

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Members of the council are summoned to attend the Council meeting to be held on **Tuesday, 25 June 2024 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

The meeting is open to the public and press

Members of the public are permitted to make representations, ask and answer questions, in respect of any item of business included in the agenda. A fifteen-minute period is permitted in total.

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.

3. Council Minutes

To CONSIDER the attached minutes of the Council meeting held on Tuesday 30 April 2024 (Pages 4-7) and the Annual Council Meeting held on Thursday 9 May 2024 (Pages 8-11)

4. Open Spaces Committee

To CONSIDER the attached report of the Committee meeting held on Tuesday 2 May 2024 (Pages 12-15)

5. Works & Services Committee

To CONSIDER the attached report of the Committee meeting held on Thursday 6 June 2024. (Pages 16-18)

6. Planning Meetings

To CONSIDER the attached reports of the Planning Meetings held on 30 April 2024 (Pages 19-20), 14 May 2024 (Pages 21-22), 28 May 2024 (Pages 23-24) and 11 June 2024 (Pages 25-26).

Council is also asked to NOTE the schedule of applications from February to April **APPENDIX A (Page 27)**, showing eventual outcomes of the parish council submitted objections.

7. Grant Applications

Council is asked to NOTE that two applications for funding have been received since the last Finance & General Purposes committee meeting in April.

Council is now asked to CONSIDER and, if so minded, APPROVE the following requests;

7.1 St Peters Church, Flackwell Heath

The grant request, in the sum of £4,000, will help run the Love Loudwater project for a further year. The funds being requested will go to help us supply school vouchers to families on our community that are in need and help purchase additional Baby Bank items. (APPENDIX B Pages 28-30)

7.2 Flackwell Heath Residents Association

The grant request, in the sum of £7,772.71 being the total estimated cost inclusive of VAT, would pay for the installation and removal of Christmas light display in Flackwell Heath for December 2024. (APPENDIX C Pages 31-36)

8. Accident Claim

Council is asked to NOTE that an accident claim was received by the office on Sunday 18 February 2024. The original incident took place in April 2023 at which time the claimant completed a FixMyStreet form. Buckinghamshire Council eventually responded to the claimant, in February 2024, advising that the area was not under their jurisdiction. The clerk will provide a verbal report.

The claim was considered at Open Spaces in March and declined; however, the claimant is still pursuing compensation for the accident.

Council is asked to CONSIDER the next course of action.

9. Human Resources – Employee Handbook and Policies

Following the approval at full council to engage the services of Peninsula Business Services, Council is now asked to CONSIDER the recommendation from the Staff Panel to ADOPT the Employee Handbook and Policies (APPENDIX D Pages 37-90).

10. Health & Safety Review

Council is asked to NOTE that as part of the Peninsula package a Health & Safety Review was undertaken. Council is asked to CONSIDER the report (APPENDIX E Pages 91-108) with a view to engaging their services.

11. Loudwater Bowls Club

Council is asked to NOTE that the Loudwater Bowls Club will cease at the end of the bowling season (end of September).

12. Loudwater Centre/Boys Club, Birfield Road

Council is asked to NOTE that a couple of meetings have taken place with representatives of the Club. The building is in urgent need of updating, specifically the toilet areas. Even though the building is not at its best there are still badminton groups, Scouts, Brownies, Zumba and Forget Me Not group using the facility and an improvement to the toilets would be positive step to increasing potential income and encouraging further use of this essential community building.

Council is asked to CONSIDER taking on the project of replacing the toilets subject to cost and quotations being obtained by the clerk.

12. Questions by Members of the Council

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

13. Public Participation

Members of the public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible.

14. Accounts for Payment

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



Wendy Thompson
Clerk of the Council
18 June 2024

Date & Time of Next Meeting: Tuesday 15 October 2024 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Members of the council are summoned to attend the Council meeting to be held on **Tuesday, 30 April 2024 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 J Gurney	Cllr J Herschel
Cllr R Wilks	Cllr C Jordan
Cllr A Barron	Cllr I Forbes
Cllr H Darch	Cllr S Herron
Cllr L Webb	Cllr S Barrett
Cllr S Digby	

Also present: Mrs K Griffiths and Mr S Guy

Members of the public are permitted to make representations, ask and answer questions, in respect of any item of business included in the agenda. A fifteen-minute period is permitted in total.

FC/23/085 **Apologies for Absence**
Apologies for absence were received and approved from Cllr L Willis (unwell)

FC/23/086 **Declarations of Interest and Code of Conduct**
There were none.

Confidential items – exclusion of public and press

In view of the confidential nature of the business to be considered it was recommended that Council resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972, s. schedule 12A

FC/23/087 **Co-Option to the Council**
Loudwater Membership
Due to a casual vacancy for a Loudwater following the death of Cllr Robert Kin, written notification was provided to Buckinghamshire Council's Electoral Services division under the provisions of the Local Government Act 1972 s 84. The by-election possibility period of 14 days following the date of notification expired without any names put forward to the Council for candidates for the vacant post. The Buckinghamshire Council confirmed that the Parish Council could now fill the post by way of co-option.

Nominations were invited at the meeting. However, two candidates had applied. Both candidates were individually given the floor to introduce themselves and take questions from members present.

Mr Guy left the meeting

It was noted that both were strong candidates and Mr Guy would be asked to consider putting his name forward for election in 2025. Standing orders were suspended by approval for a secret ballot, which was won by Mrs Griffiths.

It was RESOLVED that;
the position of councillor for the Loudwater ward be offered to Mrs Kirsty Griffiths who would be duly appointed once she had signed the Declaration of Acceptance of Office to agree to abide by the Parish Council's Code of Conduct and a Declaration of Interest statement.

The successful candidate would be advised the day after the meeting.
Following voting the council session was re-open to the public and press.

- FC/23/088 **Council Minutes**
It was RESOLVED that;
The report of the Council meeting held on Thursday 22 February 2024 be approved as an accurate record.
- FC/23/089 **Open Spaces Committee**
Council was asked to consider the report of the Committee meeting held on Tuesday 5 March 2024.
It was RESOLVED that;
The report of the Committee meeting held on Tuesday 5 March 2024 be approved.
- FC/23/090 **Works & Services Committee**
Council was asked to consider the report of the Committee meeting held on Thursday 21 March 2024.
Cllr Herschel queried whether the litter bin project had been completed. Cllr Wilks advised that it had.
It was RESOLVED that;
the report of the meeting held on Thursday 21 March 2024 be approved.
- FC/23/091 **Finance & General Purposes Committee**
Council was asked to consider the report of the Committee meeting held on Thursday 18 April 2024.
Cllr Forbes advised that the items of note were on the meeting agenda for consideration.
It was RESOLVED that;
The report of the meeting held on Thursday 18 April 2024 be approved.
- FC/23/092 **Planning Meetings**
It was RESOLVED that;
The reports of the planning meetings held on 13 February 2024, 27 February 2024, 12 March 2024, 2 April 2024 and 16 April 2024 be approved.

Council was also asked to note the schedule of applications from February to April, showing eventual outcomes of the parish council submitted objections.
- FC/23/093 **Policies and Procedures**
Council was asked to consider the recommendation from the Finance & General Purposes Committee to re-adopt the following policy documents. Council was asked to note that no changes were proposed.
- Information & Data Protection Policy
 - Retention & Disposal Policy
 - Management of Transferable Data Policy
 - Data Breach Policy
 - Standing Orders
 - Financial Regulations
 - Publicity Policy
 - Complaints Procedure
- It was RESOLVED that;*
All the above policies and procedures be approved for re-adoption.

- FC/23/094 **5 Year Plan**
Council was asked to note the revised 5 Year Plan. The Plan is kept up to date as projects progress and are completed.
- FC/23/095 **Community Board Projects**
Council was asked to note the report from Cllr Barron previously noted at the Finance & General Purposes Committee.
- FC/23/096 **Annual Return and Governance Statement**
Council was asked to consider the recommendation from the Finance & General Purposes Committee to approve for signature the completed annual return and governance statement.
- It was RESOLVED that;***
The annual return and governance statement be approved for signature.
- Council was asked to note the dates for the exercise of public rights being 3 June to 12 July 2024.
- Thanks was noted to the Clerk for an exemplary report from our auditor.
- FC/23/097 **Safety Surfacing – Boundary Road Recreation Ground, Loudwater & Ashley Drive Recreation Ground, Tylers Green**
Council was asked to consider the recommendation from the Open Spaces Committee to approve the quotes for the above sites.
- It was RESOLVED that;***
both quotations;
Boundary Road Recreation Ground in the sum of £29,124.00 and Ashley Drive Recreation Ground in the sum of £8,089.00 be approved and the works ordered.
- FC/23/098 **Grants**
1 Juniper Hill School, Flackwell Heath
Council was asked to consider the recommendation from the Finance & General Purposes committee to award a £5,000 grant from the Community Infrastructure budget line as a contribution towards new play equipment for children with SEMH needs at the school.
- It was RESOLVED that;***
The award of £5,000 be approved for the new play equipment.
- FC/23/099 **Straight Bit Car Park, Flackwell Heath**
Council was asked to consider one of the quotations received from the re-surfacing and marking out of the car park at the above site.
- It was RESOLVED that;***
Quote B in the sum of £17,250.00 be approved and the works ordered.
- FC/23/100 **Investing**
Council was asked to consider the recommendation from Finance & General Purposes to invest circa £200k in CCLA.
- It was RESOLVED that;***
In the first instance a sum of £200k would be approved for investment with CCLA, with a view to increasing the amount at a later date.

FC/23/101 **Meeting Date Change**
Council was asked to consider the change in date for the Works & Service Committee from Thursday 30 May to Thursday 6 June as agreed by the Chairman & Vice-chairman of committee.

It was RESOLVED that;
The change of date to Thursday 6 June 2024 be approved.

FC/23/102 **Questions by Members of the Council**
A question had been received by Cllr Jordan, as follows;
A resident, who lives on Rayners Avenue, has highlighted her concerns about the parking near her driveway and the railway bridge. It makes leaving her driveway dangerous as the parking blocks the vision splay. Could the parish assist?
Unfortunately, the parish council cannot assist in this instance.

FC/23/103 **Public Participation**
There were no questions.

FC/23/104 **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 11294 to 11298 be signed and that the BACS payment to Payflow, direct debits to Barclays and NEST be approved for payment.

The Chairman thanked members for their attendance and closed the meeting at 8.50pm

Date & Time of Next Meeting: Tuesday 25 June 2024 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Annual Council meeting held on Tuesday 9 May 2024 at 7.30 pm at the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:

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

Also present: Mrs C Jeken (Deputy Clerk CWPC)

FC/24/001 **Election of chairman of the council**

It was proposed by Cllr David Johncock and seconded by Cllr Luca Webb that Cllr Katrina Wood be elected Chairman of the Council until the next Annual Meeting of the Council. No other nomination was forthcoming, therefore uncontested.

It was RESOLVED that;

Cllr Wood be elected Chairman of Council for the year 2024/25.

Cllr Wood signed the declaration of acceptance of office following the meeting.

Cllr Wood thanked members for their continued support and thanked the staff for their hard work.

FC/24/002 **Election of vice-chairman of the council**

It was proposed by Cllr Roger Wilks and seconded by Cllr Clive Jordan that Cllr David Johncock be elected Vice-chairman of the Council until the next Annual Meeting of the Council. No other nomination was forthcoming, therefore uncontested.

It was RESOLVED that;

Cllr D Johncock be elected Vice-chairman of the Council for the year 2024/25.

Cllr Johncock signed the declaration of acceptance of office following the meeting.

FC/24/003 **Apologies for absence**

Apologies for absence were received and approved from Cllr Digby (medical). Cllr Barrett was absent without apologies.

Cllr Wood welcomed Cllr Griffiths

FC/24/004 **Declarations of members' interests in agenda items**

There were none.

Election of standing committees of the council

The following members were elected to serve on the committees as set out below:

Open Spaces

Cllr Les Willis (LW)
 Cllr John Gurney (LW)
 Cllr Clive Jordan (LW)
 Cllr Luca Webb (FH)
 Cllr Liz Johncock (FH)
 Cllr Sue Digby (FH)
 Cllr Dave Johncock (FH)
 Cllr Ian Forbes (TG)
 Cllr Haydn Darch (TG)
 Cllr Sharon Herron (TG)
 Cllr Katrina Wood (TG) ex officio

Works & Services

Cllr Chris Dodds (LW)
 Cllr John Gurney (LW)
 Cllr Clive Jordan (LW)
 Cllr Jeff Herschel (FH)
 Cllr Liz Johncock (FH)
 Cllr Alec Barron (FH)
 Cllr Roger Wilks (FH)
 Cllr Sharon Herron (TG)
 Cllr Steven Barrett (TG)
 Cllr Katrina Wood (TG)
 Cllr D Johncock (FH) ex officio

Finance & General Purposes

Cllr Chris Dodds (LW)
 Cllr Les Willis (LW)
 Cllr Kirsty Griffiths (LW)
 Cllr Jeff Herschel (FH)
 Cllr Luca Webb (FH)
 Cllr Roger Wilks (FH)
 Cllr Alec Barron (FH)
 Cllr Ian Forbes (TG)
 Cllr Haydn Darch (TG)
 Cllr Katrina Wood (TG)
 Cllr D Johncock (FH) ex officio

(a) Election of chairmen and vice-chairmen of committees

So that delegated action could, if necessary, be taken before the next meeting of committees each committee met in turn to appoint a chairman and vice-chairman.

The following appointments were reported:

	Chairman	Vice-chairman
Open Spaces Committee	Cllr Les Willis	Cllr Luca Webb
Works & Services Committee	Cllr Chris Dodds	Cllr Roger Wilks
Finance & General Purposes Committee	Cllr Alec Barron	Cllr Ian Forbes

(b) Planning Applications Committee

Council was asked to consider;

- the planning representatives for each ward rotate the chairmanship of the Planning meeting by agreement amongst themselves;
- all members are welcome to attend;
- quorum of these meetings will be 3;

Council was also asked to elect one planning representative from each ward.

It was RESOLVED that;

The above criteria remain in place and that the following representatives were appointed to the Planning Applications Committee:

<i>Cllr L Johncock</i>	<i>Flackwell Heath</i>
<i>Cllr C Dodds</i>	<i>Loudwater</i>
<i>Cllr H Darch</i>	<i>Tylers Green</i>

It was noted that the planning meetings, not being a standing committee, would continue to be held on TEAMS.

(c) Appointment of sub-committees

It was confirmed that the appointment of sub-committees and working parties would be at the discretion of the appropriate standing committee.

(d) CWPC In-House Auditors

The meeting was asked to appoint two members as In-House Auditors or to refer the appointments to the Finance and General Purposes Committee.

It was RESOLVED that;

That the appointment of the in-house auditors be deferred to the first Finance & General Purposes committee meeting in October.

FC/24/006

Review of assets, risks and policies

A review had been undertaken at the previous Council meeting.

It was RESOLVED that;

that the financial regulations, standing orders, complaints procedure, press and media policy be adopted

It was noted that the new model financial regulations had been received prior to the agenda circulation. These would be presented at the next full Council meeting in June following a review by the Chairman, Vice Chairman of F&GP with the clerk.

FC/24/007

Appointment of representatives on other outside bodies

The council was asked to consider appointing representatives to the following organisations:

<u>Organisation</u>	<u>No. of Representatives</u>
Tylers Green & Penn Parish Council Joint Meeting	Tylers Green members and chairman of council
Beaconsfield & Chepping Wye Community Board (BCC)	Cllr Alec Barron (working groups reps to be appointed as required)
Neighbourhood Action Group (NAG)	Cllr L Johncock/Cllr Ian Forbes/Cllr Kirsty Griffiths
Flackwell Heath Residents' Association Executive Committee	Cllr Liz Johncock
Flackwell Heath Community Centre	Cllr Luca Webb
Bucks Association of Local Councils (BALC)	Chairman of council
Flackwell Heath Scouts & Guides Joint Executive Committee	Cllr Jeff Herschel
Revive the Wye Project Joint Steering Group	Loudwater members

The Council was asked to agree the appointments of representatives to the following sports organisations or to refer the issue to the Open Spaces Committee for consideration at their first meeting:

- Flackwell Heath Bowling Club
- Flackwell Heath Tennis Club
- Loudwater Bowls Club
- Flackwell Heath Minors Football Club

It was RESOLVED that;

The appointment of representative for the above clubs would be deferred to the first Open Spaces committee.

FC/23/008

Questions from the public

There were no members of the public present.

FC/23/009

Questions by members of the council

There were none.

FC/23/010

Accounts for payment

The accounts for payment were circulated at the meeting for the approval of members.

- Cllr Herschel queried what and where the plaques were for – bank transfer
- The clerk advised that the plaques were for memorial benches one in Altona Road cemetery and the other on Totteridge Common
- Cllr Herschel asked what Impact paint was.
- The clerk advised that it was for the line marker used for the football pitches.
- Cllr Herschel also asked where the defibrillator pad were going.
- The clerk advised that these were for the defib at Green Dragon Lane, Flackwell Heath

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 11299 to 11301 be signed and that the direct debits to EE, Nest, Redsquid Communications Ltd, Shell (Fuel Card Services), Shorts Group Ltd and SSE along with bank transfer to First Rescue Training & Supplies Ltd and DanceMelody Ltd be approved for payment.

The chairman of the meeting thanked members for their attendance and closed the meeting at 7.58pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the committee meeting be held on **Tuesday 21 May 2024** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS
The meeting was open to public and the press

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

Although Cllr Willis was present, he asked that Cllr Webb take the meeting as he was still recuperating. All members approved.

OS/24/001 **Apologies for absence**

Apologies were received and approved from Cllr H Darch

OS/24/002 **Declarations of members' interests in Items on the agenda**

There were none received.

OS/24/003 **Representatives to sports organisation**

Members were asked to appoint representatives to the following sports organisations;

Flackwell Heath Bowling Club
Flackwell Heath Tennis Club
Loudwater Bowls Club
Flackwell Heath Minors Football Club

It was RESOLVED that;

The following appointments be approved;

Flackwell Heath Bowling Club – Cllr Sue Digby

Flackwell Heath Tennis Club – Cllr Sue Digby

Loudwater Bowls Club – Cllr Clive Jordan

Flackwell Heath Minors Football Club – Cllr Sharon Herron

It was noted that the future of the Loudwater Bowls Club was in the balance.

OS/24/004 **Allotments**

Members were asked to note that there was one half plot available at Ashey Drive.

There were currently 10 people on the waiting list for Ashley Drive and 4 people on the waiting list for Chapel Road.

1 Ashley Drive – extra plots

Members were asked to note that work had started to create the 5 full-size plots.

OS/24/005 **Playgrounds**

1 Straight Bit Recreation Ground, Flackwell Heath

1.1 Straight Bit Car Park

Members were asked to note that following approval at the last full Council meeting an order had been placed for the surfacing and marking of the car park at a cost of £17,250.00. At the time of the agenda going out confirmation of a start date had been awaited.

It can now be reported that a start date of week beginning 3 June has been received.

1.2 Accident Claim

Members were asked to note that the claimant as previously discussed who had completed a FixMyStreet form relating to an incident at Straight Bit recreation ground was still pursuing her claim.

Members were asked to consider the next step.

It was RESOLVED that;

The claim be deferred to the next full council meeting on 25 June for review.

2 Boundary Road Recreation Ground, Loudwater

2.1 Safety Surface

Members were asked to note that the order had been placed for the renewal of the safety surfacing at the above site in the sum of £29,124.00. The work was scheduled for after the half term holiday at the end of May.

3 Ashley Drive Recreation Ground, Tylers Green

3.1 Safety Surface

Members were asked to note that the order had been place for the safety surface repair at the above site in the sum of £8,088.93. The work was schedule in after the half term holiday at the end of May.

3.2 Replacement Springy

Members were asked to note that a small dog springy had been vandalised at the site. Members were asked to consider a replacement springy; a quote had been obtained in the sum of £2,344.00. The original piece was from Husson who are now based in France and obtaining a replacement would be more expensive.

It was noted that this piece of equipment was compatible with the original and would be easier to fix and create less safety surfacing damage. An article would be written for the newsletter on the vandalism.

It was RESOLVED that;

the quote in the sum of £2,344.00 be approved.

OS/24/006

Derehams Lane Recreation Ground

Members were asked to note that a site visit took place on Friday 10 May with the architect and planning department. We are now waiting for the report from planning however, a few points were raised;

- A tree survey would be required for the new entrance area.
- New biodiversity requirements would need to be met.
- Possible requirement to survey the quality of the land – possible contamination as the land is made up from M40 spoil.
- MUGA – proof of it not being used – losing sporting provision. May have to provide something elsewhere without the hardstanding.
- Keeping the car parking areas non-formalised – no tarmac and marking.

Cllr Webb provided a verbal report on the site meeting.

It was noted that on receipt of the report work would be undertaken to answer and put in place any issues raised.

OS/24/007

Green Dragon Lane – Flackwell Heath Minors

Members were asked to consider a request to help with the purchase of new wheelie bins for the site. The club had decided that wheelie bins with housing would be the best option, so that they can be emptied more easily (especially the 2 on the field) and are less likely to become overfilled.

It was RESOLVED that;

Members were happy for the Club to proceed with the purchase of the bins but that the parish council were not able to assist at the present time.

Members were also asked to consider a memorial bench, made from a recycled plastic, this will be paid for and installed at the football club's expense. The preferred location was overlooking the top pitch, to the left of the clubhouse and a few metres from the fence before the car park.

It was RESOLVED that;

The purchase and installation of a memorial bench be approved; however, the type of bench would need to be flame retardant/anti vandal due to the remote location.

OS/24/008

Tree works

Members were asked to consider the quotations received for tree work in King's Wood and along the Railway Land. At the time of the meeting only one quote for each job had been obtained however this gave an idea of cost. At the meeting a further quotation was presented for the works.

It was RESOLVED that;

The following quotations be approved for works at;

King's Wood in the sum of £1,270.00

Railway Land in the sum of £1,450.00

OS/24/009

Magpie Wood, Loudwater

Members were asked to note the report from Cllr Jordan. Following on from the report members were asked to note that a Yew tree in Compartment 4 had some branches cut off by someone unknown which had been put onto a habitat pile. Also there had been some branches dumped on a habitat pile in compartment 1. It was agreed that a notice be placed in the wood and continual monitoring to take place. An article for the next newsletter would be produced.

Cllr Wood asked about the trees that had been highlighted in the report, asking whether they had been made safe. The clerk was asked to check.

On checking the work schedule and speaking with the grounds team the work on the trees in Magpie Wood would be undertaken on 24 May 2024.

OS/24/010

Committee Site Visit

Members were asked to suggest areas for the site visit and confirm a date. At the time of the agenda circulation the only area for the list was the triangle opposite the Village Hall, Tylers Green – to review the unmade path.

It was RESOLVED that;

The following areas be added to the site visit which will be held on Tuesday 23 July 2024 starting at 10.30am, an agenda will be circulated with the start point.

- ***Tylers Green Common – Management Plan refresh***
- ***Railway Land – Management Plan refresh***
- ***Straight Bit Car Park – inspect the new surface.***

OS/24/011

Committee Finances

1 Year end outturn

Members were asked to note the committee outturn at year end.

2 Committee Finances

Members were asked to note the income and expenditure for month 1 (April).

It was noted that there was nothing remarkable at this point in the year.

OS/24/12

Questions from committee members and the public

- The clerk highlighted to members a couple of other play area issue that had come to light after the agenda had been circulated. Both were maintenance issue – the cargo net on the tower at Straight Bit needed replacing and the bearing has gone in the DDA roundabout at Straight Bit.

- Members agreed that these items would be ordered under delegated actions with the Chairman and Vice Chairman of committee.
- Cllr Jordan asked about footpath 74, he had received a phone call from a resident who was concerned.
- The clerk and Cllr Wood advised that footpath 74 had been diverted and a Modification Order had been signed. The diversion was for the new development at Ashwells, Tylers Green and the footpath would be kept open.

OS/24/013

Accounts for payment

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

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 11302 to 11306 be signed and that transfers to HMRC, Mr AG Nash (ICU Window Cleaning) and Iris Software Ltd, direct debits to Barclays, Castle Water, E-on Next, Peninsula Business Services, Trade UK and Unicom along with a BACS payment to Barclays Payflow be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.12pm

Date and time of next meeting: Tuesday 3 September 2024 @ 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 6 June 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 D Johncock (ex officio)
- Cllr C Jordan
Cllr K Wood
Cllr S Herron
Cllr S Barrett
- WS/24/001 **Apologies for absence**
Cllr J Herschel – holiday, Cllr J Gurney - holiday
- WS/24/002 **Declarations of members' interests in Items on the agenda**
There were none.
- WS/24/003 **Delegated Action**
Members were asked to note that there had been no delegated actions by the Chairman of committee and the clerk since the last committee meeting in March.
- WS/24/004 **Offices, depot and warden's house**
Members were asked to note that the lean-to requested by the Grounds Team would be attached to the depot at the bottom of the yard. It would have three bays: one for the hopper and harrow, one for the chipper and trailer and one for general stores, eg benches, posts, etc. The roof would be of polycarbonate and would be at an angle for the water to run off into the woods.
Members were asked to consider and, if so minded, approve the ballpark figure of £5,000 for the lean-to which would include materials, hiring of scaffolding, etc.
It was RESOLVED that;
The ballpark figure of £5,000.00 be approved.
- WS/24/005 **Cemeteries**
Altona Road
Members were asked to note that two memorial benches have been installed by our Grounds Team. We have received contributions for both benches.
- WS/24/006 **War Memorials**
Loudwater
Members were asked to note that we have received a quote of £3,450 from a Bucks-approved contractor for the works to install 8 bollards. The licence costs £1,080 and the bollards cost £146 each, bringing the total cost of the project to £5,698.
Members were asked to consider and, if so minded, approve the quote below for the installation of the bollards. Members were asked to note that this is a single tender action from the company that we've recently used for installing bollards.
It was noted that the bollards were required as the parked cars on the pavement were a safety issue.
It was RESOLVED that;
The quote of £5,698.00 be approved.
- WS/24/007 **BT cabinets**
Members were asked to note that the remaining 5 BT cabinets in Tylers Green have been cleaned.
- WS/24/008 **FH Street Litter Bins**
Members were asked to note that 10 litter bins have been replaced by Bucks Council. Two of the green litter bins on Chapel Road remain, one outside the Wesleyan Chapel and one opposite.
It was noted that Cllr Dodds, Cllr D Johncock and Cllr Herschel would take a walk around to decide whether any bins needed to be moved.

WS/24/009 **LED Footway Lighting**

Members were asked to note that the testing of all the LED footway lighting in Flackwell Heath has been completed at a cost of £7,143.75. We have received the report and are awaiting the certificates and a quote for the urgent repair work. The summary has been circulated to all members.

It was noted that the deputy clerk would request a quote for all the urgent and high risk works, excluding isolators from the quote.

Members were asked to note that, following the report after the testing of the LED footway lighting in Loudwater, we have received a quote for the repairs to the 9 high priority lamps.

Members were asked to consider and, if so minded, approve the quote of £4,777.15 for the repairs.

It was noted that the maintenance costs involved are far less than what we were spending prior to the lights being changed to LED.

It was RESOLVED that;

The quote of £4,777.15 be approved.

WS/24/010 **Cats eye reflectors**

Members were asked to receive the response below from Road Safety regarding the installation of cats eyes in Sheepridge Lane.

Buckinghamshire Highways receive many requests to introduce additional measures, including additional cats eyes reflectors on sections of roads of public concern. Our policy is to direct the available funding for this type of work towards those sites which have a demonstrable personal injury collision record, meeting a strict criterion. This method of targeting measures to those locations supports our objective of improving the safety of the network through the reduction in frequency and severity of reported injuries. This policy has been adopted so that the casualty data provided by Thames Valley Police (TVP) can be analysed in detail to ensure that schemes are designed to address the particular factors that have been attributed to the recorded injury collisions at those locations.

In the last 5 year period from 01/01/2019 to 31/12/2023 there have been 2 recorded slight injury collisions both at the NE end of the lane near the junction with Heath End Road. On that basis Buckinghamshire Highways are not planning to make changes to the highway around this location.

It was noted that Cllr Barrett and the deputy clerk would write a letter to Road Safety regarding installing cats eyes in Sheepridge Lane after receiving evidence from councillors on accidents they had witnessed.

WS/24/011 **Bus Shelter**

Members were asked to consider the feasibility of continuing with the project to install a bus shelter in Heath End Road opposite Rugwood Road following the announcement by Arriva of the proposed closure of the High Wycombe depot and the discontinuation of their 6/6a routes should the closure go ahead.

It was noted that numbers hadn't recovered after Covid and that it was mostly college students using the bus. There was also a dial-up service which was popular.

Cllr Wilks proposed a motion to leave this in abeyance. Cllr Woods seconded the motion.

It was RESOLVED that;

The bus shelter project be left in abeyance until after the development of the college site has been completed.

WS/24/012 **Committee Site Visit**

Members were asked to note that the W&S site visit will be on Wednesday 24 July. Areas that will be visited are:

- Heath End Common & path
- Altona Rd Cemetery
- Hammersley Lane Garden of Rest

WS/24/013 **Committee Finances**

Members were asked to note the committee's income and expenditure to Yearend outturn.

Members were also asked to note the committee's income and expenditure to Period 1 (April).

WS/24/014

Questions from committee members and the public

- Cllr L Johncock enquired as to whether there was any signage along Sheepridge Lane warning drivers of the footpaths crossing the lane.
Cllr D Johncock, Cllr L Johncock and Cllr Dodds would look into where appropriate signage could be put and then the deputy clerk would write to Highways.
- Cllr Barron explained that phone calls regarding footpaths were being diverted from Bucks Council to us.
The parish council should write to the call centre at BC and correct them.

WS/24/015

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 11307 to 11318 be signed and direct debits to EE, E-ON Next, NEST, Peninsula Business Services, SSE, Redsquid Communications, Shell (Fuel Card Services) and Shorts Group and Bank Transfers to Rhino Play and Penn & Tylers Green Sports & Social Club be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.25pm.

Date and time of next meeting: Thursday 19 September 2024 at 7.30pm

Signed:

Dated:

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

30 April 2024

Report of the Planning meeting held on Tuesday 30 April 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 C Jordan, Cllr R Wilks, Cllr S Digby, Cllr D Johncock, Cllr L Johncock

1. Apologies for Absence

Cllr C Dodds, Cllr J Herschel, Cllr S Herron

2. Declarations of Interest and Code of Conduct

Cllr D Johncock and Cllr L Johncock declared an interest in 24/05835 and declined to comment

3. Applications for consideration

Ref	Property Address	Proposal	Comment
24/05736	Sunnydale Fairview Lane Flackwell Heath Bucks HP10 9EN	Householder application for proposed construction of two storey rear extension and installation of velux rooflights	No comment
24/05750	44 Straight Bit Flackwell Heath Bucks HP10 9LT	Householder application for proposed construction of single storey front extension and insertion of rooflights	No comment
24/05151	9 River View Flackwell Heath Bucks HP10 9AT	Householder application for extension to existing dropped kerb	No comment
24/05592	27 The Lawns Tylers Green Bucks HP10 8BH	Householder application for proposed construction of two storey side extension and single storey rear extension	No comment
24/05562	Highfield Hammersley Lane High Wycombe Bucks HP10 8HG	Householder application for construction of first floor side extensions to both sides of existing property including rotating existing gable roof 90 degrees, insertion of 3 x front and 3 x rear pitched roof dormer windows, single storey rear extension and demolition of existing porch	No comment
24/05835	Ingledell The Common Flackwell Heath Bucks HP10 9PH	Fell as tree has failed x 1 Apple (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We request that a replacement tree be planted; species to be suggested by arboriculturist.

24/05784	Gorse Glade The Common Tylers Green Bucks HP10 8LL	Demolition of existing dwelling and construction of new dwelling and garage	CWPC still strongly objects to this application. We acknowledge that this new application has addressed some of the points raised by the Conservation Officer - namely reducing the width, changing the white render to a brick finish and installing windows that are more in keeping – and we recognise there is an improvement. However, it's proposed size, scale and height is still way beyond that which is acceptable. The increase in footprint is over 100% and the ridge height is 1m higher. The proposed dwelling is an overdevelopment of the site, too prominent and will have a negative impact upon the character and setting within the Tylers Green Conservation Area. Access is also a problem. Currently access to the property is via a muddy unmade track. The proposal is to create access with a new 'permeable driveway' over our land. Should this application be approved, we request a condition be imposed that limits the new permeable driveway to a short track within the applicant's property. And that the frontage along to the front gate is left as it is now ie grassed. Inevitably building works of the scale proposed will cause considerable damage to the existing tracks and a condition of approval should include the maintenance and eventual restitution of the tracks from Elm Road at the owner's full expense and to CWPC's satisfaction. Permission will need to be sought from us in order to do any works outside of their site. There is also to be no parking of vehicles on the tracks; they need to park within the curtilage of the property. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
24/05870	Willow Dell Bank Road Tylers Green Bucks HP10 8LA	Reduce in height and width by 3m x 1 Bay (T1) and reduce by 2m in height and width (old pruning points) x 1 Acer (T2)	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.

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

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

14 May 2024

Report of the Planning meeting held on Tuesday 14 May 2024 at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Cllr C Dodds acted as chairman of the meeting.

Attendees:

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

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

Ref	Property Address	Proposal	Comment
24/05853	The Pastures Hammersley Lane High Wycombe Bucks HP10 8HE	Starting from conifer located at the easterly side of the oak tree, top to leave 5m from ground level. Conifer located at central lower section - top by 1m. Conifer located on most western section of group top to height of central section as mixed heights to create a cosmetically uniformed line x 12 Conifers (H2), crown lift to 5m from ground level and remove crossing branches these trees have low branches down the trunk which are interfering with clients cricket nets, as well as dropping branches on the pitch x 1 Sycamore and x 2 Horse Chestnut (G3) and crown lift to provide 4m from ground level and remove crossing branches as trees are hanging low over the clients neighbour's driveway x 3 Beech (T4-T6) and x 2 Sycamore (T7-T8)	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.
24/05879	Unit 3 20 St Johns Rd Tylers Green Bucks HP10 8HW	Display of faux green topiary plants planted within a flower bed to spell out company name (retrospective)	No comment
24/05929	The Gables Treadaway Road Flackwell Heath Bucks HP10 9PD	Householder application for demolition of conservatory and rebuild with brick structure and dormers to roof to create new habitable spaces with new roof line	No comment
24/05955	26 The Lawns Tylers Green Bucks HP10 8BH	Householder application for construction of rear dormer and 3 no. front roof lights to facilitate loft conversion	No comment
24/05831	19 Strathcona Close Flackwell Heath Bucks HP10 9NG	Householder application for raising of roof and roof alterations/extensions including 1 x dormer window to side and 4 x rooflights to side & installation of solar panels to facilitate conversion of existing loftspace to habitable accommodation. Construction of single storey front and rear extensions following demolition of existing conservatory. Construction of single storey detached outbuilding for use as gym/garden room following demolition of existing garage. Construction of storm porch to front, fenestration and external alterations including extension to existing driveway to facilitate creation of 1 x additional parking space and air source heat pumps unit to dwelling	CWPC do not object to this application. However, we have concerns over the parking as it is impractical for 3 cars having to park in a row.

<u>24/06013</u>	5 Sedgmoor Road Flackwell Heath Bucks HP10 9AU	Trim back branch overhanging the driveway all the way back to the trunk as above an electricity line and would cause damage to the line, cars and properties if it was to fall x 1 Oak	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. We ask the tree officer to please review if it is necessary for such a large amount of the tree to be removed and whether it will have an adverse effect on the balancing.
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The chairman thanked members for their attendance and closed the meeting at 10.30am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

28 May 2024

Report of the Planning meeting held on Tuesday 28 May 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 H Darch, Cllr C Jordan, Cllr K Griffiths, Cllr D Johncock

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

Ref	Property Address	Proposal	Comment
24/06001	2 Cherry Tree Cottage Church Road Tylers Green Bucks HP10 8LN	Householder application for construction of single storey rear conservatory	We note that the property is in the Conservation Area but we have no comment.
24/06018	5 Katherine Close Tylers Green Bucks HP10 8ET	Householder application for construction of single storey front and rear extensions following demolition of existing conservatory	No comment.
24/06011	Derehams Farm Derehams Lane Loudwater Bucks HP10 9RR	Variation of conditions 3 (Approved Plans), 4 (Materials), 6 (AMS and TPP), 7 (Ecological and Landscape Mitigation Plan), 8 (Landscape Management Plan), 9 (Planting Plan) and 12 (Surface Water and Drainage Scheme) attached to 22/08045/FUL (Construction and operation of a 40MW battery energy storage system and replacement agricultural barn, together with associated infrastructure, landscaping and access track (part retrospective) (alternative scheme to pp 18/07600/FUL)) to allow for change in the Construction Access Strategy	We request that there is a traffic management plan as we are concerned with the possible impact on residents parking in Altona Rd.
24/06057	12 School Road Tylers Green Bucks HP10 8EF	Reduce crown height and spread by 2-3 metres leaving the tree at approximately 13m in height to maintain the size and shape of the tree for its location and to limit root growth to the rear of the property where the tree is in close proximity to the neighbouring building x 1 Sycamore	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.
24/06097	Sunset View 109 Heath End Road Flackwell Heath Bucks HP10 9ES	Householder application for construction of new garage and carport with new gate to existing garden wall	No comment
24/06008	757 London Road Loudwater Bucks HP11 1HH	Crown lift to 5 metres as have very low hanging branches and require maintenance to stop them striking vans and lorries entering the driveways, they are also interfering with the garage roof at 757 x 2 Horse Chestnut	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

24/06123	42 Robinson Road Loudwater Bucks HP13 7BJ	Householder application for construction of single storey side/front extension	CWPC objects to the proposals because of overdevelopment reasons. These houses are semis and the proposal, as it stands, will create a terrace effect which is not in keeping with the rest of the houses. It is possible to perhaps overcome the terrace effect by reducing the length of the front part of the proposed extension so that it sits behind the existing frontage of the semi.
24/06134	Catbells Kingswood Avenue Tylers Green Bucks HP10 8DR	Householder application for replacement of a brick and glass conservatory to the rear of the house with a single storey rear extension in the same location, incorporating a single storey infill between the extension and the kitchen	No comment

The chairman thanked members for their attendance and closed the meeting at 10.21am.

**CHEPPING WYCOMBE PARISH COUNCIL
PLANNING MEETING**

11 June 2024

Report of the Planning meeting held on Tuesday 11 June 2024 at **10.00am via Microsoft Teams**

The meeting was open to members of the public and press

Cllr C Jordan acted as chairman of the meeting.

Attendees:

Cllr S Digby, Cllr R Wilks, Cllr H Darch, Cllr A Barron, Cllr K Griffiths, Cllr J Herschel

1. Apologies for Absence

Cllr C Dodds, Cllr L Johncock, Cllr D Johncock, Cllr S Herron

2. Declarations of Interest and Code of Conduct

Cllr Griffiths declared an interest in 24/06162 and declined to comment.

3. Applications for consideration

Ref	Property Address	Proposal	Comment
24/06162	169 Blind Lane Flackwell Heath Bucks HP10 9LE	Householder application for demolition of existing conservatory and construction of single storey rear extensions (alternative scheme to pp 22/06572/FUL)	No comment
24/06170	Former Barclays Bldg Common Road Flackwell Heath Bucks	Display of 6 x fascia signs and a banner (part retrospective)	CWPC strongly objects to this planning application. The former Barclays Bank building is in the Flackwell Heath Conservation Area buffer zone and there are serious concerns about the external appearance of this converted building. The background colour of the building is too dark, almost black, and is dominant and overwhelming in this narrow road. The signage is too large and, together with the colour scheme, is incongruous in the street scene. It is an abomination within the immediate 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.
24/06169	Former Barclays Bldg Common Road Flackwell Heath Bucks	External alterations to building including blocking up of windows and doors (part retrospective)	CWPC strongly objects to this planning application. The former Barclays Bank building is in the Flackwell Heath Conservation Area buffer zone and there are serious concerns about the external appearance of this converted building. The blocking up of all the windows, especially those fronting the road, and solid exit door has resulted in a stark monolith which is totally out of keeping in the street scene. This now totally unattractive building detracts from and overwhelms the adjacent attractive mini-park and is right in the buffer zone to the village's conservation area. Further, the totally incongruous exterior dark paint finish and loud, overwhelming signage only adds to what has been described as a carbuncle in the centre of the village. At the very least we would wish the windows to be re-instated as detailed in the original planning application, even if this entails just exterior window frames with obscure glazing. This would help solve both our concerns and the stated issues mentioned by the applicant's agent in respect of privacy,

			insulation and control of condensation. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
24/06209	The Old Wing The Three Pines Church Road Tylers Green Bucks HP10 8EG	Reduce to old pruning points & shape by 2.75 metres x 1 Sycamore (1) and clear from wires by 2.75 metres x 2 Pine (2 & 3)	We note that the property 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.
24/06177	34 Coppice Farm Rd Tylers Green Bucks HP10 8AL	Householder application for construction of two storey side extension, single storey rear extension, loft conversion and detached double garage	No comment
24/06184	4 Old Kiln Road Tylers Green Bucks HP10 8AJ	Householder application for proposed extended dropped kerb and extended vehicular access	No comment
24/06190	9 Fennels Farm Rd Flackwell Heath Bucks HP10 9BP	Householder application for demolition of existing conservatory, construction of ground floor front, side and rear extensions, new raised roof with 2 x rear facing dormers and front facing roof lights, alterations to existing garage including new roof and parapet walls, external alterations including new doors and windows, new patio and alterations to garden and installation of AC unit	CWPC ask the case officer to check that there is sufficient car parking for this 5-bedroom house as there is no parking scheme. Otherwise, we have no comment.
24/06186	5 St Hildas Way Flackwell Heath Bucks HP10 9DE	Householder application for construction of single storey side and rear extension and front porch extension	No comment
24/06189	15 Chapel Road Flackwell Heath Bucks HP10 9AA	Householder application for construction of part single part two storey front extension, single storey rear extension and roof replacement with dormer windows in association with creation of second floor	CWPC strongly objects to this planning application. The extension is too big and, with the addition of a 3rd floor, makes it bulky in the street scene and an overdevelopment of the site. There is also no illustration to show the extension's impact on the neighbours, particularly in terms of height. Will the separate dwelling above the garage lead to an HMO or is it to be for commercial reasons? If a business is to be run from this dwelling, we are concerned with the possibility of commercial vehicles being parked in this residential area, particularly as there is a school opposite. 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 10.23am.