

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Members of the council are summoned to attend the Council meeting to be held on **Tuesday, 24 June 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. Co-Option to the Council

Following the elections in May the parish council was left with two vacancies: One in Tylers Green and the other in Loudwater. The parish council is quorate, i.e. at least three and at least one third of the total seats on the council are filled, therefore the elected councillors may co-opt councillors to fill the remaining seats under the provisions of *Section 21 Representation of the People Act 1985 (RPA 1985)*.

Candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of Chepping Wycombe Parish Council. The process will be carried out by adjourning the meeting to allow the candidate to speak. Where the Council wishes to discuss the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Council will resolve to exclude any members of the press and public present. The candidates will be asked to leave the Council Chamber during the deliberations.

Tylers Green Membership

One candidate has applied for the Tylers Green position, Mrs C O'Leary. Council is asked to RECEIVE a short presentation from the candidate.

Loudwater Membership

Two candidates have applied for the Loudwater position, Mrs Y McDonald and Mr N Thomas. Council is asked to RECEIVE short presentation from the candidates.

The successful candidate will be duly appointed once he/she signs the Declaration of Acceptance of Office to agree to abide by the Parish Council's Code of Conduct. New members of the council will also be required to sign a Declaration of Interest statement.

4. **Council Minutes**
To CONSIDER the attached minutes of the Council meeting held on Tuesday 29 April 2025 (Pages 3-5) and the Annual Council Meeting held on Tuesday 13 May 2025 (Pages 6-9)
5. **Open Spaces Committee**
To CONSIDER the attached report of the Committee meeting held on Thursday 29 May 2025 (Pages 10-13)
6. **Works & Services Committee**
To CONSIDER the attached report of the Committee meeting held on Thursday 12 June 2025.
(Pages 14-17)
7. **Planning Meetings**
To CONSIDER the attached reports of the Planning Meetings held on 6 May 2025 (Page 18), 27 May 2025 (Pages 19-20) and 17 June 2025 (Page 21).

Council is also asked to NOTE the schedule of applications from May to June **APPENDIX A (Page 22)**, showing eventual outcomes of the parish council submitted objections.
8. **Replacement Trampoline – Ashley Drive Recreation Ground, TG**
Council is asked to CONSIDER the replacement of the sunken trampoline at the above site. Council is asked, if minded, to APPROVE an expenditure of up to £5,200.00 for the replacement. The clerk has been attempting to obtain information on the existing trampoline's guarantee/warranty, if this comes through it is hoped that the replacement would cost less if installed by the original company.
9. **Tylers Green Middle School – Parking Project**
Council is asked to RECEIVE a verbal update on the above project from Cllr Wood. Council is asked to CONSIDER and APPROVE earmarking funding to contribute towards the project.
10. **Washroom Refurbishment – Office Complex**
Following the Works & Services committee Council is asked to CONSIDER and, if so minded, APPROVE a provisional sum of £5,500 for this project. If approved, it is hoped that the works will start at the beginning of September.
11. **Land off Hammersley Lane, Tylers Green**
Council is asked to RECEIVE a verbal update from Cllr Wood.
12. **Questions by Members of the Council**
At the time of agenda dispatch, no questions by members have been received.
13. **Public Participation**
Members of the public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible.
14. **Accounts for Payment**
Accounts for payment are to be circulated at the meeting for consideration by councillors.



Wendy Thompson
Clerk of the Council
18 June 2025

Date & Time of Next Meeting: Thursday 16 October 2025 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Council meeting to be held on **Tuesday, 29 April 2025 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 D Johncock (Vice-chairman) | Cllr L Johncock |
| Cllr L Willis | Cllr A Barron |
| Cllr J Herschel | Cllr H Darch |
| Cllr R Wilks | Cllr S Digby |
| Cllr C Dodds | |
- FC/24/076 **Apologies for Absence**
Apologies for absence were received and approved from Cllr Forbes (holiday) and Cllr Gurney (holiday).
Cllr Barrett sent belated apologies via Cllr K Griffiths and Cllr Jordan was not present.
- FC/24/077 **Declarations of Interest and Code of Conduct**
Cllr Herschel declared a personal interest in agenda item 14 Accounts for Payment being in receipt of an expense's payment.
- FC/24/078 **Council Minutes**
Council was asked to consider the minutes of the Council meeting held on Thursday 13 March 2025.
FC/24/070 Land off Hammersley Lane Cllr Wood advised that no further progress had been made but she would keep members updated.
- It was RESOLVED that;***
The report of the Council meeting held on Thursday 13 March be approved as an accurate record.
- FC/24/079 **Finance & General Purposes Committee**
Council was asked to consider the report of the Committee meeting held on Thursday 17 April 2025.
Cllr Barron had nothing to add to the report, however, thank the Finance committee for their support during the year.
- It was RESOLVED that;***
The report of the Committee meeting held on Thursday 17 April 2025 be approved as an accurate record.
- FC/24/080 **Planning Meetings**
Council was asked to consider the reports of the Planning Meetings held on 25 March 2025 and 15 April 2025.
- It was RESOLVED that;***
The reports be approved.
- Council was asked to note the schedule of applications from March to April, showing eventual outcomes of the parish council submitted objections.
- FC/24/081 **Policies and Procedures**
Council was asked to consider the recommendation from the Finance & General Purposes Committee to re-adopt the following policy documents which can be found of the parish council website www.cwpc.org.uk. Council was asked to note that no changes were proposed.

- 1 Information & Data Protection Policy
- 2 Document Retention & Disposal Policy
- 3 Management of Transferable Data Policy
- 4 Data Breach Policy
- 5 Standing Orders
- 6 Financial Regulations
- 7 Publicity Policy
- 8 Complaints Procedure

It was RESOLVED that;

The above policies and procedures 1 -8 be approved for re-adoption

FC/24/082

Annual Return and Governance Statement

Council was asked to consider the recommendation from the Finance & General Purposes Committee to approve for signature the completed annual return and governance statement.

It was RESOLVED that;

The Annual Return and Governance Statement be approved for signature.

Council was asked to note the dates for the exercise of public rights being 3 June to 14 July 2025.

It was noted that Cllr Barron, the Chairman of Council along with all present thanked the clerk and commended her for her work on the audit and annual return. Cllr Johncock proposed a formal thanks to the Clerks for all her efforts and asked that this be added to the minutes.

FC/24/083

Section 137 Expenditure limit for 2025/26

Council was asked to note that the Ministry of Housing, Communities and Local Government had advised of an increase in the Section 137 expenditure limit to £11.10 per elector from £10.81 for the last financial year. The increase reflected the percentage rise in the retail price index between September 2023 and September 2024, in accordance with Schedule 12B of the Local Government Act 1972.

Council was reminded that Section 137 of the Act allows parish and town councils incur expenditures for purposes that benefit their communities when no specific statutory power is available.

FC/24/084

Meeting Date – Annual Parish Meeting

Council was asked to note the Annual Parish Meeting date – Thursday 22 May 2025. The meeting will start at 7pm and will be held at the Council Offices, Cock Lane.

Cllr Wood asked that members of the public be encouraged to attend the meeting and further places for advertising were mentioned.

FC/24/085

IT Security Working Group

Council was asked to consider the formalising of the working group with Cllr Webb as the lead. Cllr Webb was asked to create the Terms of Reference for the group which are attached to the report.

It was RESOLVED that;

Cllr Webb be approved the lead on the IT Security working group and that volunteers for the group would be asked for at the Annual Council Meeting in May.

FC/24/086

Publicity

Council was asked to note that the next newsletter will hopefully be ready for circulation after the Election.

FC/24/087

Questions by Members of the Council

- Cllr Wilks asked if the office had received any queries relating to the rise in precept. The clerk advised that nothing had been received. The only report had come via Cllr D Johncock from the last NAG meeting.
- Cllr Darch asked about recruitment – the clerk advised that no further applications had been received. The advertisement with NALC had a closing date of 9 May.
- Cllr Wood took the opportunity to thank the members present who were leaving the parish council; Cllr Herschel who over two terms had served for 25 years and Cllr Digby for 18 years continuous service. Cllr Jordan was also mentioned for his 30-year continuous service along with the 4 years' service of Cllr Barrett. Heartfelt thanks were given to all members leaving for their work and support. All were invited to the Annual Parish meeting on 22 May.

FC/24/088

Public Participation

There were no members of the public present.

FC/24/089

Accounts for Payment

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

Cllr Herschel asked about the payment to Bucks Fire and Security and asked what the PTZ not working meant. The clerk advised that the CCTV at Straight Bit had a problem with it's panning facility.

Cllr D Johncock asked about the BMKALC/NALC subscription advising that he felt like many other councillors that it was not value for money. This would be taken to one of the BMKALC forum meetings.

It was RESOLVED that;

the accounts for payment be approved and cheque number 11439 to 11442 be signed and that direct debits to Castle Water, Clear Business (Unicom), HMRC, Peninsula Business Services, Shorts Group Ltd and Trade UK along with a transfers to Active Enviropest, Barclays, BMKALC, Bucks Fire & Security Ltd, Castle Water, A Ellis Tree Surgery Ltd, Grange Security Systems and SJ Stephens Associates be approved for payment.

Date & Time of Next Meeting: Tuesday 24 June 2025 @ 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Annual Council held on Thursday 13 May 2025 at 7.30 pm at the Council Chamber,
Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting was open to the public and press

Present:

Cllr K Wood	Cllr A Barron
Cllr D Johncock	Cllr R Wilks
Cllr L Johncock	Cllr S Herron
Cllr L Webb	Cllr I Forbes
Cllr K Griffiths	Cllr H Darch
Cllr L Townsend	Cllr S Guy
Cllr L Willis	Cllr C Dodds

Also present: Mr G Christie (Warden CWPC)

FC/25/001 Election of chairman of the council

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

It was RESOLVED that;

Cllr Wood be elected Chairman of Council for the year 2025/26.

Cllr Wood signed the declaration of acceptance of office following the meeting.
Cllr Wood thanked members for their continued support.

FC/25/002 Election of vice-chairman of the council

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

It was RESOLVED that;

Cllr D Johncock be elected Vice-chairman of the Council for the year 2025/26.

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

FC/25/003 Apologies for absence

Apologies for absence were received and approved from Cllr J Gurney (ill)

FC/25/004 Declarations of members' interests in agenda items

There were none.

FC/25/005 General Power of Competence

The general power of competence is a statutory power which allows Local Councils to do anything that individuals generally may do¹, within the law. The power is one of 'first resort' and allows the Council to work in partnership with other stakeholders, provide a service, support a school or invest in local businesses.

Council was asked to confirm that they meet the following eligibility criteria;

- at least two thirds of the council were elected.
- A qualified Clerk.

¹ Localism Act 2011 s. 1-8

It was RESOLVED that;

the Council met the eligibility criteria for the General Power of Competence.

Election of standing committees of the council

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

Open Spaces	Works & Services	Finance & General Purposes
Cllr Les Willis (LW)	Cllr Chris Dodds (LW)	Cllr Chris Dodds (LW)
Cllr John Gurney (LW)	Cllr John Gurney (LW)	Cllr Les Willis (LW)
Cllr Steve Guy (LW)	Cllr Steve Guy (LW)	(LW)
Cllr Luca Webb (FH)	Cllr Larisa Townsend (FH)	Cllr Kirsty Griffiths (FH)
Cllr Liz Johncock (FH)	Cllr Liz Johncock (FH)	Cllr Luca Webb (FH)
Cllr Larisa Townsend (FH)	Cllr Alec Barron (FH)	Cllr Roger Wilks (FH)
Cllr Kirsty Griffiths (FH)	Cllr Roger Wilks (FH)	Cllr Alec Barron (FH)
Cllr Ian Forbes (TG)	Cllr Sharon Herron (TG)	Cllr Ian Forbes (TG)
Cllr Haydn Darch (TG)	(TG)	Cllr Haydn Darch (TG)
Cllr Sharon Herron (TG)	Cllr Katrina Wood (TG)	(TG)
Cllr Katrina Wood (TG) ex officio	Cllr D Johncock (FH) ex officio	Cllr D Johncock (FH) ex officio
Cllr D Johncock (FH) ex officio		Cllr K Wood (TG) ex officio

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

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

The following appointments were reported:

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

(b) Planning Representatives

Council was asked to consider;

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

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

It was RESOLVED that;

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

<i>Cllr D Johncock</i>	<i>Flackwell Heath</i>
<i>Cllr S Guy</i>	<i>Loudwater</i>
<i>Cllr H Darch</i>	<i>Tylers Green</i>

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

(c) Appointment of sub-committees

The appointment of sub-committees and working parties would be at the discretion of the appropriate standing committee and normally takes place at their first meeting.

However, Council was asked to consider the membership of the IT Security Sub-Group which will report back to the Finance & General Purposes committee, members were encouraged to put themselves forward. The lead on this is Cllr Webb and meetings would be held on TEAMS.

*It was RESOLVED that;
The IT Security Sub-Group membership would be; Cllr L Webb, Cllr S Guy, Cllr L Townsend, Cllr D Johncock and Cllr H Darch.*

(d) CWPC In-House Auditors

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

*It was RESOLVED that;
This item be deferred to the Finance & General Purposes Committee in October for review.*

FC/25/007 Review of assets, risks and policies

A review had been undertaken at the previous Council meeting.

*It was RESOLVED that;
that the financial regulations, standing orders, complaints procedure, press and media policy be adopted*

FC/25/008 Appointment of representatives on other outside bodies

Council was asked to consider appointing representatives to the following organisations:

*It was RESOLVED that;
The following appointments be approved.*

<u>Organisation</u>	<u>No. of Representatives</u>
Tylers Green & Penn Parish Council Joint Meeting	Tylers Green members and chairman of council
West Chilterns Community Board (BC)	Cllr D Johncock (working groups reps to be appointed as required)
Neighbourhood Action Group (NAG)	Cllr L Johncock/Cllr I Forbes/Cllr S Guy
Flackwell Heath Residents' Association Executive Committee	Cllr K Griffiths
Flackwell Heath Community Centre	Cllr L Webb
Bucks & Milton Keynes Association of Local Councils (BMKALC)	Chairman or Vice Chairman of council
Flackwell Heath Scouts & Guides Joint Executive Committee	Cllr L Townsend
Revive the Wye Project Joint Steering Group	Cllr J Gurney
And any other organisation the council believes to be relevant or not included in the above list	

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

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

It was RESOLVED that;

The following appointments be approved;

***Flackwell Heath Bowling Club and Flackwell Heath Tennis Club – Cllr K Griffiths
Flackwell Heath Minors Football Club Cllr S Herron***

FC/25/009

Questions from the public

There were no questions.

FC/25/010

Questions by members of the council

- Cllr Webb asked whether members would provide a few lines about themselves for the website.
These to be sent to the clerk so they can be uploaded.
- Cllr Griffiths asked about leaving gifts for the councillors.
Cllr Wood asked for suggestions.
- Cllr Barron asked for the outstanding articles for the newsletter.
- Cllr Darch asked about the progress on recruitment
Cllr Wood advised that the advertisement for the deputy clerk had only just closed.

FC/25/011

Accounts for payment

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

It was RESOLVED that;

the accounts for payment be approved and cheque number 11443 to 11445 be signed and that direct debits to Barclays, Barclaycard, EE, E-On Next, Nest Pension, Redsquid Communications Ltd, Shell (Fuel card Services), SSE and Trade UK along with transfers to Adams & Page Ltd, Brocklehurst Architects Ltd, Country Supplies, NALC, Origin Amenity Solutions, SSE A Thompson, W Thompson and K&S Walker be approved for payment.

The chairman thanked members present for their attendance and closed the meeting at 8.18pm

CHEPPING WYCOMBE PARISH COUNCIL

OPEN SPACES COMMITTEE

Report of the meeting to be held on **Thursday 29 May 2025** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

Present: Cllr L Webb (Chairman) Cllr I Forbes
Cllr L Willis (Vice-chairman) Cllr S Guy
Cllr J Gurney Cllr H Darch
Cllr S Herron Cllr K Griffiths

Also present: Mr R Read (P & TG Residents' Society)

Before the meeting started Cllr Webb thanked members for their support and also Cllr Willis for his mentorship.

OS/25/001 **Apologies for absence**
Apologies for absence were received and approved from Cllr D Johncock, Cllr L Johncock (holiday), Cllr K Wood (holiday) and Cllr L Townsend (meeting).

OS/25/002 **Declarations of members' interests in Items on the agenda**
Cllr Forbes declared and personal interest in agenda item 11 Accounts for Payment being in receipt of an expenses payment.

OS/25/003 **Delegated Action**
Members were asked to note that since the last meeting in January the following delegated actions had been taken:

Ordered - King's Wood – fell Beech with large wound on property boundary	£950.00
Replacement of height barrier Cock Lane car park	£450.00
Ordered – Annual Play Inspection RoSPA	£500.00

OS/25/004 **Allotments**
Members were asked to note that there are currently 14 people on the waiting list for Ashley Drive and 9 on the waiting list for Chapel Road. There were no current vacancies on either site.

1 Fence Ashley Drive Allotments

Members were asked to consider a claim made against the grounds team.

A resident who backs onto Ashley Drive allotments advised that ivy was growing over her fence and encroaching on the shed at the bottom of her garden. The grounds team attended and removed the ivy from the fence and the roof of the shed. The resident is claiming that damage has been caused to her fence and shed by the grounds team.

Following up the resident's claims with the team - the ivy was, in fact, encroaching from her neighbour's garden and possibly helping to hold the fence up. The fence posts were found to be rotten, and the fence was generally in a poor state of repair. The shed roof was left intact following the ivy removal.

Members were asked to approve the next course of action.

It was RESOLVED that;
the claim for a damaged fence and shed be refused.

2 Allotment Competition

Members were asked to consider a date for the allotment competition and two members of the committee to undertake the judging.

It was RESOLVED that;
Cllr S Guy and Cllr K Griffiths were approved as the two judges for this year. Cllr Webb would send through the criteria used for last year's judging and the clerk would send through maps. Date for the judging was approved for Saturday 5 July 2025.

OS/25/005

Derehams Lane Recreation Ground

Members were asked to note that the surveys had been completed, and we are now waiting for the completed Ecology Survey. A bat survey revealed that no bats were present in the buildings on site. The hold-up had been the survey on the great crested newts; however, water samples had taken from a neighbouring pond on 8 May so results should be available shortly.

Members were asked to receive a short update from Cllr Webb who advised that the working party had agreed an indicative layout which include new tennis courts on the site of the existing MUGA, a new building for changing facilities and a community building extra car parking and the tracks

Once a planning application has been finalised costings will be obtained.

OS/25/006

Tylers Green Common

1 Tracks

Members were asked to consider a request from residents of Track 6. A more permanent solution was being requested however, our solicitor who is an expert on Village Greens has advised the following .. ***'it is a criminal offence to drive on a village green, park on a village green and encroach upon or damage a village green by, for example, digging it up or covering it with tarmac or similar surfacing material.'***

Some of the residents along the track would be willing to contribute and would appreciate a meeting on site with councillors to discuss the current situation and possible improvements.

The Track Policy was appended to the agenda as a refresher and an introduction to the tracks for new councillors.

It was RESOLVED that;

A small meeting with residents would be undertaken on the Site Visit to discuss possible options for the surfacing of the track.

2 Footpath

Members were asked to consider a request made via the Penn & Tylers Green Football Club to extend the path from the pond along the School Road side of the Common The above quote from our solicitor must be kept in mind when making any decision about covering the grass.

Mr Read highlighted the need for the path from the pond to the bus stop and then along School Road to assist children crossing the road on the First School. He asked for clarification on the views of the Football Club. The clerk advised that the Football Club had emailed in on behalf of a couple of residents.

It was RESOLVED that;

Any decision on the extending the footpath would be deferred to the Site Visit.

It was noted that Cllr Darch, being a past Governor, volunteered to contact the headteacher at the First School to get the school's view on the path extension.

Mr Read thanked the meeting and left at 8.03pm

OS/25/007

Tree Work

Derehams Lane Recreation Ground:

Members were asked to consider the quotes for Conifer removal to the boundary of properties on Derehams Avenue. Conifers to be clear felled and wood to be stacked in habitat piles.

Quote A £2,400.00

Quote B £2,600.00

It was RESOLVED that;

Quote A be approved and ordered.

OS/25/008

Biodiversity Strategy- Key Areas of Focus

Following the last committee meeting in January when members considered and approved the document produced by Cllr Webb, members were now being asked to consider the next steps aligned to the key area of focus. John Shaw from the Chiltern Rangers has sent through his ideas for consideration which were appended to the agenda.

It was RESOLVED that;

- ***The parish council would contribute towards a River Wye Clean and Dip session at Boundary Road Recreation Ground in the summer. The event would also be funded by the High Wycombe Community Board under the banner of 'Pride of Place Love our Wycombe, Love our World'.***
- ***The item on grey squirrels was rejected.***
- ***The item on bird boxes the parish would contribute towards this initiative, but this would be place with the schools.***

OS/25/009

Railway Land Bank Survey

Members were asked to consider the survey undertaken upon request looking at the bank stability.

Options discussed in the survey to assist with the bank stability;

- Terracing
- Vegetation – shrub planting
- Mulching – adding soil to the surface of the bank
- Erosion control blankets
- Pollarding/removal of unstable trees along bank
- Interceptor drain on the upslope to minimise surface erosion

Members were asked to approve the next course of action.

It was RESOLVED that;

the priority was for tree removal along the bank, the clerk was asked to proceed with quotations for the work. Once this was completed Core Technical would be asked to come back to resurvey the area. Alongside the tree removal the clerk be asked to investigate the cost of an interceptor drain.

It was noted that signs along the site would be checked.

OS/25/010

Committee Site Visits

Members were asked to consider a date for the site visit.

Sites on the list so far were:

- Tylers Green Common – tracks
- Railway Land
- Site relating to the Biodiversity Strategy

Members were asked to make further suggestions.

It was RESOLVED that;

The date for the Site Visit would be Monday 23 June starting at 10am. Sites agreed for the visit were;

- ***Tylers Green Common – tracks and footpath***
- ***Railway Land***
- ***Boundary Road Recreation Ground***
- ***Derehams***

- OS/25/011 **Committee Finances**
 1 Income & Expenditure
 Members were asked to note the income and expenditure for month 1 (April) .
- OS/25/012 **Questions from committee members and the public**
 There were none.
- OS/25/013 **Accounts for payment**
 Accounts for payment were circulated at the meeting for consideration by councillors.
- It was RESOLVED that;***
 the accounts for payment be approved and cheques numbered 11446 to 11449 be signed and that
 direct debits to Castle Water, Clear Business, HMRC, Peninsula Business Services, Short Group Ltd
 and SSE along with Bank Transfers to Aviva, Briants of Risborough, Cutting Edge Garden
 Machinery, Cllr Forbes, Hawes Plant Tool Hire Ltd, Iris Software Ltd M&C Carpet Co Ltd, Penn &
 Tylers Green Football Club, SSE and Mrs W Thompson also be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.36pm

Date and time of next meeting: **Tuesday 9 September 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 12 June 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 J Gurney

Cllr S Guy
Cllr S Herron
Cllr K Wood
Cllr D Johncock (ex officio)

Also present: Cllr J Waters (Buckinghamshire Council)

WS/25/001 Apologies for absence

Apologies for absence were received and approved from Cllr Barron (holiday) and Cllr L Townsend (meeting).

WS/25/002 Declarations of members' interests in items on the agenda

There were none tendered.

WS/25/003 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 February:

- Toilet in Wardens House (replacement syphon) £130.00
- Etesia mower repair £385.00

WS/25/004 Offices, depot and warden's house

1 Electrical Mains Distribution board replacement in depot/workshop

Members were asked to note that the above work was completed in March following approval at full Council. Cost of the works to the revised specification provided by Cllr Dodds was £2,600.00.

2 Energy Proposal

Members were asked to receive a verbal update and report from Cllr Dodds on the future proofing of the parish council electrical supply, report attached. This item would be brought back to the next committee meeting in September for further consideration.

It was noted that Cllr Guy advised of his experience with PV panels which he felt were a good investment and Cllr D Johncock asked about the addition of a main input socket for a fuel run generator.

3 CCTV extension

Members were asked to note that a further camera had been ordered for the front office at a cost of £455.00. The system had been upgraded in December and has the capacity to run the extra camera. The camera was being installed for staff safety reasons.

4 Washroom are refurbishment – workshop

Members were asked to note that no quotes, in line with the revised specification, had been received at the time of the agenda circulation. This project would now be taken back in-house. A provisional sum for the work to be obtained and taken to council for consideration.

WS/25/005 War Memorials

Members were asked to note that we were still waiting for a response from St Margaret's Church in relation to the cleaning of the war memorial on the church wall.

1 Flackwell Heath

Members were asked to note that the war memorial has been scheduled for a further clean by the grounds team in September.

2 Loudwater

Members were asked to note that the war memorial has also been scheduled for a clean by the grounds team in September

Members were asked to note that a revised quotation for the bollards to be installed on the footpath had been requested from the contractor, once received, the licence from Buckinghamshire Council will be purchased and the works progressed. The bollards were being installed to stop parking on the footpath apron in front of the war memorial.

It was noted that Cllr Waters added that he was currently dealing with parking issues elsewhere and would be happy to assist with parking at the War Memorial in Loudwater

WS/25/006 FH Street Litter Bins

Members were asked to note that the missing litter bin at the top of Chapel Road had been replaced by Buckinghamshire Council's Waste Team. Cllr Dodds added that the Waste Team had taken 2 Broxap bins away and had ~~not~~ replaced them with 1. However, progress had been made.

Members were asked to note that Cllr Dodds and Cllr Wilks would be undertaking a survey of the litter bins and would then meet with either Dan Sexton, or a member of his team to discuss usage of the bins and possible location changes.

WS/25/007 Improving our footpaths project

Members were asked to note that Cllr Dodds will meet with Mr Herschel to discuss this project. Mr Herschel will attend the next meeting in September with an outline of the project for consideration.

WS/25/008 Committee Site Visits

Members were asked to note the two dates offered for the site visit which will start at 11am, either Monday 7 July or Wednesday 9 July. Areas on the list:

Office/Depot complex:

- Lean to extension to bottom garage
- New main installation
- Washroom project
- Energy Cost Saving Project

It was noted that the Site Visit would take place on Wednesday 9 July starting at 11am at the office complex. Cllr Johncock added a further site – Hedley Road footpath to look at more opening up of the hedge line.

WS/25/009 Members were asked to note the committee's income and expenditure to Period 1 (April).

WS/25/010 Questions from committee members and the public

Cllr Waters offered assistance with any issues that were relating to Buckinghamshire Council. He asked if he could know which areas the parish had taken on under Devolved Services – the clerk would send this information through.

He also advised that he had been asked about possible fencing around the play equipment at Boundary Road Recreation Ground. He was advised that the Open Spaces committee had already considered this item and had decided against fencing.

Cllr Wilks advised that the Crossing Patrol Person for Juniper Hill School had final taken up post and the car park at Green Dragon Recreation Ground was now being used for drop off and pick

up. This had been a project that Cllr D Johncock had worked on closely with the headteacher at the school – Park & Stride.

WS/25/011

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 11450 to 11451 be signed and that direct debits to Barclays, Barclaycard, Castle Water, Clear Business, E-ON Next, EE, Nest Pension and Shell (Fuelcard Services Ltd) along with Bank Transfers to Adams & Page Ltd, Castle Water, Cutting Edge Garden Machinery, Flackwell Heath Minors FC, ICU Window Cleaning (AG Nash). Right Signs (HW) Ltd and Spaldings Ltd also be approved for payment.

The chairman of the meeting thanked members for their attendance and closed the meeting at 8.20pm

Date and time of next meeting: Thursday 25 September 2025 @ 7.30pm

CWPC Energy Proposal

Electrical Consumption

Electrical energy usage is estimated at 5400 kWh / year (Eon Next estimate 5676.3 kWh). The energy usage is based on actual meter readings across the last winter.

5400 kWh / year is 450 kWh / month or 15 kWh per day.

To use off peak or EV tariff to the most advantage would be using a battery of 15kWh or round up to a standard battery of 20 kWh.

Tariff

CWPC is on a 2-year EON Fixed Business tariff ending on 15th July 2026. This tariff is 27.30 ppkWh plus 30 ppd for standing charge.

EON Next EV tariff rates are 24.57 ppkWh normal, 6.7 ppkWh off peak (midnight to 0700), 16.5 ppkWh export plus 64.28 ppd for standing charge.

Potential Savings

Existing tariff annual cost $5400 \times 0.2730 + 0.3 \times 365 = \text{£ } 1,583.70$ plus vat.

EV tariff using off peak to charge battery is $5400 \times 0.067 + 0.6428 \times 365 = \text{£ } 596.42$

Saving is then £ 987.28 per year i.e. for a £12,000 install cost, break-even would occur in **12.15 years**.

However, exporting surplus energy back to the grid on a daily basis would earn 16.5 ppkWh. This can be achieved by force discharging the battery back to the mains by programming the inverter.

Factoring the potential export element could generate at least 25% of $5400 \times 0.165 = \text{£ } 222.75$. Using this additional income would bring the break-even period down to **9.9 years**.

Warranties of 20 years are available for the batteries and for the inverter. This then would produce an annual saving on the cost of electricity supply of £1,210.00 from year 10 onwards. This clearly ignores any increases in electricity costs in the future years which would increase the savings.

Additional Benefits

The specification for the inverter would require it to act as an uninterruptable power supply (UPS). i.e. On loss of external electrical power – a power cut, the inverter would operate as a UPS and continue to supply the office building without interruption for a number of hours depending on the charge state of the batteries at the time of the power cut. This could be anywhere between 8 and 30 hours and potentially be extended by turning off non-essential power consuming equipment.

This UPS mode during a power outage would provide advantageous resilience to the Office operation.

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

6 May 2025

Report of the meeting to be held at **10.00am via Microsoft Teams**

The meeting was open to members of the public and press

Present: Cllr D Johncock Cllr R Wilks
Cllr L Johncock Cllr H Darch
Cllr A Barron Cllr C Dodds

Cllr Darch was chairman of the meeting.

- 1. Apologies for Absence**
Apologies were received and approved from Cllr K Griffiths (personal)
- 2. Declarations of Interest and Code of Conduct**
There were none.
- 3. Applications for consideration**

Ref	Property Address	Proposal	Comment
25/05680	1 Hammersley Lane Loudwater Bucks HP13 7BN	Householder application for construction of two storey side extension, single storey rear extension, hip to gable end roof extension with 1 x rear dormer window and 2 front x front roof lights in connection with loft conversion and replacement detached garage and workshop in rear garden.	No comment
25/05806	22 Highlea Avenue Flackwell Heath Bucks HP10 9AH	Householder application for demolition of existing detached single garage and workshop and construction of single storey side extension including fenestration alterations.	No comment
25/05817	Edenhurst London Road Loudwater Bucks HP10 9RB	Householder application for construction of three storey side extension, loft conversion and associated internal alterations.	No comment
25/05891	32 Northern Woods Flackwell Heath Bucks HP10 9JL	Householder application for demolition of existing side extension and construction of part two storey, part single storey side/rear extension with side window and rear bi-fold doors.	CWPC ask the case officer to check that there is sufficient car parking for this 4-bedroom house as there is no parking scheme and parking on the highway would be a concern given the nature of the road. Otherwise, we have no comment.
25/05940	Brockenhurst Sandpits Lane Tylers Green Bucks HP10 8HD	Householder application for construction of first floor extension over the existing garage.	No comment

The chairman thanked those present and closed the meeting at 10.07am

Date and time of next meeting: Tuesday 27 May 2025 @ 10am

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Planning meeting to be held on Tuesday 27 May 2025 at **10.00am via Microsoft Teams**

The meeting was open to members of the public and press

Present: Cllr C Dodds – Chairman
Cllr A Barron
Cllr R Wilks

Cllr H Darch
Cllr S Guy
Cllr L Townsend

1. Apologies for Absence

Apologies had been received from Cllr D Johncock and Cllr L Johncock (holiday).

2. Declarations of Interest and Code of Conduct

There were none.

3. Applications for consideration

Ref	Property Address	Proposal	Comment
25/05947	2 Heath End Road Flackwell Heath Bucks HP10 9DT	Conversion of existing office and first floor flat to form 6 bed HMO	CWPC objects to this planning application for the following reasons: It is an overdevelopment of the site. The car parking allocation is insufficient for the number of rooms. The location is already very busy with a popular parade of shops to one side of the building and a zebra crossing to the front. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination.
25/06067	59 Kings Ride Tylers Green Bucks HP10 8BP	Reduce in height by approximately 2m and laterally by approximately 1.5m to avoid the tree becoming too large for the space in which it is growing and possibly conflicting with properties x Oak (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.
25/05775	34 Coppice Farm Rd Tylers Green Bucks HP10 8AL	Erection of new detached dwelling adjacent to 34 Coppice Farm Road with widening of dropped kerb to provide parking	CWPC objects to this planning application for the following reasons: It is an overdevelopment of the site. It would be exceed the existing build line thus having an impact on the street scene.
25/06023	13 Taplin Way Tylers Green Bucks HP10 8DW	Householder application for construction of proposed single storey rear/side extension replacing existing extension, and changes to fenestration.	No comment
25/06029	The Red House Sandpits Lane Tylers Green Bucks HP10 8HD	Householder application for construction of single storey car port and shed.	No comment

25/06127	Westlands 4 Glebelands Tylers Green Bucks HP10 8EE	Reduce bough back to the first vertical stem by approximately 5m of lateral growth and 4m in height as there is a substantial hazard beam on the back side of the bough. At the top of the hazard beam, the bough leans over the property and there are also signs of wood boring pest activity. The tree has also lost another stem on the northernmost side within the past couple of years x 1 Oak	We note the TPO in place and that the tree is part of a line of trees along a Buckinghamshire Council footpath. It is worth noting that extensive work has been carried out on the trees along this footpath. Any works to be carried out only with the full approval of the Bucks Council Wycombe Area's tree consultant.
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The chairman thanked members for their attendance and closed the meeting at 10.17am

NEXT MEETING : TUESDAY 17 JUNE @ 10AM

CHEPPING WYCOMBE PARISH COUNCIL

PLANNING MEETING

17 June 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 D Johncock Cllr H Darch
 Cllr L Johncock Cllr L Townsend
 Cllr S Guy
Also present: Mr C Finnis

Cllr D Johncock was chairman of the meeting.

1. Apologies for Absence

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

2. Declarations of Interest and Code of Conduct

There were no declarations. It was noted that Cllr Townsend is now on the West Area Planning Committee for Buckinghamshire Council.

3. Applications for consideration

Ref	Property Address	Proposal	Comment
25/06238	Land to rear 26 Stretton Close Tylers Green Bucks HP10 8EW	Trim back to property line of all overhanging branches x 1 Beech (T13)	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.
25/06075	16 The Meadows Flackwell Heath Bucks HP10 9LX	Householder application for construction of grounds and first floor front extension to existing front gable. First floor extension to southwest elevation to match existing pitch.	No comment
25/06107	34 Wheeler Avenue Tylers Green Bucks HP10 8EB	Householder application for front extension and partial conversion of existing garage and erection of new porch.	CWPC objects to this application for the following reasons: 1. Extension in front of build line for street 2. Porch finish is out of keeping with street scene in colour 3. Loss of parking space due to garage conversion It is also noted that there is no comment regarding a dropped kerb for proposed third parking space
25/06134	49 Fennels Way Flackwell Heath Bucks HP10 9BX	Householder application for construction of ground floor, first floor, and two storey extension to existing dormer bungalow (alt scheme to 24/07724)	No comment

The chairman thanked those present and closed the meeting at 10.10am

Date and time of next meeting: Tuesday 8 July 2025 @ 10am, on Teams