

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Members of the council are summoned to attend the Council meeting to be held on **Thursday, 22 February 2024 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

1. **Apologies for Absence**

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

2. **Declarations of Interest and Code of Conduct**

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

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

Council is asked to welcome Mark Humphries from St Peter's Church, Loudwater, to give feedback and an update on the work the church is undertaking and how the grant of £10,000 has assisted.

3. **Council Minutes**

To CONSIDER the attached minutes of the Council meeting held on Tuesday, 19 December 2023 (Pages 4-7)

4. **Open Spaces Committee**

To CONSIDER the attached report of the Committee meeting held on Thursday, 11 January 2024 (Pages 8-10)

5. **Works & Services Committee**

To CONSIDER the attached report of the Committee meeting held on Thursday, 25 January 2024 (Pages 11-13)

6. **Finance & General Purposes Committee**

To CONSIDER the attached report of the Committee meeting held on Thursday, 8 February 2024 (Pages 14-16)

7. **Planning Meetings**

To CONSIDER the attached reports of the Planning Meetings held on Tuesday 12 December 2023 (pages 17-19), Tuesday 2 January 2024 (page 20), Tuesday 16 January 2024 (page 21) and Tuesday 30 January 2023 (pages 22-23).

Council is also asked to NOTE the schedule of applications from December to February **APPENDIX A** (pages 24-25), showing eventual outcomes of the parish council submitted objections.

8. S137 – Payment of Grants

Council is asked to NOTE that the Department of Levelling Up, Housing and Communities has notified the National Association of Local Councils that the appropriate sum for Section 137 (4)(a) of the Local Government Act 1972 for parish and town councils in England for 2024/25 is £10.81. The amount is a result of increasing the amount of £9.93 for 2023/24 by the percentage increase in the retail index between September 2022 and September 2023 under Schedule 12B of the 1972 Act as above.

Section 137 enables parish councils to spend a sum, per elector, on activities and projects not specifically authorised by other powers. Council is asked to NOTE that the current budget allocation for the new financial year of £5,000 is well below the aforementioned limit.

9. Grant Application – Tylers Green Middle School

Council is asked to CONSIDER, and if so minded, APPROVE the recommendation from the Finance & General Purposes committee to award £1,500 to the Tylers Green Middle School for rejuvenating their pond and the creation of an outdoor teaching space. [APPENDIX B](#) (pages 26-28)

10. Memorial Plaques WW1 Trees, Tylers Green

Council is asked to CONSIDER a request from the Penn & Tylers Green Residents Association to take over the care and replacement of the plaques at the WW1 trees around the Common.

The current plaques are getting damaged an example at [APPENDIX C](#) (page 29) There are 30 plaques in total and to replace them all with the same plaque as the WW2 trees would incur a unit cost of £40 - £50, so the total replacement could be between £1,200 to £1,500.

11. Replacement of the Isuzu 4x4

Council is asked to CONSIDER and, if so minded, APPROVE the recommendation from the Works & Services committee to trade in the current Isuzu 4x4, which we have had for 10 years, for a new one with updated specification. The estimated cost for part exchange and after the local government discount will be in the region of £22,500.

12. January 2024 EMR Review

Council is asked to CONSIDER and, if so minded, APPROVE the recommendation from the Finance & General Purposes committee to make the adjustments to the current Earmarked Reserves as attached at [APPENDIX D](#) (page 30). These adjustments are a streamlining exercise that will free up some funds for the Derehams project.

13. Amenity land neighbouring Knaves Beech Industrial Estate (Hedley Green)

Council is asked to NOTE that Aviva have been back in contact relating to the above site with the following advice from their Fund's valuer.

'A site of this size should achieve in the region of £350,000 - £700,000 if sold on the open market with vacant possession and the benefit of planning permission for industrial or residential development. Obviously, the site is subject to a long lease to the Parish Council and does not benefit from planning permission, so the actual value of the land today would be heavily discounted accordingly. The Fund Manager is willing to consider any offer from the Parish Council.'

Council is now asked to CONSIDER the above and APPROVE the next course of action.

14. Biodiversity Project – Chiltern Rangers

Following the last Council meeting in December when,

'It was RESOLVED that;

Further information be sought from Chiltern Rangers/John Shaw as to costs and terms of reference for this project together with information on the longer-term project.'

Council is now asked to CONSIDER and, if so minded APPROVE the creation of a document setting out the long term plans to tackle the challenges of biodiversity and climate change using green spaces. It is expected that that the document should take about 6 – 7 days to create. This would be an initial 3 days content creation (relying on the parish to send information inc maps), with the first draft for comments. A further day for amendments followed by 2 days to make the document visually

interesting for staff and residents to understand the bigger picture and assist the understanding of how the parish council is looking after its green spaces in the 21st Century.
The estimated cost for this would be between £2,830- 3,280 plus VAT.

15. Branch Road, Loudwater

Council is asked to RECEIVE a verbal update from Cllr K Wood about the land at Branch Road.

16. Skatepark Joint Project Update

Council is asked to RECEIVE a verbal update on the Skatepark Project from Cllr D Johncock.

17. 5 Year Plan

Council is asked to NOTE the revised 5 Year Plan [APPENDIX E](#) (page 31) previously considered at the Finance & General Purposes committee and RECEIVE any further comments.

18. Community Board Projects

Council is asked to NOTE there is nothing to report at present.

19. Re-appointment of Internal Auditor

Council is asked to CONSIDER and, if so minded, APPROVE the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2023/24.

20. Questions by Members of the Council

At the time of agenda dispatch, no questions by members have been received.

21. Public Participation

Members of the public wishing to speak at the Council meeting should approach the Clerk with this request as soon as possible. A fifteen-minute period is permitted in total.

22. Accounts for Payment

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



Wendy Thompson
Clerk of the Council
15 February 2024

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on **Tuesday, 19 December 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 L Willis	Cllr J Herschel
Cllr R Wilks	Cllr C Jordan
Cllr A Barron	Cllr I Forbes
Cllr H Darch	Cllr S Herron
Cllr L Webb	

Also present: Mr G Christie (CWPC)

FC/23/044 Apologies for Absence

Apologies for absence were received and approved from Cllr S Digby (holiday), Cllr J Gurney (family) and Cllr S Barrett (meeting).

FC/23/045 Declarations of Interest and Code of Conduct

Declaration were received from Cllr K Wood having an interest in agenda item 8 Fees & Charges, Cllr A Barron and Cllr R Wilks having an in interest in agenda item 18 being in receipt of expenses payments.

FC/23/046 Council Minutes

It was RESOLVED that;

The report of the Council meeting held on Thursday 19 October 2023 be approved as an accurate record.

FC/23/047 Open Spaces Committee

Council was asked to consider the report of the Committee meeting held on Thursday 2 November 2023. **OS/23/031 2.2** Cllr Willis advised that a meeting had been arranged with the Flackwell Heath Bowls Club as requested however the Bowls Club failed to attend. A further meeting will be arranged in the new year.

It was RESOLVED that;

the report of the Committee meeting held on Thursday 2 November 2023 be approved.

FC/23/048 Works & Services Committee

Council was asked to consider the report of the Committee meeting held on Thursday 28 October 2023. **WS/23/040** Cllr Dodds advised that the Bag Drop Boxes had all been removed and thanked Cllr Barrett for his assistance.

It was RESOLVED that;

the report of the Committee meeting held on Thursday 28 October 2023 be approved.

FC/23/049 Finance & General Purposes Committee

It was RESOLVED that;

The report of the Committee meeting held on Thursday 30 November 2023 be approved.

FC/23/050 Planning Meetings

It was RESOLVED that;

the reports of the Planning Meetings held on Tuesday 3 October, Tuesday 17 October, Tuesday 31 October, Tuesday 14 November and Tuesday 28 November be approved.

Council was also asked to note the schedule of applications from 13 September to 8 December 2023, showing eventual outcomes of the parish council submitted objections.

The Treadaway Court application was noted as 'disposed of'. It was possibly that the applicant had not pursued the appeal as they had already put in another application.

FC/23/051

Fees & Charges 2024/25

Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the Fees and Charges for 2024/25. It was noted that there had been an increase of 6.7% applied in line with the CPI for September, excepting the cemetery fees, allotment and pavilion rentals.

It was RESOLVED that;

The Fees and Charges for 2024/25 be approved.

FC/23/052

Calendar of Meetings

Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the meeting dates for 2024.

It was RESOLVED that;

The Calendar of Meetings for 2024 be approved.

FC/23/053

Lease – Oakwood, Flackwell Heath

Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the Lease for the above site for signing by the Chairman and Vice Chairman of Council.

It was RESOLVED that;

the Lease be approved for signing by the Chairman and Vice Chairman of the Council.

FC/23/054

Grant – Flackwell Heath Community Association

Council was asked to consider a grant in the sum of £2,000 as a contribution towards the fitting of new top windows and the community centre in Flackwell Heath. Council was asked to note that this request had been supported at the Finance & General Purposes committee.

It was RESOLVED that;

the grant of £2,000 be approved as a contribution towards the new windows at the Community Centre.

Cllr Herschel abstained from the vote citing that the Association had a large amount in their reserves.

FC/23/055

Community Assets – Methodist Church, Flackwell Heath

Council was asked to consider an application to the Community Asset Register for the Methodist Church in Flackwell Heath.

It was RESOLVED that;

the Church would be a great loss to the community and therefore an application to the Community Asset Register for the Methodist Church was approved.

Cllr Webb declared an interest living opposite the Church and abstained from the vote.

FC/23/056

Propositions

1. MVAS Replacement Signs

Council was asked to consider the proposal brought by Cllr D Johncock and seconded by Cllr I Forbes for the purchase of 4 permanent VAS units at an estimated total cost of up to £18k for installation to the following sites, Tylers Green - Hammersley Lane, Loudwater - Kingsmead Road and Treadaway Hill and Flackwell Heath - Blind Lane

It was RESOLVED that;

further investigation was required on the ongoing maintenance of the new signs, costings to be obtained for the next meeting. Approval was given to finalising the locations and the fixing for the solar panels and, in principle, the purchase of the signs.

Cllr Herschel abstained from the vote due to a lack of information.

2. Hammersley Lane, Tylers Green - Signs

Council was asked to consider the proposal brought by Cllr I Forbes and seconded by Cllr H Darch as follows;

‘To urge Buckinghamshire Council to erect signs warning of pedestrians in the highway at either end of the narrow section in Hammersley Lane’.

It was RESOLVED that;

support for the installation of warning signs be approved and Buckinghamshire Council be contacted to request the erection of the signs.

It was noted that an article was going into the next newsletter. It was also noted that this could be taken to the Community Board as a project.

3. Biodiversity Project – Chiltern Rangers

Following on from the presentation by John Shaw from Chiltern Rangers at the last Open Spaces meeting, Council was asked to receive a verbal update from the Chairman.

Council was asked to approve a £960 contribution which would amount to 10% of the total project cost and also allow Chiltern Rangers to take forward the project of planting a mixed native hedgerow along the orchard area of Chapman Lane.

It was RESOLVED that;

the contribution of £960.00 for the project be approved along with the planting of the native hedgerow.

Council was also asked to consider further investigation relating to costs and terms of reference for a longer term more substantial project for an Open Spaces strategy as detailed in attached email from John Shaw.

It was RESOLVED that;

further information be sought from Chiltern Rangers/John Shaw as to costs and terms of reference for this project together with information on the longer-term project.

FC/23/057

Council Budget 2024/25

Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the budget for 2024/25. Individual committee budgets had been agreed at committee level prior to being taken to the Finance & General Purposes committee.

It was RESOLVED that;

the Budget for 2024/25, as presented at the meeting, be approved.

FC/23/058

Precept 2024/25

Council was asked to consider the recommendation from the Finance & General Purposes committee to increase the Precept by a showing a 4.99% uplift in the amount paid to the parish by individual households for a Band D property this would be an increase of £3 over the year.

It was RESOLVED that;

an increase of 4.99% be approved to ensure the future of longer-term projects including the rejuvenation of Derehams Recreation Ground.

Cllr Herron and Cllr Wood both abstained from the vote.

Cllr Herschel left the meeting at 8.33pm

- FC/23/059 **Five Year Plan**
Council was asked to note the updated Five-Year Plan.
- FC/23/060 **Questions by Members of the Council**
Cllr Dodds asked about the interest rate on the Council's Business Saver account. This would be checked.
- FC/23/061 **Public Participation**
Mr Christie asked if the increase in Lyme disease had been considered within the biodiversity project, with longer grass and uncut areas this could cause an issue.
Cllr Wood advised that she would take advice.
- FC/23/062 **Accounts for Payment**
Accounts for payment were circulated as a to note item at the meeting, due to Christmas post they were processed a week earlier than the meeting.
- The payments were agreed as seen.

Cllr Herschel returned to the meeting at 8.36pm

The Chairman thanked members for their attendance, wished them a Merry Christmas and a Happy New Year and closed the meeting at 8.36pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Members of the council are summoned to attend the meeting to be held on **Thursday 11 January 2024** 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 C Jordan |
| Cllr J Gurney | Cllr L Johncock |
| Cllr H Darch | Cllr S Herron |
| Cllr D Johncock | Cllr K Wood (ex officio) |
- OS/23/039 **Apologies for absence**
Apologies for absence were received and approved from Cllr S Digby (holiday)
- OS/23/040 **Declarations of members' interests in Items on the agenda**
Cllr Darch declared an interest in agenda item 11 Accounts for payment – for cheque no 11232 Tylers Green First School – being a governor at the school.
- OS/23/041 **Delegated Action**
Members were asked to note that the following delegated action was taken at a cost of £600.00 since the last committee meeting;

Fell one rotten hornbeam and removal of dead overhanging branches in Track 5 Back Common, Tylers Green the track leads down to Potters Cross
- OS/23/042 **Allotments**
Members were asked to note that there were no vacancies at either site.

There are however 14 people on the waiting list for Ashley Drive and 1 on the waiting list for Chapel Road.
- 4.1 Chapel Road**
Members were asked to note that following a meeting with the Flackwell Heath Allotment Association before Christmas it had been highlighted that persons' unknown had been leaving electric lawnmowers in the shed. A sign has been placed on the shed to ask for their removal.
- 4.2 Ashley Drive**
Members were asked to note that due to the continual waiting list issues the allotment plots on the back boundary will be re-instated along with the plot that had been used as the composting area, this will provide 6 extra plots. This has been made possible due to the removal of the majority of the hedge which has been replaced by property owners on that boundary with fencing.
- OS/23/043 **Playgrounds**
1 Straight Bit Recreation Ground, Flackwell Heath
1.1 Telecommunications mast
Members were asked to receive a verbal update from the Clerk advising that further investigation into planning were being made prior to making any response to Beacomms. These issues would be followed up next week.
- 1.2 Flackwell Heath Bowls Club Site Visit**
Members were asked to consider arranging a further meeting with the Bowls Club who were asking for help with car parking and the access pathway across the recreation ground.
- It was RESOLVED that;*
A further meeting would be arranged, date and time yet to be confirmed.

1.3 Straight Bit Car Park

Members were asked to consider obtaining quotations for the re-surfacing and marking of the car park.

It was RESOLVED that;

The Clerk be asked to obtain quotations for the re-surfacing and marking to include extra parking spaces behind the toilet block in an attempt to mitigate the lack of parking areas in Flackwell Heath.

2 Boundary Road Recreation Ground, Loudwater

2.1 Winter Planting

Members were asked to note that the planting discussed at the last committee meeting had been ordered and would be planted on receipt.

OS/23/044 Oakland Way, Flackwell Heath

Members were asked to note that the Licence 50 had been completed and the bollards were on order.

It was noted that Cllr Webb would notify the resident concerned.

OS/23/045 Skate Park Update

Members were asked to receive a verbal update from Cllr D Johncock and Cllr L Webb.

It was noted that not much progress had been made. The survey was still waiting for independent analysis. Any updates would be brought back to the committee.

OS/23/046 Derehams Lane Recreation Ground

Members were asked to note the revised drawing for the pre-planning stage. Members were asked to note that the architect had advised that;

- a two-storey building would not be looked on favourably,
- the tracks had been costed as having a self-binding gravel surface,
- the buildings would better suit a modular form of construction which would minimise any downtime – costings should be allowed around £2.5k to £3k per m², thus probable costs of between £250k - £300k for the changing facilities/garage and £375K - £450k for the pavilion.
- The project could be split into different elements for planning purposes – with a masterplan for the whole scheme.

Members were asked to consider the move to the next stage of pre-planning. The architect would prepare a Supporting Statement to be sent along with the drawings.

It was noted that the pre-planning stage was important and that once planning permission had been granted more accurate costings would be obtained. Then an informed decision could be made on what the parish could afford and take forward.

It was RESOLVED that;

It be approved that the Derehams project move to the next stage of pre-planning with assistance from the architect.

Cllr Forbes and Cllr Darch both abstained from the vote as they had concerns about the affordability of the project.

OS/23/047 Committee Finances

1 Income and Expenditure Month 8

Members were asked to note the committee income and expenditure to Period 8 (November). Income was ahead against expenditure.

OS/23/048 Questions from committee members and the public

There were no questions.

OS/23/049

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 11227 to 11231 be signed and BACS payment to Payflow along with direct debts to E-on Next, EE, Barclays, Castle Water, Grenke Leasing, Shell (Fuelcard Services), Shorts, SSE, Trade UK and Unicom be approved for payment.

Date and time of next meeting: Tuesday 5 March 2024 @ 7.30pm

The chairman thanked members for their attendance and closed the meeting at 8.04pm

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting held on Thursday 25 January 2024 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 A Barron
Cllr L Johncock
Cllr J Gurney

Cllr C Jordan
Cllr K Wood
Cllr S Herron
Cllr D Johncock

Also present: Cllr I Forbes

WS/23/050 Apologies for absence
Cllr J Herschel – family
Cllr S Barrett did not attend.

WS/23/051 Declarations of members' interests in Items on the agenda
Cllr K Wood declared an interest in agenda item 15 Accounts for Payment being a recipient of an expense's cheque numbered 11239.

WS/23/052 Delegated Action
Members were asked to note the following designated action by the Chairman of committee and the clerk since the last committee meeting in October:

- Repair to a lamp column in Chapel Lane at a cost of £350.00. We are attempting to seek compensation from the company who caused the damage.

WS/23/053 Offices, depot and warden's house
Members were asked to note that the roadside hedge in the warden's garden had been removed and the fence had been extended.

The councillors agreed it was a job well done. It was noted that a lorry had already gone over the verge and the question was raised as to whether wooden stakes could be installed to prevent it happening again.

WS/23/054 Cemeteries
Members were asked to note that the deputy clerk had uploaded all the memorials in Hammersley Lane Garden of Rest to the Find a Grave website. The next step is to photograph and upload the memorials for Cock Lane Cemetery.

Altona Road Cemetery

Members were asked to note that 6 crab apple trees and holly were planted by our Grounds Team before Christmas. We are awaiting the wording for the plaque from the person who is funding one of the trees in honour of Cllr Bob Kin.

Hammersley Lane Garden of Rest

Members were asked to note that Mr Godliman had inspected the small flint wall and no repairs were required.

WS/23/055 War Memorials
Members were asked to receive a verbal report from the deputy clerk following a reply from the War Memorials Trust regarding the cleaning of the Flackwell Heath War Memorial.

The deputy clerk updated the members. The War Memorials Trust advised against cleaning the main plinth because the names are clearly legible. Over cleaning can reduce its lifespan. Their position is that the cleaning should be to keep it in a stable condition and not create a 'like new' appearance. They have advised that the inscription panels at the base of the plinth could be gently cleaned with low pressure water and natural bristle brushes. As the memorial is Grade II listed, even minor works may require Listed Building Consent.

Members were asked to note that Cllr Dodds, Cllr Wilks and the deputy clerk had met with the LAT to discuss installing bollards on the pavement at the Loudwater War Memorial.

It was noted that the LAT was going to check services and get approval.

WS/23/056 BT cabinets

Members were asked to note that the two cabinets (one on the corner of Hedley Rd and Chapman Lane FH and one on the junction of Swains Lane and Fennels Farm Way FH) had been painted.

Cllr Wood would email a list of cabinets in TG requiring painting to the deputy clerk.

WS/23/057 FH Street Litter Bins

Members were asked to note that we had received confirmation from Buckinghamshire Council that they would be replacing 11 of the green litter bins with their own black litter bins around the main commercial parts of Flackwell Heath on or off Straight Bit. One bin, on Common Road (outside the old bank), would be removed and not replaced. The works would be completed by the end of March.

It was noted that the situation with the litter would be reviewed if it became problematic, following the removal of the one bin.

WS/23/058 Vehicles

Members were asked to note that the Grounds Team would be going with the clerk to test a new Isuzu 4x4 vehicle with the intention to trade in the current one if approval is granted subject to the team's satisfaction.

Members were asked to consider and, if so minded, approve the virement of £10,000 from EMR Cemeteries to EMR Vehicles.

It was noted that the virement would be deferred to F&GP for the EMR review.

Members were asked to consider and, if so minded, approve the trade in of the current Isuzu 4x4 for a new one with updated specification. The estimated cost for part exchange and after the local government discount will be in the region of £22,500. If approved, it would be recommended to F&GP for approval.

It was RESOLVED that;

The estimate of £22,500 for a part exchange for the trade in of the Isuzu 4x4 be approved and recommended to Full Council for approval.

WS/23/059 LED Footway Lighting

Members were asked to note that a purchase order for the testing of all the LED footway lighting in Loudwater had been raised and the work had been started.

WS/23/060 Parish Litter Scheme

Members were asked to note that we had received an email from a Loudwater resident who undertakes two litter sweeps a year, one in January and one in the summer. They cover the highway and verge area between the red circles, covering parts of Whitehouse Lane and then Gatemoor Lane.

Members were asked to consider and, if so minded, approve a donation of £50 per annum to their chosen charity, Wycombe Food Hub.

It was RESOLVED that;

The £50 donation per annum be approved.

WS/23/061 Cats eye reflectors

Members were asked to note that we had received a reply from Buckinghamshire Council.

Treadaway Hill is scheduled to be resurfaced between 15th and 24th January and the cats eyes and lining is due to take place thereafter. Sheepridge Lane is not a high priority as there is only a legal requirement for cats eyes where there is a double lined system in place.

It was noted that the resurfacing had been delayed due to the bad weather.

WS/23/062 Committee Finances

Members were asked to note the committee's income and expenditure to Period 9 (December).

WS/23/063

Questions from committee members and the public

- Cllr Wood informed the committee that the post box at the top of Hammersley Lane had been closed up.
The deputy clerk would write to Royal Mail.
- Cllr Forbes asked what was being done regarding Footpaths and Bus Shelters in the 5-year plan. It was noted that bus services had been halved. The on-demand bus service in Flackwell Heath was increasingly being used and may discourage Arriva from doing something on a commercial basis.
- Cllr Dodds informed the committee that a stile needed replacing in Sheepridge Lane. The deputy clerk would look into this.

WS/23/064

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 11233 and 11243 be signed and the BACS payment to Barclays Payflow and direct debits to Barclays, NEST, Trade UK, Triumph Technologies, and Unicom and Bank Transfers to S Elborough and DMH Stallard be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.14pm.

Date and time of next meeting: Thursday 21 March 2024 at 7.30pm

Signed:

Dated:

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Thursday 8 February 2024 at 7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

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

Present:

Cllr I Forbes – Chairman	Cllr L Willis
Cllr A Barron – Vice-chairman	Cllr R Wilks
Cllr H Darch	Cllr K Wood
Cllr C Jordan (temp)	Cllr L Webb
Cllr D Johncock (ex-officio)	

Also present: Cllr L Johncock

FGP/23/028 Apologies for absence

Apologies for absence were received and approved from Cllr J Herschel (family), Cllr C Dodds (family) and Cllr L Webb (business).

FGP/23/029 Declarations of members' interests in agenda items

Cllr R Wilks and Cllr A Barron declared a personal interest in agenda item 14 **Accounts for Payment** being in receipt of expenses cheques 11252 and 11251 respectively.

FGP/23/030 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 November. The clerk advised that two members of the grounds team had been absent: One for a period of 5 days with a chest infection and the other 17 days following an emergency operation for a detached retina.

FGP/23/031 Health & Safety Report of any incidents

Members were asked to note that since the last committee meeting in November there had been one incident. On 3 January 2024, a member of the grounds team slipped down a bank while collecting a bin bag resulting in a pulled ankle. The ankle was elevated. No time was taken off work.

FGP/23/032 Policies and Procedures

1 S137 – Payment of Grants

Members was asked to note that the Department of Levelling Up, Housing and Communities had notified the National Association of Local Councils that the appropriate sum for Section 137 (4)(a) of the Local Government Act 1972 for parish and town councils in England for 2024/25 is £10.81. The amount was a result of increasing the amount of £9.93 for 2023/24 by the percentage increase in the retail index between September 2022 and September 2023 under Schedule 12B of the 1972 Act as above.

Members was asked to note that the current budget allocation for the new financial year of £5,000 is well below the aforementioned limit.

2 Amendment to the Local Government Act 1894

Members were asked to note the amendment to the Local Government Act 1894 (LGA 1894) which gives power to fund works to property relating to affairs of the church or held for an ecclesiastical charity. Under the Levelling up and Regeneration Act (2023 Act) Section 82 amends the LGA 1894 Act by inserting a new section 19A which overrides the prohibition to fund churches.

FGP/23/033 Grants

Members were asked to consider for recommendation to full Council a request from the Tylers Green Middle School PTA for a sum of £1,500 to assist in the rejuvenation of the pond area to create an outdoor teaching space.

The total project has been estimated at £24,000 with £18,000 already available through fundraising efforts.

It was RESOLVED that;

An award for £1,500 be recommended to full Council for approval.

It was noted that the budget line for grants had already been spent for the year, possible funding source for the award could be the Community Infrastructure Levy.

FGP/23/034 Publicity

Members were asked to note that the newsletter was at the printers and would be ready for circulation shortly.

It was noted that displays for any Summer events that the parish council wished to attend would need to be organised shortly.

FP/23/035 Legal

1 Mast – Straight Bit, Flackwell Heath

Members were asked to receive a verbal update from the clerk on the current status of the mast.

The clerk advised that a letter had been sent to Beacomms from our acting solicitor refusing their offer and requesting further information. Since the letter was sent a prior planning application has been received, this would be considered at the next planning meeting. Cllr Johncock had already circulated his initial thoughts on a response.

Following the Open Spaces committee meeting in January an extension to the car park at the site is also being considered which would use the space for the proposed mast site.

FGP/23/036 Community Board

Members are asked to NOTE that currently there are no further updates or actions to report. Cllr Johncock advised that the yellow line projects had been authorised and were waiting for the contractor to schedule the work. A Highways and Transport meeting will be held and is waiting for a date to be confirmed.

FGP/23/037 Neighbourhood Action Group (NAG)

Members were asked to note the minutes from the last NAG meeting held on Monday 4 December 2023. The next meeting is due to be held on Thursday 29 February at Tylers Green Village Hall.

FGP/23/038 MVAS Update

Members were asked to note the report from Cllr Barron on the revised status of the MVAS project. Our current signs have come to the end of their lives and with no volunteers to move the signs it had been hoped to purchase some more permanent signs (VAS), however this has not been possible. This project is now terminated.

FGP/23/039 Budget

1 Committee Finances (Period 9) December

Members were asked to note the summary of income and expenditure by committee. It was noted that the committee expenditure was on track and the income was higher than expected due to increased interest received.

2 Council Finances (Period 9) December

Members were asked to note the summary of the Council's financial position. It was noted that Open Spaces and Works and Services committees expenditure was below run rate.

3 Earmarked Reserves (Period 9) December

Members were asked to note the current position of the earmarked reserves.

4 January 2024 Earmarked Reserves Review

Members were asked to consider the review for recommendation to the next full council meeting. Adjustments had been made to several of the lines.

It was RESOLVED that;

That the adjustments be recommended to full Council, with an additional adjustment of £10k from the Community Board line, if approved the account package will be updated before the end of February.

5 Community Infrastructure Levy (CIL)

Members were asked to note that the budget line for CIL currently stands at £72,129.33. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£40,362.00 2025/26

£31,767.33 2026/27

6 Five Year Plan

Members were asked to receive the amended overview of the likely major funding issues by the Chairman of committee. There was a revision agreed to the Community Board line. This will be taken for noting at the next full council.

FGP/23/040 Questions from council members and the public

There were no questions

FGP/23/041 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 11244 to 11252 and direct debit payments to EE, E-ON Next, Shell (Fuelcard), and Shorts Group Ltd along with bank transfers to DMH Stallard and S Elborough be approved and signed.

Date and time of next meeting: Thursday 18 April 2024 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 12 December 2023 at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr C Jordan, Cllr C Dodds, Cllr S Digby, Cllr D Johncock, Cllr L Johncock and Cllr J Herschel

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

Ref	Property Address	Proposal	Comment
23/07898	Old Laundry Cottage School Road Tylers Green Bucks HP10 8LX	Crown reduction by approx 1.5m to prevent contact with overhead telephone cables and crown lifting by approximately 1m x 1 Leylandii (T1), crown reduction by approx 1 metre (trim to shape) x 2 Holly (T2 & T3), trim to shape and crown reduce approx 1m to prevent contact with house x 1 Cherry (T4)	We note the tree is in the Conservation Area. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
23/07721	Penn School Church Road Penn Bucks HP10 8LZ	Conversion of Rayners House, Rayners Lodge and The Gardener's Bothy into hotel with (Class C1), including internal and external alterations, repair and refurbishments works with associated extensions and alterations to provide a fine dining restaurant, bistro, cookery school and accommodation along with the erection of a single storey detached Wellness Spa, garden suites and villas, new highway access, internal road and car parking areas, limited demolition, excavation, engineering, landscaping and associated works	CWPC do not object to the development itself, but do strongly object to the likely impact of the necessary traffic a development of this scale would have on the community if Cock Lane and Hammersley Lane are allowed to be used for site traffic. Cock Lane is already congested and unsuitable for heavy vehicles, and Hammersley Lane is also unsuitable for heavy vehicles; two heavy vehicles would not be able to pass in some places and it would be unsafe for pedestrians who have to walk in the road in places due to the lack of a footpath. Additionally, the exit route from Hammersley Lane along School Road towards the Rayners site access gate is entirely unsuitable, passing as it does the First School and then the narrow and already congested exits beyond onto the B474. If the application is recommended for approval, we request a condition be imposed that all construction and contractors' vehicles use the much wider and more suitable B474 from Hazlemere or Beaconsfield at ALL times and access the site through the main entrance only. We request this too in the knowledge of other large developments most likely being built during the same time frame in the immediate vicinity, namely Ashwells and Gomm Valley, which will add their own unwelcome impact on the community's road infrastructure.

			We are also concerned regarding the impact on immediate neighbours on any outdoor events, weddings, large parties and would request a condition to limit frequency, noise, lighting, fireworks and antisocial hours.
23/07722 /LBC	Penn School Church Road Penn Bucks HP10 8LZ	Listed building consent for conversion of Rayners House, Rayners Lodge and The Gardener's Bothy into hotel with (Class C1), including internal and external alterations, repair and refurbishments works with associated extensions and alterations to provide a fine dining restaurant, bistro, cookery school and accommodation along with the erection of a single storey detached Wellness Spa, garden suites and villas, new highway access, internal road and car parking areas, limited demolition, excavation, engineering, landscaping and associated works	same comment as above
23/07801	57 Robinson Road Loudwater Bucks HP13 7BJ	Householder application for proposed construction of two storey side extension and garage conversion	No comment
23/07798	38 Highlea Avenue Flackwell Heath Bucks HP10 9AH	Householder application for proposed construction of side, front and rear extensions and roof extension following demolition of detached garage	No comment
23/07053	Derehams Farm Derehams Lane Loudwater Bucks HP10 9RR	Erection of battery energy storage facility including construction of inverters, transformers, switchgear buildings, security and acoustic fencing and gates, landscaping and associated works. Diversion of Chepping Wycombe public footpath 21	No comment
22/06485	Gomm Valley, Ashwells Reserve Site & Pimms Grove Cock Lane High Wycombe Bucks	Hybrid planning application consisting of a phased delivery of: full planning application for construction of 79 dwellings (Class C3) including associated vehicular access, areas of open space, ecological enhancements, hard and soft landscaping, and associated infrastructure. Outline application for 4 custom-build units within Parcel 1 and up to 461 dwellings (Class C3), a 1FE	discussed at meeting but not available online for comment at this stage

		primary school and early years provision, up to 1.4 hectares of employment land to provide flexible floorspace of Class E(g), B2 and B8 uses and up to 201m ² of community floorspace (Class F2) within Parcels 2-8 together with ecological enhancements, green open spaces, hard and soft landscaping and associated highways and drainage infrastructure (matters of landscaping and appearance reserved)	
23/05392	23 Northern Woods Flackwell Heath Buckinghamshire HP10 9JL	Partial change of use from a summer house to be used as a business area for beauty/eye brow/eye lash business	CWPC still objects to this application. There has been no confirmation from Environmental Health that the summer house is deemed suitable for a beauty salon given the potential need for washing facilities and the use of various noxious chemicals. Flackwell Heath has a designated shopping and commercial area and Northern Woods is almost wholly residential. If residential areas are to cater more for commercial enterprises, it could have adverse impacts on neighbourhoods. The change of use is inappropriate; it could result in streams of clients at night or over the weekend. If the application is recommended for approval, we request the following conditions: 1) the change of use would be rescinded at the point of sale of the property 2) the summerhouse may not be used for any other type of commercial business 3) the hours of business are restricted to Monday to Friday 0900 to 1730 4) the number of employees is restricted to 1
23/07848	20 Robinson Road Loudwater Buckinghamshire HP13 7BL	Householder application for construction of front extension, rear basement and ground floor extension, loft conversion. Internal alterations to main property and additional insulation to the main house with change of the external finish to render	CWPC ask the case officer to check that there is sufficient car parking for the potential number of bedrooms as there is no parking scheme. Otherwise, we have no comment.
23/07857	The Warren 3 Northend Close Flackwell Heath Buckinghamshire HP10 9JA	Householder application for proposed detached garage conversion to gym and study, insertion of 2 roof lights and changes to fenestration	CWPC does not object to this application but we request a condition be imposed that the conversion of the garage may not be used as accommodation and may only be used for the purpose as noted, ie a gym and study.

The chairman thanked members for their attendance and closed the meeting at 10.45am

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 2 January 2024 at **10.00am via Microsoft Teams**

The meeting was open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr R Wilks, Cllr J Herschel and Cllr C Jordan

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

Ref	Property Address	Proposal	Comment
23/07933	47 Straight Bit Flackwell Heath Bucks HP10 9NE	Demolition of bungalow and erection of detached dwelling, outbuilding and associated external works	No comment
23/07894	52 Fennels Way Flackwell Heath Bucks HP10 9BY	Householder application for proposed rear single storey extension, porch & bay window extensions and front dormer	No comment

The chairman thanked members for their attendance and closed the meeting at 10.05am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 16 January 2024 at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Cllr L Johncock acted as chairman of the meeting.

Attendees:

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

1. **Apologies for Absence**
Cllr R Wilks, Cllr J Herschel and Cllr S Digby
2. **Declarations of Interest and Code of Conduct**
Cllr Herron declared an interest in application 23/08099 and made no comment.
3. **Applications for consideration**

Ref	Property Address	Proposal	Comment
23/08085	Overtop Cock Lane Tylers Green Bucks HP10 8DS	Householder application for internal alterations, single storey side and rear extensions, loft conversion with rear dormer, external cladding and window change and garage demolition	No comment
23/08099	Westbury House Hammersley Lane Tylers Green Bucks HP10 8EY	Householder application for construction of ground floor side extension and first floor rear extension	No comment
23/08119	Opus House Hammersley Lane Tylers Green Bucks HP10 8HE	Fell to ground level as unlikely to recover from present condition x 2 Beech (T8 and T12), fell to ground level due to decaying buttress wood and surface roots, and bark necrosis x 1 Beech (T1) and fell to ground level due to bark necrosis, limited foliage and porcelain fungus x 1 Beech (T2)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPOs in place and request that, for every tree felled, a replacement tree be planted; species to be suggested by arboriculturist.
23/08138	Fir Cottage Rays Lane Tylers Green Bucks HP10 8LH	Householder application for proposed construction of two storey front extension	We note that this property is in the Conservation Area but we have no comment to make.

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

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 30 January 2024 at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Cllr H Darch acted as chairman of the meeting.

Attendees:

Cllr A Barron, Cllr R Wilks, Cllr D Johncock.

Cllr L Johncock joined the meeting at 10.13am

1. **Apologies for Absence**
Cllr C Dodds and Cllr S Digby
2. **Declarations of Interest and Code of Conduct**
Cllr Darch declared an interest in application 24/05045 and made no comment.
3. **Applications for consideration**

Ref	Property Address	Proposal	Comment
24/05002	28 Swains Lane Flackwell Heath Bucks HP10 9BU	Householder application for proposed construction of single storey side extension and conversion of outbuilding to office/ storage Area	No comment
24/05015	Westlands 4 Glebelands Tylers Green Bucks HP10 8EE	Householder planning application for demolition of existing carport and construction of proposed detached garage	No comment
23/08157	St Peters Church Treadaway Hill Loudwater Bucks HP10 9QL	Construction of single storey wc extension and bin store relocation	No comment
23/08159	St Peters Church Treadaway Hill Loudwater Bucks HP10 9QL	Listed building application for construction of single storey wc extension	No comment
24/05045	Tylers Green First School School Road Tylers Green Bucks HP10 8EF	Reduce height by up to 5m and reduce sides up to 2m, to match in accordingly with height, to reduce the weight/swap of the canopy and as 2 large deep holes around 30ft up were discovered whilst undertaking the climbing inspection requested x 1 Beech (671) and reduce height by up to 6m and reduce sides up to 2m, to match in accordingly with height, to reduce some of the 'weight' of the tree to reduce the risk of any further limbs splitting out and a large split around half way up the tree was observed - this appears to have been where a large limb has snapped out x 1 Oak (669)	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.

24/05058	4 Parkview Flackwell Heath Bucks HP10 9BE	Householder application for proposed vertical grey cladding to upper level	CWPC objects to this planning application as it will be out of keeping with the street scene. In this close of 5 mock-Tudor properties, the proposed cladding will be harmful to the character and appearance of the area. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
24/05119	Astons Channer Drive Tylers Green Bucks HP10 8HJ	Fell to ground level, due to declining condition x 1 Oak	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPO in place and request that a replacement tree be planted; species to be suggested by arboriculturist.
23/07822	33 Rugwood Road Flackwell Heath Bucks HP10 9HA	Construction of 1 x 3-bed dwellinghouse with associated parking and amenity space	CWPC objects to this planning application for four reasons: • It is an overdevelopment of the site • Although the site plan shows parking for 4 cars, it is not practicable • The private amenity space for the new dwelling is not defined but, given the available space to the rear and the triangular shape of the plot, it would make this unsatisfactory. • The alleyway to the rear garden is too narrow and needs to be wider. We also note that the staircase on the ground floor plan does not appear to link up to the staircase on the first floor plan.
23/08158	Whitehouse Farm Whitehouse Lane Wooburn Moor Bucks HP10 0NT	Reconstruction of fire damaged barn, ancillary buildings and repairs to adjoining storage unit	No comment
24/05035	Rosalie Kingsmead Road Loudwater Bucks HP11 1JL	Construction of 2 x detached dwellings to rear and provision of parking spaces to Rosalie	No comment

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