

CHEPPING WYCOMBE PARISH COUNCIL

Report of Council meeting held on **Tuesday, 25 June 2024 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

The meeting was open to the public and press

Present:

Cllr K Wood (Chairman)	Cllr C Dodds
Cllr J Gurney	Cllr L Webb
Cllr C Jordan	Cllr S Digby
Cllr A Barron	Cllr I Forbes
Cllr H Darch	Cllr L Willis

Also present: Mr S Bristow (FHRA)

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/24/011 **Apologies for Absence**
Apologies were received and approved from Cllr D Johncock (holiday), Cllr E Johncock (holiday), Cllr S Herron (holiday), Cllr R Wilks (holiday), Cllr K Griffiths (holiday), Cllr S Barrett (family) and Cllr J Herschel.
- FC/24/012 **Declarations of Interest and Code of Conduct**
There were none.
- FC/24/013 **Council Minutes**
It was RESOLVED that;
the reports of the Council meeting held on Tuesday 30 April 2024 and the Annual Council meeting held on Tuesday 9 May 2024 be approved as an accurate records.
- FC/24/014 **Open Spaces Committee**
Council was asked to consider the report of the Committee meeting held on Tuesday 2 May 2024.
OS/24/006 Derehams Lane Recreation Ground
Cllr Forbes asked if there had been any progress. He was advised that the planning officer who had attended the site meeting had been signed off sick and was due to return to work on 28 June after which time we would expect to receive her report.
It was RESOLVED that;
the report of the Committee meeting held on Tuesday 21 May 2024 be approved.
- FC/24/015 **Works & Services Committee**
It was RESOLVED that;
The report of the Committee meeting held on Thursday 6 June 2024 be approved.
- FC/24/016 **Planning Meetings**
It was RESOLVED that;
the reports of the Planning Meetings held on 30 April 2024, 14 May 2024, 28 May 2024 and 11 June 2024 be noted.

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

Cllr Barron highlighted application 24/05510 Car Park Old Kiln Road, Flackwell Heath advising that an amendment had been received to increase the number of flats to 5 and to re-shape existing trees. Application to be commented on.

FC/24/017

Grant Applications

Council was asked to consider the two applications for funding that had been received since the last Finance & General Purposes committee meeting in April.

1 St Peters Church, Loudwater

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

It was RESOLVED that;

the grant be approved in the sum of £4,000 as an expenditure from CIL (Community Infrastructure Levy) being for the wellbeing and benefit of members of the parish.

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.

Mr Bristow attended the meeting and explained the reason behind the request. An application to the Community Board had also been submitted and an alternative supplier was being sought.

It was RESOLVED that;

the request be deferred to the Finance & General Purposes committee meeting on 1 October for further consideration as definitive costs have not yet been finalised.

The clerk to send through a timeline for the application to be re-submitted.

Mr Bristow thanked the meeting and left at 7.55pm

FC/24/018

Accident Claim

Council was asked to note that an accident claim had been 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 provided a verbal report.

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

It was RESOLVED that;

the claim be declined. The site was signed appropriately with the parish council name and it was felt that the claimant should not have attempted a repair of any kind on the fence.

CLlr Darch abstained from the vote.

FC/24/019

Human Resources – Employee Handbook and Policies

Following the approval at full council to engage the services of Peninsula Business Services, Council was now asked to consider the recommendation from the Staff Panel to adopt the Employee Handbook and Policies.

It was RESOLVED that;

the Employee Handbook and policies be approved for adoption with the few typographic errors corrected and the insertion of 'business use' under car insurance.

FC/24/020

Health & Safety Review

Council was asked to note that as part of the Peninsula package a Health & Safety Review was undertaken. Council was asked to consider the report with a view to engaging their services.

Cllr Barron provided a statement in support of the company's engagement attached to the minutes.

It was RESOLVED that;

Peninsula be engaged to assist with the creation of Health & Safety documentation along with an updated Fire Risk Assessment.

FC/24/021

Loudwater Bowls Club

Council was asked to note that the Loudwater Bowls Club will cease at the end of the bowling season (end of September). The Club were currently deciding on how to dispose of the portacabin used as a changing facility.

Cllr Jordan was asked to continue attending the club meetings as our representative until the cessation of the Club.

FC/24/022

Loudwater Centre/Boys Club, Birfield Road

Council was asked to note that a couple of meetings had taken place with representatives of the Club. The building was in urgent need of updating, specifically the toilet areas. The building was being used by badminton groups, Scouts, Brownies, Zumba, Forget Me Not Club and the Medley Dance Group and an improvement to the toilets would be positive step to increasing potential income and encouraging further use of this essential community building.

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

It was RESOLVED that;

that the project to replace the toilets was approved subject to the cost of the quotations received for the work.

It was noted that a meeting was taking place on the same evening as the Council meeting to establish interest in the Centre with a view to setting up a new committee and Trustees. It was also noted that a representative from the Parish Council would be offered.

FC/24/023

Questions by Members of the Council

Cllr Jordan highlighted the poor state of Loudwater – there was a lack of tidiness.

Cllr Wood mentioned the application for a Council credit card which had been extremely long winded but seemed to have been approved by the bank.

Cllr Wood also mentioned that the Derehams Inn was back on the market for sale.

FC/24/024

Public Participation

There were no members of the public present at this time.

FC/24/025

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 11319 to 11329 be signed and that direct debits to Barclays, Barclays Paylow, HMRC, Trade UK and SSE along with transfer to John Lee Construction and DanceMelody Ltd be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.45pm

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

Items for inclusion on the next agenda to be received in the office by Friday 4 October 2024

Peninsular Health & Safety proposal. 25/6/2024

First and foremost: Health and Safety is all our responsibility, each and every one of us. We have a duty of care to our employees, fellow councillors and members of the public. Each of our employees has a duty of care to their fellow workers and members of the public.

This is not a delegated responsibility – not the Clerk, nor a H&S representative, nor a Chairman of F&GP, nor Peninsula who maybe providing a service.

We have asked Peninsula to give us a report on the current status of our Health and Safety situation.

Whilst we can argue on some of the points, some of them we may not have been aware of, or even discounted because of the very stable work force we have, there are merits to having an exhaustive evaluation.

Of the 51 status elements, 18 have been identified as requiring immediate and urgent actions, 16 requiring further action and 17 as satisfactory.

You have the report included in Appendix “E”.

Core to having a satisfactory performance is a Health & Safety Policy, reviewed annually and countersigned by the most senior person within the organisation.

Additionally, the Fire Risk Assessment must be carried out by a competent person.

Some key indicators towards having a satisfactory performance in this area are:

Employee Safety Handbook

Health Surveillance – with documentation held for 40 years!

Equipment training.

Risk assessments of hazardous substances

Training and Training needs – identified through the risk assessment process.

As with all things – Documentation, documentation, documentation.

(H&S consultations, work equipment checks, occupational driving risk, violence & aggression, workplace noise, and young persons). Is asbestos an issue in our building?

Peninsula proposed contract over 5 years will cost £10 short of £11,500 – payments monthly. That will give us:

On site assessments, written policies, annual reviews and “time saving software”!

It is worth re-iterating the caveat that accompanied their report:

“This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in the workplace. Accordingly, Peninsula will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

Health and Safety is our responsibility.

We can however mitigate the chances of going to prison or reduce the chances of personal liability by having a robust system in place where the Health and Safety has been reviewed by competent professionals. This applies not only to us as Councillors, but to the Clerk and our employees.

It would be fair to say that there are other companies that offer similar contracts and maybe varying prices. It would also be true to say that we have also been disappointed in the support that others have given.

Reviews.io on an internet search indicates a high level of satisfaction: 99% on a survey of 964 reviews giving a 5 star or blobs!

I would recommend that we pursue this contract for 5 years and review on renewal.

Alec Barron 25/06/2024

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Special Council meeting held on **Tuesday, 3 September 2024 at 7.00pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

The meeting was open to the public and press

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

1. Apologies for Absence

Apologies were received and approved from Cllr Herschel (holiday) and Cllr Dodds. Cllr S Barrett, Cllr K Griffiths did not attend.

2. Declarations of Interest and Code of Conduct

A declaration of interest was received from Cllr D Johncock who has been involved in the 'Bridging the Gap' project. He was given dispensation to explain the project in the absence of a member from the Flackwell Heath Residents Association, but would abstain from the final vote.

3. Grant Application – Flackwell Heath Residents Association

Council was asked to consider a request from Flackwell Heath Residents Association for a sum of £3,250 as a contribution towards the 'Bridging the Gap' Project in Flackwell Heath.

It was RESOLVED that;

a grant of £3,250, from CIL, be approved subject to other applied for grants being made available for the project.

4. Questions by Members of the Council

Cllr Wood highlighted the recent Community Board communication and advised that a response would be sent.

Cllr D Johncock highlighted the TEAMS briefings (10 & 12 September) on the NPPF (National Planning Policy Framework) in particular the amount of new homes that would be needed in Buckinghamshire.

5. Public Participation

There were no members of the public present.

The chairman thanked members for their attendance and closed the meeting at 7.27pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the meeting held on **Tuesday 3 September 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 S Digby
Cllr L Johncock	Cllr H Darch
Cllr S Herron	Cllr D Johncock
Cllr K Wood (ex officio)	

Also present: Mr R King (Loudwater Bowls Club)

OS/24/014 **Apologies for absence**
There were no apologies.

OS/24/015 **Declarations of members' interests in Items on the agenda**
There were none.

The chairman of committee asked to suspend standing orders and re-order the agenda as follows; all present approved the request.

OS/24/016 **Derehams Recreation Ground**
1 Loudwater Bowls Club

Members had been asked to note the letter received from the Bowls Club in July asking for guidance on the possible removal of their clubhouse, along with the confirmation that the club would be dissolved at the end of the current season. Information received from Cllr Jordan, who had been attending the club meetings, suggested that there had been interest in the site from a neighbouring bowls club.

Mr King attended the meeting to bring members up to date with the situation at the Bowls Club. He asked that the lease be cancelled and left a schedule of assets – attached to the minutes. He also advised that the interest that had been shown by the neighbouring club was no longer viable. Members expressed their sadness that the club would be closing.

It was RESOLVED that;

The Clerk contact the solicitors in order that the lease could be cancelled, and any handover of assets could be undertaken as smoothly as possible, and liaise with Mr King.

OS/24/017 **Delegated Actions**

Members were asked to note following delegated actions since the last committee meeting in May 2024;

Tree work:

Elmshott Close, Tylers Green – removal of dead Oak tree	£750.00
15 Hillside Road, Tylers Green – removal of overhanging branch and dead Beech tree	£475.00
Boundary Road, Loudwater – removal of Sycamore and 2 Ash trees	£675.00

OS/24/018 **Allotments**

Members were asked to note that following the inspections undertaken in May and June – 28 letters in total, across both sites, were sent out to underperforming allotment holders. Since then, 5 had been returned at Chapel Road and 3 at Ashley Drive. The allotment renewals had been sent out which may also result in further allotments being given back.

Members were also asked to note that the track at Chapel Road would be inspected by the grounds team with view to organising remedial work to the potholes.

It was also noted that the track at the bottom of Ashley Drive allotments (near the scout hut) needed some attention.

1 Allotment Competition

Following the judging by Cllr Webb and Cllr Wilks that took place on Saturday 20 July, members were asked to note winners at each site.

Members were also asked to note that the BBQ at Flackwell Heath (11 August) had been a great success, and the Picnic at Ashley Drive was due to take place on Saturday 7 September, all were welcome.

OS/24/019

Playgrounds

1 Straight Bit Recreation Ground, Flackwell Heath

1.1 Straight Bit Car Park

Members were asked to note that the car park had been successfully resurfaced and marked.

1.2 Accident Claim

Members were asked to note that there was a claim being made for damage sustained to a car windscreen at the above site. The insurance company were involved and dealing with the issue.

2 Boundary Road Recreation Ground, Loudwater

2.1 Safety Surface

Members were asked to note that the safety surfacing had been completed.

3 Ashley Drive Recreation Ground, Tylers Green

5.3.1 Safety Surface

Members were asked to note that the safety surfacing had been completed.

3.2 Replacement Springy

Members were asked to note that the new springy was still on order but had been prioritised for installation.

OS/24/020

Derehams Lane Recreation Ground

Members were asked to note that the pre-planning advice was still awaited. Repeated requests for a response had been made via the architect.

Members were asked to note that there has been interest in rejuvenating the Orchard at the site. However, the clerk was unable to give any update at the present time, due to a meeting with the interested parties being postponed.

Members were asked to note that a meeting with a company called Padel House, who are promoting Padel a game played in doubles on an enclosed court. Cllr Webb provided a verbal report on the meeting along with a short description of how the game was played. It was felt that the sport was currently expensive and inaccessible but its growing popularity in the UK was noted and acknowledged.

OS/24/021

Tree Work

Members were asked to consider the quotations received for tree work along the Railway Land. These works required a climber and were outside the expertise of the grounds team.

The quotes received were Quote A £1,050.00 and Quote B £950.00. Both contractors were used on a regular basis and produce a high standard of work.

It was RESOLVED that:

Quote B be in the sum of £950.00 be approved and the works ordered.

Members were asked to consider works to the footpath leading from Straight Bit to Cherrywood Gardens in Flackwell Heath. The surface of the path is looked after by Buckinghamshire Council, however the verge between the path surface and the property fences is in 'no man's land'. An initial quote had been obtained to gauge the potential cost involved the options laid out as follows:

Option 1 – cutting branches away from cables only	£600.00
Option 2 – cutting branches as above and trimming sides along the alleyway	£1,650.00
Option 3 - cutting branches as above reducing the width and height of hedge	£4,250.00

It was RESOLVED that;

In the first instance, Option 1 would be approved and then a visit to the site arranged for members to assess what further action to take

OS/24/022

Memorial Plaque Project, Tylers Green Common

Members were asked to note that the first 11 stainless steel replacement plaques had been completed at a cost of £418.00 – these are for the trees along Track 6 (opposite the village hall). The next batch would be sent off shortly.

OS/24/023

Committee Site Visit Feedback

Following the committee site visit in July members were asked to note the completed works that had been highlighted;

Tylers Green Commons

- Trees on the back Common crown lifted
- A survey had been undertaken for the replacement of posts around the Common and these are on order
- A replacement Rowan for the Back Common would be ordered for planting over winter.
- Cllr Forbes had started to refresh the Management Plan and will have a meeting with the clerk and warden to further update the Plan.

Members were asked to consider the work to the footpaths on the Back Common and on the triangle opposite the village hall. Both jobs to be undertaken by the grounds team.

It was RESOLVED that;

The works to the two footpaths be approved.

Railway Land

- Overhanging branches had been removed and trees crown lifted
- The path had also been opened up
- Contact had been attempted with Sustrans – our contact has left the company.
- A land survey of the bank at the site had not yet been instigated – quotes to be obtained.

Straight Bit, Flackwell Heath

- Car park was inspected
- Cllr Johncock highlighted the requirement for a refreshed look at a zip wire for the play area. A sub-group meeting would be organised to explore this again.

OS/24/024

Committee Budget 2024/25 Initial Discussion

Members were asked to bring along suggestions for projects for the new financial year so that at the next meeting at the end of October a draft budget could be agreed.

It was noted that the Biodiversity Strategy was mentioned as this would need some investment.

OS/24/025

Committee Finances

1 Committee Finances

Members were asked to note the income and expenditure for month 4 (July)

OS/24/026

Questions from committee members and the public

CLlr Darch asked about the letter to the football and cricket club following the unauthorised parking on the common. The clerk advised that there had been no response.

OS/24/027

Accounts for payment

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

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 11355 to 11363 be signed and that transfers to Mr AG Nash (ICU Window Cleaning), direct debits to EE, E-on Next, HMRC, Peninsula Business Services and SSE along with a BACS payment to Barclays Payflow be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.45pm

Date and time of next meeting: Thursday 31 October 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 19 September 2024 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr C Dodds - Chairman Cllr K Wood Cllr L Johncock Cllr J Gurney	Cllr C Jordan Cllr A Barron Cllr J Herschel Cllr D Johncock (ex officio)
Also present:	Cllr K Griffiths	
WS/24/016	Apologies for absence Cllr R Wilks (Vice-chairman) – holiday, Cllr S Herron – holiday, Cllr S Barrett - work	
WS/24/017	Declarations of members' interests in Items on the agenda There were none.	
WS/24/018	Delegated Action Members were asked to note the following delegated action by the Chairman of committee and the clerk since the last committee meeting in June: Urgent work carried out in FH at a cost of £581.60 following the testing of our LED lights.	
WS/24/019	Offices, depot and warden's house Members were asked to note that work to install a lean-to at the depot had begun. It was noted that the uprights and cross beams for two bays had been installed and the roofing and side panels would be delivered on Tuesday. Materials to date had cost approximately £1,800. Members were asked to note that, following the recent Fire Risk Assessment, a fixed wiring check in the depot needs to be done. Quotes were to be obtained and the check carried out.	
WS/24/020	Cemeteries Members were asked to note that the photographs of all the memorials in Cock Lane Cemetery had been uploaded to the Find a Grave website and the deputy clerk would start on Altona Rd Cemetery next. Members thanked the deputy clerk for taking on this project.	
WS/24/021	War Memorials Members were asked to note that the licence for the bollards at Loudwater War Memorial is being applied for.	
WS/24/022	FH Street Litter Bins Members were asked to note that Cllr Dodds and Cllr Herschel had taken a walk around to decide whether any bins need to be moved. A map of the bins in Flackwell Heath centre was handed out. It was noted that, in the first instance, the deputy clerk would write to Buckinghamshire Council asking them to keep a log for 2 months of the waste collected from each of the identified bins in Flackwell Heath and to enquire why bins 2 and 3 had not been replaced. Following feedback from BC at the end of the 2-month period, a decision will be made as to which bins should be moved.	
WS/24/023	Royal Mail Pouch Box Members were asked to note that the pouch box in Churchill Close was in fact an old gas pipe rather than a pouch box and Cadent had removed it.	

- WS/24/024 LED Footway Lighting**
Members were asked to note that, following the report after the testing of the LED footway lighting in Flackwell Heath, the urgent work had been completed as a delegated action and we had received a quote for the repairs to the 54 high priority lamps in Flackwell Heath.
Members were asked to consider, with a view to recommend for approval at the next Full Council meeting, the quote of £10,217.08 for the repairs.
It was RESOLVED that;
The quote of £10,217.08 be recommended for approval at the next Full Council meeting.
- WS/24/025 Cats eye reflectors**
Members were asked to note that a letter had been sent to Highways requesting that cats eye reflectors are installed in Sheepridge Lane and that the speed limit is reduced. Our letter had been forwarded to Road Safety and a reply was awaited.
- WS/24/026 Heath End Rd footpath**
Members were asked to receive a verbal update from Cllr D Johncock.
Cllr David Johncock had contacted the Transport Strategy Officer at Buckinghamshire Council seeking a meeting with him to discuss plans for the footpath/cycle path between the Abbey Road development and Flackwell Heath. As he had not received a response to his last e-mail sent more than a month ago, he had raised the matter with the Cabinet Member for Highways (Cllr Steve Broadbent) in the hope of achieving a satisfactory outcome. The Chairman thanked Cllr Johncock for pursuing the matter.
- WS/24/027 Committee Site Visit Feedback**
Following the committee site visit in July members were asked to note the following:
Heath End Common & path
- The posts had stopped motorists from parking on pavement – members expressed that it was a job well done
 - The cherry trees are spindly and falling over – the Grounds Team would stake them
- Altona Road Cemetery**
- 4 more trees are to be planted along the new path to balance it out
 - The lower branches of the Plane tree had been lifted and the shrubs on either side of the path had been trimmed back
- Hammersley Lane Garden of Rest**
- Small trees on 2 graves and brambles on 1 grave have been removed
- WS/24/028 Committee Budget 2024/25 Initial Discussion**
Members were asked to bring along suggestions for projects for the new financial year so that at the next meeting in November a draft budget could be agreed.
The following suggestions for projects were discussed:
- Refurbish the toilet block in the depot. It was estimated that this project would cost approximately £4,000. A specification for the work would be drawn up and quotes obtained.
 - Solar panels on the office block/depot roofs. An initial visit by a solar panel company would be arranged to see if the project was feasible and, if so, would be explored further.
 - Improve Rights of Way and signage. This would be discussed in the future. The Grounds Team were to be thanked for cutting back the foliage around the path in Sheepridge Lane which a walker had described as 'a delight'.
- WS/24/029 Committee Finances**
Members were asked to note the committee's income and expenditure to Period 5 (August).
- WS/24/030 Questions from committee members and the public**
- Cllr Barron explained the need for a camera overlooking the front car park to improve security at the Council Offices.
The deputy clerk would take this on board.
 - Cllr Jordan enquired as to what the works were for in Rayners Lane.
The deputy clerk would look into this.
- It appears that the works is to carry out a detailed bridge examination which could take 18 months.

WS/24/031

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 11364 to 11367 be signed and direct debits to Barclays, Clear Business, Redsquid Communications, Shell (Fuel Card Services), Shorts Group and Trade UK (B&Q) be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.40pm.

Date and time of next meeting: Thursday 14 November 2024 at 7.30pm

Signed:

Dated:

DRAFT

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting to be held on **Tuesday 1 October 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 A Barron – Chairman	Cllr J Herschel
Cllr I Forbes – Vice-chairman	Cllr R Wilks
Cllr C Dodds	Cllr H Darch
Cllr K Wood	Cllr K Griffiths
Cllr D Johncock (ex-officio)	Cllr L Webb

Also present: Cllr L Johncock

FGP/24/001 Apologies for absence

Apologies were received and approved from Cllr Willis (prior engagement).

FGP/24/002 Declarations of members' interests in agenda items

There were none.

FGP/24/003 Staff Matters -Absence Report

Members received a verbal report from the clerk advising that one member of staff had been off for 7 days with a potential of a further 13 days off due to recovery from eye surgery.

FGP/24/004 Health & Safety Report of any incidents

Members were asked to note that there had been one incident since the last committee meeting in April. On the 14 June one of the grounds team jarred his back while crown lifting lime trees on the Back Common, Tylers Green. He stepped back on some hidden/rotten shuttering on the parking bay. The shuttering has been removed and will be replaced along with the boundary posts during the autumn/winter. No absence was caused by the incident.

Members were also asked to note that at the time of agenda circulation there had been 73 incident free days.

1 Update on Peninsula

Members were asked to note that a meeting with two consultants from Peninsula had taken place on 4 September. A Fire Risk Assessment along with a Health & Safety Policy are awaited, as soon as the documents are available, they will be taken to the next Finance & General Purposes or full Council meeting for review – whichever is the earlier.

FGP/24/005 Policies and Procedures

1 Financial Regulations

Members were asked to consider with a view to recommend the updated Model Financial Regulations for England and Wales for adoption at full Council. All changes proposed at the meeting had been noted with a view to combining both our document and the model document.

It was RESOLVED that;

The document be combined as discussed and recommended to the next full Council for adoption.

2 Risk Register

Members were asked to note that the Register had been updated as suggested at the last committee meeting with HR matters being mitigated by engagement of Peninsula Business Solutions.

FGP/24/006 Investing

Members were asked to consider with a view to recommend to Council investing the amount of £250k with CCLA along with agreeing that Cllr K Wood, Cllr A Barron, Cllr I Forbes, Cllr S Herron and Mrs W

Thompson (Clerk/RFO) be authorised to invest on behalf of the parish council. Members were happy with the initial level of investment.

It was RESOLVED that;

Investment in the sum of £250k would be recommended to full Council for approval along with the authorised signatories being Cllr K Wood, Cllr I Forbes, Cllr S Herron, Cllr A Barron and Mrs W Thompson.

FGP/24/007

In-house Auditors

Members were asked to consider the appointment of two members of the committee to act as in-house auditors for the financial year 2024/25.

It was RESOLVED that;

Cllr C Dodds and Cllr L Webb be appointed as the in-house auditors for 2024/25.

FGP/24/008

Grants

Members were asked to note that there was currently £4,500 remaining in the budget.

1 Flackwell Heath Residents' Association

Members were asked to consider with a view to recommend to full Council the grant application from the Flackwell Heath Residents Association for £2,748.18 as a 50% contribution towards the Christmas Lights display in the village

It was RESOLVED that;

The grant award of £2,748.18 be recommended to full Council as a non-recurring grant.

2 Flackwell Heath Tennis Club

Members were asked to consider with a view to recommend to full Council the grant application from the Flackwell Heath Tennis Club for a sum of between £15 - £20k for replacement fencing.

It was RESOLVED that;

The Club be asked to send through further information on who else they had approached for a grant applications for the fencing. At the moment the request was declined.

Cllr Webb asked that the application be sent to Cllr Digby for comment and background.

FGP/24/009

Publicity

Members were asked to note that a meeting was being arranged to discuss the content of the next newsletter.

FGP/24/010

Community Board

Members were asked to note the report from Cllr Barron on any progress with the current projects. There had been issues with staff sickness therefore leaving a lot of pending decisions of applications. Cllr Forbes asked if there had been any progress on the new revised structure. Cllr D Johncock advised that nothing had been confirmed to date.

FGP/24/011

Neighbourhood Action Group (NAG)

Members were asked to note the minutes from the last NAG meeting held on 26 June 2024. Members were also asked to note that the next meeting is due to be held on 22 October in the Tylers Green Village Hall.

Cllr D Johncock advised that there were 3 new trained volunteers for Community Speed Watch in Flackwell Heath.

FGP/24/012

Annual Return and Governance Statement

Members were asked to note that the Annual Return and Governance Statement had been returned from the external auditors with no comments. The Clerk was thanked for the work undertaken on the year-end.

Budget**1 Precept Timetable**

Members were asked to note that the next cycle of committee meetings would be the start of the new financial year budget setting process. The committee budgets would be taken to the Finance & General Purposes committee meeting before final approval by full Council on 19 December. Proposals for this committee need to be with the Clerk by 18 November. This allows time for any minor changes prior to 30 January when the precept request needs to be with Buckinghamshire Council.

Members were asked to note that the second and final precept payment for this financial year was received in the bank account on Friday 13 September in the sum of £202,905.21.

2 Budget

Members were asked to consider a proposal to increase committee budgets overall by 10% on the current year's figures.

It was RESOLVED that;

The proposal would require more thought before any approval or recommendation could be given.

Members were also asked to consider the budget code for Rent 405 1001 to be moved from Finance & General Purposes and transferred to Open Spaces.

It was RESOLVED that;

This was an admin issue that would have a budget neutral effect.

Members were asked to note that for the next financial year new budget headings would be created to encapsulate Human Resources and Health & Safety.

3 Committee Finances (Period 5) August

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

4 Council Finances (Period 5) August

Members were asked to note the summary of the Council's financial position. The Clerk advised that there would be an increase in Open Spaces expenditure with planned tree work being undertaken.

5 Community Infrastructure Levy (CIL)

Members were asked to note that the budget line for CIL currently stands at £45,879.56. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£14,112.23	2025/26
£31,767.33	2026/27

Cllr Herschel asked where he could find the CIL criteria. The Clerk advised that this would be found on the Buckinghamshire Council website under Community Infrastructure Levy.

6 Five-Year Plan

Members were asked to note that the Five-Year Plan is currently under review.

Questions from council members and the public

Cllr L Johncock asked what was happening with the Joint Skatepark Project with Wooburn & Bourne End Parish Council. Cllr D Johncock, Cllr Barron and Cllr Webb had attended a recent meeting and shared that not much progress was/has been made.

FGP/24/015

Accounts for Payment

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

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 11368 to 11379 be signed BACS payment for Barclays Payflow and direct debits to EE, E-ON Next, HMRC, Grenke Leasing Ltd, NEST, Peninsula Business Service and be approved for payment.

Date and time of next meeting: Tuesday 3 December 2024 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

25 June 2024

Report of the Planning meeting held on Tuesday 25 June 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 C Jordan, Cllr A Barron, Cllr H Darch

1. Apologies for Absence

Cllr L Johncock, Cllr D Johncock, Cllr R Wilks, Cllr K Griffiths, Cllr J Herschel, Cllr S Digby, Cllr S Herron

2. Declarations of Interest and Code of Conduct

There were none.

3. Applications for consideration

Ref	Property Address	Proposal	Comment
24/06200	Copse Hill House Kingswood Road Tylers Green Bucks HP10 8JE	Fell due to developing Ash Dieback x 2 Ash (A & B)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPOs in place and request that replacement trees be planted; species to be suggested by arboriculturist.
24/06317	3 Sedgmoor Road Flackwell Heath Bucks HP10 9AU	Householder application for construction of single storey rear extension	No comment
24/06319	19 Carrington Ave Flackwell Heath Bucks HP10 9AL	Householder application for construction of single storey side/rear extension	CWPC do not object to this application. However, in order to retain the existing characteristics of this development, we request that the grassed amenity area fronting Carrington Avenue continues to be maintained as a grassed area with a single width access to the open parking area and that the grassed area is not used for residential parking.
24/06376	16 Nash Place Tylers Green Bucks HP10 8ES	Crown reduce back to previous pruning points by removing approximately 2.5-3m from height and 2m from sides as part of regular maintenance x 1 Horse Chestnut (T1)	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
24/06316	58 Fennels Way Flackwell Heath Bucks HP10 9BY	Householder application for demolition of existing conservatory, construction of single storey rear extension, extension of existing loft conversion and internal alterations	CWPC do not object to this application. However, we are concerned that the spiral stairway does not have a flat landing platform to provide a rest point.
24/06361	46 New Road Tylers Green Bucks HP10 8DL	Erection of 1 x detached dwelling house to rear of No. 46 New Road and dropped kerb	CWPC acknowledge that the proposed dwelling has been reduced in size and, thereby, addresses our previous concern with insufficient parking. However, we still object to this application for the following reasons: it is still an overdevelopment of the site

			- the private amenity space of the proposed dwelling is inadequate - the negative impact on the environment - we are concerned that the new access road onto New Road is very narrow - it will have a negative impact on the privacy of 48a New Road
24/06379	53 Churchill Close Flackwell Heath Bucks HP10 9LA	Householder application for installation of 1 x air source heat pump to the rear	No comment

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

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

9 July 2024

Report of the Planning meeting held on Tuesday 9 July 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 H Darch, Cllr K Griffiths, Cllr S Digby, Cllr C Jordan, member of the public

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

Ref	Property Address	Proposal	Comment
24/06359	Springbank Beacon Hill Penn Bucks HP10 8ND	Householder application for demolition of existing conservatory and porch, proposed loft conversion with new roof over including re-cladding of walling with hung tiles and associated works, proposed insertion of new windows & rooflights and new front porch	No comment
24/06355	Car Park Old Kiln Road Flackwell Heath Buckinghamshire	Creation of 1 no. 2 bedroom flat within existing loft and roof space without altering the footprint, eaves height, or ridge height of the building	CWPC strongly objects to this application. The original application for a 5th flat within the existing roof space was refused and upheld at appeal. The developers have not built according to the architect's original plans; the lift shaft was built in the wrong place and they attempted to hide this fifth flat with tiles. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
24/06428	Car Park Old Kiln Road Flackwell Heath Buckinghamshire	Crown lift over road to 5m to 1 x London Plane (T2), crown lift to 5m (eaves height) to 2 x Limes (T3 & T4), crown lift to 6m and remove epicormic growth to 3 x London Planes (T5, T6 & T7) and remove epicormic growth, crown lift to 6m to 2 x London Planes (T9 & T10), crown lift to 5m (eaves height) to 3 x Limes (T11, T12 & T13) and crown lift to 6m to 1 x London Plane (T18) to allow more sunlight into the site (In all cases, only secondary and tertiary branches less than 50mm in diameter to be removed)	CWPC strongly objects to this application. The developer already knew these TPO'd trees were on the site and should have worked around them. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.

24/06282	Land S of Willow House Hammersley Lane High Wycombe Bucks	Erection of a timber shelter	CWPC objects to this application as it stands. We note that CADENT have already submitted an objection because the siting of the structure is too close to a gas pipeline running alongside. Furthermore, the site is on green belt land and albeit for housing development 2 previous applications 19/06940 & 21/07852 have been refused primarily for this reason. With that in mind our concern is that the design of the structure is of a permanent nature requiring concrete footings and concrete slabbed floor and if allowed could strengthen the case for the granting of further applications for permanent structures. We would not object to a revised plan for a structure of a more temporary nature, i.e. with a wooden floor (raised as you would do with a garden shed).
23/07047	The Royal British Legion Common Road Flackwell Heath Bucks HP10 9NS	Demolition of existing Royal British Legion building and construction of three storey apartment block comprising 2 x 1-bed and 8 x 2-bed apartments (10 x units in total), with associated car parking, bin/cycle stores, hard/soft landscaping and associated works	CWPC strongly objects to this application. Although we welcome a new development, we object to this development for the following reasons: • 10 units is an overdevelopment of the site. A 3-storey building is too high so near to the conservation area and is not in keeping with the street scene. It should be 2-storeys high. • There is insufficient parking on-site for this large development. There is already a serious parking problem in the area and the lack of sufficient on-site parking will exacerbate it further. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
24/06410	Briar Cottage Manor Road Hazlemere Bucks HP10 8HY	Fell as the trees are dying x 2 Silver Birch (T1 & 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 replacement trees be planted; species to be suggested by arboriculturist.

24/06396	34 Robinson Road Loudwater Bucks HP13 7BJ	Householder application for construction of single storey side extension, new window and door proposed to the front of the existing garage and extended dropped kerb and re surfacing of driveway	CWPC strongly objects to this application. It is an overdevelopment of the site, with the extension reaching right up to the boundary and to the full length of the existing semi. It will have an adverse effect on the street scene as well as the neighbour's light and views.
24/06436	4 Swains Lane Flackwell Heath Bucks HP10 9BN	Variation of conditions 2 (Plan Numbers) and 3 (Materials) attached to 22/07067/FUL (Householder application for raising of roof, roof extension and alterations to create additional living space, construction of two storey rear extension following demolition of existing conservatory and associated external and internal alterations) to allow for substitution of drawings	No comment
24/06469	Treadaway Hill Flackwell Heath Buckinghamshire	Fell all sprayed Ash trees (G1) within the area to due to poor condition as suffering from Ash dieback	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPOs in place and request that replacement trees be planted; species to be suggested by arboriculturist.
24/06314	7 Clayfields Tylers Green Bucks HP10 8AT	Householder application for conversion of existing internal garage to habitable use (retrospective)	No comment

The chairman thanked members for their attendance and closed the meeting at 10.39am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

23 July 2024

Report of the Planning meeting held on Tuesday 23 July 2024 at **9.45am 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 R Wilks, Cllr A Barron, Cllr L Johncock, Cllr D Johncock

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

Ref	Property Address	Proposal	Comment
24/06431	54 Clearbrook Close Loudwater Bucks HP13 7BP	Raise crown by 5 metres and reduce by 2 - 3 metres to Oak tree (T1) to allow more sunlight into our garden and eliminate the issues of branches and leaves falling into garden	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
24/06509	19 Wheeler Avenue Tylers Green Bucks HP10 8EN	Householder application for construction of single storey rear extension with conservatory roof replacement and first floor side extension	No comment
24/06577	28 Thanstead Copse Loudwater Bucks HP10 9YH	Crown reduction by 2 meters and crown thinned by a third to 3 mature Norway Maple trees (T6, T7 and T8) to leave a well-balanced shape and allow more light onto the lawn and property. All branches to be cut to the nearest available growth point and branches encroaching on property and driveway to be cut back to leave a clearance of 2 meters	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.
24/06535	2 Hawthorne Gardens Flackwell Heath Bucks HP10 9DH	Householder application for construction of single storey front/side extension	No comment

The chairman thanked members for their attendance and closed the meeting at 09.53am.

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Planning meeting held on 6 August 2024 at **10.00am via Microsoft Teams**

Present: Cllr L Johncock (Chairman) Cllr S Digby
Cllr D Johncock Cllr H Darch
Cllr C Jordan Cllr K Griffiths
Cllr R Wilks

1. Apologies for Absence

Apologies were received from Cllr Dodds, Cllr Barron and Cllr Herschel.

2. Declarations of Interest and Code of Conduct

There were none.

3. Applications for consideration

Ref	Property Address	Proposal	Comment
24/06425	Aries House Straight Bit Flackwell Heath Bucks	Demolition of existing building and redevelopment to provide part 3 storey part 4 storey building comprising 40 Retirement Living apartments and communal areas along with retail units to ground floor, and associated parking, landscaping and servicing	OBJECTION. CWPC asks that this application be called in to the Planning Committee for further scrutiny. Points of concern: • Apparent lack of parking provision for the development • The 4 storey element of the building is too high and will be of detriment to the street scene. • A lack of infrastructure to support this large development specifically GP provision along with minimal bus services. We would also like it noted that the location of the site is susceptible to sink holes.
24/06586	Milford Cottage Common Road Flackwell Heath Bucks HP10 9NS	Sub-division of existing dwelling into 2 x dwellings with new front door to unit 2 and new rear roof lights and window to unit 1	OBJECTION. We note that the property is in a Conservation Area. Points of concern: • Amenity space for the properties once split – how will be rear garden be re-apportioned • Lack of a sensible parking plan
24/06531	Hawthorns Hammersley Lane High Wycombe Bucks HP10 8HG	Demolition of existing dwelling and construction of 2 x detached and one pair of semi-detached 4-bed dwellings (4 in total) with carport and garaging, associated car parking, hard/soft landscaping and creation of a new access from Hammersley Lane	We support the application as it would mirror some of the existing developments on the Lane, however we would ask that a condition be made to have a Banksman present due to the position of the site on a bend in the Lane. Also, a Traffic Management Plan to control deliveries to the site.
24/06581	15 St Johns Road Tylers Green Bucks HP10 8HW	Householder application for erection of a single storey rear extension and new porch to front, following demolition of existing lean-to and porch, fenestration alterations and render to existing elevations	No comment

24/06515	21 Green Dragon Lane Flackwell Heath Bucks HP10 9JZ	Householder application for construction of hip to gable roof extension and rear dormer	No comment
24/06681	Partridge House 66 School Road Tylers Green Bucks HP10 8LU	Reduce by 3m in height and width due to high target area x 1 Ash (T1) and prune back the lowest limb by 2-3m to clear from the garage x 1 Oak (T2)	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.
23/07230	Old Laundry Cottage School Road Tylers Green Bucks HP10 8LX	Householder application for construction of single storey side/rear extension following demolition of existing single storey elements	We would like to note that the property is in a Conservation Area. The land around the property is Registered Village Green, vehicles are not to park on the racks of in the car park on The Common without seeking permission from CWPC
24/06682	66 Straight Bit Flackwell Heath Bucks HP10 9NA	Householder application for construction of 1.8m high boundary wall and electric single-leaf gates to front	CWPC ask that the case officer check the positioning of the front boundary and the siting of the proposed automatic gates to minimise any issue with vision splay and blockage to the carriageway and footpath.

24/06349/CLP | Certificate of lawfulness for proposed creation of formal access (under (Schedule 2, Part 2, Class B) between Hammersley Lane and Land at Gomm Valley | Land Between Hammersley Lane & Gomm Valley, Ashwells Reserve Site & Pimms Grove High Wycombe Buckinghamshire

Cllr Darch highlighted the above application and asked if a response could be given, however Cllr D Johncock advised that we were not able to respond to a Certificate of Lawfulness.

Cllr Wilks queried, on behalf of a resident, the cutting of a London Plain in the old Budgens Car Park. The tree was overhanging the garden and the resident was wanting the tree cut away from the boundary. Cllr Johncock advised that the trees in the car park were TPO'd.

Cllr L Johncock thanked members for their attendance and closed the meeting at 10.35am

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 20 August 2024 at **9.45am 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 S Digby, Cllr R Wilks, Cllr C Jordan, Cllr L Johncock, Cllr D Johncock, Cllr A Barron

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

Ref	Property Address	Proposal	Comment
24/06671	7 Magpie Close Flackwell Heath Bucks HP10 9DZ	Householder application for construction of single storey rear infill extension with flat roof and rooflight	No comment
24/06526	Westlands 4 Glebelands Tylers Green Bucks HP10 8EE	Householder application for construction of front porch and window dormer extensions in association with proposed roof conversion	No comment
24/06691	14 The Fairway Flackwell Heath Bucks HP10 9NF	Householder application for construction of front porch	No comment
24/06716	29 Churchill Close Flackwell Heath Bucks HP10 9LA	Householder application for construction of single storey rear/side extension, new porch and demolition of existing garage	CWPC do not object to this application but we have concerns over the lack of a parking scheme and request the case officer to examine whether there is adequate off- street parking.
24/06638	St Anns Court London Road Loudwater Bucks	Low branches on the car park side are to be removed back to the branch collars on the main stem, or secondary branches to branch junctions to raise canopy to 5.5 - 6 metres to remove encroachment to car park, and lights x 1 Yew (T2, T3 and T5)	We note the TPOs in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
24/06731	Roslyn Rayners Avenue Loudwater Bucks HP10 9SL	Crown reduce by removing approximately 3m from all over pruning to suitable growth points as per clients wishes x 1 Sycamore and x 1 Norway Maple (G1) and section dismantle tree to near ground level as per clients wishes x 1 Yew (T1)	We note the TPOs in place and question why the tree needs to be dismantled. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. If the tree is dismantled, we request that a replacement tree be planted; species to be suggested by arboriculturist.
24/06761	Juniper Hill Water Tower Tower Close Flackwell Heath Bucks	Fell to ground level & grind out stump as damage due to root system is causing the driveway of the neighbouring property to lift x 1 Lombardy Poplar	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 several replacement trees be planted; species to be suggested by arboriculturist.
24/06740	6 Bay Tree Close Loudwater Bucks HP11 1JN	Householder application for conversion of garage to habitable space and change of flat roof to pitched roof	CWPC do not object to this application but we request the case officer to examine whether there is adequate off-street parking.

24/06739	263 Boundary Road Loudwater Bucks HP10 9QN	Construction of 1 x dormer window to front and rear roof slopes (2 in total) and associated alterations to facilitate change of use of existing dwellinghouse (use class C3) and commercial unit (use class E (a)) to 9-bed House in Multiple Occupation (sui generis)	CWPC objects to this application. It is an overdevelopment of the site and there is inadequate parking for a 9-bed house. We are also concerned that the elevation drawing shows a flat roof over the ground floor room and the floor plans show a pitched roof ie the drawings are inconsistent.
24/06780	Rosalie Kingsmead Rd Loudwater Bucks HP11 1JL	Variation of condition 2 (plan numbers) attached to 24/05035/FUL (Construction of 2 x detached dwellings to rear and provision of parking spaces to Rosalie) to allow for substitution of drawings	CWPC objects to this application. It is a major alteration to the application rather than a minor amendment. With the additional bedroom and bathroom in the roof space of both new dwellings, it is a substantial overdevelopment of the site. We also question whether there is sufficient off-street parking. Where is the parking for Rosalie?
24/06760	Gorse Glade The Common Tylers Green Bucks HP10 8LL	Demolition of existing dwelling and construction of new dwelling and garage	CWPC have no comment in terms of design. However, access is 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/on the tracks. There is also to be no parking of vehicles on the tracks; they need to park within the curtilage of the property.
24/06795	14 Southcote Way Tylers Green Bucks HP10 8JG	Householder application for construction of first floor flank extension over garage	No comment
24/06665	Way Down Treadaway Road Flackwell Heath Bucks HP10 9NY	Householder application for construction of single storey side and rear extensions following demolition of existing detached garage and outbuildings, and widened vehicular access / dropped kerb	No comment

Cllr Darch thanked members for their attendance and closed the meeting at 10.29am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 3 September 2024 at **9.45am 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 Dodds, Cllr D Johncock, Cllr L Johncock, Cllr C Jordan

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

Ref	Property Address	Proposal	Comment
24/06865	46 Wheeler Ave Tylers Green Bucks HP10 8EB	Householder application for construction of single storey rear extension (part retrospective) (amended scheme to pp 22/05672/FUL)	No comment
24/06940	16 Clearbrook Close Loudwater Bucks HP13 7BQ	Prune approximately 1-2 metres back from the boundary to prevent the tree from encroaching on the boundary, but allow the tree to remain health, continue to grow and support the longevity of the work x 1 Beech	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.

Cllr Darch thanked members for their attendance and closed the meeting at 10.06am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 17 September 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 K Griffiths, Cllr R Wilks, Cllr D Johncock, Cllr L Johncock, Cllr H Darch, Cllr S Digby, Cllr J Herschel, Cllr K Wood, Cllr C Jordan and a member of the public from Flackwell Heath

1. Apologies for Absence

Cllr S Herron

2. Declarations of Interest and Code of Conduct

Cllr Darch and Cllr Wood declared an interest in 24/06984.

Cllr Barron and Cllr Wilks declared an interest in 24/06972.

3. Applications for consideration

Ref	Property Address	Proposal	Comment
24/06963	Premier Inn High Wycombe London Road Loudwater Bucks HP10 9YL	Extension to existing hotel to provide additional hotel bedrooms and all associated works	No comment
24/06968	14A Green Crescent Flackwell Heath Bucks HP10 9JQ	Householder application for demolition of existing attached garage, construction of single storey side extension, external wall render finish to entire dwelling and associated external alterations	No comment
24/06885	Jubilee Cottage Nursery Lane Tylers Green Bucks HP10 8LT	Householder application for replacement windows and door	No comment
24/06991	2 London Road Loudwater Bucks HP10 9RA	Householder application for construction of part single, part double storey rear extension with dormer and new front porch with 2 parking spaces	CWPC have no comment other than we request the case officer to look at the light impact on the neighbour.
24/06996	15 Sedgmoor Close Flackwell Heath Bucks HP10 9BH	Remove to ground level as leaning and could fall x 1 Whitebeam (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPO in place and request that, if the tree is felled, a replacement tree be planted; species to be suggested by arboriculturist.
24/06984	15 Hillside Road Tylers Green Bucks HP10 8JJ	Fell as low amenity value and in decline with Ivy smothering x 1 Leylandii hedge (H1)	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.

24/06931	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 raised roof replacement with roof lights in association with creation of second floor	CWPC strongly objects to this planning application. Although we acknowledge the change to the previous application (dormer windows have been replaced with skylights), 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. We are also concerned that the new gate posts (which don't have planning permission) and the removal of part of the hedge are out of character in the street scene. The Arboricultural Report states that they plan to remove 5 small trees, 3 shrubs and 4 hedges. Hedges are a significant part of the street scene in this area and they should be replaced if this application is approved. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
24/06972	21 Chapman Lane Flackwell Heath Bucks HP10 9AZ	Erection of 2 x detached 3 and 4-bed houses at the land rear of 21 Chapman Lane with associated parking and new access	CWPC strongly objects to this planning application for the following reasons: • It's an overdevelopment of the site • A number of trees, including a Copper Norway Maple, have been removed without permission • We are concerned with the visibility splays as there is a utility pole which would impinge on exit • Seriously impact on privacy of no. 23 • The footprint of both houses are the same and the 3-bed could easily be converted to a 4-bed, in which case there would be insufficient parking spaces • The bay window of the existing house will overlook the new access road, making the driveway very narrow • This would appear to be a back garden development which we believe is contrary to current policy under the Local Plan and will set a precedent if allowed to go ahead. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.

Cllr Dodds thanked members for their attendance and closed the meeting at 10.48am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

Report of the Planning meeting held on Tuesday 1 October 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 K Griffiths, Cllr D Johncock, Cllr L Johncock, Cllr C Dodds

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

Ref	Property Address	Proposal	Comment
24/07009	The Happy Union 265 Boundary Road Loudwater Bucks HP10 9QN	Change of use of existing public house with internal and external alterations including conversion of roof space to form 21-bed house in multiple occupation (HMO) (sui generis)	CWPC objects to this planning application for the following reasons: • It is an overdevelopment of the site. A 3-storey development will adversely affect the street scene. • The car parking allocation is insufficient for the number of rooms. Loudwater village has enough problems with lack of parking and this application would further exacerbate it. We are also concerned whether 16 parking spaces would in fact fit in the allotted area. We believe 16 rooms and 16 parking spaces would be better and would avoid a 3 rd storey. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
24/06956	White House Cottage Church Road Tylers Green Bucks HP10 8EJ	Remove to near ground level x 4 Cypress (G1)	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. We request that replacement trees be planted; species to be suggested by arboriculturist.
24/06586	Milford Cottage Common Road Flackwell Heath Bucks HP10 9NS	Sub-division of existing dwelling into 2 x dwellings with new front door to unit 2 and new rear roof lights and window to unit 1	CWPC objects to this planning application for the following reasons: • It is an overdevelopment of the site in a Conservation Area. • The amenity space for Unit 2 is too small & the view from the rear of the property will be onto a tunnel. • The car parking allocation is impracticable with cars having to park behind each other and we question how the parking is to be split between the two properties from a legal perspective.

Cllr Darch thanked members for their attendance and closed the meeting at 10.16am.

CWPC Planning Application Objections 11 Jun 2024 - 4 Oct 2024

22/06485	03-Oct Gomm Valley	The main issues in this case are: • The effects of the proposal on highway safety and capacity. • The effects of the proposal on the character and appearance of the area, with particular regard to landscape and visual effects. • Whether the scheme would achieve a well-designed place, having regard to its design attributes, and the living conditions of potential future occupiers of the proposed development. • The suitability of the proposal having regard to accessibility, specifically the provision of wheelchair user dwellings. • Biodiversity effects of the proposal, including on ancient woodland, having regard to mitigation and enhancement.	REFUSED
23/07275	31-Oct Former Royal British Legion, Queensmead Road, LW	CWPC strongly objects to this new application. It is not a minor revision to the previously approved application, 22/07679, but a significant change. A basement and a second floor have now been added to the application which will exacerbate the parking problem further. There are only 3 parking spaces for a potential 40 or even now more cars. Perhaps Buckinghamshire Council Planning Department could let the Parish Council know where these cars will be parking! If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination. In the opinion of the Local Planning Authority, the development results in an incongruous form of development which is detrimental to the character of the area. The existing street scenes of Queensmead Road and Station Road have been significantly altered by the development by virtue of the unauthorised external materials used for the building. The development has resulted in a detrimental impact to the character and appearance of the area.	REFUSED
24/06123	28-May 42 Robinson Road , LW	CWPC objects to the proposals because of overdevelopment reasons. These houses are semi 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. Following the objections and representations received from members of public, the proposal has been amended to significantly reduce the length of the front extension to less than 0.9m length projection in front of the existing front porch and with the incorporation of a dummy pitched roof.	APPROVED
24/06170	11-Jun Former Barclays Bank Building, FH	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.	PENDING
24/06169	11-Jun Former Barclays Bank Building, FH	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.	PENDING
24/06189	11-Jun 15 Chapel Road, FH	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.	WITHDRAWN
24/06361	25-Jun 46 New Road, TG	CWPC acknowledge that the proposed dwelling has been reduced in size and, thereby, addresses our previous concern with insufficient parking. However, we still object to this application for the following reasons: • it is still an overdevelopment of the site • the private amenity space of the proposed dwelling is inadequate • the negative impact on the environment • we are concerned that the new access road onto New Road is very narrow • it will have a negative impact on the privacy of 48a New Road	PENDING
24/06355	09-Jul Car Park , Old Kiln Road, FH	CWPC strongly objects to this application. The original application for a 5th flat within the existing roof space was refused and upheld at appeal. The developers have not built according to the architect's original plans; the lift shaft was built in the wrong place and they attempted to hide this fifth flat with tiles. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.	PENDING
24/06428	09-Jul Car Park , Old Kiln Road, FH	CWPC strongly objects to this application. The developer already knew these TPO'd trees were on the site and should have worked around them. 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 proposed work is NOT acceptable and should NOT be approved: Crown lift to 5m (eaves height) to 2 x Limes (T3 & T4), Crown lift to 6m 3 x London Planes (T5, T6 & T7) Crown lift to 6m to 2 x London Planes (T9 & T10), Crown lift to 5m (eaves height) to 3 x Limes (T11, T12 & T13) and Crown lift to 6m to 1 x London Plane (T18) to allow more sunlight into the site. acceptable and should be approved: Crown lift over road to 5m to 1 x London Plane (T2), remove epicormic growth to 1 x London Plane (T16), remove epicormic growth and selectively reduce lateral branches to ensure 2m clearance to the building 2 x London Planes (T9 & T10), selectively reduce lateral branches to ensure 2m clearance to the building to 3 x Limes (T11, T12 & T13) (In all cases, only secondary and tertiary branches less than 50mm in diameter to be removed)	PART APPROVED, PART REFUSED

APPENDIX A

24/06282	09-Jul Land South of Willow House, Hammersley Lane, TG	CWPC objects to this application as it stands. We note that CADENT have already submitted an objection because the siting of the structure is too close to a gas pipeline running alongside. Furthermore, the site is on green belt land and albeit for housing development 2 previous applications 19/06940 & 21/07852 have been refused primarily for this reason. With that in mind our concern is that the design of the structure is of a permanent nature requiring concrete footings and concrete slabbed floor and if allowed could strengthen the case for the granting of further applications for permanent structures. We would not object to a revised plan for a structure of a more temporary nature, i.e. with a wooden floor (raised as you would do with a garden shed).	REFUSED
23/07047	09-Jul The Royal British Legion, Common Road, FH	It is considered that the proposed development would conflict with a number of development plan policies. The application boundary of the proposed development overlaps the application boundary of planning permission 17/05531/FUL and incorporates an area which has previously been secured for landscaping and ecological enhancements. CWPC strongly objects to this application. Although we welcome a new development, we object to this development for the following reasons: • 10 units is an overdevelopment of the site. A 3-storey building is too high so near to the conservation area and is not in keeping with the street scene. It should be 2-storeys high. • There is insufficient parking on-site for this large development. There is already a serious parking problem in the area and the lack of sufficient on-site parking will exacerbate it further. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.	PENDING
24/06396	09-Jul 34 Robinson Road , LW	CWPC strongly objects to this application. It is an overdevelopment of the site, with the extension reaching right up to the boundary and to the full length of the existing semi. It will have an adverse effect on the street scene as well as the neighbour's light and views. The proposed development is considered to be subservient in size and bulk which, in light of its single storey, size and siting would be a proportionate addition to the property. Although the proposal would be visible from the street scene, it would not appear out of keeping to the host dwelling or harmful to the character and appearance of the surrounding area. Officers note that nearby properties have also had front and side extensions that are visible from the public realm. The privacy of adjoining properties would not be adversely affected. The proposed development does not include and side windows to cause harmful overlooking. The windows to the front and rear of the dwelling would provide views of the applicants own front and rear garden and would not cause harmful overlooking private amenity spaces. A concern has been raised regarding the potential loss of light to no.32's front side window. Whilst the garage is built up to the boundary, it is not expected to have an effect on the neighbouring properties side window. No.32 measures approximately 2.5m away from the proposal and due to the topography, sits at a higher level than the application property. Overall, it is not considered to have an adverse impact on the window.	APPROVED
24/06425	06-Aug Aries House Straight Bit, FH	OBJECTION. CWPC asks that this application be called in to the Planning Committee for further scrutiny. Points of concern: • Apparent lack of parking provision for the development • The 4 storey element of the building is too high and will be of detriment to the street scene. • A lack of infrastructure to support this large development specifically GP provision along with minimal bus services. We would also like it noted that the location of the site is susceptible to sink holes.	PENDING
24/06739	20-Aug 263 Boundary Road, LW	CWPC objects to this application. It is an overdevelopment of the site and there is inadequate parking for a 9-bed house. We are also concerned that the elevation drawing shows a flat roof over the ground floor room and the floor plans show a pitched roof ie the drawings are inconsistent.	WITHDRAWN

CHEPPING WYCOMBE PARISH COUNCIL

FINANCIAL REGULATIONS



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These Financial Regulations were adopted by the Council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
 - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5. The Responsible Financial Officer (Clerk/RFO) holds a statutory office, appointed by the Council. The Clerk;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of Council resources; and
 - produces financial management information as required by the Council.

1.6. The Council must not delegate any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the Council shall:

- determine and regularly review the bank mandate for all Council bank accounts;
- authorise any grant or single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2. Risk management and internal control

2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the Clerk must include measures to:**

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations for all

accounts produced by the Clerk. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes committee.

- 2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.
- 2.8. *The Finance & General Purposes Committee are required to appoint two of their members to become in-house auditors of the council. They are required to satisfy themselves, at any reasonable time, but at least twice in a financial year, that the financial affairs and systems of overview of the council are in order and comply with all relevant regulations and statues affecting the council. They will report directly to the committee.*

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the Council shall be determined by the Clerk in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the Clerk must be sufficient to explain the Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
 - **a record of the assets and liabilities of the Council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The Clerk shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the Clerk, internal auditor, or external auditor with such information and explanation as the Council considers necessary.

3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The Council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the Council;
- reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the Council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The Clerk shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The Clerk shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the Council must calculate its Council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Finance & General Purposes committee.

- 4.3. No later than October each year, the Clerk shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full Council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance & General Purposes committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & General Purposes committee and a recommendation made to the full Council.
- 4.7. Having considered the proposed budget and three-year forecast, the Council shall determine its Council tax (England) requirement by setting a budget. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Clerk shall **issue the precept to the billing authority no later than the end of January** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.

¹ The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the Clerk, in consultation with the Chairman of the Council or Chairman of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £2,000 to £10,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by Council and in accordance with any policy statement agreed by the Council.
- the Council for all items over £10,000;

Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Council or make any contract on behalf of the Council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

6.1. The Council's banking arrangements, including the bank mandate, shall be made by the Clerk and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or

dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading. Where the certification of invoices is done as a batch, this shall include a statement by the Clerk that all invoices listed have been 'examined, verified and certified' by the Clerk.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the Council, unless the Council resolves to use a different payment method.
- 6.6. For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the Council or Finance & General Purposes committee} for information only.
- 6.9. The Clerk shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £1,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Council or committee, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting .
 - iv. Fund transfers within the Councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting.
- 6.10. The Clerk shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, each committee. The

members shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person Chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. No signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the Council's bank accounts online.
- 7.3. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two Councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next committee meeting and appended to the minutes.
- 7.9. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the Council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

- 7.11. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance & General Purposes committee at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two, the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for Council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a Council or committee meeting. Any signatures obtained away from Council meetings shall be reported to the Council or at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of **£500** unless authorised by Council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Finance & General Purposes committee and authority for topping-up shall be at the discretion of the Finance & General Purposes committee.
- 9.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and other officers and any balance shall be paid in full each month.

- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

- 10.1. The Clerk shall maintain a petty cash [float/imprest account] of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the full Council.
- 11.8. Before employing interim staff, the Council must consider a full business case.
- 11.9. *All claims for payment of travelling and other expenses to staff or members shall be submitted to the Clerk on the prescribed form and after consideration by the Clerk added to the schedule of payments. All such claims relating to any financial year must be submitted within each quarter. Authorisation of the above payment shall be taken to mean that the Clerk is satisfied that the journeys and other allowances have been authorised, that the expenses were properly and necessarily incurred. And that the allowances are properly payable by the council.*

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full Council, following a written report on the value for money of the proposed transaction.
- 12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 12.4. All investment of money under the control of the Council shall be in the name of the Council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk.
- 13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the Council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the Clerk and shall be written off in the year. The Council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the Clerk considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 13.6. The Clerk shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the Council, the Clerk shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Clerk shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

16.2. The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to Council with a full business case.

17. Insurance

- 17.1. The Clerk shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the next available meeting. The Clerk shall negotiate all claims on the Council's insurers.
- 17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The Council shall review these Financial Regulations annually and following any change of Clerk. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.
- 18.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.
- 18.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order (S 18 ss a – g) and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) Vetting of all tendering parties will be undertaken to include ethical standing of the company, insurance cover and Health & Safety record.



Directorate for Communities
Corporate Director: Richard Barker
Buckinghamshire Council
The Gateway
Gatehouse Road
Aylesbury
HP19 8FF
www.buckinghamshire.gov.uk

31st July 2024

Dear Wendy

Potential Devolution of Green Space Management within Chepping Wycombe Parish

Buckinghamshire Council has agreed an extension for their existing Grounds Maintenance contract for the Wycombe area for a period of 2 years, commencing 1st January 2025. Our intention is that the devolution of services reflect the terms of the new grounds maintenance contract. Therefore, I write to ask if your Council would like to devolve the maintenance of the sites listed below until 31st December 2026.

The sites that would be covered by this proposal are as follows:

The Greenway
Southfield Road
Chiltern Green
Kite Wood Road
Court Lawns
Cherry Tree Way
Chepping Close
Birch Way
Budget: £2,299.53

Our intention is that by approaching parishes now, this will leave sufficient time for us to gauge the level of interest across the Wycombe area, negotiate new arrangements with partner councils and determine the preferred way forward.

We plan for this to be a two-year term running until 31st December 2026. Should the arrangements cease then the maintenance responsibility would return to Buckinghamshire Council (or successor in title) although if the agreement continues to run smoothly, both parties would doubtless be interested in continuing them.

I would be grateful if you could reply and let me know if your Council is interested in accepting the devolved green space management or would you prefer Buckinghamshire Council to continue maintaining the sites?

Please respond to Sarah Townsend

I look forward to your reply.

Yours sincerely

Director, Culture, Sport and Leisure
Communities Directorate
Buckinghamshire Council

Kitewood Rd



Statement of Purpose:

Site Plan for Council Business Use Only

Map produced in MapInfo GIS by:

stowensen

Scale:

1:1000

Date:

20/06/2019

Saved as Layout in Workspace Path/Name:

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Spatial Information Management

ICT Business Systems

Queen Victoria Road

High Wycombe Bucks HP11 1BB



www.wycombe.gov.uk

Chepping Close



Statement of Purpose:

Site Plan for Council Business Use Only

Map produced in MapInfo GIS by:

stownsen

Scale:

1 1000

Date:

20/06/2019

Saved as Layout in Workspace Path/Name:

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Birch Way



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The Greenway



Statement of Purpose:

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stowlsen

Scale:

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Date:

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Chiltern Green



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ICT Business Systems

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Southern Way



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Court Lawns Cherry Tree Way



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Spatial Information Management

ICT Business Systems

Queen Victoria Road

High Wycombe Bucks HP11 1BB

NORTH



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DEVOLVED SERVICES

OFFER: £2,299.53/annum

	REQUIREMENT	COSTS
OPTION 1		
Do nothing	Nothing	0
OPTION 2		
Cut within existing cycle (3 weekly)	Second power unit (Kubota)	£26.5k new
No strimming		C £14K good second hand
OPTION 3		
Cut and strim within cycle	Second power unit (Kubota)	As above
	Part time groundsman (3 days)	further discussion required
OPTION 4		
Contract Out	Reliable contractor	awaited