

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Members of the council are summoned to attend the Council meeting to be held on **Thursday, 13 March 2025 at 7.30pm** at the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

The meeting is open to the public and press

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

1. Apologies for Absence

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

2. Declarations of Interest and Code of Conduct

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

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

3. Council Minutes

To CONSIDER the attached minutes of the Council meeting held on Thursday 19 December 2024 (Pages 3-9).

4. Open Spaces Committee

To CONSIDER the attached report of the Committee meeting held on Tuesday 28 January 2025 (Pages 10-12)

5. Works & Services Committee

To CONSIDER the attached report of the Committee meeting held on Thursday 13 February 2025 (Pages 13-14)

6. Finance & General Purposes

To CONSIDER the attached report of the Committee meeting held on Thursday 28 February 2025 (Pages 15-17)

7. Planning Meetings

To CONSIDER the attached reports of the Planning Meetings held on 10 December (Pages 18-19), 21 January 2025 (Pages 20-21), 11 February 2025 (Pages 22-23), and 4 March 2025 (Pages 24-25).

Council is also asked to NOTE the schedule of applications from December to March **APPENDIX A** (Page 26), showing eventual outcomes of the parish council submitted objections.

8. Electrical Upgrade to Workshop/Garage

Council is asked to CONSIDER the two quotations for the above work to remove and replace the consumer units in the Workshop and Garage. Cllr Dodds met with both contractors and explained the requirements. [APPENDIX B](#) (Pages 27-28)

Quote A	£2,600
Quote B	£3,050

9. Resilience Plan

Council is asked to RECEIVE a short report from Cllr D Johncock on the revised Plan following the Finance & General Purposes Committee meeting.

Council is asked to CONSIDER the recommendation from the Finance & General Purposes committee to APPROVE the Resilience Plan, which will come back to committee on an annual basis for review. [APPENDIX C](#) (Pages 29-33)

10. Land off Hammersley Lane

Council is asked to CONSIDER an offer of 2 acres of woodland situated behind properties on Hammersley Lane, highlighted in blue. [APPENDIX D](#) (Page 34) It would also act as a green barrier to any development behind and could become an intrinsic part of the Biodiversity Plan. The land was originally part of the Nursery, and the current owners have no interest in the site and would like to 'gift' it. Following a site visit with Mr A Smith, who is acting as an intermediary with the owners, the only issue would be access, highlighted in red. This is currently being investigated by Mr Smith with Nicholas King Homes who are in turn negotiating with the management company who look after the common areas of the small development. The access would be via the gas easement strip.

To proceed Mr Smith would require a positive interest from the council so that an agreement for the transfer of land could be made. Therefore, Council is asked to CONSIDER and if so minded, APPROVE the ownership of this strip of woodland subject to obtaining access rights along the easement strip.

11. Re-appointment of Internal Auditor

Council is asked to CONSIDER the recommendation from Finance & General Purposes committee to APPROVE the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2024/25, being a competent and independent person.

12. Annual Parish Meeting

Council is asked to NOTE the date for the above meeting – Thursday 22 May 2025 starting at 7pm

13. Questions by Members of the Council

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

14. Public Participation

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

15. Accounts for Payment

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



Wendy Thompson
Clerk of the Council
6 March 2025

Date & Time of Next Meeting: Tuesday 29 April 2025 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting held on **Thursday, 19 December 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 L Webb
Cllr K Griffiths Cllr J Gurney
Cllr J Herschel Cllr I Forbes
Cllr R Wilks Cllr C Jordan
Cllr A Barron Cllr S Digby
Cllr H Darch

Also present: Cllr J Waters (Buckinghamshire Council), Cllr M West (Chairman Penn PC), Mr G Christie (Warden CWPC) and Mrs S Thompson (Asst Clerk CWPC)

FC/24/043 **Apologies for Absence**
Apologies for absence were received and approved from Cllr S Herron (family), Cllr D Johncock and Cllr E Johncock (holiday), Cllr Willis (unwell), Cllr Dodds (family) and Cllr S Barrett (Work)

FC/24/044 **Declarations of Interest and Code of Conduct**
Cllr Wood declared an interest in agenda item 9 **Fees & Charges** being in receipt of the Chairman's allowance. Cllr R Wilks declared an interest in agenda item 18 **Accounts for Payment** being in receipt on an expense's cheque.

FC/24/045 **Council Minutes**
Council was asked to consider the minutes of the Council meeting held on Tuesday 15 October 2024.

It was RESOLVED that;
the minutes be an accurate record of the meeting and be approved.

Council was asked to consider the report of the Special Council Meeting held on Thursday 31 October 2024.

It was RESOLVED that;
the report be approved as an accurate record of the meeting.

It was noted that Cllr Herschel abstained from the vote

FC/24/046 **Open Spaces Committee**
Council was asked to consider the report of the Committee meeting held on Thursday 31 October 2024.

It was RESOLVED that;
the report of the Committee meeting be approved.

FC/24/047 **Works & Services Committee**
Council was asked to consider the report of the Committee meeting held on Thursday 19 September 2024.

Cllr Wilks highlighted;
WS/24/035 Office, depot and warden's house – the lean-to extension to the depot had now been completed.
Quotes for a refurbishment of the washroom in the depot were being obtained.

It was RESOLVED that;
the report of the Committee meeting be approved

FC/24/048

Finance & General Purposes

Council was asked to consider the report of the Committee meeting held on Tuesday, 3 December 2024.

Cllr Barron highlighted;

FGP/24/028 1 Update on Peninsula following a point raised by Cllr Herschel relating to the fire exit being locked at the last meeting. There had been an issue with people moving along the boundary fence prior to the meeting and therefore a decision had been taken to secure the building. This was a rare occurrence. However, in the event of a fire the Clerk, being the Fire Warden, would leave the premises first with a key thus unlocking the door to guide members to the Muster Point.

It was RESOLVED that;

the report of the Committee meeting be approved.

It was noted that Cllr Herschel abstained from the vote in relation to FGP/24/035

FC/24/049

Planning Meetings

It was RESOLVED that;

the reports of the Planning Meetings held on 15 October 2024, 29 October 2024, 12 November 2024 and 26 November 2024 be approved.

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

FC/24/050

Calendar of Meetings

Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the meeting dates for 2025.

Cllr Forbes asked if the Christmas Council meeting date could be changed not to coincide with the Carols on the Common

It was RESOLVED that;

the Calendar of Meetings for 2025 be approved subject to a possible revision to the December Council meeting.

FC/24/051

Fees & Charges 2025/26

Council was asked to consider the recommendation from the Finance & General Purposes committee to APPROVE the Fees and Charges for 2025/26). There had been an increase of 2% rounded, excepting allotment and pavilion rentals.

It was RESOLVED that;

the Fees and Charges for 2025/26 be approved.

It was noted that Cllr Wood abstained from the vote following her declaration of interest.

FC/24/052

Grant Applications

Council was asked to note that there was currently £1,691.82 uncommitted budget.

1 Flackwell Heath Minors FC – Toilet Refurbishment

Council was asked to consider an application from the Flackwell Heath Minors FC for grant of £5,000 as a contribution to the refurbishment of the toilets in the pavilion at Green Dragon Lane, Flackwell Heath. The total cost of the project has been estimated at £13,060 with funds of £8,150 being already available.

It was RESOLVED that;

a grant of £5,000 be awarded to the football club as a contribution towards the project being paid at point of invoice once the work had been completed.

FC/24/053

Biodiversity Project

Council was asked to receive an update on the project from Cllr Luca Webb. A report will be taken for consideration to the next Working Party meeting prior to the Open Spaces committee meeting at the end of January for further consideration and approval.

FC/24/054

Investing - CCLA

Council was asked to note that our application for an account had been successful.

FC/24/055

Five Year Plan

Council was asked to consider the recommendation from the Finance & General Purposes committee to adopt the new rolling 5-year Plan. Cllr Barron gave a report which is attached to this report.

***It was RESOLVED that;
the rolling Five Year Plan be approved.***

It was noted that Cllr Herschel abstained from the vote as needed to read the attached report.

FC/24/056

Council Budget 2025/26

Council was asked to consider the recommendation from the Finance & General Purposes committee to APPROVE the budget for 2025/26. Individual committee budgets had been agreed at committee level prior to being taken to the Finance & General Purposes committee.

A recorded vote was requested:

For the motion	Against/abstained
Cllr Webb	Cllr Herschel
Cllr Digby	Cllr Darch
Cllr Wilks	
Cllr Barron	
Cllr Forbes	
Cllr Griffiths	
Cllr Jordan	
Cllr Gurney	
Cllr Wood	

***It was RESOLVED that;
the Council Budget for 2025/26 be approved.***

FC/24/057

Precept 2025/26

Council was asked to consider the recommendation from the Finance & General Purposes committee to approve the Precept being increased from £62.73 for a Band D property to £68.97 per year. This would be an increase of £6.24 for a Band D property over the year. Table of impacts attached.

A recorded vote was requested:

For the motion	Against/abstained
Cllr Webb	Cllr Herschel
Cllr Digby	Cllr Forbes
Cllr Wilks	Cllr Darch
Cllr Barron	Cllr Jordan
Cllr Griffiths	
Cllr Gurney	
Cllr Wood	

***It was RESOLVED that;
the Precept for 2025/26 be approved.***

FC/24/058 **Questions by Members of the Council**
There were no questions.

FC/24/059 **Public Participation**
There were not questions

FC/24/060 **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 cheque number 11409 be signed and that a BACS payment to Barclays Payflow and direct debits to Barclays, Castle Water, Clear Business (Unicom), Grenke Leasing Ltd, HMRC, NEST, Redsquid Communications Ltd (Triumph Technologies), Shell (Fuel Card Services), Shorts Group Ltd and Trade UK along with a transfers to Active Enviropest, Brocklehurst Architects Ltd, Chiltern Rangers CIC, Country Supplies, Gough Contractors Ltd, Seton, Tilhill Forestry Ltd and Flackwell Heath Residents Association be approved for payment.***

Cllr Herschel thanked Cllr Waters and Cllr West for their attendance.

The Chairman of Council thanked members for their attendance and closed the meeting at 8.16pm

Date & Time of Next Meeting: Thursday 13 March 2024 @ 7.30pm

The Five year plan had been requested to be updated at previous Council meetings. At the last F&GP meeting, an amended and restructured rolling 5 year plan was discussed and approved with recommendation for full Council approval.

In the past, the five year plan has been described as the Chairmans Plan, maybe even a Vision plan - it is not. It is OUR plan, we all own it and contribute to it.

The restructure has been formulated as an opening up of our EMR spend so that we have clarity of what and when we intend to do with the reserves. New Projects such as Biodiversity and Footpaths have been added so that money can be allocated for the appropriate years. As new Projects are identified they can be added to the plan, and perhaps the old ones removed.

You may note that Vehicles (EMR 9321) has questions from 27/28 to 29/30. This is because there are several other pieces of equipment that fall under this EMR that need further validation.

You will also note that the planned EMR spend each year is around £100k. This means that we need to have around £100k a year over and above the normal running costs of the council. We can thank Wendy, our Clerk, and Ian for their efforts in achieving our past aims.

Turning to the elephant in the room – Derehams! You will see below the rolling five plan a green area that calculates the available assets.

We have £780k in total assets.

We need to retain £250k as core assets each year in case of unforeseen emergencies (for whatever reason). This figure has been agreed with the Clerk. I am also retaining a further £100k to support the year after only (26/27).

In year 1 (next year 25/26) we have EMR spend commitments of £127k

Thus we have available assets of **£303k** in **year 1**

It is proposed that we take out a **£200k** loan over 5 years at 5% interest.

The yellow block shows how much of depreciation of capital borrowed, interest due and annual repayment the loan will cost us.

The Blue block then shows how much money we may have for the redevelopment plans. **£303k** in available assets + **£200k** loans + an assumption of **£126k** (25%) in available grants etc. that Wendy will pursue giving a **total of £629k**

The Pink block – year 1 shows the proposed precept at £472k, the 25/26 proposed budget, the potential EMR sweep (Precept minus Budget), then the EMR net (Potential EMR net, minus loan repayment). This value is £26k.

Year 2 starts at initial total assets of £126k (£100k from retained assets [was £350] now £250k plus the £26k from the previous year.

Year 3 and 4 follow the same pattern for year 2.

The precept will need to increase by 10% and the assumption that running costs will increase by 5% year on year. Only in year 5 can the precept match the year on year 5%.

Derehams is costing us dear!

Project Proposals Chepping Wycombe Parish Council 5 year plan
2025 - 2030

Version 4.2 December 2024
All values £k
NO allowance for inflation

	EMR	Budget 24 / 25	25 / 26	26 / 27	27 / 28	28 / 29	29 / 30	CIL	Comments
Play Areas - Safety surfaces	9324	5	5	5	80	50	5	Y	Straight Bit (£80k) in 27 / 28, Tylers Green (£50k) in 28 / 29
Tylers Green Common	9326	6	3	3	3	3	3	N	Small expenditure over the next 5 years
Derehams Stage 1 Community Hub	9331	790	150					Y	Bowls Clubhouse unsuitable - Rebuild required
Derehams Stage 2 Pavillion	9331		500					Y	Initial Plan rejected by Planning
Railway Land/Magpie Wood	9333	6	3	3	3	3	3	N	Small expenditure over the next 5 years
King's Wood	9334	24	8	8	8	8	8	N	Small expenditure over the next 5 years
Biodiversity			2	2	2	2	2	N	Continuous support for Biodiversity
Cemeteries	9320	15	5	5	5	5	5	N	Small expenditure over the next 5 years
Vehicles	9321	80	26	34	?	?	?	N	Kubota @ £26 to support increase workload Replacement of Transit @ £34k deferred to 26/27 Need to review other equipment for end-of-life replacement
Office Equipment	9323	3	3	3	3	3	3	N	Continuous support for Office equipment replacement
Depot/Office Complex	9325	20	40	10	10	10	10	N	£20k 25 / 26 for improvement plus Continuous support for Depot / Office Complex £20k in 25 / 26 solar panels plus storage
Footway Lighting	9327	53	20				50	N	
Street Furniture	9329	6	6	3	3	3	3	?	Continuous support for repair / replacement of Street furniture
Wardens House	9330	3	3	3	3	3	3	N	Continuous support for repairs / improvements to fabric of building.
Footpaths			3	3	3	3	3	Y	Continuous upgrade of footpaths
Straight Bit pe improvements	?			12				Y	?
Totals excluding Derehams		221	127	94	123	93	98		

Totals including Derehams 1011 777 94 123 93 98

Numbers & calculations in thousand £

	Year 1	Year 2	Year 3	Year 4	Year 5
Initial Total assets	780	126	56	89	126
Minimum retained assets	350	250	250	250	250
(250 +100 for use in year 2)					
Less annual commitments	127	94	123	93	98
Available assets	303	282	183	246	278

Annual Precept increase	10%	10%	10%	10%	5%
Precept bonus for year 25/26	472	519	571	628	659
25/26 Budget plus increase @ 5%	395	415	436	458	480
Potential EMR sweep	76	104	135	170	179
EMR net (minus Loan repayment)	26	56	89	126	137

Loan	200	160	120	80	40
Interest @ 5%	10	8	6	4	2
Loan repayment over 5 years	40	40	40	40	40
Annual repayment	50	48	46	44	42

Derehams re-development	
Total assets available	503
Assume 25% grants	126
Total assets including grants	629
Total available for Derehams	629

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the meeting held on **Tuesday 28 January 2025** 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 S Herron Cllr K Wood (ex officio)

The meeting was open to the public and press

OS/24/043 **Apologies for absence**
Apologies for absence were received and approved from Cllr S Digby (holiday), Cllr H Darch (medical), Cllr J Gurney (medical), Cllr D & Cllr L Johncock (funeral).

OS/24/044 **Declarations of members' interests in Items on the agenda**
Cllr K Wood declared an interest in agenda item 13 Accounts for Payment being in receipt of an expenses payment.

OS/24/045 **Delegated Action**
Members were asked to note that since the last meeting in October the following delegated actions had been taken:

Removal of dangerous dead wood - Ashley Drive Allotments, TG	£350.00
Ordered – Dismantling of dying Ash King's Wood, TG	£720.00

OS/24/046 **Allotments**
Members were asked to note that there were currently 14 people on the waiting list for Ashley Drive and 3 on the waiting list for Chapel Road.

Chapel Road have 1 full plot and one-half plot both plots were currently being offered to two people on the waiting list mentioned above. There were no vacant plots at Ashley Drive.

The work to tracks at both allotment sites to be scheduled over the next two months.

OS/24/047 **Derehams Lane Recreation Ground**
Members were asked to note that the architect had provided quotations for surveys, as required by the Planning Authority, members were asked to consider and approve the following;

Aboricultural Impact Assessment:	£1,035.00
Ecology Survey	£2,485.00

It was RESOLVED that;

Both the quotations be approved and the works ordered.

1 Loudwater Bowls Club

Members were asked to note that a site visit took place on 1 November 2024. Members were asked to receive a verbal update.

OS/24/048 **Playgrounds**
1 Straight Bit Recreation Ground, Flackwell Heath
1.1 Cargo netting on Grand Tower

Members were asked to note that the replacement cargo netting arrived from France, however it was the wrong size. Work was prioritised by the contractor and the new cargo netting was installed this week.

- OS/24/049 **Tree Work**
Straight Bit to Cherrywood Gardens: Members were asked to note that the work ordered has now been completed. As previously discussed, a site visit was suggested following the work, members are now asked to confirm a date for the visit.
- It was RESOLVED that;***
A site visit take place on Monday 10 February at 11am to assess the hedge along the path.
- King's Wood:** Members were asked to note that there is some serious ash dieback near to the Skills & Thrills area in the wood. The Clerk was given the delegated power to instigate the work up to a cost of £4,000. Member were asked to note that quotations were obtained, and the work will be undertaken at a cost of £1,800.00 in the first week of February.
- OS/24/050 **Biodiversity Strategy- Key Areas of Focus**
Members were asked to consider the report from Cllr Webb which highlighted the seven key focus areas that the council would be investigating. It was suggested that this document could be used as a tool to measure progress and would be reviewed annually. The Biodiversity Working Group had met before Christmas and agreed the principles of the document before the committee.
- It was RESOLVED that;***
The document be approved with the inclusion of three appendices as follows:
1 Maps showing areas along with photographs
2 The Chiltern Rangers initial booklet
3 Cllr D Johncock's amended version of the second Strategy document sent by Chiltern Rangers.
- Cllr Webb was thanked for the excellent document.
- OS/24/051 **Gate Permits**
Members were asked to consider the revival of the Gate Permits. The permits would be for gates onto council owned property. Members were reminded that this had been discussed at length in 2016 and it had not progressed.
- It was RESOLVED that;***
No further progress would be made with the Gate Permits and the fee would be removed from the Fees & Charges listing.
- OS/24/052 **Railway Land**
Members were asked to note that several attempts have been made to speak with the Geotechnical company to survey the site and suggest options to make the bank on Fennels Wood side more stable. Members were asked to consider the cost of approximately £1,700.00 to the work to be undertaken.
- It was noted that the company had been recommended by a contact for our architect.
- It was RESOLVED that;***
The quotation be approved and the work ordered.
- OS/24/053 **Committee Finances**
1 Income & Expenditure
Members were asked to note the income and expenditure for month 9 (December)
- Cllr Forbes highlighted the over allocation for electricity for Derehams and Cllr Webb highlighted the EMR for play equipment.
- OS/24/054 **Questions from committee members and the public**
- Cllr Forbes enquired about the path opposite the Village Hall.
The Clerk advised that this was scheduled with the other paths on the back common.
 - Cllr Herron asked about the Bucks Council bollards on Green Dragon Lane.
The Clerk advised that she had been communicating with the LAT and the Chairman of the football club.

- Cllr Jordan advised that the next meeting of the Bowls club would be in March and was to be held in the clubhouse.
- Cllr Willis asked about the tables and chairs currently in the Bowls club clubhouse
Cllr Wood advised that the Loudwater Centre would be taking them. She advised that she would contact Mr King.
- Cllr Webb highlighted some of the old boards relating to the history of the club and that it would be nice to keep them.

OS/24/055

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 cheque number 11410 to 11416 be signed and that a BACS payment to Barclays Payflow and direct debits to Barclays, Castle Water, Clear Business (Unicom), EE, E-On Next, Grenke Leasing Ltd, HMRC, NEST, Peninsula Business Solutions Ltd, Redsquid Communications Ltd (Triumph Technologies), Shell (Fuel Card Services), Shorts Group Ltd, SSE and Trade UK along with a transfers to Castle Water, Collison Tree Care Ltd, Crowden Coachworks Ltd, Farnham Common Nurseries, Grange Security Services, PF&DF Gray, Origin Amenity Solutions, Rhino Play (SW) Ltd, Unipar Services LLP, K & S Walker and Cllr K Wood be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.15pm

Date and time of next meeting: Thursday 29 May 2025 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

Report of the meeting to be held on **Thursday 13 February 2025** at **7.30pm** at the
Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks, HP10 8DS

Present: Cllr C Dodds - Chairman
Cllr R Wilks – Vice-chairman
Cllr L Johncock
Cllr A Barron
Cllr D Johncock (ex officio)

Cllr C Jordan
Cllr S Herron
Cllr K Wood
Cllr S Barrett

Also present: Cllr K Griffiths

WS/24/046 **Apologies for absence**
Apologies were received and approved from Cllr Gurney (recovery from operation) and Cllr Herschel (unwell)

WS/24/047 **Declarations of members' interests in items on the agenda**
There were none.

WS/24/048 **Delegated Action**
Members were asked to note the following delegated actions by the Chairman of committee and the clerk since the last committee meeting in November:

- Leak in Wardens House (behind the shower) £640.00

WS/24/049 **Offices, depot and warden's house**
1 Lean-to
Members were asked to note that work to install a lean-to at the depot was nearly completed with only a small section of guttering left to install.

2 Electrical installation to depot/workshop

Members were asked to note that two quotes had been received for this work. However, Cllr Dodds had now created a revised specification for the works that would tidy up the current electrics and futureproof the supply. He will meet with the two contractors on site to discuss the requirements.

The new quotations will be brought back to committee in June.

3 Solar Panels

Members were asked to note that two quotations for this work had been received to date. No further action to be taken on the item at the moment.

Cllr S Barrett arrived 7.40pm

4 CCTV Upgrade

Members were asked to note that the CCTV upgrade took place in December we have an 8-channel recorder and 5 cameras around the office complex site.

5 Washroom are refurbishment – workshop

Members were asked to note that two quotations had been received. A third quotation will be obtained.

It was RESOLVED that;

the Chairman of committee along with the clerk would have delegated authority to spend up to £8,000 on the project.

WS/24/050

Cemeteries

1 Altona Road

Members were asked to note that the photographing of the memorials had not been started at the site.

Members were asked to note that the crab apple trees had been planted in the extension area along the path as previously agreed.

2 Cock Lane

Members were asked to note that the bed at the end of the path had been built up and planted with broome, buckthorn and berberis.

WS/24/051

War Memorials

Members were asked to note that the Grounds Team would be scheduling in another clean of the memorial. They felt that they did not have enough time to do a complete job.

It was noted that Cllr Darch had asked 'why is the St Margarets church war memorial not included in the planned works for cleaning memorials and what can we do to facilitate getting it cleaned as it is in a very dirty and sorry state?'

The clerk advised that the parish council did not have authority to touch anything on the building walls, but an approach had already been made to the Parish Office to obtain a Faculty for the work to be carried out.

WS/24/052

FH Street Litter Bins

Members were asked to note that emails had been exchanged with Mr Sexton (Buckinghamshire Council) in relation to the relocation of two bins and a replacement bin. However, in the meantime two bins in the village have gone missing, which will need replacing. Cllr Dodds has also been in contact with Mr Sexton and is awaiting a reply at which point a site visit will probably be the next best course of action. Cllr D Johncock offered his assistance.

It was RESOLVED that;

we hold the project until a reply and possible site visit with Mr Sexton has been arranged.

WS/24/053

LED Footway Lighting

Members were asked to note that the 54 high priority repairs to the LED footway lighting in Flackwell Heath started in early December. The Clerk had asked for an update on progress which is still awaited.

WS/24/054

Improving our footpaths project

This item has been deferred due to Cllr Herschel being unable to attend the meeting. A slide deck is being prepared which will be circulated to members upon receipt.

WS/24/055

Committee Finances

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

WS/24/056

Questions from committee members and the public

There were no questions

WS/24/057

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 11417 to 11421 be signed and that direct debits to Barclays, Castle Water, EE, E-ON Next, Peninsula Business Solutions, Shell (Fuel Card Services) Ltd, Shorts Group Limited, and Trade UK as well as transfers to Carington Estates, Cutting Edge Garden Machinery, Brocklehurst Architects, CLG Auto Electrics, FHRA, GDT Fire Extinguishers, SparkX and K&S Walker be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.01pm

Date and time of next meeting: Thursday 12 June 2025 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Thursday 27 February 2025 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 L Willis	Cllr C Dodds
	Cllr H Darch	Cllr K Wood
	Cllr L Webb	Cllr D Johncock (ex-officio)

Also present: Cllr L Johncock

FGP/24/038 **Apologies for absence**
Late apologies were received and approved from Cllr K Griffiths (work commitment)

FGP/24/039 **Declarations of members' interests in agenda items**
There were none.

FGP/24/040 **Delegated Action**
Members were asked to note that since the last meeting in December the following delegated action had been taken by the Chairman and Clerk.

Replacement Back Office/Account Computer	£1,265.00
--	-----------

FGP/24/041 **Staff Matters -Absence Report**
Members were asked to receive a verbal report from the clerk on the sickness absence of staff since the last committee meeting in December. The clerk advised that one grounds team member had been absent for 5 days due to a chest infection and was now back at work. Another member of the team had been off for two days following eye treatment.

FGP/24/042 **Health & Safety Report of any incidents**
Members were asked to note that there had been no incidents since the last committee meeting in December. The last notified incident was on 12 November 2024, therefore being incident free for sixty-eight working days as at the date of the agenda being sent out.

FGP/24/043 **Investing – CCLA Update**
Members were asked to note that transfers had been made into our new account. At the time of agenda circulation £100k had been invested. Regular updates on our investments would be made available.

It was noted that a further £50k had been transferred. The clerk advised that she would be withdrawing a small amount at the beginning of March to check that the system for withdrawing worked.

Members were asked to note the statement from CCLA on Net Zero Asset Managers.

It was noted that Cllr Wood advised that she had joined the CCLA quarterly webinar and would send out the slide deck when it was available.

FGP/24/044 **Policies and Procedures**
1 Risk Register
Members were asked to note that the Risk Register was currently under substantial revision following receipt of a Risk Register template from our insurers. The insurers model has more formalised grouping and items that the insurance company would expect to find in the case of an incident/claim.

A working party was set up comprising of Cllr Barron, Cllr Darch, Cllr Herschel, Cllr Wood and Cllr Forbes to progress the amalgamation of the two registers. Progress to be brought back to committee in October.

2 Resilience Plan

Members were asked to note the report from the last Resilience Plan meeting. Cllr D Johncock gave an overview on the rationale and starting point of the Plan, which was – what are the risks to our parish? It was highlighted that the Plan was still in draft, so members were encouraged to make suggestions and send any amendments/additions to Cllr D Johncock.

Members were then asked to consider the draft Resilience Plan with a view to recommending to full Council for approval. It was noted that the Plan once approved would be reviewed on an annual basis.

It was RESOLVED that;

The Resilience Plan with revisions be taken to the next full Council for approval.

FGP/24/045

Grants

Members were asked to note that the budget for the current financial year had been fully committed and that no further applications had been received to date

Members were asked to note that £20,000 had been allocated for Grants in the new financial year 2025/26.

FGP/24/046

Recruitment

Members were asked to note that an advertisement had been placed with the Bucks Free Press at the beginning of January. However, we had not received any formal applications. The clerk was exploring other options to find a replacement for the Deputy Clerk ad would keep the committee appraised.

FGP/24/047

Publicity

Members were asked to note that to date only six articles had been received hence the delay in circulation.

It was noted that Cllr Johncock offered to produce an article on Resilience once the Plan had been approved. Cllr Forbes offered an article on Rights of Way and Cllr Wood would write an article on the Penn & Tylers Green Expo. It was agreed that the publication would not go out until May.

FGP/24/048

Re-Appointment of Internal Auditor

Council was asked to consider recommending the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2024/25, being a competent and independent person.

It was RESOLVED that;

Mr E Newhouse be re-appointed as Internal Auditor for the financial year 2024/25.

FGP/24/049

Neighbourhood Action Group (NAG)

Members were asked to note that the most recent meeting was held on 25 February 2025 at the Tylers Green Village Hall. Cllr D Johncock advised that our area TVP cover was now officially coming from Taplow.

FGP/24/050

Budget

1 Committee Finances (Period 10) January

Members were asked to note the summary of income and expenditure by committee. It was noted that the interest received to date was higher than anticipated.

2 Council Finances (Period 10) January

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

It was noted that for ease of understanding the Earmarked Reserves would be omitted from this report in future.

3 Community Infrastructure Levy (CIL)

Members were asked to note that the budget line for CIL currently stands at £53,854.78. 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
£7,975.22	2027/28

FGP/24/051 **Questions from council members and the public**
There were no questions.

FGP/24/052 **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 11422 to 11425 be signed and that direct debits to Barclays, Barclaycard, Clear Business, Castle Water, HMRC, NEST, Peninsula Business Services and SSE along with Bank Transfers to Core Geotechnics Ltd, A Ellis Tree Surgery, Health Assured, Newco Electrical, Origin Amenity Solutions, Rhino Play (SW) Ltd and SparkX Ltd also be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.22pm

Date and time of next meeting: Thursday 17 April 2025 @7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

10 December 2024

Report of the Planning meeting held on Tuesday 10 December 2024 at **10.00am via Microsoft Teams**

The meeting was open to members of the public and press

Cllr L Johncock acted as chairman of the meeting.

Attendees:

Cllr C Jordan, Cllr A Barron, Cllr D Johncock, Cllr K Griffiths, Cllr Dodds

- 1. Apologies for Absence**
Cllr R Wilks, Cllr H Darch, Cllr J Herschel, Cllr S Digby, Cllr S Herron
- 2. Declarations of Interest and Code of Conduct**
Cllr I Forbes declared an interest in 24/07777.
- 3. Applications for consideration**

Ref	Property Address	Proposal	No comment
24/07769	7 Chilterns Close Flackwell Heath Bucks HP10 9BB	Reduce the lateral spread of the tree by 2-2.5 metres to maintain the tree for its location x 1 Ginkgo (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.
24/07777	Tremartyn Hammersley Lane Tylers Green Bucks HP10 8HB	Reduce side overhanging Shepherds Cottage by 1-2 metres. Prune just beyond the boundary line to ensure appropriate pruning points x 1 Sycamore (T1)	We note the TPO in place. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
24/07676	Amberley House 73 St Johns Road Tylers Green Bucks HP10 8HU	Householder application for proposed construction of single storey side extension with mono pitch roof to accommodate a shower/toilet (alternative scheme to pp 23/07315/FUL)	No comment
24/07724	49 Fennels Way Flackwell Heath Bucks HP10 9BX	Householder application for construction of ground floor, first floor, and two storey extensions to existing dormer bungalow	CWPC objects to this application. It is a substantial-sized dwelling and an overdevelopment of the plot. Because of the size and close proximity of the extension to the adjacent bungalow at no. 51, it will be overbearing on the neighbour.
24/07732	43 The Chase Tylers Green Bucks HP10 8BB	Householder application for construction of single storey rear extension, garage conversion, internal alterations, floor plan redesign and all associated works	No comment
24/07843	2 Flint Cottages The Common Flackwell Heath Bucks HP10 9PQ	Removal of 6 lowest tertiary branches to give light to the lawn and headway for pedestrians x 1 Cherry (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.

24/07845	Kingsgate Church Rd Tylers Green Bucks HP10 8LP	Reduce 1-2m to shape x 1 Japanese Maple, cut back to boundary x 1 Elder, cut back 2-3m maintaining green foliage as overhanging boundary x 1 Leylandii, remove lower limbs up to 4.5m to provide clearance to lawn whilst maintaining higher canopy x 1 Acacia (A), reduce 2-3m and shape x 1 Sycamore (B), crown raise to 3m and reduce 1-2m on garden side x 1 Hazel (C), reduce height by 2-3m x 1 Laurel and reduce 2m and shape x 1 Acacia (D)	We note the property is in the Conservation Area. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
24/07775	Victoria House Elm Road Penn Bucks HP10 8LQ	Crown thinning of 20% and reduce by 2 - 3 metres to restore shape and general good housekeeping x 1 Beech (T1)	We note the property is in the Conservation Area. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
24/07847	Victoria House Elm Road Penn Bucks HP10 8LQ	Reduce by 4-5 metres, crown thin by 20% and reduce overhang on the public highway to restore shape and general maintenance x 1 Copper Beech (T2)	We note 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.

Cllr L Johncock thanked members for their attendance and closed the meeting at 10.12am.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

21 January 2025

Members were summoned to attend the meeting at **10.00am via Microsoft Teams**

Attendees: Cllr C Dodds (Chair) Cllr R Wilks
 Cllr H Darch Cllr A Barron
 Cllr D Johncock Cllr K Griffiths
 Cllr L Johncock

1. Apologies for Absence

Cllr Jordan tendered apologies after the meeting advising that he had been having issues with his computer.

2. Declarations of Interest and Code of Conduct

None

3. Applications for consideration

Ref	Property Address	Proposal	Comment
24/07892	3 Hedley Road Flackwell Heath Bucks HP10 9AY	Householder application for construction of single storey rear extension following demolition of existing conservatory. Conversion of existing garages to habitable accommodation	Objection: CWPC are concerned about the loss of parking within the curtilage of the property and concur with the Highways Development Management Officer.
24/08054	7 Sedgmoor Close Flackwell Heath Bucks HP10 9BH	Reduce all round back to previous pruning points by removing up to 1.5m apical and lateral growth and crown lift all round by up to 2.5m from ground level x 1 Hornbeam (T15) and reduce to contain by removing up to 1.5m apical and lateral growth back to previous pruning points x 1 Oak (T16)	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.
24/08038	58 St Johns Road Tylers Green Bucks HP10 8HU	Prune back side lateral branches by 2-3 meters and reduce height 2 metres due to excessive shading for number 56 x 1 Twin stemmed 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.
24/07978	19 Green Dragon Lane Flackwell Heath Bucks HP10 9JZ	Householder application for construction of hip-to-gable roof extension, insertion of 3 x rooflights to front and 1 x dormer window to rear in connection with conversion of loft to habitable accommodation. Insertion of 1 x rooflight over existing kitchen	No comment
24/08004	17 Conway Close Loudwater Bucks HP10 9TR	Householder application for conversion of existing attached garage to habitable accommodation, construction of single storey front and first floor side extensions and insertion of windows to rear elevation.	CWPC is supportive of this application however would ask the case officer to consider the requirement of a dropped kerb to assist easier parking to the front of the property.

24/07998	8 Kings Ride Tylers Green Bucks HP10 8BL	Householder application for construction of single storey front and rear extensions, first floor side extension, conversion of existing attached garage to habitable accommodation with associated alterations.	No comment
24/08073	4 Swains Lane Flackwell Heath Bucks HP10 9BN	Householder application for installation of a domestic air source heat pump (retrospective)	No comment
24/08099	2 Green Crescent Flackwell Heath Bucks HP10 9JQ	Householder application for construction of single storey side/rear extension, roof alterations to rear and replacement garage side.	No comment

The meeting closed at 10.12am

Date and Time of next meeting: Tuesday 11 February @ 10am

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

11 February 2025

Members attended the meeting to be held at **10.00am via Microsoft Teams**

The meeting was open to members of the public and press

Present:

Cllr A Barron	Cllr D Johncock
Cllr C Jordan	Cllr L Johncock
Cllr H Darch (Chairman)	Cllr K Griffiths

Also present: Flackwell Heath Resident

- 1. Apologies for Absence**
None received.
- 2. Declarations of Interest and Code of Conduct**
None
- 3. Applications for consideration**

Ref	Property Address	Proposal	Comment
24/07917	73 Coppice Farm Rd Tylers Green Bucks HP10 8AH	Householder application for construction of two storey side extension and external alterations	No comment
25/05106	13 Southfield Road Flackwell Heath Bucks HP10 9BT	Householder application for first floor extension including formation of two dormers and insertion of rooflight to front elevation following removal of existing roof over front gable, part two storey part first floor side extension following removal of roof over previous side extension, construction of single storey rear and side extension and demolition of existing garage.	OBJECTION: CWPC feel that the proposed changes would create an overdevelopment of the plot, and the design would not be in keeping with the existing street scene. We would also ask the Case Officer to look at the proposed parking scheme.
24/07884	Estrith House London Road Loudwater Bucks HP10 9RB	Householder application for raising of roof, roof alterations and extensions including insertion of one dormer window to rear in connection with conversion of loft into habitable accommodation. Construction of single storey front extension and first floor side extension.	OBJECTION: CWPC considers the proposal to extend the property would be an overdevelopment of the site.
25/05138	Car Park Old Kiln Road Flackwell Heath Bucks	Variation of condition 2 (plan numbers) attached to 24/06355/FUL (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) to allow for enlargement of roof lights to the front elevation.	OBJECTION: The changes to the fenestration particularly to the front of the building are major change and were not part of the original application. The enlargement of the Velux windows will have a significant impact on the street scene
24/07724	49 Fennels Way Flackwell Heath Bucks HP10 9BX	Householder application for construction of grounds floor, first floor and two storey extension to existing dormer bungalow. AMENDED PLANS	OBJECTION: CWPC stand by their previous comment that the property would be an over development of the plot and be overbearing specifically to No 51. We would also ask that the Case Officer look at

			the orientation of the properties to check for possible loss of light to No 51
25/05161	15 Jennings Field Flackwell Heath Bucks HP10 9ND	Householder application for construction of single storey rear extension and detached garden office.	No comment

The chairman thanked members for their attendance and input and closed the meeting at 10.25am

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

4 March 2025

Report of the meeting held at **10.00am via Microsoft Teams**
The meeting was open to members of the public and press

Present:

Cllr C Dodds (Chairman)	Cllr K Griffiths
Cllr J Gurney	Cllr H Darch
Cllr R Wilks	Cllr K Wood
Cllr D Johncock	
Cllr L Johncock	

Also present: Cllr N Thomas (Bucks C), Mr M Parsons (LW resident)

- 1. Apologies for Absence**
Cllr Barron had advised that he would be late and attended at 10.05am.
- 2. Declarations of Interest and Code of Conduct**
Cllr L Johncock advised that she knew a resident at 22 Highfield Road
- 3. Applications for consideration**

Ref	Property Address	Proposal	Comment
25/05201	59 Southcote Way Tylers Green Bucks HP10 8JS	Householder application for construction of single storey rear extension (retrospective)	No comment
25/05112	The Derehams Inn Derehams Lane Loudwater Bucks HP10 9RH	Demolition of the existing sheds at the rear, construction of single storey rear and side extension to accommodate further seating to the existing public house, first floor rear and side extension to add one more self-contained unit with associated internal alterations, bin and cycle stores and outside seating area.	CWPC welcome the new application however, OBJECT to the number of parking spaces allocated and would query whether they were sufficient for the number of potential covers and the two flats being proposed. CWPC would support this application being called in for further scrutiny.
25/05318	757 London Road Loudwater Bucks HP11 1HH	Full removal of three limes overhanging footpath and verge due to decay as could cause serious injury to persons and damage if they fell x 1 horse chestnut (T1)	Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant. We note the TPO in place and request that a replacement tree be planted; species to be suggested by arboriculturist.
25/05226	Westlands 4 Glebelands Tylers Green Bucks HP10 8EE	Variation of condition 2 (plan numbers) attached to 24/07598/FUL (Household application for construction of front porch and window dormer extensions in association with proposed roof conversion) to allow for alterations to roof form from hipped to gabled to maximise the available floor space within the converted loft.	No comment
25/05223	Whitebeams St Johns Close Tylers Green Bucks HP10 8HX	Householder application for construction of first floor garage extension, part two storey, part single storey rear extension, new front porch and external alterations	No comment

25/05253	68 Whinneys Road Loudwater Bucks HP10 9RL	Householder application for construction of front porch extension and garage conversion with single storey rear extension link.	CWPC would ask that the Case Officer check the parking provision as there are no defined spaces on the plans.
25/05260	22 Highfield Road Flackwell Heath Bucks HP10 9AN	Householder application for construction of a single storey rear extension and a front first floor extension. Changes to front and side fenestration. Demolition of existing garden shed to build a garden outbuilding.	CWPC would ask that the Case Officer check the parking provision as there are no defined spaces on the plans.
25/05254	The Old Church 20 Station Road Loudwater Bucks HP10 9TZ	Householder application for re-location of entrance steps to the right and widening them to include additional steps and installation of veranda to the original skirt path at the front of the house (Part retrospective)	OBJECTION: CWPC feel that the loss of the boundary wall to the front of the property has made a detrimental affect on the street scene and would ask for the wall to be replaced. Also, a clear indication of parking provision for the property is required.
25/05290	23 Beckings Way Flackwell Heath Bucks HP10 9JN	Householder application for demolition of existing garage and conservatory construction of single storey rear/side extension, side porch and new cladding to front elevations	No comment
25/05279	14 New Road Tylers Green Bucks HP10 8DH	Householder application for construction of single storey extension and relocation of retaining wall.	No comment
25/05301	76 Ashley Drive Tylers Green Bucks HP10 8AZ	Householder application for single storey front extension and garage conversion	No comment

Mr Parsons and Cllr Gurney left the meeting at 10.20 following the Derehams Inn application.

The Chairman thanked members for their attendance and closed the meeting at 10.38am

Next meeting: Tuesday 25 March @ 10am