

CHEPPING WYCOMBE PARISH COUNCIL

WORKS & SERVICES COMMITTEE

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

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

Committee Membership:	Cllr C Dodds - Chairman	Cllr S Guy
	Cllr R Wilks – Vice-chairman	Cllr S Herron
	Cllr L Johncock	Cllr K Wood
	Cllr A Barron	Cllr L Townsend
	Cllr J Gurney	Cllr C O’Leary
	Cllr D Johncock (ex officio)	

AGENDA

1. Apologies for absence

Schedule 12 of the Local Government Act 1972 requires members who cannot attend a meeting to tender apologies to the Clerk.

2. Declarations of members’ interests in items on the agenda

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. Delegated Action

4. Offices, depot and warden’s house

4.1 Washroom area refurbishment - workshop

4.2 Front Door Entry

5. Cemeteries

5.1 Altona Road

5.2 Cock Lane

5.3 Hammersley Lane Garden of Rest

6. War Memorials

6.1 Tylers Green

6.2 Loudwater

6.3 Flackwell Heath

7. Improving our Public Footpaths project

8. Draft Committee Budget

9. Committee Finances

10. Questions from committee members and the public

11. Accounts for payment



Karen Saunders
Deputy Clerk
5 November 2025

Delegated Action

Members are asked to NOTE the following delegated actions by the Chairman of committee and the clerk since the last committee meeting in June:

- Defibrillator pads replaced at Flackwell Heath Community Centre, Flackwell Heath Bowls Club and Loudwater School £172.38

AGENDA ITEM 4**Offices, depot and warden's house****4.1 Washroom area refurbishment – workshop**

Members are asked to NOTE that work is underway; the electrics have been disconnected and the room gutted. The project will be ongoing with the work being undertaken by the grounds team during periods of bad weather.

4.2 Front Door Entry

Members are asked to NOTE that the front door electrics have been completed, facilitating keypad entry and push button exit. The system is working well.

AGENDA ITEM 5**Cemeteries****5.1 Altona Road**

Members are asked to NOTE the following:

- The crown is due to be lifted on the Plane tree in the centre of the cemetery, work to be undertaken by our grounds team.
- The small trees along the top footpath have been trimmed, and the paths have been weeded and raked.
- The photographing and uploading of memorials, to Find A Grave website, is continuing and is an ongoing project.

5.2 Cock Lane

Members are asked to NOTE the following:

- Six new posts are due to be installed at the car park entrance.
- The car park fencing has been repaired.
- The new memorial bench has been installed.
- The raised flower bed has been replanted, and the paths have been weeded and raked.

5.3 Hammersley Lane Garden of Rest

Members are asked to NOTE the hedges have been trimmed, and the paths have been weeded and raked.

AGENDA ITEM 6**War Memorials****6.1 Tylers Green**

Members are asked to NOTE that permission from St Margaret's Church was granted so the cleaning of the memorial has been completed, the surrounding vegetation was also cut back and the vicar has highlighted it as a job well done.

6.2 Loudwater

Members are asked to NOTE the following:

- New picket fencing has been installed alongside the hedge to help prevent damage.
- The paving slabs in front of the bench, which had raised due to an underlying tree root, have been lifted and resealed to lie flat.
- The memorial has been cleaned, weeded and replanted.

6.3 Flackwell Heath

Members are asked to NOTE that the memorial has been cleaned, weeded and replanted.

AGENDA ITEM 7

Improving our footpaths project

Members are asked to RECEIVE a verbal update from Cllr R Wilks following his initial footpath survey of CWY/45/1 (**APPENDIX A**), from Cllr C Dodds following his initial footpath surveys of CWY/62/1 and CWY/63/1 and a project update from Mr J Herschel.

AGENDA ITEM 8

Draft Committee Budget 2026/27

Members are asked to CONSIDER and, if so minded, RECOMMEND the draft budget to the Finance and General Purposes committee (**APPENDIX B**) Members are asked to NOTE that this draft excludes EMR transfers. Amendments can be made to the budget at this stage prior to formal approval at full Council in December. Members are asked to bring suggestions for new projects for 2026.

AGENDA ITEM 9

Committee Finances

Members are asked to NOTE the committee's income and expenditure to Period 6 (September). (**APPENDIX C**)

AGENDA ITEM 10

Questions from committee members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the clerk of this request as soon as possible.

AGENDA ITEM 11

Accounts for payment

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

Date and time of next meeting: TBC