to engage in the campaign – and we'll be back in touch shortly with more details.

Join us! Let's Clean for The Queen.

Allison Ogden-Newton  
Chief Executive  
Keep Britain Tidy

Adrian Evans LVO  
Campaign Director  
Clean for The Queen

[www.cleanforthequeen.co.uk](http://www.cleanforthequeen.co.uk)

[adrian@cleanforthequeen.co.uk](mailto:adrian@cleanforthequeen.co.uk)



Clean for The Queen was launched in association with Country Life magazine and is supported in part by the Garfield Weston Foundation