

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 11 June 2026** at **7.30pm** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks, HP10 8DS

Committee Membership:	Cllr S Guy – Chairman	Cllr R Wilks
	Cllr C Dodds – 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 House

4.1 Washroom area refurbishment - workshop

4.2 Picnic Area

4.3 Office

4.4 Vehicles

5. Cemeteries

5.1 Altona Road

5.2 Cock Lane

5.2.1 Fencing

5.2.2 Appreciation

5.3 Hammersley Lane Garden of Rest

6. Footway Lighting

7. War Memorials

7.1 Loudwater War Memorial

8. Street Furniture

9. Improving our footpaths project

10. Sheepridge Lane Green Footpath

11. Site Visit

12. Happy to Chat Bench Project

13. Committee Finances

14. Questions from committee members and the public

15. Accounts for payment



Karen Saunders
Deputy Clerk
5 June 2026

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 February:

- | | |
|--|----------|
| • Water leak repair at Altona Road Cemetery | £240.00 |
| • Replacement lamp, col. 2 Conway Close | £560.00 |
| • Replacement lamp, col. 3 Hedley Road | £570.00 |
| • Purchase of 2 gates for picnic area (see item 4.2 below) | £1133.48 |

AGENDA ITEM 4**Offices, Depot and Warden House****4.1 Washroom area refurbishment – workshop**

Members are asked to NOTE that the refurbishment is almost complete. Ceiling and wall panels, flooring, toilet, sink/vanity unit, water heater, towel rail and wall heater are all installed. The electrical items are yet to be wired in. The current spend to date on the project is c.£1700.00.

4.2 Picnic Area

Members are asked to NOTE two kissing gates have been ordered for installation at the entrance to the picnic area from CWPC office car park and the entrance from the picnic area into the woods. This is to deter motorbikes from entering the picnic area and Kings Wood. The cost of these two gates is £1133.48, inc delivery.

4.3 Office

Members are asked to NOTE there is an issue with the radiator in the front office whereby the tail is corroding. Quotes for repair/replacement are currently awaited.

4.4 Vehicles

Members are asked to NOTE the intention of replacing the Transit this year. This decision follows significant issues with the vehicle starting, and as yet no permanent solution has been found.

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

Members are asked to NOTE the following:

- The gates have been rubbed down, primed and are in the process of being repainted.
- The photographing and uploading of memorials, to Find A Grave website, is progressing and will remain an ongoing project.

5.2 Cock Lane**5.2.1 Fencing**

Members are asked to CONSIDER and if so minded APPROVE the installation of approx. 45m palisade fencing along the roadside of Cock Lane where there are significant gaps in the current tree line. The cost of fencing and installation to be no more than £5000.00.

5.2.2 Appreciation

Members are asked to NOTE receipt of a thank you card from a resident who was very pleased with the condition of the cemetery and the dug grave for his family member's funeral.

5.3 Hammersley Lane Garden of Rest

Members are asked to NOTE the following:

- An inspection of the flint wall has taken place with the remedial work yet to be undertaken; 3m haunching blown and 2m² flintwork to be repaired by grounds team.

AGENDA ITEM 6**Footway Lighting**

Members are asked to NOTE the following:

- Following the liquidation of Zeta Specialist Lighting, the cost of the agreed replacement Phosco 950 lanterns is £325.00 each.
- Vehicle damage to col. 6 Chapel Road had been reported, column was leaning. Our contractor (Sparkx) were instructed plumb and concrete, rather than replace the column, at a cost of £550.00.

AGENDA ITEM 7

War Memorials

Members are asked to NOTE the War Memorials in Flackwell Heath and Loudwater have been replanted for summer.

7.1 Loudwater War Memorial

Members are asked to CONSIDER and if so minded APPROVE the suggestion of having an Unknown Tommy and/or an Unknown Woman in War silhouette statue for positioning at Loudwater War Memorial for Remembrance each year. Cost for single silhouette £200.00, cost for pair £350.00.

AGENDA ITEM 8

Street Furniture

Members are asked to NOTE a request from Cllr Forbes for the bench on Church Road (TG) to be adopted by CWPC and be included for maintenance or replacement. Since Cllr Forbes made his request we have been approached for a memorial bench in Tylers Green and this would be a suitable location. Communication is ongoing.

AGENDA ITEM 9

Improving our footpaths project

Members are asked to RECEIVE an update on the project from Cllr Dodds.

AGENDA ITEM 10

Sheepridge Lane Green Footpath

Members are asked to NOTE that the first cut and side on the Sheepridge Lane green footpath has been completed.

AGENDA ITEM 11

Site Visit

Members are asked to CONSIDER and APPROVE a date for the site visit.

Sites on the list are:

- Loudwater War Memorial – to review the roadside bollards, new fencing and reseated paving.
- Altona Road Cemetery – to consider whether any improvements are required, in particular around the perimeter.
- Cock Lane Cemetery & Car Park – to review the need for any restriction in accessing the car park before the Ashwells development begins and to view the line of fencing required (agenda item 5.2.1 above).
- CWPC Depot – to review the work undertaken in the depot washroom refurbishment.

Members are asked to make further suggestions.

AGENDA ITEM 12

Happy to Chat Bench Project

Members are asked to NOTE that an update on this project has been deferred to the next meeting.

AGENDA ITEM 13

Committee Finances

Members are asked to NOTE the committee's income and expenditure to Period 2 (May). **(APPENDIX A)**

AGENDA ITEM 14

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 15

Accounts for payment

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

Date and time of next meeting: Thursday 24 September 2026 @ 7.30pm