

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on **Thursday, 23 June 2022 at 7.30pm**
at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

The meeting was open to the public and members of the press

Present:

Cllr K Wood (Chairman)	Cllr C Dodds
Cllr D Johncock (Vice-Chairman)	Cllr S Herron
Cllr L Johncock	Cllr S Barrett
Cllr L Willis	Cllr L Webb
Cllr C Jordan	Cllr J Herschel
Cllr A Barron	Cllr H Darch

- FC/22/001 **Apologies for Absence**
Apologies were received and approved from Cllr S Digby (COVID), Cllr R Wilks (holiday), Cllr I Forbes (holiday) and Cllr J Gurney (meeting)
- FC/22/002 **Declarations of Interest and Code of Conduct**
Cllr C Dodds and Cllr L Willis both declared a personal interest in agenda item 7 – Grant Application – Loudwater Lighthouse as they are both involved in the Lighthouse project.
- FC/22/003 **Council Minutes**
It was RESOLVED that;
the minutes of the Council meeting held on Thursday, 28 April 2022 and the Annual Council Meeting held on Tuesday 10 May 2022 were approved as a true and accurate record.
- FC/22/004 **Open Spaces Committee**
It was RESOLVED that;
the report of the Committee meeting held on Tuesday, 24 May 2022 be approved.
- FC/22/005 **Works & Services Committee**
WS/22/007 Royal Mail bag drop boxes Cllr Dodds highlighted this item advising that a positive letter had been received and the boxes would be removed shortly – leaving only the one in Chilton Close. He congratulated Cllr Barrett and the deputy clerk.
It was RESOLVED that;
the report of the Committee meeting held on Thursday, 9 June 2022 be approved.
- FC/22/006 **Planning Meetings**
It was RESOLVED that;
the notes of the Planning Meetings held on 19 April 2022, 3 May 2022, 17 May 2022 and 31 May 2022 be noted.

Council was also asked to note the schedule of applications from April to June, showing eventual outcomes of the parish council submitted objections. Cllr Dodds thanked the deputy clerk for producing the schedule.
- FC/22/007 **Grant Application – Loudwater Lighthouse**
Council was asked to consider the grant application in the sum of £1,000 received from Loudwater Lighthouse to assist in the initial year's running costs.
It was RESOLVED that;
The grant application of £1,000 for the Loudwater Lighthouse be approved.
- FC/22/008 **Track Policy**
Council was asked to consider the recommendation from the Open Spaces committee to adopt the revised policy.

***It was RESOLVED that;
The policy be approved and adopted.***

FC/22/009

Café Licence

Council was asked to note that the Café on School Road, Tylers Green had been given a temporary permit during the COVID lockdown period so that they could continue trading. The permit included the use of an area on the small triangle opposite the café for 3 tables and associated chairs; litter bins were also provided and moved by the café.

Now that the COVID lockdown had finished the café was still requesting the use of the triangle and had mounted a petition of support. However, there are a few residents living in properties close to the site that have aired their discontent at any further extension to the permit.

Council was asked to consider the merits of the petition (200+) and request to allow further use of the Front Common with a view to providing a Licence, prepared by our solicitor.

***It was RESOLVED that;
With a few alterations to the Licence being; bin collection extended to the pond area, exclusion of winter months and a review after a year. The Licence be sent to local councillors and the chairman and vice-chairman of committee for final approval.***

FC/22/010

Community Board Projects

Council was asked to receive a verbal update on progress from Cllr Barron as attached.

FC/22/011

Scanning Project

Council was asked to consider a project to scan all the pre-computer held minute books; to be held on disc and in the cloud. The old books are becoming fragile and some of the ink is fading making it difficult to read.

***It was RESOLVED that;
The clerk be asked to investigate the costs involved and bring back to next Full Council.***

FC/22/012

Allotment – Chapel Road BBQ

Council was asked to note the new date for the BBQ at Chapel Road - Friday 5 August starting at 5pm.

FC/22/013

Questions by Members of the Council

Cllr Herschel queried where information on the Buckinghamshire Council tree planting programme could be found and asked for this information to be provided.

Cllr Barron raised the Buckinghamshire Council's new Design Code and was tasked with draft response.

Cllr Darch asked if the Village Hall TG car park belonged to the parish council – it belongs to the Village Hall.

Cllr Jordan asked if a date had been set for the roadworks on Rayners Avenue. Cllr Wood advised that she should be advised of the date within the next 2-4 weeks.

FC/22/014

Public Participation

There were no members of the public present.

FC/22/015

Accounts for Payment

The accounts for payment were circulated at the meeting for consideration by councillors.

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 10830 to 10839 be signed and that the BACS payment Payflow, direct debits to Barclays, Castle Water and Unicom be approved for payment.***

Confidential items – exclusion of public and press

In view of the confidential nature of the business to be considered it was recommended that Council resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960.

FC/22/016

Confidential Item – Staff Panel Report

Members were asked to consider the presentation. Council was asked to consider the proposal of a 3.1% uplift for all staff and bonuses in the sum of £6,100.

It was RESOLVED that;

an increase to staff pay of 3.1%, also bonus payments to staff totalling £6100 in relation to the year 2021/22 be approved.

Cllr Herschel had left the meeting at 8.29pm before the final decision was taken as he objected to the way the information was presented.

The Chairman thanked members for their attendance and the meeting closed at 8.37pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the meeting held on **Tuesday 6 September** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

Present:	Cllr L Willis (Chairman)	Cllr I Forbes
	Cllr L Johncock (Vice-chairman)	Cllr C Jordan
	Cllr J Gurney	Cllr L Webb
	Cllr H Darch	Cllr S Herron
	Cllr D Johncock	Cllr K Wood (ex officio)

OS/22/014 **Apologies for absence**
Apologies were received and approved from Cllr Digby (family)

OS/22/015 **Declarations of members' interests in items on the agenda**
There were none.

OS/22/016 **Delegated Actions**
Members were asked to note that the following delegated action had been taken by the Chairman of committee and the clerk since the last committee meeting in May:

- the pedestrian access gate for Green Dragon Lane Recreation ground had been ordered at a cost of £980.00. *This expenditure was undertaken in line with Financial Regulation 4.1.*

OS/22/017 **Allotments**
Members were asked to note that the following vacancies exist at the allotment sites:

Chapel Road – 1 full plot
Ashley Drive – 1 half plot and 3 full plots

There were currently 13 people on the waiting list for Chapel Road. Members were asked to note that the tenancy renewals had just been sent out so further status changes were expected.

1 Allotment Picnic and BBQ

Members were asked to note that the picnic at Ashley Drive went ahead as planned on Saturday 23 July with Cllr Forbes acting as the parish representative, standing in for Cllr Willis. Cllr Forbes advised that the event had been well attended and all the certificates had been handed out.

The BBQ at Chapel Road had been held on Friday 5 August, Cllr Willis attended the event. It was noted that compared to last year only half the number of people attended. The certificates had not been handed out or the cup due to the lack of attendance. These have been sent out since.

4.2 Allotment Competition

Members were asked to note that the allotment competition had been judged this year by Cllr Roger Wilks and Cllr Katrina Wood, Cllr Willis thanked both councillors. Certificates were awarded for First place, Second place, Third place and highly commended at both sites along with the overall winner's cup.

OS/22/018 **Tylers Green Common**

1 Bench Request

Members were asked to consider a request from a resident on the Back Common to place a bench near the tree that holds the rope swing. It was noted that the bench was not the usual type installed by the parish council.

It was RESOLVED that;

The bench be approved with the householder taking responsibility for the ongoing maintenance of the bench.

2 New Road path

Members were asked to note that the grounds team would be undertaking some remedial work to the path leading from New Road up to the Back Common. The path requires raising so as not to allow water pooling and mud.

It was noted that the inclusion of drainage channels further up the path may also help with the water run off.

OS/22/019

Playgrounds

1 Ashley Drive Recreation Ground

1.1 Surfacing requirements

Members were asked to note that the quotations for the surfacing highlighted at the last committee meeting had been requested and were awaited.

2 Straight Bit Recreation Ground

Members were asked to note that no further positive information had been received regarding the last arson attack on the boat. Members were asked to note that repairs to the surfacing would be undertaken, however due to the high temperatures we were now on a list waiting for a date.

Members were asked to consider an offer of sponsorship from a local company to replace the piece of play equipment at the site. Members were asked to note that the company would want their contact details on the equipment along with their corporate branding.

It was RESOLVED that;

The clerk write thanking the company for their offer, however, at this moment in time there are no firm ideas on the replacement piece. The company will be advised that a small plaque could be fixed to the equipment with their name as a sponsor.

2.1 Security

Members were asked to consider the ongoing security requirements for the site, with a view to continuing with the security company but also investigating the installation of palisade fencing along the frontage and side behind the Tennis and Bowls Clubs. Consultation with the neighbouring properties would be required due to their gates onto the site which would have to be blocked.

Members were also asked to consider a quotation for the installation of CCTV equipment at a cost of £2,851.00 with a £15/month charge for a 4G SIM.

It was RESOLVED that;

The clerk be asked to order the CCTV equipment for installation as soon as possible. The security company will be kept on and this will be review at the next committee meeting along with the quote for the palisade fencing.

3 Flackwell Heath Play Equipment sub-group

Members were asked to note that the sub-group met on 16 June 2022.

Member were asked to consider the proposal brought to the committee for two pieces of equipment with associated surfacing at a cost of £12,820.96.

It was noted that at the meeting this proposal had been agreed with a vote of 3:1.

4 Play Inspection Report Issues

Members were asked to note that all the highlighted moderate or above issues had been noted and were currently being dealt with by either a contractor or the grounds team.

OS/22/020

Treeworks

Members were asked to note that planning permission had been received for the removal of the hawthorn/holly and hazel on the Back Common as requested at the committee site visit. The grounds team are scheduled to undertake this work within the next couple of weeks.

Members were asked to note that the memorial trees and the cherry trees would be ordered shortly.

OS/22/021

King's Wood

Members were asked to note the Annual Report provided by Tilhill our management company.

OS/22/022

Derehams Lane Recreation Ground

Members were asked to consider a quotation received from the company assisting with the office refurbishment to undertake the design and plans for the renovation of the site. Quotation was as follows:

Up to RIBA stage 2 – concept design and pre-planning application advice - £4,100.00

RIBA Stage 3 – Spatial co-ordination and planning application - £2,400.00

It was RESOLVED that;

The quotation be accepted in line with Financial Regulation 4.1.

It was noted that the committee felt that this was a positive step.

OS/22/023

Railway Land

Members were asked to note that following the committee site visit it was highlighted that the railings at the Bridge Bank Close end of the site needed to be replaced, this will be undertaken by the grounds team shortly.

OS/22/024

Flackwell Heath Golf Club Brown Signs

Members were asked to consider a request to support the Golf Club in their attempts to raise the profile of the club. Members were asked to note that this was not a request for funding.

It was RESOLVED that;

The committee were happy to support signs 3 (roundabout at bottom of Treadaway Hill), 4 (junction of Straight Bit and The Common and 5 (Junction of Treadaway Rod and North Links Road) in the proposal

OS/22/025

Committee Finances

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

OS/22/026

Questions from committee members and the public

- Cllr Webb asked about the noticeboard for the Flackwell & Loudwater History Group. The clerk advised that it was in the depot and would be installed as soon as possible by the grounds team.
- Cllr Wood highlighted a request made to Buckinghamshire Council by the Marsh & Micklefield Big Local Group, who are wanting to plant fruit trees on the verge opposite the Loudwater School on Kingsmead Road. The concern being aired was that when the trees have planted the Parish Council should not be involved in any future care of the area – the verge being Buckinghamshire Council land. The clerk was asked to write to Buckinghamshire Council advising that the Parish Council would not want to be involved in any future care of the area.
- Cllr Darch asked when the hedges would be cut. The clerk advised that hedge work would be started within the week prior to the tractor arriving.
- Cllr Willis highlighted two areas around Fassetts Road and Queensmead Road that were in need of attention. Cllr Wood advised that she would take these up with Buckinghamshire Council.

The chairman of the committee thanked members for their attendance and closed the meeting at 8.47pm

Date and time of next meeting: Tuesday 1 November 2022 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Thursday 29 September 2022** at the Council Office, Cock Lane, Tylers Green,
High Wycombe Bucks HP10 8DS

The meeting was open to members of the public and press

-
- Present:**
- | | |
|-------------------------------|------------------------------|
| Cllr I Forbes – Chairman | Cllr K Wood |
| Cllr A Barron – Vice-chairman | Cllr R Wilks |
| Cllr L Willis | Cllr L Webb |
| Cllr C Jordan (temp) | Cllr D Johncock (ex-officio) |
- FGP/22/001 **Apologies for absence**
Apologies for absence were received and approved from Cllr Dodds (holiday), Cllr Darch (holiday) and Cllr Herschel (holiday)
- FGP/22/002 **Declarations of members' interests in agenda items**
Declarations of interest were received from Cllr Forbes and Cllr Wood in relation to item 6 Grants, being members of the Penn & Tylers Green Residents Society – their interest was noted but would be of no personal advantage so they could take part in the discussion.
- FGP/22/003 **Staff Matters**
1 Staff Absence Report
Members were asked to receive a verbal report from the clerk on the sickness absence of staff since the last committee meeting in April. The clerk advised that members of the grounds team had been absent as follows, one for a period of 3 day, another for one day. There was still a member of the team on long term sick leave who recently had an Occupational Health assessment prior to his return to work. This item to be referred to the Staff Panel.
2 Ex-employee request
Members were asked to receive a verbal report from the Chairman of the committee on a request by a former employee. This item to be referred to the Staff Panel.
- Staff Panel to be convened by Cllr Wood.
- FGP/22/004 **Health & Safety Report of any incidents**
Members were asked to note that there had been no incidents since the last committee meeting in April. The last notified incident was on 1 February 2022, therefore being incident free for 164 working days as at the date of the agenda being sent out. Members complimented the staff of their safe working practices.
- FGP/22/005 **Policies and Procedures**
1 Risk Register
Members were asked to consider for adoption at the next full council meeting the revised Risk Register. The Chairman, Vice-Chairman and clerk had substantially reworked it based upon experience.
It was RESOLVED that;
The Risk Register be recommended to full Council for adoption at the next meeting in October.
2 Training
Members were asked to note that a date for a New Councillor Training session was awaited, it is hoped that this will be held at the Council Offices. It was recommended that all councillors attend if they haven't been on the training session within the last 4 years. Members were still encouraged to look at the BMKALC website [Training and Events - Bucks ALC](#), before booking any course please check with the clerk. The clerk is compiling a register of all training undertaken by members and staff and asked for all recent attendances to be reported to her.

3 Resilience Talk

Members were asked to note the slides from the talk on the Resilience Framework with the Resilience Officer from Buckinghamshire Council. Members were asked to consider a way forward.

It was RESOLVED that;

A task and finish group be recommended to full Council, to work on a plan to cover the three wards, some areas being generic with other specific items to each ward.

FGP/22/006

Grants

Members were asked to consider the following applications. Members were reminded that the remaining budget line stands at £1,000 following the three grants already paid this financial year.

The Village Pre-school (owned by P&TG Residents' Society) – were requesting a grant of £1,500 to enhance the provision of care and education offered at the pre-school through staff training.

It was RESOLVED that;

It was unanimously agreed that a grant for training could not be supported.

Chiltern Rangers CIC (partner of Revive the Wye) – were asking for £3,050 contribution towards an information board about special chalk streams, possible site in Boundary Road Recreation Ground. The board would be part of a series of 9 boards.

It was RESOLVED that;

A grant of £500.00 would be recommended to full Council for approval.

It was noted that a grant request would be coming in from St Peter's Church. Cllr Willis was asked to contact a representative from the church and invite them to come to the full Council meeting.

FGP/22/007

Publicity

Members were asked to note that a date for the next publicity meeting was to be arranged with a view to circulating the newsletter by the beginning of December

FGP/22/008

Community Board

Members were asked to receive a report from Cllr Barron on the progress with the current projects. Report to be attached.

FGP/22/009

Neighbourhood Action Group (NAG)

Members were asked to note the minutes from the last NAG meeting held on Tuesday 24 May 2022. Members were asked to note that the meeting scheduled for 14 September had been postponed and a new date had been set for 17 October, the meeting would be at the Village Hall in Tylers Green.

FGP/22/010

Audit

1 Annual Return and Governance Statement

Members were asked to note that the annual return had been returned with no exceptions. Both Cllr Wood and Cllr Forbes congratulated the clerk on the excellent result and there was unanimous support from the other members.

2 In-house Auditors

Members were asked to consider the use of the Risk Register in relation to the in-house audit.

It was RESOLVED that;

The Risk Register would be the subject of the audit.

FGP/22/011

Budget

1 Precept Timetable

Members were asked to note that the next cycle of committee meetings would be the start of the new financial year budget setting process. The committee budgets would be taken to the next Finance & General Purposes committee meeting in November before final approval by full Council on 15 December. Proposals for this committee need to be with the Clerk by 11 November. This allows

time for any minor changes prior to 30 January when the precept request needs to be with Buckinghamshire Council. However, with a government decision and recommendations on Precept capping expected in mid-December additional meetings may be required.

2 Council Finances (Period 5) August

Members were asked to note the summary of income and expenditure by committee.

3 Committee (Period 5) August

Members were asked to note the committee yearend figures.

4 Community Infrastructure Levy (CIL)

Members were asked that the budget line for CIL currently stands at £88,170.56. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£1,279.18	2022/23
£19,416.08	2023/24
£67,475.30	2025/26

Members were asked to consider the use of this budget line to cover any extra security requirements at Straight Bit Recreation Ground if necessary.

It was RESOLVED that;

The use of the CIL funds for extra security would only be used as a last resort.

It was noted that the time scale for spending the CIL had been extended to 5 years as per the Buckinghamshire Council website.

5 Contingency

Members were asked to consider the use of the Finance & General Purposes Contingency budget line to cover any overages on the gas and electricity budget lines.

It was RESOLVED that;

The use of the Contingency budget line be approved for any gas or electricity overages.

6 Five Year Plan

Members were asked to receive an overview of the likely major funding issues by the Chairman of committee. The plan was noted be all present with minor updates to the wording suggested.

FGP/22/012 Questions from council members and the public

There were no questions from members of the council. There were no members of the public present.

FGP/22/013 Accounts for Payment

Accounts for payment were circulated at the meeting for consideration by councillors.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 10906 to 10917 and a BACS payment to Barclays Payflow along with direct debit payments to, EE, Grenke, NEST Pension and Unicom be approved and signed.

The chairman of committee thanked members for their attendance and closed the meeting at 9.04pm

Date and time of next meeting: Thursday 30 November 2022 @ 7.30pm

Report for Chepping Wycombe Parish Council by Cllr Alec Barron

Date: 20/September/2022

Subject: Beaconsfield Chepping Wye Community Board (BCWCB).

Highways and Traffic, (HAT):

There have been no meetings of the BCWCB HAT subgroup since the last report on 20/06/22.

Environment:

There have been no meetings of the BCWCB Environment subgroup since the last report on 20/06/22.

Health & Well-Being:

There have been no meetings of the BCWCB Health & Wellbeing subgroup since the last report on 20/06/22.

Alec Barron

Verbal report:

HAT meeting planned for 05/10/22 @19.30

Fassetts Road – meeting with Highways resulted in rejection of alternative options.

Only two options left: Closure or leave as is. AB to contact original complainant to discuss residual options.
DJ – any other info?

Environment meeting planned for tonight – apologies sent!

Health & Wellbeing meeting last night. 10 attendees, three requests for support (get my vote!)

St Peters Church have two requests: School starter kit (Uniform / PE / school work kit)

Request for £3k (have also asked HW Community Board for similar amount.

Baby Bank – everything for a new-born (at risk / vulnerable mothers qualify) £3k request

Clare foundation are seeking £300 to fund a “cancer” workshop in conjunction with Cancer UK. Training to be “champions” of cancer awareness for all those that are in contact with a variety of groups.

**Project Proposals Chepping Wycombe Parish Council 5 year plan
2022 - 2027**

Version 2.0 post Strategy 5 Year Plan Meeting 25/03/22

All values £k

Status	Total Cost	App Cost	2022/23	2023/24	2024/25	2025/26	2026/27	GR/CIL Call	CIL	Comments
Green Dragon Playground	25	25	35					15	Y	Inclusion of fencing to be resolved.
Office Remodelling	50	50	50					30		Aims to be complete by end of 22/23 financial year £20k in EMR
Car Park Green Dragon	5	5	5						Y	Project by football club but may need help with funding or grants Small Projects
Derehams Rejuvenation Tracks	100	10	10		50	40		0	Y	No costings ready yet Sufficient to cover likely planning costs.
Derehams Rejuvenation Buildings	192.4	10	10	182.4				0	Y	Uses £148k from FAR (Oct 18) plus inflation plus 15% size increase Need to borrow
Community Board Projects	45		5	10	10	10			Y	Ongoing projects need to be brought forward, contributory funding only required at present Use small projects funding
Skate Park	40		2	38					Y	Likely to proceed now as a joint funded idea.
Footpaths	40			10	10	10			Y	May be able to include application to Community Board to part fund
Bus shelter provision / replacement	40				20	20				Dependant on passenger number recovery
Straight Bit pe improvements	12		12							Funded from part of reserves in EMR zip wire
Lean to (adjacent to depot)										Needs detail
Totals	549.4	100	129	240.4	90	80	20	45		

Revised F&GP Sept 2022

Community Board - plan to have a regular £5k in budget and to use this line for significant expenditure over this line only

Deminimis of £5k

WW2 Memorial Tyiers Green

LW Bollards Station / Queensmead Rd

Refurbishing Broxap bins @ £250 each

To be funded from normal projects line (with support from Residents)

Below deminimis and Highway Responsibility (Community Board ?)

Below deminimis and Highway Responsibility

VALUES EXCEED OUR FINANCIAL RESOURCES SO ABOVE SUBJECT TO CHANGE

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 6 October 2022 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present: Cllr R Wilks – Vice-chairman
Cllr J Gurney
Cllr L Johncock
Cllr A Barron
Cllr C Jordan
Cllr D Johncock (ex officio)

Also present: none

WS/22/013 Apologies for absence
Cllr C Dodds – holiday, Cllr K Wood – family, Cllr S Herron – work, Cllr J Herschel – medical,
Cllr S Barrett - work

WS/22/014 Declarations of members' interests in Items on the agenda
There were none.

WS/22/015 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;

- Grab rail in the warden's bathroom at a cost of £114.95

WS/22/016 Committee Projects
1 Office Complex Refurbishment
Members were asked to note that the drawings had been approved by Building Control. Members were asked to note that the replacement security system had been installed at a cost of £3,100.
It was noted that the security company had to be called out because the lack of internet at the office was causing it to reset itself.

WS/22/017 Cemeteries
1 Cock Lane Cemetery
Members were asked to note that signs had been put in the cemetery to advise walkers of the steep drops if leaving the footpath.

2 Altona Road Cemetery
Members were asked to note that the bench and plaque in memory of Cllr Kin had been delivered. Our Grounds Team and Mr Godliman would be installing it within the next 6 weeks.

3 Hammersley Lane Garden of Rest
Members were asked to note that the works to redo the path with self-binding gravel had been completed at a cost of £4,600.

Members were asked to note that a new database had been developed of all the graves. The data includes plot number, names of grave occupants, date of EROB and name of EROB holder. The next stage is to take a photo of each grave and upload them to the database.

The clerk and deputy clerk were thanked and commended for the work involved.

4 St Margaret's Churchyard
Members were asked to note that the work to repair the brick piers had been completed at a cost of £350.00.

WS/22/025 **Committee Finances**

Members were asked to note the committee's income and expenditure to Period 5 (August).

It was noted that the expenditure for Vehicle Maintenance was high. Apart from the MOT and full service, the Isuzu had needed the air conditioner recharged, new rear shoes and drum as well as needing the windscreen wiper jets and seat belts being cleaned out. The Ford Transit had needed its injectors replaced.

It was noted that money was being put aside each year should any vehicle need to be replaced in the future.

WS/22/026 **Questions from committee members and the public**

There were none.

WS/22/027 **Accounts for payment**

Accounts for payment were circulated at the meeting for consideration by councillors.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 10918 to 10927 be signed and direct debits to Shell (Fuel Card Services) and Salix Finance Ltd be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.05pm.

Date and Time of next meeting: Thursday 17 November 2022 at 7.30pm

Signed:

Dated:

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

28 June 2022

Report of the Planning Meeting held at **10.00am via Microsoft Teams**

The meeting is open to members of the public and press

Cllr C Dodds acted as chairman of the meeting

Attendees: Cllr S Digby, Cllr C Jordan, Cllr C Dodds, Cllr A Barron, Cllr L Johncock, Cllr D Johncock and Cllr H Darch
Mr Russell Read (Penn & Tylers Green Residents' Society)

1. Apologies for Absence

Apologies were received from Cllr R Wilks (Allotment Competition Judging)

2. Declarations of Interest and Code of Conduct

None

3. Applications for consideration

WDC Reference	Property Address	Proposal	Comments
22/06314	The Corner House Church Road Tylers Green Bucks HP10 8LN	Householder application for removal of two existing timber shopfront windows and doorway and infill with brick and new windows, reinstate front door and erect new front porch	No comment
22/06321	Bramley Cottage The Common Flackwell Heath Bucks HP10 9NT	Householder application for erection of single storey rear extension	No comment
22/06295	Byways Kingswood Road Tylers Green Bucks HP10 8JL	Householder application for raising of roof and roof alterations, construction of two storey front extension, single storey side extension, insertion of 1 x dormer window to front, fenestration and external alterations	The parish council would ask the Case Officer to note the comments of the neighbour relating to loss of light and privacy to the front of their property.
22/06322	The Red House 62 School Road Tylers Green Bucks HP10 8LU	Householder application for replacement glazed elements within existing frames and sashes	No comment
22/06320	2 West Avenue Tylers Green Bucks HP10 8AE	Householder application for erection of single storey rear and side extensions	No comment
22/06334	The Three Horseshoes The Common Flackwell Heath Bucks HP10 9PG	Construction of single storey rear extension to create extra seating space and lobby area, construction of timber framed pergola with polycarbonate cover and shadow battens to existing front external seating area	Objection: The parish council is concerned about the possible customer use of the rear garden which would contravene a previous ruling on the application and would ask the Case Officer to consider this. The creation of a patio to the front of the property would reduce the on-site parking and we would ask the Conservation Officer to consider this point as the pub is in a conservation area.

22/06342	Loudwater Baptist Church 20 Station Road Loudwater Bucks HP10 9TZ	Change of use from Baptist Church (Use Class F1 (f)) to create 3 bedroom dwelling house (Use Class C3) with 2 x parking spaces, new vehicle and pedestrian access	The parish council has no objection to the change of use/design of the property, however, has concerns about the parking proposals and would ask Highways to inspect. Station Road is a very busy road and we feel that further dropped kerbs on the footpath would impact on pedestrians. Would it be possible to increase the on-street resident parking
22/06262	15 New Road Tylers Green Bucks HP10 8DJ	Householder application for construction of single storey side extension	No comment
22/06371	70 Hazlemere Road Penn Bucks HP10 8AG	Demolition of existing dwelling and annexe and erection of two pairs of semi-detached 4-bed dwellings and creation of access from Chilton Close	No comment
22/06434	14 Fennels Way Flackwell Heath Bucks HP10 9BY	Householder application for construction of two storey/part first floor rear extension, installation of 2 x roof lights and fenestration alterations	No comment
22/06439	Pightle Cottage Cock Lane Tylers Green Bucks HP10 8DP	Householder application for construction of new front porch and single garage	No comment

Cllr Dodds closed the meeting at 10.31am

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on **12 July 2022** at **10.00am** via Microsoft Teams

The meeting is open to members of the public and press

CLlr C Dodds acted as chairman of the meeting.

Attendees: CLlr C Jordan, CLlr R Wilks, CLlr K Wood, CLlr S Herron, CLlr A Barron, CLlr H Darch

1. **Apologies for Absence**
CLlr I Forbes, CLlr J Herschel, CLlr S Digby
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
22/05868	13 River View Flackwell Heath Bucks HP10 9AT	Householder application for raising of roof and roof alterations to create first floor living accommodation with external openings and construction of single storey detached outbuilding for use as office, gym and shed	CWPC has no objection but we request that the outbuilding is no closer than 1.8m from the boundary with 14 River View.
22/06409	1 Bracken Way Flackwell Heath Bucks HP10 9JX	Householder application for erection of single storey front and single storey rear extensions	No comment
22/06449	8 Chilterns Close Flackwell Heath Bucks HP10 9BB	Householder application for construction of front porch, single storey side extension and conversion of garage to living accommodation	CWPC has no objection but we note that a tree is being removed to the side of the property. We request that a replacement is planted elsewhere.
22/06485	Gomm Valley, Ashwells Reserve Site & Pimms Grove Cock Lane High Wycombe Bucks	Hybrid planning application for phased delivery consisting of detailed planning application for construction of 110 dwellings including associated vehicular access, areas of open space, ecological enhancements, hard and soft landscaping, and associated infrastructure. Outline application for access for 5 self-build dwellings within Parcel 1 and up to 489 dwellings, a 1 form-entry primary school and early years provision, up to 1.4 hectares of employment land to provide flexible floorspace of Class E(g), B2 and B8 uses and up to 201sqm of community floorspace (Class F2) within Parcels 2-8 together with ecological enhancements, green open spaces, hard and soft landscaping and associated highways and drainage infrastructure (with matters of appearance, layout, landscaping and scale reserved)	see end of report
22/06470	16 Chapman Lane Flackwell Heath Bucks HP10 9AZ	Householder application for construction of part two/part single storey side/rear extension with fenestration and internal alterations following demolition of existing garage	No comment other than the parking arrangement needs to be reviewed in relation to the visual splays.
22/06576	The Old Rectory Church Road Tylers Green Bucks HP10 8EG	Reduce top by 3-4 metres x 1 Scots Pine (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

22/06679	Widmer Pond Cottage Bank Road Tylers Green Bucks HP10 8LA	Reduce height of 1 x Hawthorn and 1 x Hazel to fence line height	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
22/06510	31 Kings Ride Tylers Green Bucks HP10 8BJ	Householder application for construction of single storey rear extension and internal alterations	No comment
22/06498	Land At Burleighfield House London Road Loudwater Bucks HP10 9RF	Residential development comprising 3 dwellings with bin/cycle stores and associated hard and soft landscaping	No comment
22/06517	13 - 27 Thanstead Copse Loudwater Bucks HP10 9YH	Cut back lower branches up to a height of 3m above ground level to the Willows along footpath between numbers 13-27 Thanstead Copse	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

The chairman thanked members for their attendance and closed the meeting at 10.30.

Gomm Valley Hybrid Planning Application Ref 22/06485/OUTEA/FUL

CWPC objects to this application

We would like to put on record that we invited the applicant to meet with us to present their application but they only wished us to initially forward any questions we had which they would provide answers to as they could not bring the whole team to a meeting. As they prevaricated so long and we considered that any presentation would in itself produce the questions, this never happened. Not only because of this but in response to local concerns we consider that insufficient local consultation has taken place on this application which is contrary to the NPPF.

Having reviewed and discussed this application we share the concerns of local residents and groups regarding this application wholeheartedly. This application should comply, but does not, with policies set out in the Local Plan (LP Policy HW6) and the Development Brief (DB) which is of 'material' consideration. The DB is the result of an extensive process over several years by the Liaison Group which comprised local groups, Councillors and residents and officers of the Council and also represents what Councillors at the former Wycombe District Cabinet approved. It therefore carries considerable weight and should not be ignored. The application must also take account of the Government's National Planning Policy Framework (NPPF) and other SPD's, together with other national policy documents, i.e. the National Design Guide (NDG) and the National Model Design Code (NMDC).

We were very disappointed to see a hybrid application which we consider to be against the DB's requirements for "any planning application to provide a comprehensive strategy for all developed and undeveloped areas, which must include a phased delivery plan and full management costs for a minimum of 25 years" (DB P48).

We are against approving Phase 1 in isolation as it is totally against the requirements of the DB and will set a precedent which will impact on the entire development and is more likely to lead to a repetition of the poor design and quality of this phase rather than an improvement.

The application in Phase 1 falls far short of design standards set by national guidance and should be refused without further information regarding the rest of the site and how it fits in with the whole development.

The lack of the road connection from Phase 1 with the rest of the development is a concern and against the DB. However even if this were remedied as we believe may be the intention, the extra access onto Hammersley Lane is a dangerous proposal for road and site users. We are already aware of issues with traffic along this area and difficulties of exiting Hammersley Lane onto the A40 in peak hours and having this as the only option for Phase 1 will exacerbate this enormously. Traffic from the site will be trying to turn right onto a busy road.

The access roads indicated on the Phase 1 layout are not connected to the southern end of the Spine Road and serve only the Parcel 1 development and is in breach of DFO 2. With no vehicle connection through to the Spine Road, all the traffic generated by Parcel 1 will have to exit on to Hammersley Lane. We are greatly concerned about safety and congestion this will cause both in the building phase and once built and adding an extra exit for the planned cul-de-sac will only serve to exacerbate this and should not be allowed. In addition, it will affect the green shoulders of this site which the DB states should be preserved. "A lower access point closer to the railway line would be preferable to avoid the prominent eastern valley shoulder" (DB p 15).

We understand the intention may be to join up this phase at the lower end with the spine road but even if this were to happen the extra entrance into Hammersley from the cul-de-sac will be extremely dangerous to road users and against the DB. If it is the intention to connect Phase 1 to the spine road then this should be done first before any other building is started to remove construction traffic from trying to traverse the steepness of Hammersley Lane.

Furthermore we maintain the following issues need to be addressed and remedied:

- The application contains fundamental deviations from the DB, in the amount of land taken up for development and the number of houses in total far exceeds the agreed number in the LP plan and the DB;
- The Phase 1 full application site area is too large as it is nearly 3 times that defined by the DB;
- The parcel closest to Tylers Green is also much larger than that defined by the DB;
- We acknowledge that Parcel 9 has been removed but the gap with TG boundary to avoid coalescence is much less than the required 200m. The 200m gap defined in the DB was to be measured from the boundary of Tylers Green - taking the boundary of Chepping Wycombe Parish as the start point.
- The proposals for Phase 1 fail to recognise the 'shoulder' areas of the site which are detailed in the DB and must be preserved as "discernible features of the site and contribute positively to the green backdrop setting of the town" (DB p 23) and also to preserve coalescence with and outlook from existing properties on Hammersley Lane.

The application uses the housing layouts of the adjacent residential areas as its reference point. This contradicts the DB which states that to "avoid perpetuating this unsatisfactory response" development needs to minimise and mitigate impact on townscape and views (DBP53). Furthermore, housing built in this N-S pattern results in E-W facing houses, contrary to solar design principles (DB 5.4.1). The DB also states that front doors and active frontages should go onto the spine road and other streets.

There is little recognition in this application of national government guidelines on design quality and the requirements of the DB. Design proposals for apartment buildings fail to respond to DB for the adoption of contemporary architectural construction methods and forms to reduce building heights and impact on views.

This application shows no commitment to provide a development which is committed to climate change provisions and to be 'net-zero ready', based on the Climate Emergency Design Guide. The DB provisions for green roofs and unobtrusive solar panels is ignored and also requires development to deliver a minimum 15% reduction on site through the use of decentralised and renewable or low carbon sources (DB P 74). There is no provision for photovoltaics, and high insulation should be provided. We strongly object to the use of Gas Boilers. This should be a development to take account of climate change not totally ignore it.

There is a complete failure to commit to the requirements of the LP and the DB to provide a management framework for long-term stewardship of the management of the undeveloped areas, in perpetuity under the creation of a trust.

This application completely misses the opportunity to create a high quality, sensitive development fit for the future. The design and layout is not imaginative, does not respond to the challenging topography of the site and does not achieve a bespoke architectural response. It does not deliver the opportunities for exceptional architecture and completely misses providing a sense of place or community. All requirements from The Vision in the development brief. The clear strategy of the development brief has been ignored and the Parish because of that and all the other reasons in this response therefore request that this application is refused to enable an application more in accordance with the DB to be put forward.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on **26 July 2022** at **10.00am** via Microsoft Teams

The meeting is open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees: Cllr A Barron, Cllr C Jordan, Cllr D Johncock, Cllr L Johncock, Cllr R Wilks, Cllr J Herschel

1. **Apologies for Absence**
Cllr C Dodds, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
Cllr D Johncock and Cllr R Wilks declared an interest in 22/06487 and declined to comment.
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
22/06531	The Gables Treadaway Rd Flackwell Heath Bucks HP10 9PD	Householder application for construction of single storey rear extension following demolition of existing conservatory. Insertion of 2 x doors with glass balustrading to first floor front elevation to form balcony areas and alterations to roof including insertion of 2 x rooflights to left side elevation, 1 x rooflight to right side elevation (3 in total) and 1 x dormer window and 3 x rooflights to rear elevation to facilitate creation of additional habitable space to existing first floor	No comment
22/06572	169 Blind Lane Flackwell Heath Bucks HP10 9LE	Householder application for demolition of existing conservatory, construction of single storey rear and single storey side extension	No comment
22/06487	Amersham And Wycombe College Spring Lane Flackwell Heath Bucks HP10 9HE	Outline application (including details of access, appearance, layout and scale) for demolition of existing Buckinghamshire College Campus (Amersham & Wycombe College) to provide up to 66 residential dwellings, car parking to serve adjoining sports pitches, hard and soft landscaping with other associated works	CWPC objects to this planning application. Although the development is in keeping with the village and in principle a good design, we have serious concerns over the access road. Cars, and probably coaches, should not have to use the through road to access the adjoining sports pitches. The car park to serve the sports pitches is also too small. We also have concerns with the proposed level of parking for the dwellings which may result in the parking for the sports pitch being used as an unofficial overflow parking area for residents. With the projected increase in traffic entering and leaving the development, we have concerns over the junction of Spring Lane and Heath End Rd and look forward to the report from Highways with interest.

			We are also concerned that the play area (100m²) may be inadequate in area if it is to meet the Play England Local Play Area recommendations. Should the Local Planning Authority be minded to approve this application, we would request that this be brought before the planning committee for determination.
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The chairman thanked members for their attendance and closed the meeting at 10.25.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on 9 August 2022 at 10.00am via Microsoft Teams

The meeting is open to members of the public and press

Cllr L Johncock acted as chairman of the meeting.

Attendees: Cllr A Barron, Cllr D Johncock, Cllr C Jordan, Cllr C Dodds, Cllr R Wilks

1. **Apologies for Absence**
Cllr J Herschel, Cllr H Darch, Cllr S Digby, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
All councillors declared an interest in 22/06822 and declined to comment.
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
22/06748	12 School Road Tylers Green Bucks HP10 8EF	Reduce crown height and spread by 2-3 metres to reduce the likelihood of regrowth failure and to maintain its size and shape of the tree for its location x 1 Sycamore	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
22/06749	8 Green Crescent Flackwell Heath Bucks HP10 9JQ	Householder application for construction of part single, part two storey side and rear extension following demolition of existing garage	No comment
22/06370	Carrington Junior School 4 Chapel Road Flackwell Heath Bucks HP10 9AA	Siting of 2 x storage containers and conversion to additional teaching spaces (retrospective)	No comment
22/06603	15 Links Road Flackwell Heath Bucks HP10 9LY	Householder application for construction of part two storey/part single storey side and rear extensions	No comment
22/07017	Buckingham House Church Road Tylers Green Bucks	Fell x 2 Yew (T1 & T2)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We request that a replacement tree be planted; species to be suggested by arboriculturist.
22/06822	Land West Of Wheelers Church Road Tylers Green Bucks	Fell 1 x Holly, Hawthorn and Hazel	N/A
22/06795	22 New Road Tylers Green Bucks HP10 8DJ	Householder application for creation of integral garage at lower ground floor level, replacing existing carport and construction of replacement roof to existing conservatory	No comment

22/06737	The Happy Union 265 Boundary Road Loudwater Bucks HP10 9QN	Demolition of existing redundant public house including first floor flat and construction of three storey apartment block comprising 1 x 1-bed and 9 x 2-bed flats (10 in total) with parking, bin store and associated works	CWPC strongly objects to this planning application for the following reasons: A 3 storey development will adversely affect the street scene where the existing public house is 2 storeys high as are all the other houses along Boundary Road. The car parking allocation is insufficient for the number of apartments. We believe each apartment should have 2 car parking spaces allocated not one. This is borne out by the objection from a resident of the Treadaway apartments who, apart from objecting to this application, confirms that there is insufficient parking on their site. Loudwater village has enough problems with lack of parking and this application would further exacerbate it. Should the Local Planning Authority be minded to approve this application, we would request that this be brought before the planning committee for determination.
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The chairman thanked members for their attendance and closed the meeting at 10.43.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on 23 August 2022 at 10.00am via Microsoft Teams

The meeting is open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees: Cllr C Jordan, Cllr A Barron, Cllr D Johncock, Cllr L Johncock, Cllr S Digby

1. **Apologies for Absence**
Cllr C Dodds, Cllr R Wilks, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
22/06334	The Three Horseshoes The Common Flackwell Heath Bucks HP10 9PG	Construction of single storey rear extension to create extra seating space and lobby area, construction of timber framed pergola with polycarbonate cover and shadow battens to existing front external seating area	CWPC still objects to this application. Although the parking scheme has been amended, we still have concerns that the on-site parking is not sufficient and we would ask the Conservation Officer to consider this point as the pub is in a conservation area. We are also concerned with the possible customer use of the rear garden which would contravene a previous ruling on the application and would ask the Case Officer to consider this.
22/06342	Loudwater Baptist Church 20 Station Road Loudwater Bucks HP10 9TZ	Change of use from Baptist Church (Use Class F1 (f)) to create 3 bedroom dwelling house (Use Class C3) with 2 x parking spaces, new vehicle and pedestrian access	CWPC notes that the applicants have removed the car parking from within the curtilage and we thank them for that and make no comment on this application. Could Bucks Highways extend the existing residents parking scheme to allow an additional 2 places. We also note the objection by a neighbour regarding the balcony overlooking their property.
22/06823	Former Barclays Building Common Road Flackwell Heath Bucks	Change of use of ground floor of former Barclays Bank to swim school (Use Class F.2(d))	No comment
22/06835	38 Highlea Avenue Flackwell Heath Bucks HP10 9AH	Householder application for construction of side and rear extensions and addition roof extension	No comment
22/06758	13 Willow Close Flackwell Heath Bucks HP10 9LH	Householder application for construction of single storey rear extension	No comment

22/06855	66 Straight Bit Flackwell Heath Bucks HP10 9NA	Householder application for construction of single storey front extension, part single, part two storey side/rear extension, front porch, hip to gable loft conversion to create habitable second floor with front and rear dormers, insertion of roof lights and fenestration and external material alterations	CWPC still strongly objects to this planning application. We acknowledge that the ridge height has been reduced but it is still too high. The front extension, which has been increased to run across the width of the building, is overbearing and worse than before. It is still an overdevelopment of the site and would be inappropriate in the street scene due to its proposed height, bulk and mass. Should the Local Planning Authority be minded to approve this application, we would request that this be brought before the planning committee for determination.
22/06759	28 Sedgmoor Road Flackwell Heath Bucks HP10 9AU	Householder application for construction of single storey rear extension	No comment

The chairman thanked members for their attendance and closed the meeting at 10.20.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on **6 September 2022** at 10.00am via Microsoft Teams

The meeting is open to members of the public and press

Cllr L Johncock acted as chairman of the meeting.

Attendees: Cllr C Jordan, Cllr A Barron, Cllr D Johncock, Cllr H Darch

- 1. Apologies for Absence**
Cllr C Dodds, Cllr R Wilks, Cllr S Digby, Cllr S Herron
- 2. Declarations of Interest and Code of Conduct**
none
- 3. Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
22/07015	Fir Cottage Rays Lane Tylers Green Bucks HP10 8LH	Fell x 1 Ash	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We request that a replacement tree be planted; species to be suggested by arboriculturist.
22/06977	16 River View Flackwell Heath Bucks HP10 9AT	Proposed non-material amendment to permission householder application for construction of part two storey side and single storey rear extension granted under planning ref: 21/06150/FUL	No comment
22/07039	62 Sedgmoor Rd Flackwell Heath Bucks HP10 9AP	Householder application for construction of roof extension to facilitate conversion of existing loftspace to habitable accommodation with Juliet balcony to rear	CWPC objects to this planning application as we believe it doesn't meet the design code for roof extensions. It is bulky, lop-sided and not in keeping with the street scene.
22/07021	36 Straight Bit Flackwell Heath Bucks HP10 9LT	Householder application for construction of single storey side extension with internal alterations and detached garage	No comment
22/07069	Kolynwood School Way Loudwater Bucks HP11 1JJ	Householder application for raising of roof with hip to gable roof extensions together with 2 x front dormer windows in connection with loft conversion, demolition of existing conservatory, construction of part two storey, part single storey side and rear extensions, front porch canopy and new pitched roof to existing outbuildings (alternative scheme to PP 19/06326/FUL)	No comment
22/07067	4 Swains Lane Flackwell Heath Bucks HP10 9BN	Householder application for raising of roof, roof extension and alterations to create additional living space, construction of two storey rear extension following demolition of existing conservatory and associated external and internal alterations	CWPC questions whether the balcony is a Juliet balcony. If the railings of the balcony are flush with the wall of the house, we have no objection. However, if the balcony extends out as indicated on the drawing, we object to this planning application as there will be overlooking of the property of both neighbours with the consequential loss to their privacy.

22/07061	5 Katherine Close Tylers Green Bucks HP10 8ET	Householder application for construction of single storey rear extension and partial garage conversion	No comment
22/06998	53 Churchill Close Flackwell Heath Bucks HP10 9LA	Householder application for construction of detached outbuilding for home office, gym and garden workshop use	No comment
22/07247	7 Sedgmoor Close Flackwell Heath Bucks HP10 9BH	Thin/reduce by 15% to contain by removing up to 1.5 mts apical and lateral growth for maintenance x 1 Oak (T1) and x 1 Hornbeam (T2)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

The chairman thanked members for their attendance and closed the meeting at 10.23.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on **20 September 2022** at **10.00am** via Microsoft Teams

The meeting is open to members of the public and press

Cllr C Dodds acted as chairman of the meeting.

Attendees: Cllr C Jordan, Cllr H Darch, Cllr D Johncock, Cllr L Johncock

1. **Apologies for Absence**
Cllr A Barron, Cllr R Wilks, Cllr J Herschel
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Reference	Property Address	Proposal	Comment
22/07048	60 The Chase Tylers Green Bucks HP10 8BA	Householder application for conversion of existing garage to habitable accommodation and fenestration alterations	No comment
22/07125	9 Old Kiln Road Tylers Green Bucks HP10 8AJ	Householder application for construction of dropped kerb extension and associated driveway alterations	No comment
22/07143	Cherry Trees Kingswood Road Tylers Green Bucks HP10 8JL	Fell as out growing location x 1 Lawson Cypress (T1), fell to ground level and grind stump to re plant flower bed x 1 Ashleaf Maple, lift front of canopy to approximate height of 2.5 - 3m, tapering down on the south side of the canopy leaving the cascading like effect for maximum screening of neighbouring properties for general tree maintenance x 2 Yews (G2), remove 3 lowest laterals growing on the South East of the canopy and the dogleg branch which grows back on itself for general tree maintenance x 1 Beech (T3) and fell to ground level as dead x 1 tree (T4)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPO in place and request that a replacement tree be planted; species to be suggested by arboriculturist.
22/07117	Penn Haven Hammersley Lane Tylers Green Bucks HP10 8HF	Demolition of the existing dwelling and construction of 1 x 4 bed detached dwelling with tennis court (part retrospective) and entrance, driveway and landscaping alterations	No comment
22/07170	22 Chapel Road Flackwell Heath Bucks HP10 9AB	Householder application for construction of single storey side/rear extension incorporating garage extension	No comment
22/07152	121 Heath End Rd Flackwell Heath Bucks HP10 9ES	Householder application for two storey rear pitched roof extension following demolition of existing rear utility room and porch, rear patio extension, extension to existing front dormer with flat roof, garage conversion to ancillary living accommodation and fenestration alterations	CWPC query the change of detached garage to bedroom and living room. This dwelling will now be five bedrooms and on a very busy main road. Is there sufficient access and parking space for the potential increase of inhabitants? There can be no on street parking at this location.

22/07162	Little Farm London Road Loudwater Bucks HP10 9RF	Conversion of existing barns to form 2 x 2-bed dwellings and 1 x 3-bed dwelling (3 residential units in total) with associated external alterations	No comment
22/07207	11 Meadow Walk Tylers Green Bucks HP10 8DG	Householder application for construction of two storey front, first floor side and single storey rear extension, garage conversion and loft conversion with rear dormer and front roof light	CWPC objects to this planning application. The proposed 2-storey front extension would be out of keeping in the street scene.
22/07161	Treadaway Court Treadaway Hill Loudwater Bucks	Construction of second floor to facilitate the creation of 5 x 1-bed and 2 x 2-bed apartments (7 in total)	CWPC strongly objects to this planning application. The Travel Report doesn't bear scrutiny and a survey of the parking needs to be carried out. There is insufficient parking in Loudwater now and with the redevelopment of The Happy Union pub into apartments even less! Note the objections from residents already living in the Treadaway apartments who are already complaining of parking problems and that is before all the apartments have been sold! If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.

The chairman thanked members for their attendance and closed the meeting at 10.19.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning Meeting held on **4 October 2022** at **10.00am** via Microsoft Teams

The meeting is open to members of the public and press

Cllr L Johncock acted as chairman of the meeting.

Attendees: Cllr C Jordan, Cllr A Barron, Cllr D Johncock, Cllr S Digby, Cllr R Wilks

- 1. Apologies for Absence**
Cllr C Dodds, Cllr H Darch, Cllr I Forbes, Cllr S Herron
- 2. Declarations of Interest and Code of Conduct**
none
- 3. Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
22/07197	39 Fassetts Road Loudwater Bucks HP10 9UP	Householder application for construction of two storey front, two storey side extension and a part single, part two storey rear extension, roof alterations and removal of garage	No comment
22/07346	34 Swains Lane Flackwell Heath Bucks HP10 9BU	Reduce height and spread by around 2 metres and prune lower limbs extending towards properties to ensure they do not conflict with any infrastructure or prevent use of buildings to maintain this tree at a size that is appropriate to and in scale with the garden x 1 Ash (T1)	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
22/07380	Land At Rear Of Beechwood House & 3 Rugby Rise Bridge Bank Close Loudwater Bucks	Remove due to ash dieback x 8 Ash (T1,T2, T4-T9)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPOs in place and request that replacement trees be planted; a mix of species to be suggested by arboriculturist.
22/07378	4 Chilterns Close Flackwell Heath Bucks HP10 9BB	Prune back overhang around 2-3 meters to a suitable pruning point due to excessive shading x 1 Oak (T1)	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
22/07427	The Pastures Hammersley Lane High Wycombe Bucks HP10 8HE	Fell due to highway safety x 1 Oak (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We request confirmation that it is a road safety issue. We note the TPO in place and request that a replacement tree be planted; species to be suggested by arboriculturist. If approved, we are pleased the intention is to replace the tree with three trees.
22/07326	Kastanien 7 Stretton Close Tylers Green Bucks HP10 8EW	Remove to near ground level as tree is dead x 1 Chestnut (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPO in place and request that a replacement tree be planted; species and size of sapling to be suggested by arboriculturist.

22/07443	Autumn Tints Kingswood Avenue Tylers Green Bucks HP10 8DR	Prune back to boundary fence x Hazel, hawthorn, beech, oak (G4), prune back laterally by 5m x 1 Oak (T5), prune back laterally by 2m x 1 Poplar (T7), prune back laterally by 3m x 1 Oak (T8), prune back laterally by 3m and crown lift to 6m x 1 Beech (T9) and prune back laterally by 2m and crown lift to 6m x 3 Beech (T11 - T13) all works due to overhang from trees over house and a large part of garden	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
22/07540	8 Elmscott Close Tylers Green Bucks HP10 8JR	Prune back to boundary from 9 and 11 Hillside Road approx 2-3m off, up to a height of 10 metres to clear from the property and allow light in to the garden /flowerbeds x 8 Beech (G1)	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
22/07334	44 New Road Tylers Green Bucks HP10 8DL	Householder application for construction of single storey timber granny annexe for ancillary use to the main dwelling	Whilst we have no objection in principle to this application, we do have concerns why 2 bedrooms are required. In view of this can we please ensure that the following condition is added as suggested by the agent in the Planning, Design and Access Statement: "The proposed building hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling." The agent also mentions strengthening this by use of a Section 106 and we would like to ensure by whatever means that the strongest possible condition is put on this to ensure the building cannot be used in any other form than to be ancillary to the main building.
22/07290	4 The Pines Tylers Green Bucks HP10 8BY	Householder application for construction of single storey rear extension and internal alterations	No comment
22/07351	34 Oakland Way Flackwell Heath Bucks HP10 9ED	Householder application for construction of single storey front and rear extensions, two storey side extension following demolition of existing garage and installation of 3 x roof lights to front and box dormer to rear	CWPC objects to this application for two reasons. Firstly, the proposed white rendering would be out of keeping in a street with only red brick houses. Secondly, there is no Parking Scheme and we question whether there will be adequate parking for this 5-bedroom house. Car parking is an issue in the area and the house is close to the junction with Fennels Farm Rd which is on a bus route.

The chairman thanked members for their attendance and closed the meeting at 10.18.

CWPC Planning Application Objections 14 Jun 2022 - 6 Sep 2022

Ref	Date Property Address	CWPC objection / Officer's report (abbreviated)	Outcome
21/08200	16-Nov Tycoed, Sandpits Lane, TG	CWPC objects to this retrospective application because the garage has not been built in accordance with the approved planning permission. The building which has now been constructed is very large, dominant and out of character for the area. We would request that the original plans for this garage are adhered to. The development is located within the Green Belt, where the erection of an outbuilding is not permitted if it would result in a building that is disproportionate to the size of the original dwelling. In view of its excessive size, the outbuilding results in an unacceptable increase in the bulk and mass of buildings and the built-up appearance of the site. The proposal represents inappropriate development within the Green Belt, which by definition is harmful to its openness and is therefore unacceptable, in principle. In the opinion of the Local Planning Authority, the two storey triple garage, by virtue of its design, size, scale and siting located forward of the main dwelling house in a prominent position within the application site and highly visible within the street scene, is considered tantamount to the creation of a new dwelling and would appear out of keeping to the surrounding area. The development is detrimental to the character and appearance of the surrounding area. CWPC objects to the development because we wish to place a condition on the developer, that as part of the development, a public footpath is provided following the bank of the river Wye from the boundary on the west to the existing footbridge on the east boundary leading through to Knaves Beech Way, (The western boundary of the envisaged footpath would link to Snakely Close park via the former Railco site when it is developed in the future).	REFUSED
22/05232 & 22/05231	08-Mar The Mill House, Boundary Road, LW	The development proposal would result in further subdivision of rooms within the grade II listed Mill House and the loss of its original fabric including the fireplaces and internal walls at both first and second floor levels. These works together with the erection of three visually and functionally unrelated terraced houses within the curtilage of the Mill House would erode the sense of spaciousness important to its historic setting, resulting in less than substantial harm to its significance. The Heritage Statement fails to demonstrate sufficient public benefits to outweigh the harm to the special architectural and historic interest of the designated heritage asset and its historic setting.	REFUSED
22/05352	22-Mar 52 Whitepit Lane, FH	CWPC have no objection to this application but we question the height of the new wall and gates. Plans amended	APPROVED
22/05312	22-Mar 235 Blind Lane, FH	CWPC do not object to this application but we request confirmation that the parking meets the current guidance for the number of bedrooms. Approval from Highways Authority	APPROVED
22/05898	03-May Applegate, Treadaway Road, FH	It is disappointing to see that 22/05158/CLP was approved when the extension permitted by that decision far exceeded the volume allowed under the Green Belt policy that is detailed in the adopted Wycombe Local Plan. For the applicant to now suggest that they should be allowed to increase the extension by a further 7.3 m3 is illogical and certainly not in accordance with current policy. It is therefore strongly recommended that this application be refused. The disproportionate additions to the original dwelling, when considered cumulatively with previous extensions, would result in a dwelling which is significantly larger than the original dwelling. As such the development will have an adverse impact on the openness of the Green Belt and represents inappropriate development in the Green Belt which, by definition, is harmful to it.	REFUSED
22/05942	03-May 2 Uphill Cottages, Treadaway Road, FH	CWPC strongly objects to this planning application. We are already concerned that the existing ultramodern design feature at the rear of this old cottage is inappropriate in a conservation area and believe that the proposed additional storey on the rear would have a major negative impact on the street scene. The proposal would increase the height of the existing extension, thereby no longer being a subservient element and would mirror the height of the host building. This would also leave a two storey blank wall to two elevations. These elements would be visible due to the side access track to buildings at the rear. I consider that this form of development would not be subservient in scale to the existing dwelling and as such the bulk and massing and expanses of blank wall would not achieve high quality built form and would detract from the character and appearance of the conservation area. Para 199 of the NPPF confirms that great weight should be given to the asset's conservation and Para 200 requires that any harm to the significance of a designated heritage asset (from its alteration ... or development within its setting) should require clear and convincing justification. I note the applicant claims that this extension would not be seen in public views. Whilst views from the main road would be limited, the extension would be experienced by neighbouring properties. I wish to point out that there is a requirement for proposals to preserve or enhance the conservation area, and this applies whether or not the proposal is in public view or not.	REFUSED
22/06119	17-May 1 Hilltop Cottages, Treadaway Road, FH	CWPC strongly objects to this planning application. This property is in the village's conservation area and is in a very prominent position as you drive up Treadaway Road from Treadaway Hill. The proposed roof conversion would result in a bulky and dominant dwelling which would be obtrusive and out of character in the street scene. As the property is part of a terrace, changing the roof line from hip to gable will make the overall building look unbalanced as will inserting the 2 dormers in only this part of the roof. CWPC request that the conservation officer's opinion is sought for this application as we are greatly concerned that the design would have a negative impact on the conservation area. Should the Local Planning Authority be minded to approve this application, we would request that this be brought before the planning committee for determination. In heritage terms the change from a hip roof to a gable would be disruptive to the terrace since it has a uniform symmetrical appearance, with the roof being hipped on both ends. I am also concerned at the proposed large dormer windows since the existing roofscape of the terrace is unfettered and has no disruptions. This would also be disruptive to the visual harmony of the terrace which has a unified appearance. I wish to point out that there is a requirement for proposals to preserve or enhance the conservation area. These proposals would detract from the character and appearance of the conservation area.	REFUSED
22/06159	31-May 31 Whitepit Lane, FH	CWPC objects to this application. It is an overdevelopment of the site which would result in an overbearing property. There are too many windows on the flank side (proposed side B elevation) and this, together with the balcony, would result in overlooking and would impact on the privacy of the neighbour. CWPC requests that the extension is made a little smaller, the number of windows is addressed and suggests that a Juliette balcony would be more suitable. The proposed development, by reasons of the dominant height and crown roof design, would be an incongruous design and detrimentally harmful to the character, appearance and design of the street scene and local neighbourhood. Whilst it is acknowledged the use of crown roof in neighbouring property, 33 Whitepit Lane, the size of the crown roof proposed is significantly greater in size and length, hence it is creating a much bulkier mass to the two storey application dwelling. The design of crown roof of such size and length are unacceptable for the satisfactory character and visual appearance of the local area. An alternative choice of roof form should be considered instead. In addition, together with the crown roof design and the eaves height and ridge height of the proposed development is higher than both adjacent dwellings, no.29 and no.33. The increase of height would contribute to the visual prominence of the proposal. It is considered the proposed development, due to its size, scale, height, roof design and proposed external materials are visually detracting, and over-prominent to the general appearance of the street scene. The implementation of a rear balcony would have a loss of privacy to no.33 with further overlooking into their first floor rear openings, unless condition is secured for privacy screens at a minimum height of 1.8m or a recessed design of the balcony proposed if permission is to be granted.	REFUSED

APPENDIX A

22/06211	31-May	36 Straight Bit, FH	CWPC does not object to the single storey extension. However, we are very concerned with the location of the garage which is to be sited so close to the extension of the neighbouring house on Clay Close. CWPC requests that it be relocated so as to have less of an impact on the aforementioned neighbour. Amended plans have been submitted by the agent to reduce the size and building footprint of the garage to approx. 7m x 4m. In the opinion of the Local Planning Authority, the proposed front extension development, by reasons of its size, scale, bulk, projection and siting, would be over-prominent, over-bulky, out of keeping and visually detracting with the existing patterns of development, appearance and character of the application dwelling and local area. There are no objections to the size, scale, height, appearance and positioning of the garage outbuilding.	REFUSED
22/06295	28-Jun	Byways, Kingswood Rd, TG	The parish council would ask the Case Officer to note the comments of the neighbour relating to loss of light and privacy to the front of their property.	WITHDRAWN
22/06334	28-Jun	The Three Horseshoes, The Common, FH	The parish council is concerned about the possible customer use of the rear garden which would contravene a previous ruling on the application and would ask the Case Officer to consider this. The creation of a patio to the front of the property would reduce the on-site parking and we would ask the Conservation Officer to consider this point as the pub is in a conservation area.	
	23-Aug		CWPC still objects to this application. Although the parking scheme has been amended, we still have concerns that the on-site parking is not sufficient and we would ask the Conservation Officer to consider this point as the pub is in a conservation area. We are also concerned with the possible customer use of the rear garden which would contravene a previous ruling on the application and would ask the Case Officer to consider this.	PENDING
22/06342	28-Jun	Loudwater Baptist Church, LW	The parish council has no objection to the change of use/design of the property, however, has concerns about the parking proposals and would ask Highways to inspect. Station Road is a very busy road and we feel that further dropped kerbs on the footpath would impact on pedestrians. Would it be possible to increase the on- street resident parking CWPC notes that the applicants have removed the car parking from within the curtilage and we thank them for that and make no comment on this application. Could Bucks Highways extend the existing residents parking scheme to allow an additional 2 places. We also note the objection by a neighbour regarding the balcony overlooking their property.	PENDING
22/05868	12-Jul	13 River View, FH	CWPC has no objection but we request that the outbuilding is no closer than 1.8m from the boundary with 14 River View. The outbuilding has been removed from the scheme.	APPROVED
22/06449	12-Jul	8 Chilterns Close, FH	CWPC has no objection but we note that a tree is being removed to the side of the property. We request that a replacement is planted elsewhere. The originally proposed side extension aspect has subsequently been removed from the proposal therefore no trees would be lost to the development.	APPROVED
22/06470	12-Jul	16 Chapman Lane, FH	No comment other than the parking arrangement needs to be reviewed in relation to the visual splays. The proposed parking layout with further enlargement to form the parking of three parking spaces is considered acceptable as per Adopted Parking Guidance. The existing vehicle access is not altered and there is no detrimental harm to the adjacent highways.	APPROVED
22/06482	26-Jul	Amersham & Wycombe College, FH	CWPC objects to this planning application. Although the development is in keeping with the village and in principle a good design, we have serious concerns over the access road. Cars, and probably coaches, should not have to use the through road to access the adjoining sports pitches. The car park to serve the sports pitches is also too small. We also have concerns with the proposed level of parking for the dwellings which may result in the parking for the sports pitch being used as an unofficial overflow parking area for residents. With the projected increase in traffic entering and leaving the development, we have concerns over the junction of Spring Lane and Heath End Rd and look forward to the report from Highways with interest. We are also concerned that the play area (100m2) may be inadequate in area if it is to meet the Play England Local Play Area recommendations. Should the Local Planning Authority be minded to approve this application, we would request that this be brought before the planning committee for determination.	PENDING
22/06732	09-Aug	The Happy Union, Boundary Rd, LW	CWPC strongly objects to this planning application for the following reasons: A 3 storey development will adversely affect the street scene where the existing public house is 2 storeys high as are all the other houses along Boundary Road. The car parking allocation is insufficient for the number of apartments. We believe each apartment should have 2 car parking spaces allocated not one. This is borne out by the objection from a resident of the Treadaway apartments who, apart from objecting to this application, confirms that there is insufficient parking on their site. Loudwater village has enough problems with lack of parking and this application would further exacerbate it. Should the Local Planning Authority be minded to approve this application, we would request that this be brought before the planning committee for determination.	PENDING
22/06855	23-Aug	66 Straight Bit, FH	CWPC still strongly objects to this planning application. We acknowledge that the ridge height has been reduced but it is still too high. The front extension, which has been increased to run across the width of the building, is overbearing and worse than before. It is still an overdevelopment of the site and would be inappropriate in the street scene due to its proposed height, bulk and mass. Should the Local Planning Authority be minded to approve this application, we would request that this be brought before the planning committee for determination. By virtue of the size, scale, design and appearance of the proposed extensions and front porch feature, the development would appear over-dominant, disproportionate and out of keeping with the visual character, design and appearance of the main dwelling, street scene and local neighborhood.	REFUSED
22/07039	06-Sep	62 Sedgmoor Rd, FH	CWPC objects to this planning application as we believe it doesn't meet the design code for roof extensions. It is bulky, lop-sided and not in keeping with the street scene. Whilst the development of a side gable roof extension would unbalance the appearance of the existing hipped roof property and thus not integrate well with the host dwelling, it must be taken into account that such works could be constructed under permitted development rights. As such it is not considered that objections could be sustained regarding the relationship of the side gable extension to the host property.	APPROVED
22/07062	06-Sep	4 Swains Lane, FH	CWPC questions whether the balcony is a Juliet balcony. If the railings of the balcony are flush with the wall of the house, we have no objection. However, if the balcony extends out as indicated on the drawing, we object to this planning application as there will be overlooking of the property of both neighbours with the consequential loss to their privacy.	PENDING

Risk	Impact	Chance		Severity		Score Chance x Severity	Management / Control of Risk	Chance - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
		1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high					
Physical injury or property loss to staff, contractor or member of the public	Harm to individuals	4	5	20			Undertake safety assessments, formally record them and review them when appropriate (working practices and site safety issues, e.g. trees, play equipment, etc.) August 22 annual review undertaken with staff in March 22 next review March 23	1	5	Prepared by warden and signed-off by clerk. Reviewed annually or change of circumstances
							Provision of PPE and proper maintenance of equipment	2	10	Staff and warden signed off by Clerk
	Fines and penalties with Loss of reputation	3	5	15			Inspection of equipment prior to use	2	10	Staff and warden signed off by Clerk
							Inspection of play equipment	1	5	Weekly log of inspections by staff when on site, kept in warden's office diary and signed off monthly by clerk
							Employee and public liability insurance	1	5	Reviewed annually by clerk prior to insurance renewal and reported to F&GP
Employee liability	Employee action for negligence or grievance	3	5	15			Contractors to have liability insurance minimum £10m	1	5	Sight of contractor documentation by clerk or warden prior to work, noted in warden's office diary
							Knowledge of and compliance with law, in particular Employment Law, Health & Safety, Equal Opportunities, Human Rights, Disability and Discrimination	2	10	Continuous by the Clerk including training and refresher courses (updated August 22)
	Fines and penalties with Loss of reputation	3	5	15			Staff awareness and appropriate training including awareness of advice from NALC	1	5	Register of all training maintained by clerk (staff and members) Annually by clerk
							Insurance to cover consequences of failure	1	5	
							Documented policies and procedures	2	10	Policies held on website, procedures documented electronically

APPENDIX B.

Risk	Impact	Chance		Severity		Score Chance x Severity	Management / Control of Risk	Chance - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
		1= v.low 2= low 3= neutral 4= high 5= v.high	1= v.low 2= low 3= neutral 4= high 5= v.high	1= v.low 2= low 3= neutral 4= high 5= v.high	1= v.low 2= low 3= neutral 4= high 5= v.high					
3	Failure to maintain council physical assets, other structures	Higher costs of repair / replacement	2	4	8	Maintain up-to-date asset register	2	2	8	On-going by clerk and reported annually to F&GP
		Harm to individuals leading to Loss of reputation	2	5	10	Staff inspect and maintain buildings, equipment and other assets, carrying out necessary remedial work: immediately if a health & safety issue [irrespective of budgets], otherwise promptly, or plan and implement	2	2	10	Warden and clerk
		Fines and penalties leading to Loss of reputation	1	5	5	Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers: vehicles, mowers, etc.	1	1	5	Logged via invoice file - Clerk
4	Loss or damage to council asset	Loss of use of asset	5	4	20	Ensure adequate insurance to cover loss and consequential losses, supplemented by adequate reserves to cover current value and actual cost of replacement	2	2	8	Annual review by clerk with professional advice prior to renewal of insurances and Clerk to recommend extra security measures
		Disruption	5	4	20	Annual review of cost of replacement (via EMR process)	2	2	8	Report to F&GP
						Insurance to cover consequences where available	2	2	8	Annual review by clerk with professional advice prior to renewal of insurances & report to F&GP
5	Failure to provide services expected by residents	Poor public image	3	3	9	Observation and reporting to clerk by members	2	2	6	Continuous by members and included in council's annual report
		Loss of reputation	5	3	15	Timely response by staff	1	1	3	Clerk and warden
						Monitoring of contractor's progress	1	1	3	Clerk and warden

Risk	Impact	Chance x Severity		Management / Control of Risk		Chance - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
		Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high					
6 Loss of key staff due to long-term illness, accident or resignation	Failure to deliver services and oversight of staff	4	4	16	Clear procedures well documented electronically	3	12	Continuously monitored by clerk and reviewed at appraisal
	Failure in budgetary and financial reporting	2	2	4	Up-to-date job description for RFO	2	4	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
	Correspondence backlog	4	2	8	Accounts kept up-to-date	1	2	Accounts and filing processed monthly by clerk and staff
					Correspondence electronically filed	1	2	Monthly review of outstanding correspondence by the Clerk
7 Loss of cash through fraud, dishonesty or malicious action by third-parties	Reduction of available funds	2	5	10	Clear procedures in council's Financial Regulations	2	10	Annual review of regulations by council
	Disruption	2	5	10	Adherence to those procedures	2	10	Clerk to keep up to date with procedures
	Loss of reputation	2	5	10	In-house, internal and external auditing	1	5	Monitored by F&GP
					Insurance to cover risks of cash and malicious actions	1	5	Annual insurance review
					Ensure Fidelity insurance requirements are being met	1	5	Annual insurance review
					Staff awareness and training, including password security	1	5	Certificate of compliance from hosting service
					Robust virus protection, including firewall between council's web and email host	1	5	As provided by IT support
					Member awareness of risk	2	10	New member / councillor training

Risk	Impact	Chance		Severity		Score Chance x Severity	Management / Control of Risk	Chance - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
		1= v.low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high					
8	Council members lack relevant knowledge and legal procedures	3	3	3	9		Oversight by the Clerk. Training and refresher courses for members	2	6	Refresher training at inception of new council
	Council fails to achieve its purposes									
9	Members conflict of interests	5	4	20			Declarations of interests at meetings	1	4	Declarations at all meetings
							Maintenance of register member's interests and gifts	2	8	Annual review of interests by all members monitored by clerk and noted on website
							Publication of interests on the council website	2	8	Undertaken by the Clerk
10	Members become ill-informed	2	2	4			Preparation and distribution of agendas, reports and minutes within agreed timescales	2	4	Clerk and committee chairman & vice-chairman
	Confusion and misunderstandings with actions not reflecting intentions of council	3	3	9			Improved chairmanship skills	2	6	Clerk and committee chairman & vice-chairman to members at committee meetings

Risk	Impact	Chance x Severity		Management / Control of Risk	Chance - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
		Chance	Severity				
		1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high				
11 Poor protection of hard and soft documents	Loss of documents	2	2	Use of fire-resistant safe for key documents and the Cloud	2	4	Clerk and staff
	Failure of legal obligations	2	2	Use of fire-resistant safe for key documents and the Cloud	1	2	Clerk and staff
12 Poor forward planning and control of budgets	Lack of direction and prioritisation	5	3	Member, clerk and staff driven forward planning: short [two years] medium [five years] and long term [10 years] with financial needs assessment	2	6	Annually at informal council and prior to annual budget setting
	Spending exceeds budget	5	5	In-year budget reviews of current budgets	2	10	Every six months by clerk, with chairman and vice-chairman of committees, reported to committees; overview review with F&GP chairman and vice-chairman of F&GP with report to F&GP committee
13 Poor annual budgeting and setting of precept fails to reflect immediate and long-term needs	Failure to provide expected level of services and functions	3	3	Maintenance of adequate reserves	1	3	Clerk, chairman and vice-chairman of F&GP
	Loss of confidence in the council	2	3	In-year budget reviews to confirm adequacy of budgets and spending	1	3	Clerk & F&GP
14 Breach of legal powers	Loss of reputation	2	3	The council financial regulations need to be adhered to when authorising planned expenditures	1	3	Clerk
				If the council uses s137 powers or CIL funding they need to be minuted	1	3	Clerk
				Keep up-to-date with changes in legislation	1	3	Clerk through PD courses and council membership of NALC

Risk	Impact	Chance		Severity		Score Chance x Severity	Management / Control of Risk	Chance - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
		1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high	1= v. low 2= low 3= neutral 4= high 5= v. high					
15 Issues due to borrowing or lending.	Failure of third party to repay loan	2	5	10	Due diligence when making loans and consider impact on council funds if the loan could not be repaid in full	2	10	At time of loan request by council on advice of clerk	10	
	Inability of council to repay a loan	3	5	15	Loan repayments built into annual budgets and future budget forecast	2	10	Late payments reported to chairman and vice-chairman of F&GP	10	
	Loss of funds	1	5	5	Bank only with those licensed and covered by Financial Services Compensation Scheme	2	10	Annual review by council on advice of clerk	10	
16 Bankruptcy of council's bankers or investment companies	Inability to meet commitments	2	5	10	Deposits to be held in those covered by Financial Services Compensation Scheme, ideally in amounts covered by the scheme guarantees	1	5	Report to F&GP every six months	5	
	Loss of reputation	2	5	10	Council ensures safe banking	1	5	Chairman F&GP	5	
17 Failure to respond to FOI request or inspection of records	Loss of confidence	3	3	9	Clear Standing Orders and protocols	1	3	By Clerk when appropriate	3	
	Loss of reputation	3	4	12	Documented procedures and timings to deal with enquiries from the public	1	4	Clerk, agreed by council	4	
18 Timetabling failures when responding to consultation invitations	Effect on council's reputation	2	2	4	Clerk ensures timely responses	1	2	By clerk and agreed by F&GP	2	

Risk	Impact	Chance		Severity		Score Chance x Severity	Management / Control of Risk	Chance - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
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Failure to meet the agreed standards on provision of services carried out under devolved, agency/partnership agreements (if any) with principal authorities	Financial implications if grant insufficient to cover costs	3	4	12	Council decision to take on services after risk assessment to include resource implications, staff and contractors	2	8	On consideration of agreement		
	Cancellation of agreement	1	4	4	Clear statement of management responsibility for each service	1	4	Monitor through F&GP		
	Refund of income	3	4	12	Regular scrutiny of performance against targets	1	4	Clerk		
	Loss of reputation	2	4	8	Through relevant committees	1	4	Council as appropriate		
	Planned elections	4	4	16	Discuss likely cost with Returning Officer and ensure funds are available to meet anticipated costs from ear-marked reserve or from general reserves	2	8	Annually by clerk during budget setting process for F&GP		
Election costs	Risks of elections to fill a casual vacancy	3	3	9	None	3	9	Annually by clerk during budget setting process for F&GP		

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Litter scheme 2022

		Village Green & Widmer Pond, TG Penn Trust £150
		School Road/B474 Church Road triangle, TG Penn Trust £50
		Treadaway Hill & Swains Lane, Flackwell Heath Alzheimer's Society £30 NSPCC £30
		Treadaway Hill, Flackwell Heath RNLI £70
		Footpath between Oakwood & Buckingham Way Ring Road, Flackwell Heath Christian Solidarity Worldwide £80

Phone call received to advise no longer
litter picking

Letter received to say no longer litter
picking

