

# CHEPPING WYCOMBE PARISH COUNCIL

## WORKS & SERVICES COMMITTEE

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

Meeting to be held on Thursday 21 March 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**

---

|                              |                              |                |
|------------------------------|------------------------------|----------------|
| <b>Committee Membership:</b> | Cllr C Dodds - Chairman      | Cllr C Jordan  |
|                              | Cllr J White – Vice-chairman | Cllr J Johnson |
|                              | Cllr L Johncock              | Cllr H Darch   |
|                              | Cllr R Kin                   | Cllr K Wood    |
|                              | Cllr J Herschel              | 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. Restoring the Record
5. Committee Projects
  - 5.1 Bus Shelter – Kingsmead Road, Loudwater
  - 5.2 Office Refurbishment
6. Boundary Stone Update – Wycombe Heights Golf Club
7. LED Footway Lighting
8. Local Area Forum
9. Community Payback Update
10. Post Pouch Boxes
11. Cemeteries
  - 11.1 Procedures and Paperwork
12. Committee Finances
13. Questions from committee members and the public
14. Accounts for payment



Wendy Thompson  
Clerk of the Council  
11 March 2019

## AGENDA ITEM 3

### Delegated Action

Members are asked to NOTE that since the last committee meeting in November the chairman of committee and clerk have instigated the following under delegated actions;

- Ordered a steam cleaner at a cost of £180.00 to assist in the cleaning of the tiles in the office.
- Purchased 3 replacement bins for Cock Lane cemetery at a cost of £993.00.

## AGENDA ITEM 4

### Restoring the Record

Members are asked to RECEIVE an update from Cllr White.

## AGENDA ITEM 5

### Committee Projects

#### 5.1 Bus Shelters – Kingsmead Road, Loudwater

Members are asked to CONSIDER the quotations for the supply and installation of 3 no bus shelters – two new shelters for Kingsmead Road, Loudwater and the replacement of the old green painted shelter on Station Road, Loudwater. **APPENDIX A**

#### 5.2 Office Refurbishment

Members are asked to NOTE that quotations for the redecoration of the office have been obtained and are now asked to CONSIDER and APPROVE one of the following quotations for both pieces of work.

|         |                       |
|---------|-----------------------|
| Quote A | £5,560.00             |
| Quote B | £4,590.00 Labour only |
| Quote C | £6,950.00             |

## AGENDA ITEM 6

### Boundary Stone – Wycombe Heights Golf Club

Members are asked to NOTE that Cllr White has met with the Grounds Manager at the Golf Club who has offered to undertake the installation of the interpretation board. He will contact Cllr White with a date for installation.

Members are asked to CONSIDER and, if so minded APPROVE an unveiling ceremony for the interpretation board following installation.

## AGENDA ITEM 7

### LED Footway Lighting

Members are asked to NOTE that there are a few lamps either day burning or out (about 5 units out of 522). There are some outstanding issues with Zeta Specialist Lighting namely 4 lamps that have been paid for to be stored in the depot for ease of access but appear to be missing. Zeta have been contacted and will organise the return of the 4 lamps.

To date we have not received a request for payment from the installers for all the swapped out lamps, this has been requested.

Member are asked to NOTE that a maintenance package is currently being investigated.

## AGENDA ITEM 8

### Local Area Forum

Members are asked to NOTE that the installation of bollards at the junction of Wheeler Avenue and Church Road was agreed as a project at the last Local Area Forum meeting and the matched funding of £3,400 was subsequently approved at the last committee meeting.

## AGENDA ITEM 9

### Community Payback Update

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

## **AGENDA ITEM 10**

### **Post Pouch Boxes**

Members are asked to NOTE that further contact with Royal Mail has been made relating to the removal/painting of the post pouch boxes within the parish. We have now been given a local contact whereas the previous request was being dealt with by the London office with no progress being made.

## **AGENDA ITEM 11**

### **Cemeteries**

#### **11.1 Procedures and Paperwork**

Members are asked to NOTE that members of the working party have been booked on a Cemetery Compliance training session on 27 March 2019. The working party will look at the procedures and paperwork following the training session.

## **AGENDA ITEM 13**

### **Committee Finances**

Members are asked to NOTE the committee's income and expenditure to Month 11 (February).

### **APPENDIX C**

## **AGENDA ITEM 14**

### **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 15**

### **Accounts for payment**

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

**Date and Time of next meeting: Thursday 13 June 2019 @ 7.30pm**