

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Thursday 12 November 2020

Members of the council are summoned to attend the meeting to be held at **7.00pm 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.

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 A Barron

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

AGENDA

1. Apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.

2. Declarations of members' interests in items on the agenda

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer (Clerk) of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council.

3. Delegated Action

4. Committee Projects

4.1 Office Refurbishment

4.2 Bus Shelters

4.3 Depot Roof

4.4 Street Litter Bins – Flackwell Heath

4.5 Office Steps

4.6 Committee Projects

5. LED Footway Lighting

6. Cemeteries

Path and driveway – Cock Lane Cemetery

7. Footpaths

Footpath inspections

8. Third Party Working

Replacement cabinet for publicly available defibrillator [PAD]

9. Community Payback Update

10. Committee Budget 2021/22

11. Committee Finances

12. Questions from committee members and the public

13. Accounts for payment



Cheryl Jeken, Deputy Clerk to the Council
6 November 2020

Delegated Action

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

- Repairs to waste pipe and radiator at the Warden's house at a cost of £230.00
- Purchase of dishwasher at Warden's house at a cost of £299.00.

AGENDA ITEM 4**Committee Projects****4.1 Office Refurbishment**

Members are asked to NOTE that drawings have been sent to Building Control and we await their response by the end of the consultation period, that being 27 November.

4.2 Bus Shelters

Members are asked to NOTE that a consultation is underway with residents, bus users and other stakeholders to advise them of the council's plans with regards to the potential bus shelter sites which may affect them and to offer them an opportunity to comment. To date, twelve responses have been received and the results will be summarised and published after the deadline of 11 November has passed.

Members are asked to NOTE that Councillors Dodds and Herschel will prepare a specification to pass on to TfB and contractors.

4.3 Depot Roof

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotations set out below for the proposed works to the roof to include:

- replacing the outer roof sheet with PVC plastisol-coated steel sheets fixed to the existing steel framework
- providing new fibreglass insulation of recommended thickness
- the roof lights to be replaced with heat saving double glazed units

Quote A Option 1	£22,700.00 (10 year guarantee)
Quote A Option 2	£37,100.00 (10 year guarantee)
Quote B	£21,780.00 (3 year guarantee)
Quote C	£57,338.00

4.4 Street Litter Bins – Flackwell Heath

Members are asked to NOTE that the Deputy Clerk wrote and then later spoke to the Buckinghamshire Council's Cabinet Member for Environment and Climate Change, Bill Chapple OBE, requesting his help in refurbishing the existing style of green street litter bins in order for them to be in keeping with the existing village street scene. A response from Dan Sexton, Waste Contract Manager at Buckinghamshire Council, is awaited.

4.5 Office Steps

Members are asked to NOTE that the approved works to replace the steps at the rear door to the office have been ordered and the work is expected to start this month.

4.6 Committee Projects

Members are asked to NOTE and comment on the list of current and proposed projects for the committee:

- council office improvements to kitchen, lobby, toilets and offices
- reroofing of depot
- replacing depot lighting with LED luminaires
- deep cleaning and repainting of depot walls
- refurbish metal depot shelving
- complete programme for new bus shelters in Loudwater and Flackwell Heath

- review condition of existing bus shelters with view to future refurbishment or replacement
- review condition of existing seats and benches with view to future refurbishment or replacement
- review and update if necessary the council's signage programme
- consider options for improving and minimising the future costs of maintaining our cemeteries
- continue to work with third-parties to improve the condition of our parish footpaths and continue to support our programme of being a stile-free parish
- support lifestyle, healthy living and educational initiatives for walkers and cyclists by providing signage and interpretation boards at suitable locations
- consider opportunities to become an even greener council by reducing our carbon footprint and ameliorating or off-setting our inputs
- support our local environment by planting of trees and hedges in our community
- continue and expand the council's initiatives to support reducing alien plant infestations
- continue to work with third parties to improve physical and mental health outcomes impacted by vehicle emissions and noise

Members are encouraged to bring forward additional suggestions for development

AGENDA ITEM 5

LED Lighting

Members are asked to NOTE that Councillor Herschel has provided the Deputy Clerk with a list of LED lights which need to be cleared of overhanging branches [20] or which need to be repaired [9]. The Deputy Clerk will be writing to residents whose trees are covering lights.

AGENDA ITEM 6

Cemeteries

Path and driveway – Cock Lane Cemetery

Members are asked to NOTE that the work to the path and driveway at Cock Lane Cemetery has been completed.

AGENDA ITEM 7

Footpaths

Members are asked to NOTE that we have received an Inspection checklist from the BCC Rights of Way Team which we can use when inspecting paths thereby assisting them with their twice yearly random survey of some of the footpaths in the parish. **APPENDIX A**

AGENDA ITEM 8

Third Party Working

Replacement cabinet for publicly available defibrillator [PAD]

Members are asked to consider and if so minded APPROVE the purchase of a replacement cabinet for PAD at a cost of £495 plus VAT. The council has previously agreed that while we would not purchase or adopt PADs we would support their maintenance and provide and assist the provision of cabinets enabling them to be available to all members of the public. A PAD was available in the centre of Flackwell Heath at the now shut British Legion Club and which it is intended to recover and offer it to the Flackwell Heath Community Centre for fixing on an exterior wall of the centre. The existing cabinet is of sheet metal and is badly corroded and should be replaced. The recommended cabinet would be of quality moulded plastic. An offer to remove and fix the PAD in the new cabinet without charge has been made by Cllr. Dodds.

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 September. Members are asked to NOTE that during lockdown there will be no Community Payback. **APPENDIX B**

AGENDA ITEM 10

Committee Budget 2021/22

Members are asked to CONSIDER the draft Works & Services committee budget for 2021/22. Following any changes, the budget will be recommended to the next Finance and General Purposes Committee for approval.

APPENDIX C

AGENDA ITEM 11

Committee Finances

Members are asked to NOTE the committee's income and expenditure to October. **APPENDIX D**

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: to be confirmed

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+44 1494 362643,,835454850#](#) United Kingdom, High Wycombe

Phone Conference ID: 835 454 850#
