

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting to be held on Tuesday, 19 May 2020 at **2pm via Microsoft Teams**
Under the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (4 April 2020) allowing Local Authorities flexibility to hold meetings at a time, day and frequency to suit their own needs, without the requirement for further notice.

Present:

Cllr K Wood – Chairman	Cllr R Wilks
Cllr L Willis - Vice-chairman	Cllr Herschel
Cllr J Gurney	Cllr C Jordan
Cllr A Barron	Cllr H Darch
Cllr I Forbes	Cllr S Digby
Cllr B Kin	Cllr L Johncock
Cllr S Herron	Cllr C Dodds
Cllr M Wilkes	

Also present: Cllr D Johncock (BC (Wycombe Area)) and Cheryl Jeken (deputy clerk)

FC/20/001 **Apologies for Absence**
Apologies for absence were received and approved from Cllr J White (family)

FC/20/002 **Declarations of Interest and Code of Conduct**
None were received

FC/20/003 **Council Minutes**
FC/19/058 Grant Request – VE Day: Cllr Barron queried whether the grant had been paid. The clerk advised that the payment had not been made due to the cancellation/postponement of the event.
FC/19/053 Finance & General Purposes Committee: Cllr Forbes confirmed that a 2% pay award had been granted to all members of staff in lieu of any further pay award being made. Currently there was a national offer on the table of 2.75% which had not yet been agreed.
FC/19/051 Open Spaces Committee: Cllr Forbes highlighted the path leading from New Road and suggested that the path could be raised to stop the water collecting in the dip along with some form of soakaway of drainage. Cllr Darch reminded members that this had been added to the committee site visit for inspection.
FC/19/060 Questions by Members of the Council: Cllr Johncock updated members of the green bin issue in Flackwell Heath advising that no further progress had been made. Alternatives that have been given were to paint the bins ourselves or have them changed out with black bins.
Cllr Johncock also advised that Sheepridge Lane had now been litter picked by a resident.

*It was RESOLVED that;
the minutes from the Council meeting held on Thursday 27 February 2020 be approved*

FC/20/004 **Open Spaces Committee**
OS/19/082 Orchard Green Hedge: Cllr R Wilks advised that the new hedging was looking very good.

*It was RESOLVED that;
the report of the Committee meeting held on Tuesday 10 March 2020 be approved.*

FC/20/005 **Planning Meetings**
*It was RESOLVED that;
the reports of the comments made without a meeting be approved.*

FC/20/006

Annual Return and Governance Statement

Council was asked to consider the completed Annual Return and Governance Statement, with a view to the Chairman of the Council signing the documentation.

Cllr Forbes gave a brief overview of the year end and advised that the internal auditor Mr Newhouse had visited the office just before the 'lockdown' to check all the process and once the year end had been completed the accounts were sent off to him for his to check and sign off. Cllr Forbes advised that the clerk had been thanked for the work on the accounts.

It was highlighted that Box H on the Internal Audit report had been missed. The clerk was asked to contact Mr Newhouse to clarify the situation and get the box ticked.

It was RESOLVED that;

the Annual Return and Governance Statement be approved for signature by the Chairman of the Council, subject to the satisfactory completion of the Internal Audit report.

FC/20/007

Rent Waivers

Council was asked to consider waiving rents due to the parish council during the 'lockdown' period. A vote was taken following a second proposal of a reduction in rent (peppercorn) during the year.

It was RESOLVED that;

the Council would waive rents due during the 'lockdown' period.

Vote: 8 for waiving rent/6 for a reduction in rent with 1 abstention

FC/20/008

Questions by Members of the Council

There were no questions raised.

FC/20/009

Public Participation

There were no questions raised.

FC/20/010

Accounts for Payment

Accounts for payment for March, April and May were attached to the agenda for councillors to note of the payments made during the 'lockdown' so far; (24 March 2020, 31 March 2020, 17 April 2020, 5 May 2020).

The chairman of the meeting thanked members for their attendance and closed the meeting at 15:39 hrs

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on Tuesday, 2 June 2020 at **2pm via Microsoft Teams**

Under the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (4 April 2020) allowing Local Authorities flexibility to hold meetings at a time, day and frequency to suit their own needs, without the requirement for further notice.

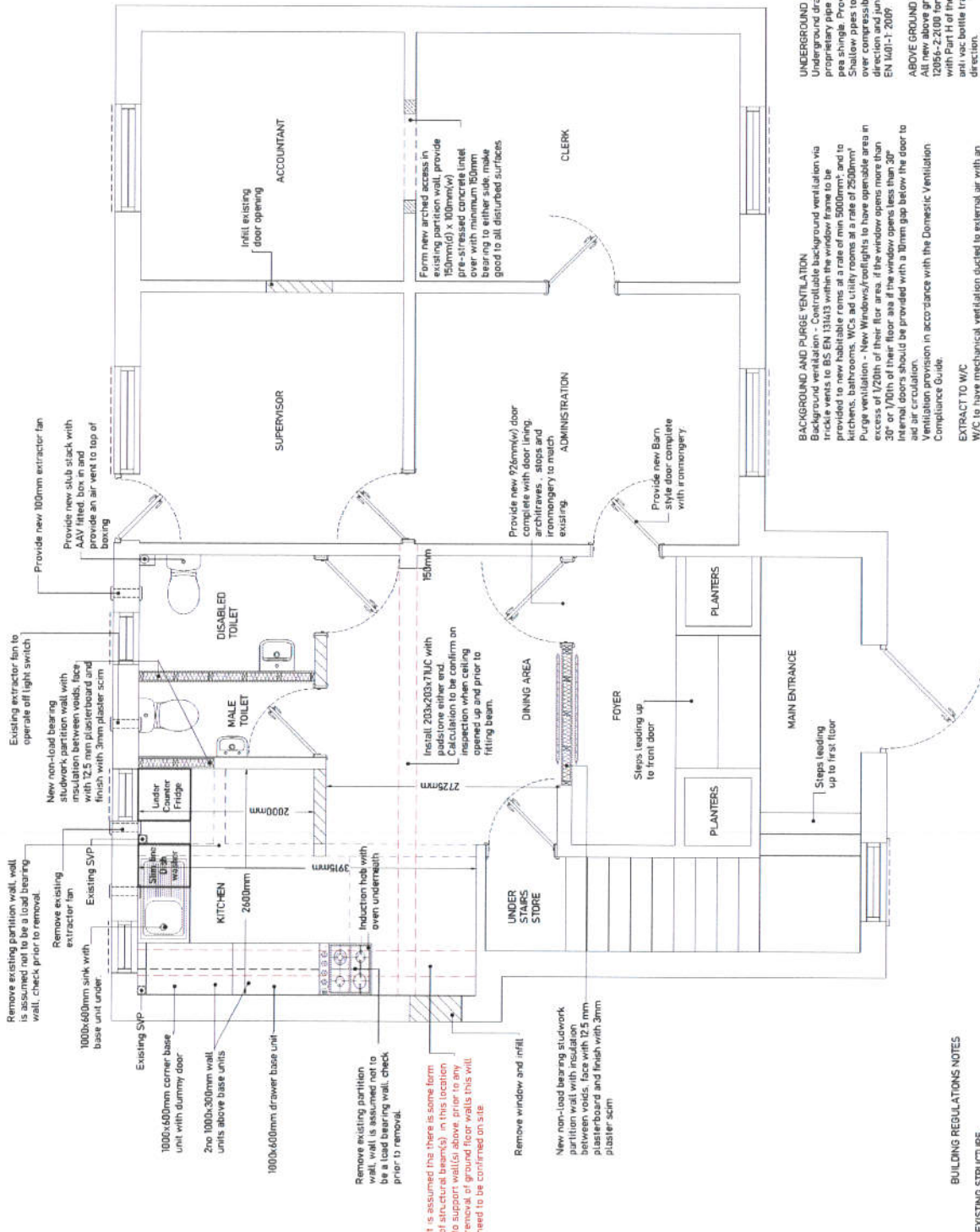
Cllr H Darch acted as chairman of the meeting

Attendees: R Wilks, C Jordan, R Kin, A Barron

- 1. Apologies for Absence**
C Dodds, M Wilkes
- 2. Declarations of members' interests in items on the agenda**
None
- 3. Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
20/06152	33 Oakland Way Flackwell Heath Bucks HP10 9ED	Householder application for construction of single storey rear extension, box dormer to rear, insertion of 2 x roof lights to front elevation in connection with loft conversion and alterations to fenestrations	No comment
20/06021	25 Oakland Way Flackwell Heath Bucks HP10 9ED	Householder application for construction of single storey rear extension and alterations to fenestrations	No comment
20/06131	56 Ashley Drive Tylers Green Bucks HP10 8AZ	Householder application for construction of single storey rear and attached garage extensions with associated internal alterations	We note that this application requires the removal of a copper beech tree subject to a TPO. We expect the BC tree specialists to examine this proposal carefully to determine whether the plans need to be changed to protect the tree or whether regrettably to allow its removal.

The chairman thanked members for their attendance and closed the meeting at 2.29pm.



BUILDING REGULATIONS NOTES

- EXISTING STRUCTURE**
Existing structure including foundations, beams, walls and lintels carrying new and altered loads are to be exposed and checked for adequacy prior to commencement of work and as required by the Building Control Officer.
- LINTELS**
- For uniformly distributed loads and standard 2 storey domestic loadings only
- Lintel widths are to be equal to wall thickness. All lintels over 750mm sized internal door openings to be 65mm deep pre-stressed concrete plank lintels. 150mm deep lintels are to be used for 900mm sized internal door openings. Lintels to have a minimum bearing of 150mm on each end. Any existing lintels carrying additional loads are to be exposed for inspection at commencement of work on site. All pre-stressed concrete lintels to be designed and constructed in accordance with BS 5101, with a minimum depth of 60mm. Lintels carrying steep stairs to be designed in accordance with BS 5994 to support proprietary insulated steel lintels suitable for spans and loadings in compliance with Approved Document A and lintel manufacturers standard tables. Stop ends, DPC trays and weep holes to be provided above all externally located lintels.

INTERNAL STUD PARTITIONS

100mm x 50mm softwood treated timbers studs at 400mm centres with 50 x 100mm head and sole plates and solid intermediate horizontal nogging at 700 height or 450mm. Provide min 100kg/m² density acoustic soundproof quilt tightly packed (eg. 40mm Fibrecoat) or 100mm mineral fibre sound insulation in all voids the full depth of the partition. Provide 100mm x 50mm timber batten to provide non-parallel or provide nogging where at right angles to DPC or plasterboard. Plasterboard slab if solid ground floor. Walls faced throughout with 12.5mm plaster board with skim plaster finish. Taped and jointed complete with beads and stops.

SMOKE DETECTION

Mains operated linked smoke alarm detection system to BS EN 14604 and BS 5839-6:2013 to at least a Grade D category, LD3 standard and to be mains powered with battery back up. Smoke alarms should be sited so that there is a smoke alarm in the circulation space on all levels, storeys and within 7.5m of the kitchen, living and dining areas. Alarms should be sited away from doors, windows and light fittings. Where the kitchen is a separate room, a smoke alarm or circulation space by a door, there should be an interlinked heat detector in the kitchen.

BACKGROUND AND PURGE VENTILATION

Background ventilation - Controllable background ventilation via trickle vents to BS EN 13133 within the window frame to be provided in all rooms, including living areas, bedrooms, bathrooms, kitchens, and toilets. Vents to be provided at a rate of minimum 10 litres per second (l/s) per 10m² of floor area. Purge ventilation - New Windows/Frontlights to have operable area in excess of 1/20th of their floor area. If the window opens less than 30° or 1/10th of their floor area if the window opens less than 30° internal doors should be provided with a 10mm gap below the door to aid air circulation. Ventilation provision in accordance with the Domestic Ventilation Compliance Guide.

EXTRACT TO W/C

W/C to have mechanical ventilation ducted to external air with an extract rating of 15 l/s operated via the light switch. Vent to have a 15mm overrun in the window in room. Internal doors should be provided with a 10mm gap below the door to aid air circulation. Ventilation provision in accordance with the Domestic Ventilation Compliance Guide. All fixed mechanical ventilation systems, where they can be tested and adjusted, shall be commissioned and a commissioning notice given to the Building Control Body.

EXTRACT TO KITCHEN

Kitchen to have mechanical ventilation with an extract rating of 60 l/s or 30 l/s/sec. If adjacent to job to external air, sealed to prevent backdrafting. Extract ducts should be provided with a 10mm gap below the door to aid air circulation. Ventilation provision in accordance with the Domestic Ventilation Compliance Guide. Interim extract fans to BS EN 13133-4. Cooker hoods to BS EN 13133-3. All fixed mechanical ventilation systems, where they can be tested and adjusted, shall be commissioned and a commissioning notice given to the Building Control Body.

UNDERGROUND FOUL DRAINAGE

Underground drainage to consist of 100mm diameter UPVC proprietary pipe work to give a 1:10 fall. Surround pipes in 100mm pea shingle. Provide 600mm suitable cover (900mm under drains). All new pipes to be covered with 150mm reinforced concrete over concrete. Provide drainage to comply with all changes of direction and junctions. All below ground drainage to comply with BS EN 1401-1:2009.

ABOVE GROUND DRAINAGE

All new above ground drainage and plumbing to comply with BS EN 12056-2:2000 for sanitary pipework. All drainage to be in accordance with Part H of the Building Regulations. Wastes to have 75mm deep anti-vac bottle traps and robbing eyes to be provided at changes of direction.

Size of wastes pipes and max length of branch connections (if max length is exceeded then anti vacuum traps to be used)
Wash basin - 1.7m for 32mm pipe 3m for 40mm pipe
Bath/shower - 1.7m for 32mm pipe 4m for 50mm pipe
W/C - 4m for 100mm pipe for single WC
All branch pipes to connect to 100mm soil and vent pipe terminating min 900mm above any openings within 3m.
Or to 100mm upvc soil pipe with accessible internal air admittance valve complying with BS EN 12280, placed at a height so that the outlet is above the trap of the highest fitting.
Waste pipes not to connect on to STP within 200mm of the WC.
Supply hot and cold water to all fittings as appropriate.

AUTOMATIC AIR VALVE

Ground floor fittings from WC to be connected to new 100mm UPVC soil pipe with accessible internal air admittance valve complying with BS EN 12280, placed at a height so that the outlet is above the trap of the highest fitting and connected to underground quality drainage encased with pea gravel to a depth of 150mm.

NOTE:

The contractor is responsible for all dimensions and levels which are to be taken from site at all times and if required agreed with the client or designer. Responsibility will be held by the designer on failure of notification.
An Asbestos survey has not been carried out on this property, in the event of finding asbestos this must be treated with caution and tested and removed by a qualified person.

Please note that the contractor will be the principle designer and principle contractor on this contract for all CDK.

Any works undertaken on site prior to receiving Building Regulations Approval from the Local Authority are at clients own risk.

The contractor is responsible for any / all temporary works that may be required and the general safety and stability of the building during removal of existing works and installation of all new structural elements at all stages of the work. It is the responsibility of the contractor to ensure the safety of the building and its contents. Any existing walls or structural elements to be removed must be done so / undertaken only after all necessary props / temporary supports / works required are in place. The removal of walls or beams must be undertaken with great care so as not to destabilize or damage the existing structure at any time.

A party wall agreement may be required for some works to be undertaken. The contractor is advised to seek professional advice and have not provided any information on this requirement. The client is advised to seek confirmation if one is required from a Party Wall Surveyor.

DO NOT SCALE FROM DRAWINGS, EXCEPT FOR PLANNING PURPOSES
CLIENT: CHURCH WYCOMBE PARISH COUNCIL

Site Address:
COCK LANE
TYLERS GREEN
BUCKS
HP10 8US

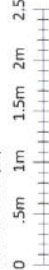
Dwg Date: 21 - 08 - 2019

Dwg No: 002

Dwg Title: PROPOSED GROUND FLOOR PLAN

Proposed Project:
INTERNAL ALTERATIONS

Scale Bar 1 : 50 (A3)



External ground work cost on football pitches/Commons and Open spaces

Derehams Sports Ground Two pitches

Operation	Annual costs
Fertiliser	300
Seeding	600
Spike and harrow	1800
Annual cost	2700
Front Common	
Fertiliser	150
Spike and harrow	540
Seeding	300
Annual cost	990
Straight Bit Recreation Ground	
Fertiliser	150
Seeding	300
Spike and harrow	540
Annual cost	990

10 year costs on areas above: £46,800 at current market prices

All these maintenance operations could be carried out with the purchase RTV with trailed spreader and harrows. The past two years it has become impossible to liaise with contractors to carry out operational work on the pitches, we have been constantly let down. Winter and summer maintenance requirements need to be undertaken within the weather window and contractors are not always available. The vehicle would also be used in Kings Wood to gain access to paths that are inaccessible for the 4 x 4 Isuzu.

Winter months in the wood can become very tricky when paths turn into mud, the Isuzu has become stuck on several occasions. A tractor or excavator has been called to rescue the vehicle.

The ground staff find it very difficult to carry out tree clearance work in the wood when you have to resort to wheelbarrows to carry equipment around the wood. The demo machine came in handy for picking up burnt out bikes and tyres that had been dumped in Kings Wood.

All chainsaws and equipment can be placed on the tipping bed. Fencing material and post would also be transported to repair deer exclosures.

Would be utilised for CP when working in all our woods.

Kubota RTV	Quote A £15,000	Quote B £16,170
Trailed spreader	Quote A £1,040	Quote B £1,554

RTV

KUBOTA 4WD DIESEL UTILITY VEHICLE

For Earth, For Life
Kubota

RTV-X900/RTV-X1110

Two versatile RTVs, the RTV-X900 and the new more powerful RTV-X1110, offer the power, acceleration, and hill-climbing ability you need for all types of jobs, with your choice of Kubota Orange or Realtree Camo styling.



SPECIFICATIONS

Model		RTV-X900 Non-homologation model		RTV-X1110 Homologation model	
Available body colours		Kubota Orange	Realtree® AP Camo	Kubota Orange	Realtree® AP Camo
Engine	Make	KUBOTA D902-E-UV			
	Type	3-cylinders, 4-cycle, diesel, OHV			
	Displacement cc	898			
	Net Power ECE-R24 kW (PS)	15.4 (21.0)			
	Cooling system	Liquid			
Transmission	Battery	CCA: 540			
		CCA: 650			
		Variable Hydraulic Transmission (VHT-X)			
Max. travelling speed		Hi-Lo range forward, neutral, reverse			
		0 – 25 (0 – 40)			
4WD system	Front differential	Limited-slip differential			
	Rear differential	Foot operated differential lock			
Steering		Hydrostatic power			
		Wet-disc brakes			
Brakes	Front / Rear	Rear wheel, hand operated			
	Parking brake	Independent, Dual A-arms with coil over shock with adjustable spring preload			
Suspension	Front suspension	205			
	Rear suspension	205			
	Rear suspension travel	205			
Ground clearance	Front ROPS / CABIN mm (inch)	265 (10.4) / 252 (9.9)			
	Rear ROPS / CABIN mm (inch)	259 (10.2) / 257 (10.1)			
Headlights	Front ROPS / CABIN	Two, 37.5 watt halogen			
	Rear ROPS / CABIN	2-point			
Occupant Protective System	Seat belts	e12*1322/2014*2016/1788U3*00007 / e12*1322/2014*2016/1788V*00008			
	Certification ROPS / CABIN	3130 (123.2)			
Dimensions	Length mm (inch)	1605 (63.2)			
	Width ROPS / CABIN mm (inch)	1990 (78.3)			
	Height, overall mm (inch)	1240 (48.8)			
	Front tread centers mm (inch)	1240 (48.8)			
	Rear tread centers mm (inch)	2045 (80.5)			
	Wheelbase mm (inch)	4.0			
	Turning radius m	960 / 1050			
	ROPS / CABIN kg	450 on flat ground / 1000 on flat ground			
	Unbraked / Inertial-braked kg	585 / 495			
	ROPS / CABIN kg	Steel			
Weight (Gross)	Weight (Gross) kg	1465 (57.7) × 1030 (40.6) × 285 (11.2)			
	Towing capacity	0.43			
	Volume m³	887			
	Bed height (unloaded) mm	500			
	Cargo bed load kg	Hydraulic power lift			
Fuel tank capacity	Dumping system	30			
		Not available			
Tyres (front and rear)	ATV	25×10-12, 6-ply			
	HDWS	Not available			
Front guard design		Center and bumper			
		Option			
Alloy wheel		Standard			
		25×10-12, 6-ply			
Hydraulic bed lift		Not available			
		25×10-12, 6-ply			

The company reserves the right to change the above specifications without notice.
This brochure is for descriptive purpose only. Please contact your local Kubota dealer for warranty and safety information.
The values in "Ground clearance" and "Weight" are those with the machine equipped with the tyres in the table above. Some RTVs in this brochure are shown with optional accessories. For off-highway use only.

CAPABILITIES

The capacity for hauling, the strength for towing.

Dumping Cargo Bed

With single lever operation, the hydraulic-lift cargo bed rises and your cargo slides out. Loads that could take significant physical strength and time to unload can now be off-loaded with little effort in mere seconds.

450 kg Towing Capacity

Standard 50 mm tow hitches at the front and rear let you tow up to 450 kg.

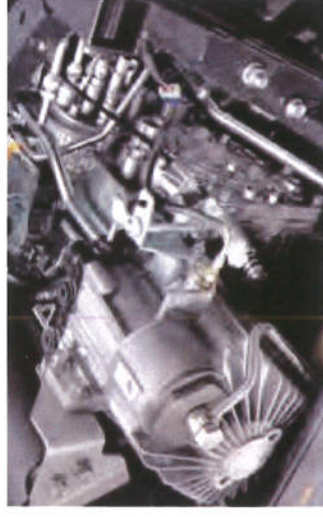


Carry Up To 15.2 Cubic Feet of Cargo

Increasing the capacity of the cargo bed, the new RTV-X1110 and RTV-X900 can carry more of whatever you need to move. You can carry up to 500 kg and cargo tie down hooks keep your load secure.

VHT-X (Variable Hydraulic Transmission)

Kubota has more experience in variable hydraulic transmissions than any other Utility Vehicle manufacturer, resulting in rugged transmissions with superior acceleration and hill-climbing ability. The RTV-X900 is equipped with Kubota's advanced VHT-X which offers a wide torque band and large oil coolers that boost performance and durability. The RTV-X1110 boasts an even stronger, more durable transmission as well as an upgraded HST.



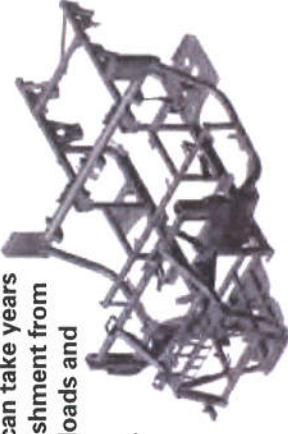
Two-speed In-line Shift

You will shift less often and maintain better control, thanks to the transmission gearing with just two forward speeds (high and low), plus neutral and reverse.



Strong High-rigidity Frame

The high-rigidity steel frame isolates the occupants from noise, vibrations and harshness. With structural strength that few in the industry can match, this durable frame can take years of punishment from heavy loads and rough terrain.



Large and Easy Maintenance Radiator

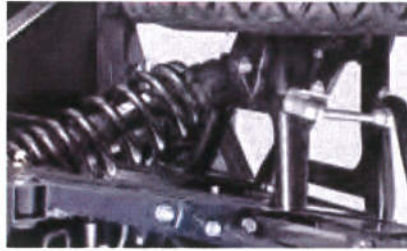
Open the bonnet, and you will find the radiator and air-intake located high and up at the front, where the air is cleaner and cooler. This improves both radiator performance and simplifies maintenance. Kubota's wide fin pitch design minimises clogging, further improving radiator performance.



Get in and buckle up. You are about to experience a whole new level of driving performance.

Front & Independent Rear Suspension

Regardless of the terrain or load, independent suspension on all four wheels ensures a truly exceptional ride. Kubota's Extra Duty IRS (Independent Rear Suspension) technology also sets a new standard for durability.



Height-adjustable Front and Rear Suspension

Whether you've got a heavy load or no load at all, adjustment of the front and rear suspension height will ensure the proper vehicle height for a smooth ride and optimum control.

High Ground Clearance

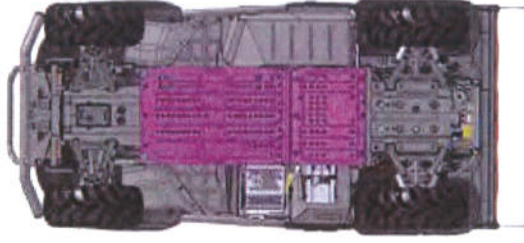
The new RTV-X1110 and RTV-X900 keep the bar high on ground clearance—with a full front 265 mm, rear 259 mm of suspension travel for the ROPS model (CAB: 252 mm, 257 mm)—giving you excellent clearance over uneven ground.

Limited-Slip Front Differential

True 4-wheel drive with a limited-slip front differential and a locking rear differential help reduce wheelspin to a minimum, giving you greater control and a smoother ride on rough or muddy terrain.

CV Joint Protectors and Skid Plates

Obstacles in the way? CV joint protectors and heavy-duty skid plates will protect the most critical parts of the engine and transmission.



Dynamic Braking

You will feel more secure, especially when travelling down long inclines, knowing that dynamic braking is providing additional braking power and greater driving control.

Chepping Wycombe Parish Council

12:58

Summary Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Committee Report

Open Spaces

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Income	683	16,450	15,767			4.2%
Expenditure	7,014	64,100	57,086	0	57,086	10.9%
Movement to/(from) Gen Reserve	<u>(6,330)</u>					

Works & Service

Income	3,039	17,950	14,911			16.9%
Expenditure	2,725	55,953	53,228	0	53,228	4.9%
Movement to/(from) Gen Reserve	<u>314</u>					

Finance & General Purpose

Income	184,692	366,963	182,271			50.3%
Expenditure	32,987	232,795	199,808	0	199,808	14.2%
Movement to/(from) Gen Reserve	<u>151,705</u>					

Grand Totals:- Income	188,414	401,363	212,949			46.9%
Expenditure	42,725	352,848	310,123	0	310,123	12.1%
Net Income over Expenditure	<u>145,689</u>	<u>48,515</u>	<u>(97,174)</u>			
Movement to/(from) Gen Reserve	<u>145,689</u>					

Proposed Year end Transfers to Earmarked Reserves

EMR Kingswood	5,000
EMR Derehams Park	10,000
EMR Play Area equipment	5,000
EMR office refurbishment	6,300
EMR Depot 2020	3,000
EMR street lighting	6,500
EMR benches and signs (all areas)	6,000
EMR memorial maintenance	3,000
EMR cemetery improvements	3,000
EMR vehicle replacement	13,000
EMR Election	1,500
	62,300

CHEPPING WYCOMBE PARISH COUNCIL STANDING COMMITTEES 2019 20

OPEN SPACES		WORKS & SERVICES		FINANCE & GENERAL PURPOSES	
Flackwell Heath	Cllr Bob Kin Cllr Liz Johncock Cllr Sue Digby Cllr Mike Wilkes	Flackwell Heath	Cllr Jeff Herschel Cllr Liz Johncock Cllr Sue Digby Cllr Roger Wilks	Flackwell Heath	Cllr Jeff Herschel Cllr Bob Kin Cllr Roger Wilks Cllr Mike Wilkes
Loudwater	Cllr Les Willis Cllr John Gurney Cllr Clive Jordan	Loudwater	Cllr Chris Dodds Cllr John White Cllr Clive Jordan	Loudwater	Cllr Chris Dodds Cllr Les Willis Cllr John Gurney
Tylers Green	Cllr Ian Forbes Cllr Haydn Darch (temp) Cllr Katrina Wood	Tylers Green	Cllr Haydn Darch Cllr Ian Forbes Cllr Katrina Wood	Tylers Green	Cllr Ian Forbes Cllr Haydn Darch Vacancy Cllr Katrina Wood (ex officio)
Red Green	Chairman of committee Vice- Chairman of committee				

Members currently without a committee: Cllr Alec Barron (FH) and Cllr Sharon Herron (TG)