

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Thursday 25 March 2021

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

5. LED Footway Lighting

6. Cemeteries

7. War Memorial – Flackwell Heath

8. Committee Finances

9. Questions from committee members and the public

10. Accounts for payment



Cheryl Jeken
Deputy Clerk to the Council
19 March 2021

Delegated Action

Members are asked to NOTE that since the last committee meeting in January there have been no delegated actions taken by the chairman of the committee or clerk.

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

Members are asked to NOTE that this project is on hold. Members will now be aware that the leak in the ladies WC from the rising main has caused significant damage to the floor level and to adjacent plaster work which will need significant work to remedy once the area has dried out. The clerk has lodged a claim with our insurance company and will be working with them to agree what work will need to be undertaken to rectify the situation. Bucks Council Building Control has asked for further notes to be added to the original application. This is being done now so that we can tender the work on their approval.

4.2 Bus Shelters

Members are asked to NOTE that the replacement bus shelter for Northern Woods, Flackwell Heath (opposite Beckings Way) has been ordered at a cost of £6,313.63 and the work is scheduled for 15 and 16 April.

Members are asked to NOTE that, due to the COVID-19 pandemic, the rider numbers that we received are not an accurate reflection so we will not be progressing this project at this time.

4.3 Depot Roof

Members are asked to NOTE that we will NOT be progressing the installation of the PV panels on the depot roof as the company who we were looking at has been unable to tender for the panels and installation. The Salix grant scheme on which we would have depended for a cost-neutral project has been oversubscribed and now closed and central government has yet to make any decision about new green infrastructure funding for local authorities.

In order to quickly progress the original roof replacement works, the Deputy Clerk approached the original tenderers to obtain updated costs as our previous quotes were out of time. Sadly, tenderer A has decided to close the business and take early retirement and will not be interested in tendering. Tenderer B is not in a position to provide another tender as the company has over 9 months work and he is concerned that material costs are unstable at the moment.

The Deputy Clerk will now have to seek new quotations for the proposed works to the roof which are to include:

- replacing the outer roof sheet with PVC plastisol-coated steel sheets fixed to the existing steel framework which, having been examined, is in good condition and which will be cleaned and painted when the roof sheeting is replaced
- providing suitable insulation of recommended thickness and insulation value
- the roof lights to be replaced with heat saving double glazed units.

Members are asked to NOTE that once the new roof is in place, it is intended that a second phase be brought forward for approval which will update internal works including new lighting, new heating to changing room areas, deep cleaning of the depot, painting and replacement of the steel storage bays.

4.4 Street Litter Bins – Flackwell Heath

Members are asked to NOTE that, due to staff shortages at Buckinghamshire Council, we will not be able to proceed with the refurbishment of the street litter bins at this time.

AGENDA ITEM 5**LED Footway Lighting**

Members are asked to NOTE that the lighting contractor has cut back the remaining trees obscuring our LED footway lights at a cost of £600. A further survey of our lights will be carried out later in the year.

Members are asked to NOTE that the trees and shrubs having an effect on the spill of light onto the path between Hedley Road and Straight Bit (behind Cherrywood Gardens) are the responsibility of Buckinghamshire Council and have been reported to the Rights of Way team by Cllr D Johncock.

Members are asked to NOTE that, further to a survey carried out by the clerk and deputy clerk, we have received a credit from SSE for £1,693.99.

AGENDA ITEM 6

Cemeteries

Members are asked to CONSIDER and, if so minded, APPROVE one of the quotes below to lay self-binding gravel on the lower paths (to match the upper path) at Altona Road Cemetery and to create a granite circle.

Quote A	£5,550
Quote B	£5,400
Quote C	£4,120

Members are asked to NOTE that the warden will provide a planter with plants to be placed on the new granite circle at a cost not to exceed £500.

Members are asked to NOTE that the hedging along the back boundary of Altona Road Cemetery requires replacing. Members are asked to APPROVE the estimated planting cost of £2,242 for 60m of holly hedging for the back boundary and to infill a number of gaps. This work will be undertaken during the next planting season, ie November.

AGENDA ITEM 7

War Memorial – Flackwell Heath

Members are asked to NOTE that Cllr L Johncock has contacted and received advice from RHS Wisley for planting ideas for the war memorial. With or without the help of volunteers, the responsibility for the maintenance of the war memorial now falls to us.

AGENDA ITEM 8

Committee Finances

Members are asked to NOTE the committee's income and expenditure to February. **APPENDIX A**

AGENDA ITEM 9

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 10

Accounts for payment

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

Date and time of next meeting: tba

Microsoft Teams meeting

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[Click here to join the meeting](#)

Or call in (audio only)

[+44 1494 362643,746752217#](#) United Kingdom, High Wycombe

Phone Conference ID: 746 752 217#
