

CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES & PLANNING COMMITTEE

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

Report of the meeting held on Thursday 10 March 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

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

Also presents: Cllr L Willis and Cllr Forbes, who arrived at 7.40pm

WSP/15/050 **Apologies for absence**
None were received. Cllr L Pinner was not present.

WSP/15/051 **Declarations of members' interests in Items on the agenda**
There were none.

WSP/15/052 **Delegated Action**
Members were asked to note that since the last committee meeting there had been no delegated actions.

WSP/15/053 **Signage**
Members were asked to review the proposed phasing for the signage project and asked to note the previously agreed signage requirements for Tylers Green Common and King's Wood.

A meeting of the re-formed signage working party has been agreed for 16 March at which a specification will be agreed and quotes examined.

Members were asked to consider authorising the working party, to approve the sign specification and if satisfied with quotes proceed to ordering, being mindful of budgetary constraints.

It was RESOLVED that;
the phasing of the project was agreed and the Working Party be given authority to proceed with ordering the ladder board signs once satisfied with the quotes.

WSP/15/054 **Footway Lighting Update**
Members were asked to receive a report on the progress with the project.

The Clerk advised that;

- the invitation to tender document had been given to the NALC legal team to check for any omissions.
- A CU Phosco P852 lamp would be installed on Derehams Lane, this would enable members to inspect the light in action.
- Contact had been made with Salix advising that the project was still ongoing and that a submission would be made.
- Another lamp had been put forward as an option – a Kirium Mini from DW Windsor, three lamps were now being considered.

Cllr Dodds advised that he had been in contact with Bucks County Council who are undertaking a similar, but much larger, project.

Cllr Herschel advised that the aluminium columns would be replaced by galvanised steel and that columns near the roadside could be moved up to 3 metres back free of charge.

Members were happy with the progress.

WSP/15/055 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 and a date was awaited for the works to be undertaken.

WSP/15/056 Cemeteries

1 St Margaret's Church Path

Members were asked to note that an order for the patch repair of the path had been raised and a date for the works to be undertaken was awaited. Weather conditions had delayed a start date.

2 Hammersley Lane Garden of Rest

Members were asked to consider a request for a resident who had purchased two cremation plots at the above site. The request was for the Council to review their regulations relating to size of memorial on a cremated remains plot, with a view to only allowing a flat memorial.

In this instance it was found that nothing could be done however;

It was RESOLVED that;

at new cremation sites only flat memorial would be allowed.

WSP/15/057 Planning Submissions

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

Cllr Dodds asked Cllr Wood when the Wycombe Heights Golf Club application was up for review. Cllr Wood would check and feedback.

WSP/15/058 Local Area Forum

1 Heath End Road Green Footpath Phase II

Members were asked to note that the second phase of the footpath had now been completed. This had been a joint initiative with Little Marlow Parish Council with funding from the Local Area Forum.

It was noted that the contingency element had been removed by Bucks County Council from the project so the finished result was not as good as originally hoped, the path being closer to the road.

2 Proposal – Zebrites for crossings in Loudwater and Flackwell Heath

Members were asked to consider a proposal from Cllr Wood seconded by Cllr Herschel to implement the agreed support for Zebrites in the LAF area;

Members were asked to support the installation of Zebrites by the LAF in both Flackwell Heath and Loudwater by match funding the cost from the Partnership Working budget, not to exceed £6,200 which was a current quote from Transport for Bucks.

Cllr Herschel had undertaken a survey of the zebra crossings within the boundary of the LAF and had found the Heath End Road crossing to be the worst.

It was RESOLVED that;
the parish council match fund the Zebrites and to increase the Partnership Working budget line by £1,200 to accommodate the expenditure.

WSP/15/059 **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 and was awaiting a response.

Members were asked to note that following requests from Cllr Herschel and the Clerk, the Chiltern Society had cut the paths and had agreed to another cut to keep the route passable.

2 Footpath 30 – Fennel Wood

Members were asked to receive an update from Cllr White on the repair works to the footpath.

Cllr White advised that;

- The footpath was walkable however it had not been completed to Bucks County Council specification – bark chipping had been laid instead of shingle to parts of the path. It is expected that Bucks County Council will ask Thames Water to rectify this when the path becomes impassable.
- The bollards were in situ, however the padlocks were still not attached.

It was RESOLVED that;
the Clerk write to Rosie Taylor, Rights of Way Officer at Bucks County Council to confirm that Thames Water will be contacted to rectify the path when it becomes impassable and to find out when the padlocks will be attached to the bollards.

WSP/15/060 **Boundary Stone – Wycombe Heights Golf Club**

Members were asked to note that a site visit to review the requirements for the removal of the stone from the tree had been arranged for 8 March.

Cllr White, the Warden and the Clerk met with Colin Wilson, groundsman, and a plan of action for the removal of the stone was discussed, time to be confirmed as weather conditions would need to be monitored. Mr Paul Barnes arrived late and missed the meeting.

It was RESOLVED that;
the Clerk write to Mr Paul Barnes, Property and Asset Manager for Burhill, to get authority to work on the golf course.

WSP/15/061 **Workshop and Office Lighting Replacement**

Members were asked to note that the fluorescent tubes in the top workshop were now obsolete and an alternative fitting and lamp need to be obtained.

Members were asked to consider authorising the Clerk and Warden to find a suitable solution with a budget of £750.00; also to include the lighting in the Clerk's office within a budget of £381.00.

It was RESOLVED that;
quotes were to be obtained and best value taken into consideration.

WSP/15/062 **Community Payback Update**

Members were asked to note the work undertaken by the Community Payback teams since the last committee meeting in December.

- WSP/15/063 **Committee Projects for the next 4 years**
Members were asked to receive a short presentation from Cllr Herschel on a chart showing ongoing projects.
- Cllr Herschel apologised for not supplying the chart and asked for the item to be deferred to the next meeting. This was agreed.
- WSP/15/064 **Draft Committee Budget 2016/17**
Members were asked to note the draft Works, Services & Planning committee budget for 2015/16.
- Item WSP/15/058 (2) had raised a requirement for £1,200 to be added to the Partnership Working budget line and taken from the Footway Lighting EMR allocation to keep a stand still budget.
- It was RESOLVED that;
with the addition of £1,200 to the Partnership Working budget line the budget be approved and taken to the next Finance and General Purposes Committee.***
- WSP/15/065 **Committee Finances**
Members were asked to note the current committee expenditure and income along with an EMR report.
- WSP/15/066 **Questions from committee members and the public**
There were no members of the public present.
- Cllr Jordan raised the issue of Queensmead House – he was advised by the Chairman that any comments on the proposal for the property had to wait until a planning application was presented.
- WSP/15/067 **Accounts for payment**
The 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 8807 to 8816 be signed and that the BACS payment to Payflow and direct debits to EE, E-ON and SSE be approved for payment.

The chairman of the committee thanked members for their attendance and closed the meeting at 8.40pm

Date of the next meeting: Tuesday 2 June 2016 at 7.30pm

Signed:  Dated: 14 April 2016

10-Mar-16

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	8807	9404/2016	Active Pet Control Services	Routine Rodent Inspection	40.00	0.00	40.00
	8808	344197	Clarity Copiers	Photocopy charges	28.91	5.78	34.69
✓	8809	6987	Clear - Up Skip	Depot Skip	320.00	64.00	384.00
	8810		VOID				
	8811		HMRC	NI & TAX -February 2016	2,328.34	0.00	2,328.34
✓	8812	SI -163830	Fleet (Line Marking) Ltd	Line marking paint/nozzle for marker	86.31	17.26	103.57
	8813	575804	SSE Contracting Ltd	Lighting Maintenance -Feb	1,263.13	252.63	1,515.76
	8814		VOID				
✓		684538679	Trade UK	Sealant - Derehams	4.78	0.96	
✓		688084184	Trade UK	Padlock/Nursery Lane Car Park	11.67	2.33	
✓	8815	686844858	Trade UK	Safety Boots - D O	24.99	0.00	44.73
	8816		Cllr S Digby	Expenses	210.00	0.00	210.00
	BACS		Payflow	Pensions - Feb	1,482.35	0.00	
			Payflow	Salaries - Feb	7,806.46	0.00	9,288.81
	DD	H12 A5C4C3D	E.ON	Gas - Office	162.10	8.11	170.21
	DD		EE	Wardens Mobile February	18.43	3.69	22.12
	DD		SSE	Unmetered Footway Lighting - Feb	2,157.24	0.00	2,157.24
				TOTAL	15,944.71	354.76	16,299.47

Income received since last committee meeting over £500.00

[illegible]

Signed: Kathia S. A. Wood

Signed: _____

Date: 10/31/2016

Date: 10/3/2016

The RFO confirms that all goods and services have been received and that the invoices are accurate.

We have compared the invoice against the direct debit and payoff payments as above, along with the relevant purchase order details against the cheques