

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on **Thursday, 22 June 2023 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

Present:

Cllr K Wood (Chairman)	Cllr C Dodds
Cllr D Johncock (Vice-chairman)	Cllr L Johncock
Cllr S Herron	Cllr S Digby
Cllr L Willis	Cllr J Gurney
Cllr R Wilks	Cllr C Jordan
Cllr A Barron	

Also present: Cllr N Thomas (Buckinghamshire Council)

FC/23/012 Apologies for Absence
Apologies for absence were received and approved from Cllr I Forbes (holiday), Cllr L Webb (holiday), Cllr S Barrett (business), Cllr Herschel (medical) and Cllr Darch (medical)

FC/23/013 Declarations of Interest and Code of Conduct
There were none.

FC/23/014 Council Minutes
It was RESOLVED that;
the minutes of the Council meeting held on Thursday 27 April 2023 and the Annual Council meeting held on Tuesday 9 May 2023 be approved as an accurate record.

FC/23/015 Open Spaces Committee
Council was asked to consider the report of the Committee meeting held on Tuesday 23 May 2023.
Cllr Willis advised that the only item for further discussion was on the current agenda – Boundary Road Recreation Ground.

It was RESOLVED that;
the report of the Committee meeting held on Tuesday 23 May 2023 be approved.

FC/23/016 Works & Services Committee
It was RESOLVED that;
the report of the Committee meeting held on Thursday, 8 June 2023 be approved.

FC/23/015 Planning Meetings
It was RESOLVED that;
the reports of the Planning Meetings held on 2 May 2023, 16 May 2023, 30 May 2023 and 13 June 2023 be approved.

Council was asked to note the schedule of applications from April to June, showing eventual outcomes of the parish council submitted objections.

FC/23/016 Boundary Road Recreation Ground – safety issue
Council was asked to note that following the Open Spaces committee meeting held on 7 March 2023 the resolution below was made;

'3 Boundary Road Recreation Ground, Loudwater

Members were asked to note that a concern had been raised by a resident following an incident at the site when a small child slipped into the stream at the point where the bank had eroded. The chairman of the committee met with the concerned resident and advised that the area was not under parish council

jurisdiction. In the meantime, the issue was escalated to Steve Baker MP whose office contacted ourselves and Buckinghamshire Council. Buckinghamshire Council have taken responsibility for the area.

Members were asked to consider the erection of a post and rail fence along the path to act as an obstacle; an opening at each end would give two points of focus for parents/guardians to watch. Members were asked to note that the grounds team would undertake the work.

It was RESOLVED that;

The concern had been noted by the committee however a post a rail fence would not be approved as the play area was a distance from the stream.

It was noted that this site would be part of the committee site visit in June/July.'

However, further correspondence from the office of Steve Baker MP had been received requesting that a gate be installed at the access point from Station Road.

Council was asked to consider the correspondence and approve the next course of action.

It was RESOLVED that;

at present, the parish council was not inclined to install a fence or gate however this site was part of the Open Spaces Committee site visit in July and would be further inspected.

FC/23/017

5 Year Plan

Council was asked to note the revised 5 Year Plan. The revision being the completion of the office refurbishment. Council was encouraged to suggest further additions to the plan.

It was noted that the digitalisation of the archives should be added to the plan. The clerk to further investigate associated costs.

FC/23/018

**Community Board
MVAS Replacement**

Council was asked to consider the report from Cllr Barron with a view to asking for approval in principle for expenditure of approximately £5k for 3 new signs, being a 50% contribution. The Community Board would be approached for the other 50% of the cost.

It was noted that the current MVAS had probably passed their sell by date and a new approach to speeding could be beneficial. However, the ANPR element would not be part of the signs due to TVP having no interest in the information.

It was RESOLVED that;

new signs would be beneficial and an application be made to the Community Board for a 50% contribution towards the new signs.

Cllr Barron offered to make the application.

Cllr Barron was thanked for the work he had undertaken on the report.

FC/23/019

Straight Bit Recreation Ground

Council was asked to consider the quotation in the sum of £4,112.30 for the replacement of the crossbar and new flat swing seats and a basket swing.

It was RESOLVED that;

the quotation be accepted and the replacement parts be ordered.

Council was asked to note that the clerk had been contacting the insurance broker on a fortnightly basis for any updates on the boat claim. However, no firm offer has been received to date.

FC/23/020

Grants

Council was asked to note the budget line amount for grants in the current financial year is £5,000, with £2,000 already being awarded to Tylers Green First School for their new sound system.

1 Flackwell Heath Minors Football Club

Council was asked to consider the grant application from the Flackwell Heath Minors Football Club for £15k to £20k as a contribution towards the re-surfacing of the car park at Green Dragon Lane Recreation Ground.

It was RESOLVED that;

an award of £10,000 be approved towards the resurfacing of the car park.

FC/23/021

Joint Skatepark Project with Wooburn & Bourne End Parish Council

Council was asked to receive a verbal update from Cllr D Johncock.

Cllr Johncock advised that a questionnaire would be on Survey Monkey specifically to get a feel locally to help determine levels of;

- Interest
- Demand
- Age groups
- Support from residents

A presentation was to be made to all students at the Bourne End Academy before the end of term and they would be encouraged to complete the questionnaire and persuade parents to do likewise.

FC/23/022

Meeting date change

Council was asked to consider a change in date for the Council meeting in December. The proposed new date was **Tuesday 19 December 2023**.

It was RESOLVED that;

the change of date be approved.

FC/23/023

Questions by Members of the Council

- Cllr Herron asked if the trees on the Front and Back Common were being watered. The clerk advised that they were being watered almost weekly.
- Cllr Jordan highlighted the path at the side of Dominos on the London Road. Cllr N Thomas advised that he thought it had been passed to the legal team at Buckinghamshire Council.

FC/23/024

Public Participation

Cllr Thomas gave the following updates:

- With the hotter weather it was important to check on vulnerable people within the community.
- He advised of the two highways schemes being supported – the school parking and yellow lines in Ashley Drive.
- Boundary Commission
2 Buckinghamshire Council members for – Penn/Tylers Green and Loudwater
3 Buckinghamshire Council members for – Flackwell/Marlow
- There is a full Community Board meeting on 28 June – focus being community safety.
- All actions groups have been cancelled at present – no one seems to know why.

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 11111 to 11117 be signed and that direct debits to Barclays, Castle Water, Unicom, Trade UK and NEST be approved for payment.

DRAFT

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Special Council meeting held on **Thursday, 24 August 2023 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

Present:

Cllr K Wood (Chairman)	Cllr C Dodds
Cllr D Johncock (Vice-chairman)	Cllr L Johncock
Cllr S Herron	Cllr C Dodds
Cllr L Willis	Cllr J Gurney
Cllr R Wilks	Cllr C Jordan
Cllr A Barron	Cllr I Forbes

In view of the confidential nature of the business 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/23/026 Apologies for absence

Apologies for absence were received and approved from Cllr Herschel (family), Cllr Barrett (holiday), Cllr Webb (holiday) and Cllr Digby (family)

FC/23/027 Declarations of member's interests in agenda items

There were none.

FC/23/028 Confidential Item – Staff Panel Report

Council was asked to note the report from the last Staff Committee held in July.

Council was asked to receive a verbal commentary from Cllr Forbes on the report, with a view to approving the recommendations therein.

It was highlighted that the deliberations of the staff committee had taken some time and the proposals had fully discussed and had not been taken lightly.

It was RESOLVED that;

- ***A 5% uplift for all staff be approved, which would be backdated to April.***
- ***A further uplift of £2k to be paid to the clerk following background work on a neighbouring parish council.***
- ***Bonuses totalling £5,800 to be paid to staff for the year 2022, following successful performance reviews.***

The chairman thanked members for their attendance and closed the meeting at 7.45pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Members of the council are summoned to attend the meeting to be held on **Tuesday 5 September 2023** 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 Webb (Vice-chairman)	Cllr S Herron
Cllr J Gurney	Cllr S Digby
Cllr K Wood (ex officio)	Cllr H Darch

Also present: Two representatives from Flackwell Heath Bowls Club

OS/23/015 Apologies for absence
Apologies for absence were received and approved from Cllr Jordan (holiday), Cllr D Johncock (holiday) and Cllr L Johncock (holiday)

OS/23/016 Declarations of members' interests in Items on the agenda
There were none reported.

At this point the chairman welcomed the representatives from Flackwell Heath Bowls Club, suspended standing orders with the approval of the committee and gave them the opportunity to speak.

OS/23/017 Flackwell Heath Bowls Club – there is an issue with parking, the path leading to the club and lighting. The car park appears to be constantly full which makes match days extremely difficult. A proposed plan for an extended car park was shown. The path has been reported as uneven and the lack of lighting poses an issue when the club is open in the evening for skittles or whist.

The committee decided that a visit to the site would be beneficial – arrangements would be made by the clerk communicating with the chairman of the club. Cllr Webb thanked the club for attending and all they were doing to raise the profile of the club.

The committee were thanked for their time and the representatives left at 7.45pm

OS/23/018 Allotments
Members were asked to note that the allotment renewals had been sent out for the new agreement year.

Members were asked to note that the allotment competition had been judged by Cllr Wilks and Cllr Wood, who were thanked. Certificates were handed out at the BBQ and picnic.

OS/23/019 Playgrounds

1 Ashley Drive Recreation Ground, Tylers Green

1.1 Replacement Basket Swing
Members were asked to note that the replacement basket swing had been installed. Cllr Darch asked about the concrete pads at the gate entrances – these had been completed.

2 Straight Bit Recreation Ground, Flackwell Heath

2.1 Replacement Boat
Members were asked to note that the start date for installation is Monday 11 September. The delay had been due to the non-availability of installation contractors.

2.2 Telecommunications mast
Members were asked to note that a non-intrusive survey undertaken by drone had already been completed and that a further survey would be taking place on Wednesday 20 September 2023. This will entail trial bore holes.

2.3 Swing Repair

Members were asked to note that the double bay swing at the site was due to be repaired in early September. Since the meeting this has been completed.

3 Boundary Road Recreation Ground, Loudwater

Members were asked to note that a further meeting with the Chairman of Council, Chairman of committee and the clerk had taken place with the resident who highlighted an issue relating to the riverbank at the site. This item to be covered later in the agenda.

3.1 Tootin Train

Members were asked to note that the toddler equipment (Springy) had been installed at the site by Jon and Darren.

3.2 Memorial Bench Request

Members were asked to consider a request for an additional bench at the site.

It was RESOLVED that;

The bench be approved in principle but in a different place on the site.

OS/23/020

Treeworks

Members were asked to consider one of the quotations below for tree works.

Track 6, Tylers Green (opposite the village hall)

Reduction of the lime trees along the track and removal of an overhanging ash branch.

It was RESOLVED that;

Quote B in the sum of £3,000.00 be ordered and approved.

King's Wood

Boundary trees – fell 6 and tidy 2

Rushbrooke Close – fell Ash tree to the side of a property and remove Willow limb overhanging the garden.

It was RESOLVED that;

Quote B in the sum of £4,525.00 be ordered and approved.

OS/23/021

Oakland Way, Flackwell Heath

Following a request made by a resident of Oakland Way to plant additional trees on the verge at the junction with Heath End Road to stop people parking. An inspection of the site was made and due to the presence of a manhole and cabling it was felt more prudent to install bollards rather than trees that could cause issues long term with their root systems.

Members were asked to consider an approach to Buckinghamshire Council to install bollards on the verge to dissuade parking.

It was RESOLVED that;

The clerk be asked to contact, in the first instance, the local area technician to gain the relevant permission.

Members were also asked to note that a request had been made to remove the bench on the verge on the other side of the road.

OS/23/022

Committee Site Visits

Members attended the committee site visit on **Tuesday 11 July**. Areas visited were:

Boundary Road Recreation Ground, Loudwater

Following concerns raised by a resident about the bank the members visited the site to review the situation.

Members were now asked to consider the introduction of a planting scheme, to include bramble and other such spiky plants, in front of the inlet pipe to dissuade people from approaching the edge.

***It was RESOLVED that;
a planting scheme to introduce more brambles and spiky plants be approved.***

Magpie Wood, Loudwater

Cllr Jordan had highlighted an issue with the post and wire boundary fence running down the Chiltern Way path. On inspection the wire had been cut in several places.

Since the site visit Darren and Jon completed a full-length repair of the wire.

Front & Back Common, Tylers Green

Following the inspection of the memorial trees, Darren and Jon attended the site and removed the dead tree on the back common which will be replaced in the Autumn and have re-staked the trees.

Members were asked to consider the installation of a post and chain fence to continue from the memorial trees on the Back Common to stop people from parking on the grass.

***It was RESOLVED that;
Following the recent incursion on the Back Common another approach would be necessary.
The clerk was asked to investigate and prepare a planning application for the creation of a bund.***

Cllr Wood complimented the team – all issues that had been raised on the site visit in July had been resolved.

OS/23/023 Skate Park Update

Members were asked to note that the public consultation was underway with a good response rate. Cllr Webb did highlight that there had been some strong opposition from the Woodburn Town residents.

OS/23/024 Derehams Lane Recreation Ground

Members were asked to note that a meeting with the architect was held on 20 June. Revised drawings had been created showing changes, these are not written in stone and are still for further consideration and discussion before going to pre-planning.

A further meeting of the sub group prior to talking to the architect will be arranged.

1 Loudwater Bowls Club

Members were asked to note the report from Cllr Jordan following the last meeting of the Bowls Club.

The Bowls Club had highlighted issues with drainage ditches – these will be cut back in the Autumn when the wildflowers have died back.

OS/23/025 Committee Finances

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

OS/23/026 Questions from committee members and the public

Cllr Gurney advised that there would be a meeting of the 'Save the Derehams Inn' on Thursday 14 September at the Rugby Club. The group have formalised themselves and have a full committee. Their next step will be raising funds to purchase the building.

Cllr Herron asked if there had been any further movement of the car park and Green Dragon Lane.

The clerk advised that a request for a further £5k had been made but paperwork was required to back this request.

Cllr Webb advised that the History Group had replaced the Flackwell Heath 'now and then' maps with new prints on Foamex board.

Cllr Forbes thanked Cllr Wood and the staff for dealing with the traveller incursion.

Cllr Willis highlighted the state of the Red Kite site on the junction of Branch Road with Norwood Road. The area is completely overgrown and there is a stolen car dumped on the land.

Cllr Wood advised that she would follow this up again.

OS/23/026

Accounts for payment

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

It was RESOLVED that;

The payments made during the summer break be noted.

the accounts for payment be approved and cheques numbered 11156 to 11163 be signed and that direct debits to EE, E-on Next, NEST and Shell (Fuel Card) be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.44pm

Date and time of next meeting: Tuesday, 2 November 2023 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 21 September 2023 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present: Cllr C Dodds - Chairman
Cllr R Wilks (Vice-chairman)
Cllr K Wood
Cllr J Gurney
Cllr D Johncock (ex officio)

Cllr C Jordan
Cllr L Johncock
Cllr A Barron
Cllr J Herschel

Also present: Cllr I Forbes

WS/23/016 **Apologies for absence**
Cllr S Herron – holiday, Cllr S Barrett - work

WS/23/017 **Declarations of members' interests in Items on the agenda**
There were none.

WS/23/018 **Delegated Action**
Members were asked to note that, since the last committee meeting in June, the following designated actions had been taken by the Chairman of committee and the clerk:

- An additional standpipe at Cock Lane Cemetery was installed at a cost of £300.00
- A new strimmer was ordered at a cost of £424.17
- Vertical blinds for the front office windows were installed at a cost of £625.00

WS/23/019 **Committee Site Visits**
Members had attended the committee site visit on 5th July. Areas visited were:
Cock Lane Cemetery
Members were asked to note:

- the bank at the end of the top path would be built up and planted to act as a better barrier to walkers
- the board next to the pedestrian gate had been removed as it was redundant
- the parish council would be paying to have the angled headstone straightened

Office Complex

Members were asked to note that we would be obtaining a quote to have the handwritten agendas and minutes transferred to file.

Altona Road Cemetery

Members were asked to note that 6 trees would be ordered in October to be put on either side of the new path and more holly would be ordered to go along the fence line. Quotes for 2 new benches would be brought to the next meeting. In the next newsletter, users of the cemetery would be asked for any ideas to improve the cemetery.

It was asked whether the trees could be ordered from Buckinghamshire Council.

It was asked whether we could find anyone to purchase the benches and we would provide plaques with a dedication message. The deputy clerk would liaise with the person who wishes to fund a tree in honour of Cllr Bob Kin.

Loudwater War Memorial

Members were asked to consider installing bollards to prevent motorists from parking on the pavement.

It was asked whether the bollards could be more appealing than simple bollards to keep the area as attractive as possible.

It was RESOLVED that;

Quotes for bollards and costs for their installation will be brought to the next meeting.

- WS/23/020 **Office Complex**
 Members were asked to consider and, if so minded, approve the removal of the roadside hedge in the warden's garden. This will allow vehicles to egress safely from the office carpark and expose the water meter for reading. The extra 1.2m will allow the path from the picnic area to be joined with the path from Cock Lane Cemetery thereby keeping walkers off the road.
It was RESOLVED that;
The roadside hedge would be removed and a path created. The inner hedge would be made good and the fence extended if needed.
- WS/23/021 **Cemeteries**
 Members were asked to consider placing the recently stored Hammersley Lane burial data on the website and to consider a programme for the survey of burial data of the other cemeteries.
It was RESOLVED that;
The deputy clerk would look into uploading our memorial data from Hammersley Lane onto the websites Find a Grave and BillionGraves with a link from our website.
The deputy clerk would then, over the next two years, do the same for Cock Lane and Altona Road memorials.
- WS/23/022 **War Memorials**
 Members were asked to consider and, if so minded, approve the quotation to clean the memorials at Loudwater and Flackwell Heath. Members were asked to note that this is a single tender action from the company that recently added the inscriptions.
It was RESOLVED that;
In the first instance, the deputy clerk would contact the charity War Memorials Trust for a full or part contribution to the cost.
The quote of £3,440.00 be approved, subject to applying for a grant.
- WS/23/023 **Royal Mail bag drop boxes**
 Members were asked to note that the remaining 3 pouchboxes (Heath End Rd FH, Clearbrook Close LW, Kings Ride TG) had been removed by Royal Mail on 24 August.
 The deputy clerk would write a letter of thanks to Royal Mail.
- WS/23/024 **BT cabinets**
 Members were asked to note that the deputy clerk had made contact with the relevant person at BT regarding the removal or painting of disused BT cabinets and now has to provide them with the locations of all the cabinets that we wish them to investigate.
 In the first instance, the deputy clerk would ask for two cabinets to be removed or painted: one on the corner of Hedley Rd and Chapman Lane FH and one on the junction of Swains Lane and Fennels Farm Way FH. Once completed, Cllr D Johncock would provide the deputy clerk with a list of any others that require attention.
- WS/23/025 **FH Broxap bins**
 Members were asked to note that we had received an update from Buckinghamshire Council. They were still committed to replacing the litter bins but financial pressures had held up the plans. One option may be to replace them a few at a time, subject to funding.
- WS/23/026 **LED Footway Lighting**
 Members were asked to note that our lamp columns are due to be tested. A quote had been received for £18.75 per column. This includes an electrical test, visual structural inspection, certification and a report on condition and recommendations for remedial works. To test all our columns in need of a test will cost approximately £4,500.
 Members were asked to consider and, if so minded, approve the testing of our lamp columns over the following 18 month period.
It was RESOLVED that;
The testing of our lamp columns be carried out at a cost of approximately £4,500.
- WS/23/027 **Footpaths**
 Members were asked to note that the committee wished to thank Jon and Darren for clearing the footpath on Sheepridge Lane. A follow up would be done in the Autumn.

WS/23/028 Chiltern Green

Members were asked to note that 4 trees would be ordered in October for Chiltern Green. The trees will have tubes inserted for watering by residents.

It was noted that the residents had requested that some children be present for the planting.

WS/23/029 Missing cats eye reflectors

Members were asked to note that the deputy clerk had, on the advice of Buckinghamshire Highways, requested on FixMyStreet to have the missing cats eye reflectors in Sheepridge Lane and Treadaway Hill replaced.

It was noted that the deputy clerk had received an email from BC to say that they were looking to see if there was money in the budget to have it done this year.

WS/23/030 BC land off Kingsmead Road

Members were asked to consider ways to improve the Buckinghamshire Council land between Willow Way and Station Road.

It was noted that Cllr Wood would look into it with BC in the first instance.

WS/23/031 Vehicles/Equipment

Members were asked to note that we have had 3 weeks of downtime without a mower due to damage.

Members were asked to consider and, if so minded, approve allowing the clerk to spend up to £15,000 on a good secondhand mower with engine and cutting deck.

It was RESOLVED that;

The purchase of a secondhand mower not be approved and that the EMR for vehicles be updated and a report of what mix of vehicles is required be taken to Full Council.

Members were asked to receive a verbal report from the deputy clerk on this year's maintenance costs for our vehicles.

The deputy clerk updated the members. Repairs to the Kubota had amounted to approximately £4,500. Repairs to the RTV had cost over £800. The Isuzu had a pre-MOT check and work would need to be done to the clutch, shocks, exhaust and possibly the bearings within the next year. The tyres were also running down.

WS/23/032 Committee Finances

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

WS/23/033 Questions from committee members and the public

There were none.

WS/23/034 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 11164 to 11174 be signed and the direct debits to Barclays, Triumph Technologies, SSE, Trade UK, Unicom and Shorts Group be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.50pm.

Date and Time of next meeting: Thursday 26 October 2023 at 7.30pm

Signed:

Dated:

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Tuesday 3 October 2023 at 7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

The meeting is open to members of the public and press

Present:	Cllr I Forbes – Chairman	Cllr J Herschel
	Cllr A Barron – Vice-chairman	Cllr R Wilks
	Cllr L Willis	Cllr C Dodds
	Cllr H Darch	Cllr K Wood
	Cllr L Webb	Cllr D Johncock (ex-officio)

FGP/23/001 **Apologies for absence**

Apologies for absence were received and approved from Cllr Jordan (Ill)

FGP/23/002 **Declarations of members' interests in agenda items**

A personal interest was declared by Cllr Darch having an expenses cheque 11180 for payment under agenda item 13.

The chairman of committee suspended Standing Orders with the agreement of the committee and welcomed a representative from Christ Church, Flackwell Heath to give feedback on the Community Pantry that supports vulnerable people within the ward/parish, with a view to making a further request for funds.

FGP/23/003 Ms Hammond presented feedback advising how the funds already given to the Community Pantry had been used and how the project was hoping to proceed in the future. Links had been made with Helping Hands and One Can Trust, also with St Peter's Church, Loudwater who were also undertaking similar projects to support vulnerable people within the parish.

A recommendation would be taken to full Council on 19 October to match the original funding of £5,000.

Ms Hammond thanked members and left the meeting at 8.10pm

FGP/23/004 **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 a total of 10 days had been taken off as sick leave by the 3 members of grounds team since the last meeting.

FGP/23/005 **Health & Safety Report of any incidents**

Members were asked to note that there had been one incident since the last committee meeting in April. On 7 July a member of the grounds team turned his right foot while taking a contractor around King's Wood.

FGP/23/006 **Policies and Procedures**

1 Councillor-Officer Protocol

Members were asked to consider the above policy received and recommended by National Association of Local Councils (NALC) with a view to recommending to full Council for adoption.

It was RESOLVED that;

The Councillor-Officer Protocol be recommended to full Council for adoption.

2 Financial Regulations

Members were asked to note that the NALC is working with The Parkinson Partnership LLP to update its 2019 Model Financial Regulations for England and Wales and to this end NALC is seeking views on the technical aspects of the regulations. The submission date is 5 November 2023. The current Financial Regulations are to be taken to the Informal meeting on 24 October so that comments can be gathered for submission.

3 Risk Register

Members are asked to note that the Register will be reviewed on approval of the Councillor-Officer Protocol. Members will be asked to comment on Risk/Severity and offer suggestions on mitigation.

FGP/23/007

Grants

Members were asked to note that the budget line for Grants had been set at £5,000 for the year, an awarded of £2,000 had already been made to Tylers Green First School leaving an unused balance of £3,000.

Members were asked to consider the following requests;

Loudwater Bowls Club – had amended their original request due to being let down by a contractor and having to obtain a further quote for the necessary works. The revised application was for £1,000.00 grant towards lighting in the clubhouse and a new stopcock.

It was RESOLVED that;

An award of £1,000 be recommended to full Council for approval.

Cllr Herschel abstained from the vote.

Flackwell Heath Minors FC – the parish council had already awarded £10,000 from CiL towards the car park project; however, the club were now requesting a further £5,000.

It was RESOLVED that;

The award should remain at £10,000 and the extra £5,000 be declined.

FGP/23/008

Publicity

Members were asked to note that a meeting will be arranged to discuss the content of the next newsletter. Members of the Publicity Group to be advised.

FGP/23/009

Legal

1 Land at Knaves Beech (Hedley Green, Loudwater)

Members were asked to note that the parish council had been approached by Aviva Legal Services on behalf of Aviva Life & Pensions who are the freehold owners of the land. The parish council has been maintaining this site as a public open space and has a 99 year lease which ends in 2079.

It was RESOLVED that;

It was recommended that the clerk to undertake further investigation.

Cllr Herschel left the meeting at 8.30pm

FGP/23/010

Community Board

Members were asked to note the report from Cllr Barron on any progress with the current projects as attached.

Cllr Herschel returned to the meeting at 8.35pm

It was noted that the yellow lines in Tylers Green near the schools were still pending. It was also noted that the Highways Committee were unable to proceed with any new projects this year due to the change in contractor.

FGP/23/011

Neighbourhood Action Group (NAG)

Members were asked to note the minutes from the last NAG meeting held on 31 August 2023 along with the report from a meeting held about the future of the mobile vehicle activated signs.

It was noted that due to a lack of volunteers to move the MVAS it would be prudent to look at fixed site signs. An article, however, would be put in the next newsletter updating the parish on the MVAS and asking for volunteers. It was decided to reconvene the sub-group for further discussion on the way forward.

FGP/23/012 **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 19 December 2023.

Proposals for this committee need to be with the Clerk by 14 November. This will allow time for any minor changes prior to 30 January when the precept request needs to be with Buckinghamshire Council.

Members were asked to note that the second and final precept payment for this financial year had been received in the bank account on Friday 15 September in the sum of £193,266.16.

2 Committee Finances (Period 5) August

Members were asked to note the summary of income and expenditure by committee. The clerk highlighted the level of interest already received.

3 Council Finances (Period 5) August

Members were asked to note the summary of the Council's financial position.

4 Community Infrastructure Levy (CIL)

Members were asked to note that the budget line for CIL currently stands at £83,590.56; from this balance £10,000 had been committed to the Flackwell Heath Minors for the car park project. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£56,171.56	2025/26
£27,419.00	2026/27

5 Five Year Plan

Members were asked to receive the amended overview of the likely major funding schemes by the Chairman of committee.

It was noted that the MVAS line had been removed, however following on from earlier discussion this may need to be re-instated as a match funding line with the Community Board.

FGP/23/013 **Questions from council members and the public**

There were no questions.

FGP/23/014 **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 11175 to 11181 and a BACS payment to Barclays Payflow along with direct debit payments to E-On Next, Grenke and a bank transfer to CoulPoint Group be approved and signed.

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

There has been very little activity on the BCWCB over this year. The last meeting attended was on the 28/06/23. This was a general meeting with a few presentations from interested parties.

- Community Matters (David Skinner): Talked about potential Heritage sites, and that Bucks was looking for "Brownfield sites" for development to meet housing needs.
- Scam awareness was mentioned – Elderly particularly at risk from telephone scams.
- Play Streets initiative announced following successful trials – allowing Children to play in the street and promote community cohesion! Website to see if your selected street is suitable for such activities!
- Ultrahigh speed broadband is continuing to be rolled out particularly for business!
- Bucks Film Office has a database of land available for filming – a kind of signposting service!
- Environment (Deborah Faraday): Mentioned "Clean up our air initiative" referencing Nitrous Oxide monitoring – 40 micrograms per cubic metre of air is the limit. This is being rolled out to schools as part of the idling engines initiative. (You may have also been aware of our own Councillor D. Johncock photo opportunity at Juniper Hill School).
- Highways and Transport had a mention in relation to verge parking. There are now A5 flyers and posters available for schools to highlight this antisocial activity.
- The last meeting of HAT group was on 19/04/23 and mention was made of new contractors for the County. The handover from one contractor to the other has meant that several projects have been delayed.

Jonathan Walters (Chairman) requested for new ideas to promote the Community Board.

It has been noted that the Environment Group has had little support resulting in some cancellation of meetings.

Similarly, the Welfare Action Group has also had dwindling support.

I also attended a Parking meeting with 8 other Unitary Authority attendees including David Johncock.

Alan Cecil of Hazlemere indicated that a lot of time and effort had been spent on yellow / double yellow lines – drivers were still parking on these. There is very limited enforcement!

Julie Rushton has been recruiting to improve the Unitary support for parking issues. There is a requirement for these actions to be self-financing. Of the 380 schools in Bucks, 288 have parking issues.

Alec Barron. 21/09/23

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

27 June 2023

Report of the Planning Meeting held on **27 June 2023** at **10.00am** via Microsoft Teams

Cllr L Johncock acted as chairman of the meeting.

Attendees:

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

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 Ref	Property Address	Proposal	Comment
23/06121	6 Chilterns Close Flackwell Heath Bucks HP10 9BB	Householder application for construction of porch and reduction to size of garage door	No comment
23/06268	36 Oakland Way Flackwell Heath Bucks HP10 9ED	Householder application for construction of single storey rear extension and conversion of existing store	No comment
23/06297	36 Fennels Farm Road Flackwell Heath Bucks HP10 9BS	Householder application for hip to gable roof extension, front and rear dormers, single storey side and rear extensions and fenestration changes	CWPC do not object to this application but we question whether the change from hip to gable will result in the overall appearance of the two semis to look unbalanced in the street scene.
23/06329	21 Woodside Close Loudwater Bucks HP11 1JP	Householder application for construction of single storey side extension	CWPC do not object to this application but we are concerned that the extension appears to extend to the boundary wall and we question whether this is in accordance with current planning policy.
23/06324	20 The Greenway Tylers Green Bucks HP10 8BX	Demolition of single garage and construction of front, side and rear single storey extension	No comment

The chairman thanked members for their attendance and closed the meeting at 10.10.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

11 July 2023

Report of the Planning Meeting held on **11 July 2023** at **10.00am** via Microsoft Teams

Cllr C Dodds acted as chairman of the meeting.

Attendees:

Cllr R Wilks, Cllr H Darch, Cllr S Digby, Cllr A Barron, Cllr C Jordan

1. **Apologies for Absence**
Cllr D Johncock, Cllr L Johncock, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
none
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
23/06316	4 & 5 Strathcona Way Flackwell Heath Bucks HP10 9NQ	Joint householder application for raising of roof, roof alterations & extensions comprising gable ends, 4 x rooflights to front, 1 x window to each side elevation & 1 x dormer window to rear all in connection with creation of 2nd floor living accommodation for 4 & 5 Strathcona Way	CWPC object to this application. The roof design from the rear and side looks monstrous and we believe it is not in accordance with the Wycombe design guide which requires the dormers to be subservient. We are also concerned with the possible overlooking and loss of privacy to the neighbouring properties.
23/06437	911 - 913 London Rd Loudwater Bucks HP10 9TB	Alterations to existing roof to provide hip to gables, 6 front dormer windows and 3 rear dormer windows to provide staff accommodation for Mr India	CWPC object to this application. We are concerned that increased staff numbers will park on Whinneys Road behind the restaurant causing upset and inconvenience to the householders. Parking in the area is already problematic!
23/06511	22 Hammersley Lane High Wycombe Bucks HP13 7BN	Householder application for construction of replacement detached garage	No comment
23/06513	Brockenhurst Sandpits Lane Tylers Green Bucks HP10 8HD	Householder application for construction of first floor side extension over existing attached garage. Replacement pitched roof over garage	No comment
23/06381	Thanstead Farm House London Road Loudwater HP10 9RG	Householder application for construction of single storey rear extension and raising roof over the existing garage to provide habitable accommodation over	No comment

The chairman thanked members for their attendance and closed the meeting at 10.12.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

25 July 2023

Report of the Planning Meeting held on **25 July 2023** at **10.00am** via Microsoft Teams

Cllr H Darch acted as chairman of the meeting.

Attendees:

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

1. **Apologies for Absence**
Cllr C Dodds, Cllr R Wilks, Cllr S Herron
2. **Declarations of Interest and Code of Conduct**
Cllr L Johncock expressed an interest in 23/06665 and declined to comment
Cllrs D Johncock and L Johncock expressed an interest in 23/06478 and declined to comment
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
23/06478	19 Highfield Road Flackwell Heath Bucks HP10 9AN	Householder application for conversion of existing integral garage to habitable accommodation, single storey rear extension and fenestration alterations	No comment
23/06688	Potters Old Kiln Road Flackwell Heath Bucks HP10 9NR	Reduce crown around 2-3 metres to a suitable pruning point due to excessive shading and branches falling on top of vehicles. Prune back side lateral branches giving 3 metre clearance from neighbour's house x 1 Sycamore (T1) and reduce crown around 2 metres to rebalance and shape due to excessive shading. Prune back side lateral branches from road around 3 metres to suitable pruning point x 1 Sycamore (T2)	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.
23/06646	47 Straight Bit Flackwell Heath Bucks HP10 9NE	Householder application for construction of two storey front and rear extension, single storey rear extension. Alterations to roof to habitable space with 1 x dormer window. Internal and external fenestration alterations	CWPC object to this planning application. The dormer in the attic would make the house look lopsided and not in keeping with the street scene. We also question whether there will be enough car parking for what would be a 5-bedroom house.
23/06656	Thanstead Court London Road Loudwater Bucks	Remove existing wooden framed windows and french doors (for patio/balcony use) from the 22 flats and replace with as closely as possible - brown colour matched UPVC equivalents	No comment
23/06665	1 Chiltern Green Flackwell Heath Bucks HP10 9AJ	Householder application for construction of single storey side/rear extension and conversion of garage to habitable room	No comment. However, we note the CLP for this property (23/0666/CLP) and raise the issue of possible overlooking.

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

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

8 August 2023

Report of the Planning Meeting held on **8 August 2023** at **10.00am** via Microsoft Teams

Cllr L Johncock acted as chairman of the meeting.

Attendees:

Cllr R Wilks, Cllr C Jordan, Cllr D Johncock, Cllr C Dodds, Cllr A Barron, Cllr H Darch, Cllr S Digby

1. **Apologies for Absence**
There were none.
2. **Declarations of Interest and Code of Conduct**
Cllr H Darch expressed an interest in 23/06702 and declined to comment
3. **Applications for consideration**

WDC Ref	Property Address	Proposal	Comment
23/06702	28 Wheeler Ave Tylers Green Bucks HP10 8EB	Householder application for construction of part single storey, part two storey side/rear extension and loft conversion with new dormers on rear roof slope with relocation of rear retaining wall and landscaping to the rear	Whilst significantly larger than its neighbour, we have no objection to this extension provided the exterior materials match the existing.
23/06777	80 Straight Bit Flackwell Heath Bucks HP10 9NA	Householder application for construction of 2 storey side extension following removal of existing garage. First floor side extension following removal of dormer. Single storey rear extension and new roof to existing single storey projection. New roof and rear dormer in connection with loft conversion, raising of chimney stack, fenestration alterations	CWPC strongly objects to this planning application on the basis of parking and highway safety. We don't believe parking P5 is large enough for a car and request confirmation that the parking scheme meets the guidelines. Currently, cars ingress in one entrance and egress forwards out the other. With the proposed parking arrangement, cars will be required to reverse onto this busy road. The property is on a dangerous bend and the splays are not clear. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
23/06742	Juniper Hill School Churchill Close Flackwell Heath Bucks HP10 9LA	Construction of new SEMH unit for 12 children with associated external works and proposed new intervention room	CWPC support this planning application. However, two trees with TPOs are very close to the proposed buildings and we would like assurance that their roots will not be damaged.
23/06899	Beechwood Hall Kingsmead Road Loudwater Bucks HP11 1JL	Reduce the height and spread of the tree by up to 2 metres maximum and crown lift by 2 metres to reduce the likelihood of branches failing and causing damage to the adjacent property x 1 Sycamore (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.

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

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

22 August 2023

Report of the Planning Meeting held on **22 August 2023** at **10.00am** via Microsoft Teams

Cllr L Johncock acted as chairman of the meeting.

Attendees:

Cllr D Johncock, Cllr R Wilks, Cllr H Darch, Cllr A Barron, Cllr C Jordan, Cllr S Digby

- 1. Apologies for Absence**
Cllr C Dodds
- 2. Declarations of Interest and Code of Conduct**
none
- 3. Applications for consideration**

Ref	Property Address	Proposal	Comment
23/06816	Copse Hill House Kingswood Road Tylers Green Bucks HP10 8JE	Householder application for construction of single storey front Hall extension, rooflights to rear extension replaced and new oak car port	No comment
23/06829	9 Woodside Ave Flackwell Heath Bucks HP10 9LG	Householder application for demolition of existing rear conservatory and single garage, construction of two storey rear, part single storey, part two storey wrap-around side extension	CWPC do not object but we ask the Case Officer to check the adequacy of parking.
23/06991	9 Hillside Road Tylers Green Bucks HP10 8JJ	Reduce back to the previous pruning points by approx 4-5m in height and 2-3m in width x 15 Beech trees (G1) and reduce back to the previous pruning points by approx 4-5m in height and 2-3m in width x 1 Beech (T1) to prevent any branch failure and let more light in as the property	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.

The chairman thanked members for their attendance and closed the meeting at 10.13.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

5 September 2023

Report of the Planning Meeting held on **5 September 2023** at **10.00am** via Microsoft Teams

Cllr C Dodds acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr H Darch, Cllr S Digby

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

Ref	Property Address	Proposal	Comment
23/06854	Hope Cottage The Common Tylers Green Bucks HP10 8LR	Householder application for removal of 2 metres of hedge made up of Cupressaceae spp, Lawson Cypress and Leyland Cypress that form the boundary to my garden and property and construction of featheredge fence to run in line with the existing fence	We note the property is in a Conservation Area. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. Commercial vehicles are not to park on the tracks or in the carpark on The Common without seeking permission from CWPC first.
23/06278	6 Station Road Loudwater Bucks HP10 9TZ	Change of use from offices to residential comprising of 2 x flats with associated external alterations	CWPC objects to this planning application because we feel that the car parking space allocated to the front of the building will cause access and egress issues as it is on the curve from Queensmead Road towards Station Road and would entail reversing over a busy pavement. CWPC believes that there is sufficient space behind the building to allocate the additional car parking space there.
23/06942	10 School Road Tylers Green Bucks HP10 8EF	Householder application for construction of single storey rear extension, first floor front extension, loft conversion with rear dormer window, 4 x front rooflights. Garage conversion	No comment
23/06785	27 Greenlands Flackwell Heath Bucks HP10 9PL	Householder application for proposed two storey rear extension following part removal of existing single storey extension, single storey front extension, additional dormer window & 1 No. roof window to existing front roof elevation, conversion of existing detached garage with increase to height, new entrance and fenestration alterations	No comment

23/05843	12 Wilfrids Wood Close Flackwell Heath Bucks HP10 9LJ	Householder application for construction of single storey front, side and rear extension. Insertion of 2 x dormer windows to front, 1 x dormer window to rear and 1 x window to each side (2 in total) to facilitate creation of first floor living accommodation	CWPC do not object to this application but we note that vehicles do not park on Wilfrids Wood Close and we expect the householder to observe this.
22/08238	Land Adjacent The Rise Hammersley Lane High Wycombe Bucks HP13 7BX	Erection of one pair of semi-detached 2-bed dwellings with creation of new access from Hammersley Lane Land Adjacent	CWPC objects to this application as we question the detrimental impact this may have on the Gomm Valley development proposals. It may restrict the Gomm Valley site with regards to landscaping as well as minimum back-to-back distances between houses. Hammersley Lane is a dangerous road and another access will exacerbate the problem. 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 10.15.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

19 September 2023

Report of the Planning Meeting held on **19 September 2023** at **10.00am** via Microsoft Teams

Cllr H Darch acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr C Dodds, Cllr L Johncock, Cllr J Herschel, Cllr C Jordan

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

Ref	Property Address	Proposal	Comment
23/07051	13 The Meadows Flackwell Heath Bucks HP10 9LX	Householder application for construction of single storey side extension and construction of new roof to existing single storey extension	No comment
23/07068	7 Fennels Way Flackwell Heath Bucks HP10 9BX	Householder application for construction of single storey rear extension	No comment
23/07030	Site Of Former Stone Merchants Boundary Road Loudwater Bucks	Change of use of former vacant industrial site to a temporary flexible use of the Site as use class B2/B8/E(g) for a period of 6 years	CWPC object to the change of use of the site to use class B2/B8/E(g). Class B2 use (general industrial) is used for industrial processes and the applicant gives no information as to what processes might be carried out, how they would deal with any waste, what the working hours would be nor what the effect on traffic would be. The last application for this site was very specific, whereas there are so many unknowns with this application which could impact enormously on their neighbours and other local residents. Contrary to what the applicant has indicated on the application, there are clearly trees and hedges both on the site and on land adjacent to the site. We also believe that there are protected and priority species and important habitats on the site. If officers are minded to recommend approval of the application, then we request that the same condition that was on the previous application for this property, 16/07397/FUL, is enforced on this application, namely 1. No development shall take place until a scheme for the provision and management of a 10 metre wide buffer zone alongside the River Wey shall be submitted to and agreed in writing by the local planning authority. Thereafter the development shall be carried out in accordance with the

			approved scheme and any subsequent amendments shall be agreed in writing with the local planning authority. The buffer zone scheme shall be free from built development including lighting and formal landscaping and could form a vital part of green infrastructure provision. The scheme shall include: - plans showing the extent and layout of the buffer zone with dimensions clearly marked. The 10m buffer zone shall be measured from the top of the river bank, defined as the point at which the bank meets the level of the surrounding land – details of any proposed planting scheme (for example, native species) - details demonstrating how the buffer zone will be protected during development and managed/maintained over the longer term - details of any proposed fencing, lighting etc. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
23/07140	75 Coppice Farm Rd Tylers Green Bucks HP10 8AH	Householder application for construction of single storey side and rear extension and internal alterations	No comment
23/07141	2 St Johns Avenue Tylers Green Bucks HP10 8HP	Householder application construction of single storey front hall extension	No comment
23/07162	2 The Sidings Loudwater Bucks HP11 1GE	Householder application for construction of single storey rear extension/garage conversion	No comment
23/07258	Holly Cottage St Johns Close Tylers Green Bucks HP10 8HX	Remove lower 2 branches which overhang garden as part of ongoing tree maintenance x 1 Oak (T11), remove epicormic growth up to 5 metres in height and reduce crown by 2.5 metres to increase light to property x 1 Beech (T12), reduce crown branches overhanging the road by 3 metres x 2 Oak (T22 & T26) and reduce crown branches overhanging the road by 3 metres and remove epicormic growth up to 5 metres in height to remove any danger to pedestrians and/or motor vehicles caused by branches overhanging and allow more light X 1 Oak (T27)	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.

<u>23/07236</u>	Hawthorne Cottage Bank Road Tylers Green Bucks HP10 8LA	Reduce in height and width by 1-1.5m x 2 Apple (T1 & T2), reduce in height by approximately 2-3m and width 1-2m x 1 Silver Birch (T3) and reduce in height and width by 2m x 1 Prunus (T4)	We note the property is in a Conservation Area. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. Commercial vehicles are not to park on the tracks or in the carpark on The Common without seeking permission from CWPC first.
<u>23/07239</u>	46 St Johns Road Tylers Green Bucks HP10 8HU	Prune back to the boundary by approx 2-3m to prevent any branch failure and stop the trees overhanging the property x 3 Oak (T1 - T3) and x 3 Beech (T4 & T5)	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.

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

CWPC Planning Application Objections 15 Jun 2023 - 13 Sep 2023

23/05133	28-Feb	The Derehams Inn, Derehams Lane, LW	see link to website for comment This proposal would result in the unacceptable loss of a community facility. Due to its excessive height, size and bulk the proposed development would result in significant detriment to the character and appearance of the surrounding area. This proposal fails to provide sufficient biodiversity net gain. In addition, a minimum of one bat survey is required to demonstrate that this proposal will not result in harm to this protected species. A bat survey has not been undertaken. This proposal would provide a poor standard of accommodation for future residents due to a lack of a lift to upper floors and a lack of private amenity space for 2 of the 7 flats. This proposal would harm the amenities of adjacent residents due to a loss of privacy. This proposal has failed to demonstrate that a satisfactory surface water drainage scheme could be provided and therefore the Local Planning Authority cannot be assured that the development would not be at risk from or result in increased flooding. This proposal fails to comply with the policies of the Development Plan and is recommended for refusal.	REFUSED
23/05531	28-Mar	33 Highlea Ave, FH	CWPC object to this application. It is an overdevelopment of the site and the 3 tandem parking spaces as shown on the drawings are not practicable. It is noted the No.7 has benefited from a very similar set of extensions to those proposed at here at No.33. The height of the front gable projection is modest. Many of the bungalows have been extended. The proposal respects the visual gap between dwelling boundaries. The upper floor of the extension will be set off the boundary. The proposal would not result in visual terracing of Highlea Avenue. There would be three parking spaces on site including the garage. If additional parking is required in the future, there is ample space to lay hard standing on part of the front garden. It is noted that on-street parking is available for visitors.	APPROVED
23/05516	28-Mar	161 Heath End Rd, FH	CWPC object to this application for the following reasons: •we question the new access and ask Highways to advise whether it is deemed safe. The volume and speed of traffic at that point on the road could make this an unsafe option. •we would like to see a parking plan of the 4 spaces required by this would be 5-bed house •we request that, if the large tree (T1) is removed to permit the new access that 2 trees are planted in its place. The proposed access, whilst closer to the higher speed restriction to the north-west, approaches the highway carriageway at an angle closer to a perpendicular approach and is located where this new layout therefore affords greater visibility to vehicles emerging from the application site to the north-west along Heath End Road. Visibility splays of 2.4 x 43 metres can be achieved across public highway land. I therefore note that the proposals will increase vehicular visibility splays available to vehicles emerging from the site onto the public highway. When assessed using the Buckinghamshire Countywide Parking Guidance (BCPG) policy document, both the existing and proposed developments require 3(no) parking spaces within the site curtilage. Having assessed the submitted document, I note that there arranged parking area retains sufficient space to accommodate 3(no) parking spaces of at least 2.8 x 5 metres dimensions within the application site. Two trees shall be planted on site prior to the occupation of the extension hereby permitted, to compensate for the loss of T1, in accordance with details which shall have been submitted to and approved in writing by the Local Planning Authority.	APPROVED
23/05648	11-Apr	143 Heath End Rd, FH	CWPC objects to this application. We believe that parking spaces 1 and 2 are too tight and we ask the case officer to look carefully at the impracticable parking arrangement. It is noted, that the Parish Council have expressed concern over the parking arrangement for 3 x cars on site as being too tight. However, by converting the complete garden frontage to hardstanding it is possible to park an additional car on-site. Albeit a rather tight layout; it would be possible to park 3 x cars clear of the main road. In this case, it is equally important to note that parking arrangements have already been considered under the previous application (pp 18/06512/FUL). Guidance has not changed since this application was approved and, as such it would not be reasonable to refuse the application on this basis.	APPROVED
23/05770 and 23/05771	02-May	The Mill House, Boundary Rd, LW	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). The comments of the Parish Council are noted regarding the desire to condition a footpath across the site. Whilst this may improve walkability, there is an existing footbridge in close proximity, which already connects Lammas Way to Knaves Beech Way. Furthermore, there is no existing public right of way across the site and as the land is privately owned it would appear unreasonable to request a condition to this effect given the modest scope of the proposal and sensitive use of the site.	APPROVED
21/08483	02-May	41 Swains Lane, FH	CWPC strongly objects to this retrospective application. The property owner needs to comply with what was originally approved ie. the rear garden is not for parking or vehicular access. Gates allowing vehicular access are not acceptable given the proximity of the narrow private road to Swains Lane; it would be extremely hazardous.	PENDING
23/05725	02-May	16 Willow Close, FH	CWPC object on the grounds that there is no off-street parking scheme and we believe that there is a lack of onsite parking due to the overdevelopment of this site. To the front of the dwelling there is a gravel hardstanding the accommodates four cars. The maximum number of parking spaces required for this dwelling would be 3 spaces for the 8 habitable rooms. The proposal accords with policy.	APPROVED
23/05843	02-May	12 Wilfrids Wood Close, FH	CWPC object on the grounds that there is no off-street parking scheme and we believe that there is a lack of onsite parking. Amended plans demonstrating the proposed parking arrangement uploaded	APPROVED
23/05824	02-May	21 Cherrywood Gardens , FH	CWPC object on the grounds that there is no off-street parking scheme and we believe that there is a lack of onsite parking due to the overdevelopment of this site. There is existing hardstanding to the front of the dwelling and the application proposes creating additional hardstanding to front. The Highways department is satisfied that the property can achieve the required parking for 3 spaces in curtilage.	APPROVED
23/06297	27-Jun	36 Fennels Farm Road, FH	Further to our previous comment, we have now had it drawn to our attention that the proposal also includes bringing the front wall forward. If this is permitted, it is going to look very strange on this pair of semi-detached properties and, along with the change of roof design from hipped to gable, it will have a major impact on the street scene by creating what would be an unbalanced appearance. There is therefore serious concern about this application and we would ask that if officers are minded to approve it, that it comes before the planning committee for determination.	PENDING
23/06316	11-Jul	4 & 5 Strathcona Way, FH	CWPC object to this application. The roof design from the rear and side looks monstrous and we believe it is not in accordance with the Wymcombe design guide which requires the dormers to be subservient. We are also concerned with the possible overlooking and loss of privacy to the neighbouring properties.	PENDING
23/06437	11-Jul	911 - 913 London Rd, LW	CWPC object to this application. We are concerned that increased staff numbers will park on Whinnys Road behind the restaurant causing upset and inconvenience to the householders. Parking in the area is already problematic! In the opinion of the Local Planning Authority, the proposed development has been poorly designed in that it fails to provide a satisfactory means of pedestrian access into the proposed residential accommodation.	REFUSED

APPENDIX A

CHEPPING WYCOMBE PARISH COUNCIL

COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority."

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Chairmen and vice chairmen of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairmen and vice-chairmen of council and committees

Chairmen and vice-chairmen have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed. Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chairman (or chairman of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work-related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chairman and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

Project Proposals Chepping Wycombe Parish Council 5 year plan

2023 - 2027

Version 3.4 Oct 2023

All values £k

	Status	Total Cost	App Cost	22/23	23/24	24/25	25/26	26/27	CIL	Comments
Car Park Green Dragon	App	35	10		10				Y	£10 k offered to FC
Derehams Rejuvenation Tracks	Dev App	100	10	10		50	40		Y	No costings ready yet
Derehams Rejuvenation Buildings	Dev App	250	10	10		240			Y	Est from FAR + inflation plus extra build
Community Board Projects		20				10	10			Funds in EMR (Sept 23)
Skate Park		40		2		38			Y	Slip to 24/25
2023 MVAS Upgrade		25			25				Y	Oct 23 reinstated for further debate
Footpaths		30				10	10	10	Y	
Bus shelter provision / replacement		40				20	20			Dependant on passenger number recovery
Straight Bit pe improvements		12			12					EMR funds slip to 23/24
Lean to (adjacent to depot)										Needs detail
Totals		552	30	22	47	368	80	10		

Revised Full Council Oct 23

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

LW Bollards Station / Queensmead Rd

Quotes being obtained

VALUES EXCEED OUR FINANCIAL RESOURCES SO ABOVE SUBJECT TO CHANGE

Changes Oct 23

2023 MVAS Upgrade reinstated

APPENDIX C

Report to F&GP 03/10/2023 on "our" Community Board (BCWCB) by Alec Barron

There has been very little activity on the BCWCB over this year. The last meeting attended was on the 28/06/23. This was a general meeting with a few presentations from interested parties.

- Community Matters (David Skinner): Talked about potential Heritage sites, and that Bucks was looking for "Brownfield sites" for development to meet housing needs.
- Scam awareness was mentioned – Elderly particularly at risk from telephone scams.
- Play Streets initiative announced following successful trials – allowing Children to play in the street and promote community cohesion! Website to see if your selected street is suitable for such activities!
- Ultrahigh speed broadband is continuing to be rolled out particularly for business!
- Bucks Film Office has a database of land available for filming – a kind of signposting service!
- Environment (Deborah Faraday): Mentioned "Clean up our air initiative" referencing Nitrous Oxide monitoring – 40 micrograms per cubic metre of air is the limit. This is being rolled out to schools as part of the idling engines initiative. (You may have also been aware of our own Councillor D. Johncock photo opportunity at Juniper Hill School).
- Highways and Transport had a mention in relation to verge parking. There are now A5 flyers and posters available for schools to highlight this antisocial activity.
- The last meeting of HAT group was on 19/04/23 and mention was made of new contractors for the County. The handover from one contractor to the other has meant that several projects have been delayed.

Jonathan Walters (Chairman) requested for new ideas to promote the Community Board.

It has been noted that the Environment Group has had little support resulting in some cancellation of meetings.

Similarly, the Welfare Action Group has also had dwindling support.

I also attended a Parking meeting with 8 other Unitary Authority attendees including David Johncock.

Alan Cecil of Hazlemere indicated that a lot of time and effort had been spent on yellow / double yellow lines – drivers were still parking on these. There is very limited enforcement!

Julie Rushton has been recruiting to improve the Unitary support for parking issues. There is a requirement for these actions to be self-financing. Of the 380 schools in Bucks, 288 have parking issues.

Alec Barron. 21/09/23

Products & Services

Item & Description	Quantity	Unit Price	Total
Post Processing: Folder Creation The output image files will be placed within digital folders named as per the title of each item. E.g. <<\Volume-Title>>.	12	£6.50	£78.00
Digitisation: Diary & Minute Book - Up to A1 Specialist Diary & Minute Book Digitisation - Single Page - 200PPI Image outputs: Double page File formats: TIFF & JPEG	2,866	£0.65	£1,862.90
Project Management & Setup Fee	1	£500.00	£500.00
Media External USB Hard Drive (Including Recorded Delivery) - up to 500 GB	1	£115.00	£115.00
Collection & Return (Including Goods in Transit Insurance) - Mainland UK Optional charge for TownsWeb Archiving to collect your items in person using our own staff and vehicles. Insurance applied and an overview can be provided, if required. You are welcome to arrange the transfer of materials to/from TownsWeb Archiving which would remove this fee. TownsWeb Archiving would not recommend any third party couriers.	2	£195.00	£390.00

One-time subtotal

£2,945.90

Total

£2,945.90

Purchase Terms

50% deposit requested on placement of order. Prices exclude VAT.