

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Meeting to be held on Thursday 13 June 2019 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

Committee Membership:	Cllr C Dodds - Chairman	Cllr C Jordan
	Cllr J Herschel – Vice-chairman	Cllr I Forbes
	Cllr L Johncock	Cllr H Darch
	Cllr R Wilks	Cllr K Wood
	Cllr J White	Cllr S Digby

Members of the committee are summoned to consider the following business:

AGENDA

1. Apologies for absence
2. Declarations of members' interests in Items on the agenda
3. Delegated Action
4. Committee Projects
 - 4.1 Bus Shelters – Kingsmead Road & Station Road, Loudwater
 - 4.2 Office Refurbishment
 - 4.3 Bus shelters – Flackwell Heath & Loudwater
5. LED Footway Lighting
6. Local Area Forum
7. Community Payback Update
8. Replacement Small Sit-on Mower
9. Cemeteries
 - 9.1 Procedures and Paperwork
 - 9.2 Cock Lane Cemetery – Height Barrier & Gate
10. Committee Site Visit
11. Committee Finances
12. Questions from committee members and the public
13. Accounts for payment



Wendy Thompson
Clerk of the Council
5 June 2019

Delegated Action

Members are asked to NOTE that since the last committee meeting there have been no delegated actions.

AGENDA ITEM 4

Committee Projects

4.1 Bus Shelters – Kingsmead Road & Station Road Loudwater

Members are asked to NOTE that an order has been raised for the revised works quotation approved at the Special Council meeting on 30 May 2019.

4.2 Office Refurbishment

Members are asked to NOTE that the ceiling & lighting replacement has been ordered and the work is due to be undertaken during the first two weeks of July.

Members are also asked to NOTE that the office working party comprising of Cllr Dodds, Cllr Johncock, Cllr Wood and the Clerk met to discuss the possible reconfiguration of the ground floor. Cllr Dodds has produced an initial drawing at **APPENDIX A**

4.3 Bus shelter – Flackwell Heath & Loudwater

Members are asked to CONSIDER the proposal from Cllr Herschel attached at **APPENDIX B** to provide bus shelters in Robinson Road, Loudwater, Heath End Road, Flackwell Heath and Spring Lane, Flackwell Heath with the aid of matched funding from the Local Area Forum for the real-time electronic displays.

Members are asked to NOTE that at this time the committee is looking for an 'in principle' approval prior to approaching the Local Area Forum and also considering the new shelters at Kingsmead Road and Station Road when installed.

AGENDA ITEM 5

LED Footway Lighting

Members are asked to NOTE that a lighting company has been asked to deal the few lamps either day burning or out (about 5 units out of 522). They have also secured the two leaning columns.

AGENDA ITEM 6

Local Area Forum

Members are asked to NOTE that the next LAF meeting is due to be held on 10 July @ 7.00pm.

Members are asked to NOTE that the works to install the bollards at Wheeler Avenue, Tylers Green is being processed by Bucks County Council and we are currently awaiting a start date.

AGENDA ITEM 7

Community Payback Update

Members are asked to NOTE the work undertaken by the Community Payback teams since the last committee meeting in March. **APPENDIX C**

AGENDA ITEM 8

Replacement Small Sit-on Mower

Members are asked to NOTE that the parish council purchased the small sit-on mower (Stiga) in 2014 and that it has been more and more unreliable over the last 3 years **APPENDIX D (schedule of breakdowns and issues)**.

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotes for a replacement mower. The warden has recommended an ETESIA Attila AK88, is has a new 88 cm deck which allows the mower to deal with more terrain more quickly and efficiently, while giving a finer cut and a better appearance to the grass. It is powered by a Kawasaki 16 HP twin-cylinder engine with an increased capacity 11 litre fuel tank.

Quote A	£8,915.00
Quote B	£7,095.00 (with first 50 hour service as part of package)
Quote C	£7,970.00

Similar mowers in the range have been quoted at £9,995.00 and £8,195.00.

Members are asked to NOTE that the Stiga could probably be sold on for approximately £1,200.00.

Cemeteries

9.1 Procedures and Paperwork

Members are asked to NOTE that two members of the working party attended the Cemetery Compliance training session on 27 March 2019.

9.2 Cock Lane Cemetery – Height Barrier & Gate

Members are asked to NOTE that there has been fly-tipping down the bank of the cemetery car park into King's Wood.

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotations to install a height barrier and gate to the car park at the cemetery which would mirror the barriers at the King's Wood car park and hopefully dissuade further fly-tipping.

Height barrier & Gate cost:		£1,300.00
Installation cost:	Quote A	£2,350.00
	Quote B	£2,100.00

AGENDA ITEM 10

Committee Site Visit

Members are asked to bring to the meeting suggestions for the site visit in July.

AGENDA ITEM 11

Committee Finances

Members are asked to NOTE the committee's income and expenditure to Month 1 (April). **APPENDIX E**

AGENDA ITEM 12

Questions from committee members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the Clerk of this request as soon as possible.

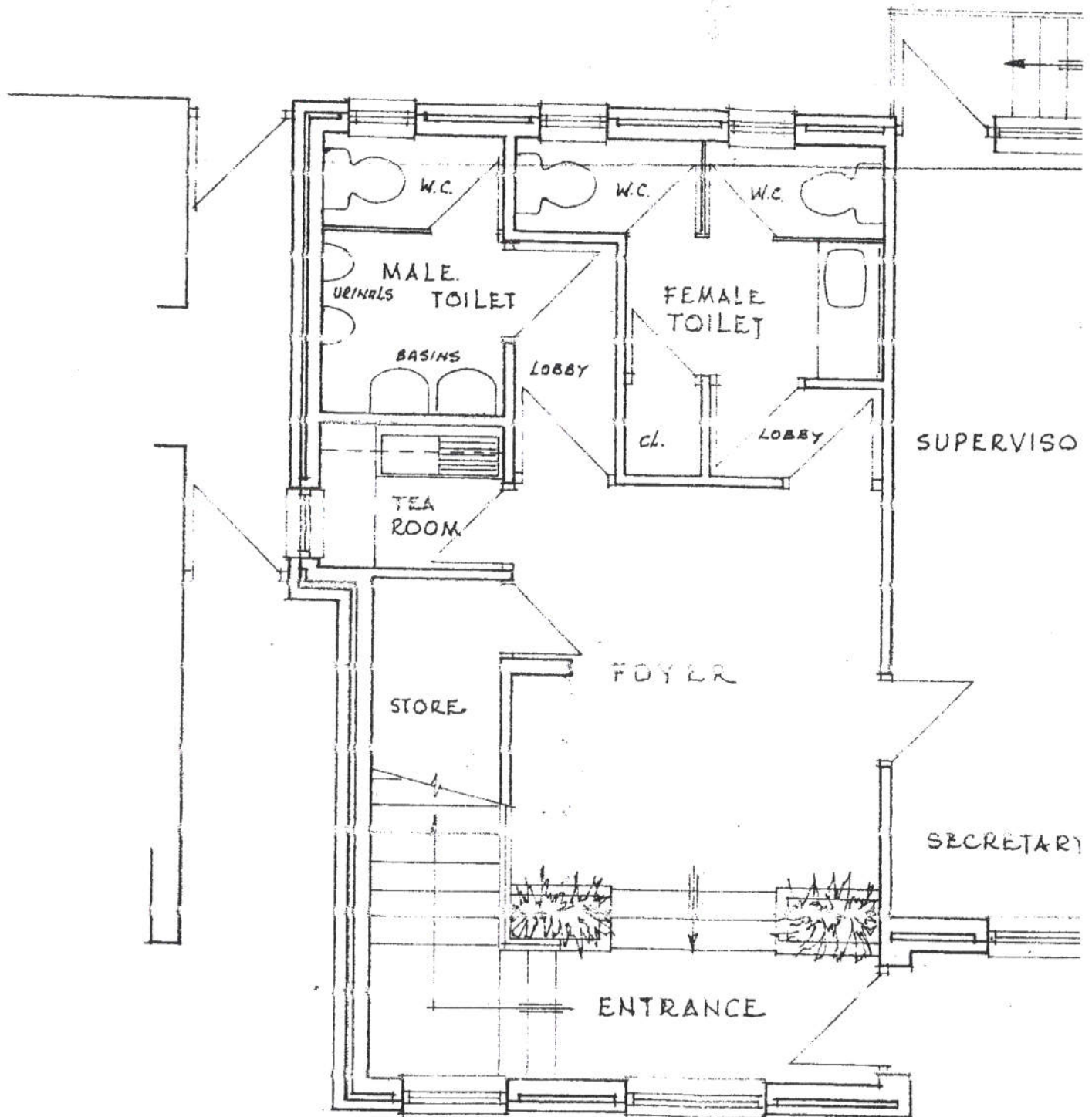
AGENDA ITEM 13

Accounts for payment

Accounts for payment are to be circulated at the meeting for consideration by councillors.

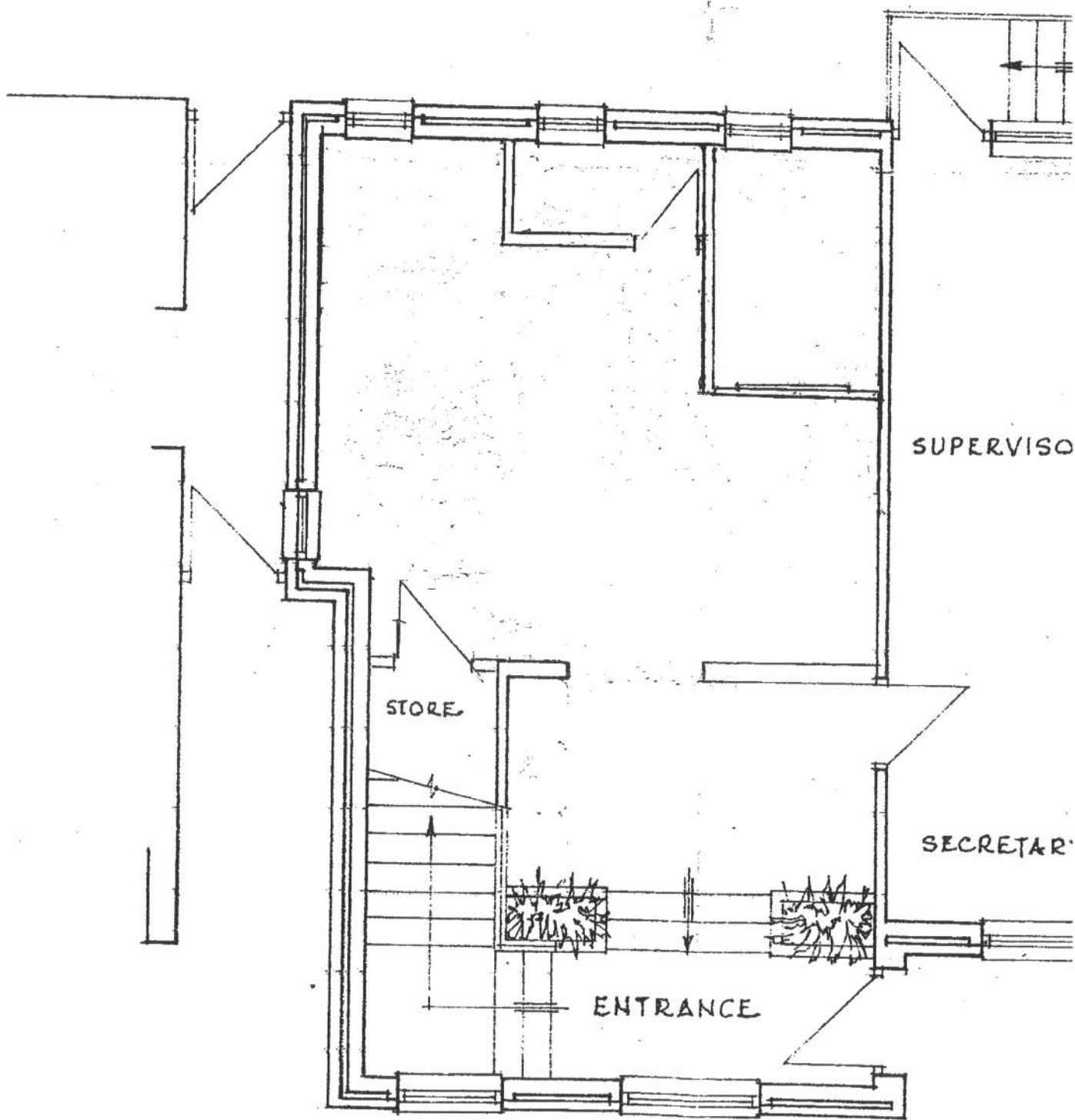
Date and Time of next meeting: Thursday 12 September 2019 @ 7.30pm

APPENDIX A



GROUND FLOOR PLAN

EXISTING



GROUND FLOOR PLAN

PROPOSED.

Proposal to provide three additional bus shelters.

Another in Loudwater, supplementing the 9 shelters present or planned, and 2 shelters in Flackwell Heath, supplementing the 3 in place.

Encouraging the use of public transport is a key objective not only of central government but also of local government.

Among the reasons given for not using local bus services, besides that of cost, is frequency *and having to wait in exposed locations in poor weather.*

In addition to our providing bus shelters we should seek to have Transport for Bucks provide additional real-time 'next bus' electronic displays at busy stops.

Obvious locations without displays are:

- Station Road, Loudwater
- Aries Parade, Flackwell Heath
- Amersham & Wycombe College, Heath End Road, Flackwell Heath

To achieve this we should lobby the Chepping Wye Valley LAF and agree to match-fund their installation.

Bus shelters would be welcomed at the following locations:

- **Robinson Road, Loudwater**

Service 27 running west to east serves a significant number of residents in a major cluster both north and south of the junction of Robinson Road, The Rise and Meavy Close. The bus stop at this junction is well used but is badly exposed to poor weather. Fortunately there is adequate space to erect a shelter here without impacting on immediate neighbours. Some years ago a petition for a shelter at this location was given to the council who decided that it should be given to the local county councilor to take forward with Transport for Bucks. Nothing seems to have come of it.

- **Heath End Road, Heath Lawn, Flackwell Heath**

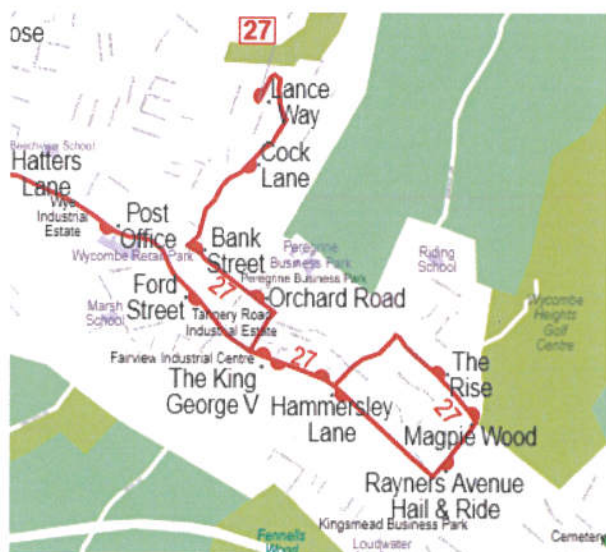
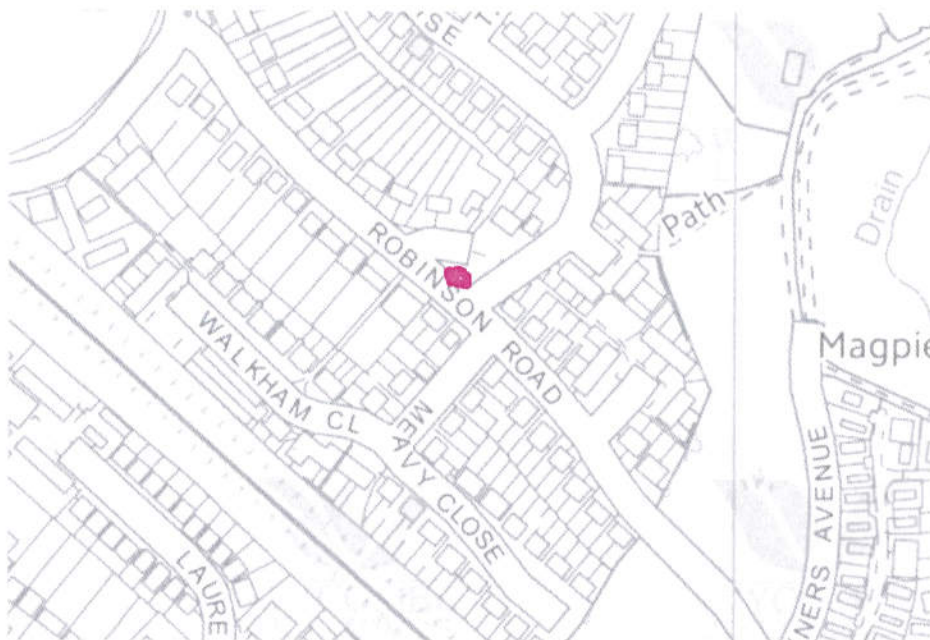
Service 36 to and from the railway station in Bourne End, through the centre of Flackwell Heath and along Daws Hill to Wycombe. This service used to divert from Heath End Road up into Oakwood past sheltered housing in Seymour Close, turning on Ring Road before returning to the main road, Heath End Road. Practical difficulties, principally parked vehicles in narrow roads, led to the diversion being dropped, also having the advantage of reducing journey time of the route.

However the service is popular with those who live in and around the Oakwood estate, with passengers mostly headed west into Wycombe town.

- **Amersham & Wycombe College Campus, Spring Lane, Flackwell Heath**

Service 36 (above) benefits significantly by students using it who would benefit significantly by having a shelter at the stop on Heath End Road to wait in during poor weather. Given the number of waiting students a large shelter is to be preferred and could be accommodated on the northern side of the road where it would cause least disturbance to adjacent residents. Good sight lines would enable students to cross the road to catch Wycombe bound buses.

Robinson Road, The Rise, Loudwater



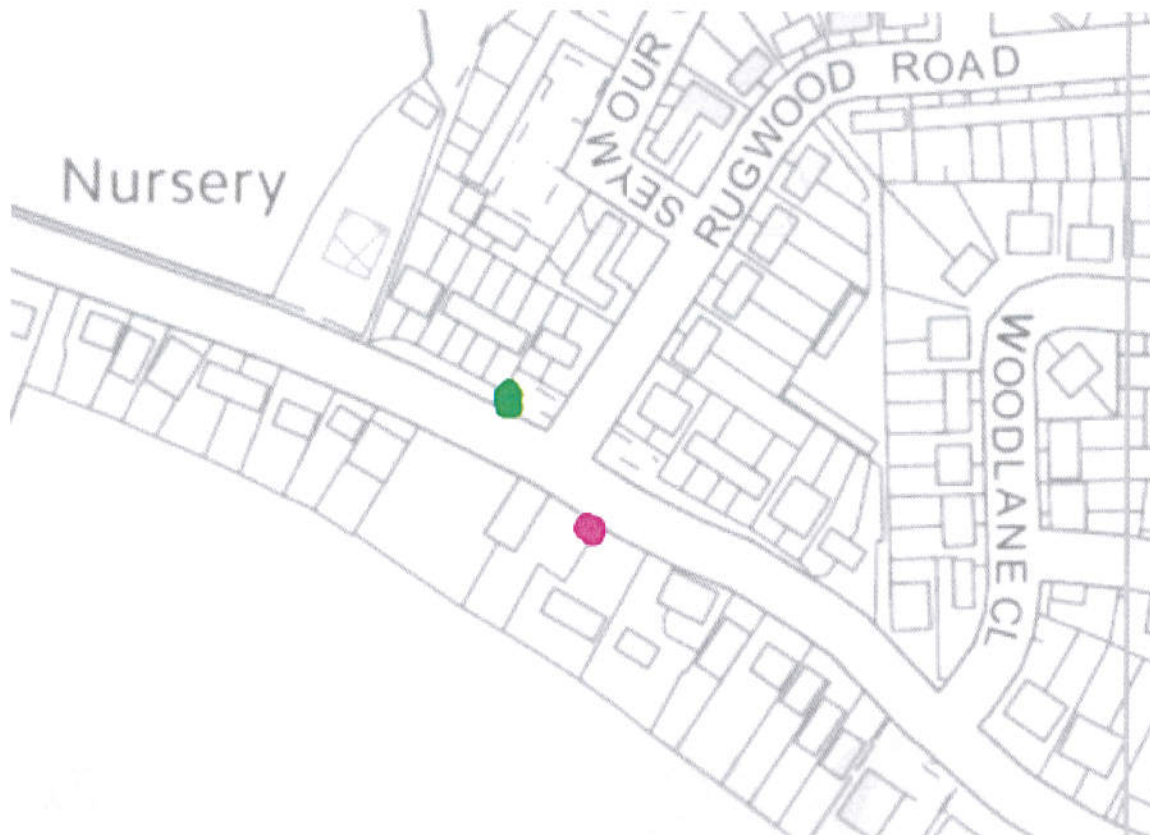
Service 27 by Vale Buses

<https://irp-cdn.multiscreensite.com/7dea9855/files/uploaded/Service-271.pdf>

The service runs as a loop along Robinson Road with only 'single' stops on one side of the route.



Heath End Road, on Heath Lawn, Flackwell Heath



Observation has shown that the stop into Wycombe (marked red) attracts most waiting passengers. The stop opposite (marked green) attracts relatively few waiting passengers, being used largely by passengers alighting from buses.

There is space to place a shelter on the pavement on the south side of the road where it is not likely to impact on adjacent residents.



Amersham & Wycombe College Campus, Heath End Road, Flackwell Heath



Shown in red is probably the best location of a new, large shelter. even though most passengers board buses at the stop shown in green. Not only is there sufficient space for a reasonably-sized shelter it should minimise concerns adjacent residents might have.



Given the nature of the location an attractive, timber framed shelter is to be preferred.



www.bus-shelters.co.uk

STIGA PARKS RESIDENCE MOWER 2018									
DAILY OPERATOR CHECKS									
OIL LEVELS									
WATER LEVELS									
TYRES									
FUEL									
BELT TENSIONS									
DATE		OPERATOR	CHECKS COMPLETED		FAULTS				
31/01/2018		GC	MULCHING PLATE						
16/04/2018		JK	GC						
19/04/2018		DO	DO						
25/04/2018		DO	DO		BELT BROKEN				
01/05/2018		GC	GREASED						
14/05/2018		GC	GC						
15/05/2018		DO	GC		STEERING CHAIN SNAPED				
16/05/2018		TAKEN FOR REPAIR. BROWNS							
29/05/2018		REPAIRED AND RUNNING							
05/06/2018		DO	DO		DRIVE BELT BROKEN				
06/06/2018		GC			TAKEN FOR REPAIR/BROWNS				
15/06/2018		GC			REPAIRED AND COLLECTED				
03/07/2018		GC	GC		NIL				
05/07/2018		DO	GC		NIL				
10/07/2018		GC	GC		NIL				
16/07/2018		GC	GC		BLADES CHANGED				
24/07/2018		GC	GC		NIL				
08/08/2018		GC	GC		NIL				
09/08/2018		DO	GC		NIL				
15/08/2018		DO	DO		NIL				
29/08/2018		JK	GC		NIL				
05/09/2018		GC	GC		NIL				
20/09/2018		GC	DO		NIL				
30/09/2018		GC	DO		NIL				

11/10/2018		GC			DO					DECK ADJUSTER BROKEN					
16/10/2018		GC								ADJUSTER SEMI REPAIRED					
12/12/2018		GC			GC					PIVOT ARM SPRING BROKEN/ ADJUSTER ARM NEEDS FIXING					
17/12/2018		GC			GC					ADJUSTER SEMI REPAIRED					

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Works & Service						
<u>301 Works Depot, Office & Wardens</u>						
1004 Service Charges	0	200	200			0.0%
Works Depot, Office & Wardens :- Income	<u>0</u>	<u>200</u>	<u>200</u>			<u>0.0%</u>
4011 Rates	7,856	7,985	129		129	98.4%
4012 Water	32	600	568		568	5.3%
4014 Electricity	0	1,500	1,500		1,500	0.0%
4015 Gas	140	1,100	960		960	12.7%
4017 Cleaning & Refuse	26	400	374		374	6.5%
4036 Property Maintenance	47	2,000	1,953		1,953	2.4%
4037 Grounds Maintenance	0	300	300		300	0.0%
4038 Maintenance Contract	0	1,000	1,000		1,000	0.0%
4042 Equipment Maintenance	69	0	(69)		(69)	0.0%
Works Depot, Office & Wardens :- Indirect Expenditure	<u>8,171</u>	<u>14,885</u>	<u>6,714</u>	<u>0</u>	<u>6,714</u>	<u>54.9%</u>
Movement to/(from) Gen Reserve	<u>(8,171)</u>					
<u>304 Vehicles Tools & Equipment</u>						
4010 Staff Costs Misc	0	600	600		600	0.0%
4041 Equipment Hire	0	3,500	3,500		3,500	0.0%
4042 Equipment Maintenance	50	2,500	2,450		2,450	2.0%
4043 Vehicle Maintenance	0	1,500	1,500		1,500	0.0%
4044 Vehicle Fuel	227	5,000	4,773		4,773	4.5%
4045 Vehicle Tax & Insure	0	3,000	3,000		3,000	0.0%
4046 Small Tools & Equipment	29	2,000	1,971		1,971	1.5%
4050 Chemicals	0	200	200		200	0.0%
Vehicles Tools & Equipment :- Indirect Expenditure	<u>307</u>	<u>18,300</u>	<u>17,993</u>	<u>0</u>	<u>17,993</u>	<u>1.7%</u>
Movement to/(from) Gen Reserve	<u>(307)</u>					
<u>305 Litter, Rubbish & Graffiti</u>						
4017 Cleaning & Refuse	0	1,700	1,700		1,700	0.0%
4018 Litter	0	500	500		500	0.0%
Litter, Rubbish & Graffiti :- Indirect Expenditure	<u>0</u>	<u>2,200</u>	<u>2,200</u>	<u>0</u>	<u>2,200</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>					
<u>311 Cemeteries</u>						
1031 Burial & Memorials Income In	658	5,750	5,092			11.4%
1032 Burial & Memorials Income Out	754	12,000	11,246			6.3%
Cemeteries :- Income	<u>1,412</u>	<u>17,750</u>	<u>16,338</u>			<u>8.0%</u>

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4011 Rates	291	268	(23)		(23)	108.4%
4012 Water	5	180	176		176	2.5%
4037 Grounds Maintenance	0	3,600	3,600		3,600	0.0%
Cemeteries :- Indirect Expenditure	<u>295</u>	<u>4,048</u>	<u>3,753</u>	<u>0</u>	<u>3,753</u>	<u>7.3%</u>
Movement to/(from) Gen Reserve	<u>1,117</u>					
<u>314 War Memorial & Closed Churchya</u>						
4012 Water	30	0	(30)		(30)	0.0%
4036 Property Maintenance	0	1,200	1,200		1,200	0.0%
4037 Grounds Maintenance	0	1,000	1,000		1,000	0.0%
War Memorial & Closed Churchya :- Indirect Expenditure	<u>30</u>	<u>2,200</u>	<u>2,170</u>	<u>0</u>	<u>2,170</u>	<u>1.4%</u>
Movement to/(from) Gen Reserve	<u>(30)</u>					
<u>321 Footpaths & Street Furniture</u>						
4036 Property Maintenance	28	500	472		472	5.7%
Footpaths & Street Furniture :- Indirect Expenditure	<u>28</u>	<u>500</u>	<u>472</u>	<u>0</u>	<u>472</u>	<u>5.7%</u>
Movement to/(from) Gen Reserve	<u>(28)</u>					
<u>322 Footway Lighting</u>						
4014 Electricity	450	6,000	5,550		5,550	7.5%
4038 Maintenance Contract	0	10,000	10,000		10,000	0.0%
Footway Lighting :- Indirect Expenditure	<u>450</u>	<u>16,000</u>	<u>15,550</u>	<u>0</u>	<u>15,550</u>	<u>2.8%</u>
Movement to/(from) Gen Reserve	<u>(450)</u>					
<u>341 Partnership Working</u>						
1079 Miscellaneous	1,750	0	(1,750)			0.0%
Partnership Working :- Income	<u>1,750</u>	<u>0</u>	<u>(1,750)</u>			
4061 Partnership Working	35	24,000	23,965		23,965	0.1%
Partnership Working :- Indirect Expenditure	<u>35</u>	<u>24,000</u>	<u>23,965</u>	<u>0</u>	<u>23,965</u>	<u>0.1%</u>
Movement to/(from) Gen Reserve	<u>1,715</u>					
Works & Service :- Income	3,162	17,950	14,788			17.6%
Expenditure	9,315	82,133	72,818	0	72,818	11.3%
Movement to/(from) Gen Reserve	<u>(6,153)</u>					

05/06/2019

Chepping Wycombe Parish Council

14:23

Detailed Income & Expenditure by Budget Heading 01/04/2019

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	3,162	17,950	14,788			17.6%
Expenditure	9,315	82,133	72,818	0	72,818	11.3%
Net Income over Expenditure	<u>(6,153)</u>	<u>(64,183)</u>	<u>(58,030)</u>			
Movement to/(from) Gen Reserve	<u>(6,153)</u>					