

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 9 September 2021 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present: Cllr C Dodds - Chairman
Cllr J Herschel
Cllr L Johncock
Cllr K Wood
Cllr D Johncock
Cllr A Barron
Cllr J Gurney
Cllr C Jordan
Cllr S Barrett (late attendee)

Also present: Cllr R Kin

WS/21/015 **Apologies for absence**
Cllr Roger Wilks (holiday), Cllr H Darch (family commitment)

WS/21/016 **Declarations of members' interests in Items on the agenda**
There were none.

WS/21/017 **Delegated Action**
Members were asked to note that since the last committee meeting in June the chairman of committee and clerk had instigated the following under delegated actions;

- Replacement door and frame to passageway between office and Warden's house at a cost of £580.
- Replacement solid door between staffroom and lower workshop at a cost of £360.

WS/21/018 **Committee Projects**
1 Office Refurbishment
Members were asked to note that the insurance-approved contractor was unable to undertake the remedial work to restore the office following the water leak. An alternative quotation had been obtained by us and approved by the insurance company. We will be given a start date when the contractor returns from holiday at the end of September.

Members were asked to note that we have received the first part of the required documentation for Building Control and are awaiting the second part.

2 Depot Roof

Members were asked to note that the proposed works to the depot roof had begun on 6th September and would be completed as soon as the flashing was delivered. As the previous roof colour Van Dyke brown would not be available until 2022, dark green was chosen.

2.1 Shutter door

Members were asked to consider the quotations for a new roller shutter door in the lower workshop.

It was RESOLVED that;

Quote B Option 2 at £4,115.00 be approved.

2.2 Inspection pit

Members were asked to consider the quotations to fill the redundant inspection pit in the lower workshop with rubble and hard core and cap with concrete.

It was noted that the infill will include hard core with a steel mesh embedded in the concrete.

It was RESOLVED that;

Quote B at £1,000 be approved.

2.3 Painting

Members were asked to note that quotes for the painting of the steel beams and floor will be brought to the next committee meeting.

2.4 Lighting

Members were asked to note that quotes for the replacement of the fluorescent lighting with LED luminaires will be brought to the next committee meeting.

WS/21/019

Street Furniture

Members were asked to note that we are still awaiting the permit from Buckinghamshire Council for the siting of a new bench at Northern Woods at its junction with Whitepit Lane. Following the recent site visit, a new bench, similar to the one on the opposite green (Juniper Green) with cast iron arms and legs, had been ordered at a cost of £433 and had been delivered to our depot. The estimated cost of installation is £650.

It was noted that there should be a 300mm concrete apron in front of the bench.

WS/21/020

Cemeteries

1 Altona Road Cemetery

Members were asked to note that the work to lay self-binding gravel on the lower paths (to match the upper path) and to create a granite circle has been completed at a cost of £4,120.

Members were asked to note that it is proving difficult to source a suitable planter for under £500. Members were asked to approve delegated powers to the clerk and the chairman of the committee for the purchase of a planter up to a sum of £1,000.00. This cost is to be met from EMR for Cemeteries.

It was noted that the warden should ensure that whatever planter is ordered is rabbit-proof.

It was RESOLVED that;

A planter to the value of no more than £1,000.00 be purchased.

Members were asked to note that the work to replace the 60m of holly hedging along the back boundary and to infill a number of gaps would start early next year.

2 Cock Lane Cemetery

Members were asked to note that, following the recent site visit, it was agreed to erect fencing where the footpath joins Cock Lane to prevent walkers from walking into the cemetery. The sleepers would be removed so that the area can become a bank once more.

Members were asked to note that quotes and a plan for the installation of post and rail fencing will be brought to the next committee meeting.

3 Hammersley Lane Garden of Rest

Following the recent site visit, members were asked to note that it was agreed to fill in a dip in the path. The dip will be infilled with stone by our Grounds Team and quotes to redo the whole path with self-binding gravel will be brought to the next meeting.

It was noted that the roof of the store in St Margaret's Cemetery was badly damaged and the deputy clerk has written to the Vicar to inform him that there are grants available via the Community Board for works such as repairs to roofs. The deputy clerk would write to the Vicar again advising him that he could approach the Parish Council for a grant.

Members were asked to consider quotations to reduce the height of one holly tree by 1/3 as requested by the resident.

It was RESOLVED that;

Quote B at £145.00 be approved.

Members were asked to note that some of the flint stones have fallen out of the wall surrounding the churchyard. On inspection, the pointing between the coping stones needs replacing to prevent water seepage. The cost to repoint is estimated to cost up to £1,000.00 which is to be met from the committee's budget for Cemeteries.

Members were asked to approve delegated powers to the clerk and the chairman of the committee for this work up to a sum of £1,000.00.

It was RESOLVED that;

Delegated powers were granted to the clerk and chairman of the committee to approve the work to repair the wall up to a sum of £1,000.00.

WS/21/021

War Memorial – Flackwell Heath

Members were asked to note that, at the recent site visit, it was discussed how the site could be improved and what could be changed to cut down on maintenance. The size of the beds is to be reduced by turfing up to the obelisks and all of the existing lawn is to be re-turfed because of its poor condition. The beds on the inside of the obelisks will be replanted with Nandinas and Heucheras which are colourful and require little maintenance. Four ½-Bell Traffic Bollards are to be placed near the edge of the grass on the corners to protect the grass from vehicles.

Members were asked to resolve by a show of hands whether we do not extend the path to the kerb and perhaps roll out grass matting for the Remembrance service OR we agree to provide a path with Cotswold shingle and concrete edging from the memorial to the roadway OR we agree to provide a path with paving stones.

It was RESOLVED that;

A path with paving slabs has been agreed in principle. The deputy clerk would seek approval and advice from the Conservation Officer at Historic England for the extension of the path. If approval is received, quotes will be brought to the next committee meeting.

It was noted that the returfing and planting of the beds needs to be completed in time for the Remembrance service.

Members were asked to note that the deputy clerk has written to the Royal British Legion regarding wreaths and crosses. They do not have a recommended time frame for the removal of the aforementioned ie. leave as long as they look tidy.

It was noted that wreaths should not be wired to the memorial as it leaves rust marks.

WS/21/022

Royal Mail Pouch Boxes

Members were asked to note that the clerk has complained to Royal Mail following the lack of response to a letter requesting the removal of the pouch boxes within the parish boundary that are not being used.

It was noted that Cllr Barrett had a contact who he would approach regarding the removal of the pouch boxes.

WS/21/023

Vehicle Signage

Members were asked to approve delegated powers to the clerk and the chairman of the committee for the purchase of four magnetic signs for our vehicles up to a sum of £300.00.

It was RESOLVED that;

Delegated powers were granted to the clerk and chairman of the committee to purchase magnetic signs up to a sum of £300.00.

WS/21/024

Community Payback

Members were asked to note the work undertaken by the Community Payback teams since June.

It was noted that the warden should include the new councillors on the roster.

It was noted that the Bowls Club was pleased with the work carried out by CP and the deputy clerk would feed this back to them.

WS/21/025

Committee Finances

Members were asked to note the committee's income and expenditure to Period 4 (July).

It was noted that the Cleaning & Refuse was already 67.9% spent mainly due to people's habits changing during Covid. Next year's budget will need to be reviewed in the light of this.

WS/21/026

Questions from committee members and the public

- Cllr Barrett enquired as to the difference between galvanised and powder-coated garage doors. Cllr Dodds explained the longevity of the powder-coated doors and lack of maintenance required.
- Cllr Kin enquired as to whether the dog waste collections had resumed. Cllr Dodds advised that the problem had been resolved.

The chairman of committee thanked members for their attendance and closed the meeting at 8.35pm.

Date and Time of next meeting: Thursday 11 November 2021 @ 7.30pm

Signed



Dated 12 October 2021