

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 24 September 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 Vehicles
- 4.4 Warden House

5. Cemeteries

- 5.1 Altona Road
- 5.2 Cock Lane
- 5.3 Hammersley Lane Garden of Rest

6. War Memorials

7. Street Furniture

8. Improving our footpaths project

9. Sheepridge Lane Green Footpath

10. Site Visit

11. Happy to Chat Bench Project

12. Committee Finances

13. Questions from committee members and the public

14. Accounts for payment

AGENDA ITEM 3

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:

- Call out and replacement lamp, col. 2 Strathcona Close (FH) £570.00
- Removal of wasp nest from Warden House £45.00

AGENDA ITEM 4

Offices, Depot and Warden House

4.1 Washroom area refurbishment – workshop

Members are asked to NOTE that the refurbishment is complete and the total spend on the project is c.£2000.00. New lockers for the grounds team are due to be ordered.

4.2 Picnic Area

Members are asked to NOTE the three picnic benches have been refurbished, and preparation of the wildflower area has been started.

4.3 Vehicles

Members are asked to NOTE the Isuzu tailgate repair has been completed, with a claim made on the insurance.

4.4 Warden House

Members are asked to NOTE a leak in the bathroom has been repaired. It was noted that the grout/tiles had failed, saturating the plasterboard behind. Further remedial work was required by installing shower board over the existing tiles. The total cost for both issues was £1060.00.

AGENDA ITEM 5

Cemeteries

5.1 Altona Road

Members are asked to NOTE the four Hawthorns growing within graves, noted at the Committee Site Visit, have been cut back to ground level.

5.2 Cock Lane

Members are asked to NOTE the palisade fencing for the roadside of Cock Lane has been ordered and is due to be installed w/c 21 September 2026.

5.3 Hammersley Lane Garden of Rest

Members are asked to NOTE the flint wall repair has been completed, by a member of the grounds team.

AGENDA ITEM 6

War Memorials

Members are asked to NOTE the following:

- The War Memorials in Flackwell Heath and Loudwater have been replanted for autumn.
- The Unknown Tommy and Unknown Woman in War silhouette statues have been ordered and received. They will be positioned at the Flackwell Heath and Loudwater War Memorials before Remembrance Day.
- The York stone path at Flackwell Heath War Memorial has been repaired.
- Repointing of the York stone path at St Margarets has been started.

AGENDA ITEM 7

Street Furniture

Members are asked to NOTE the new memorial bench has been received and installed, opposite the Village Hall in Tylers Green.

AGENDA ITEM 8

Improving our footpaths project

Members are asked to NOTE any updates on the project from other Committee Members.

AGENDA ITEM 9

Sheepridge Lane Green Footpath

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

AGENDA ITEM 10

Site Visit

Members are asked to NOTE the review of the site visit held on 22 July 2026:

- Loudwater War Memorial – the roadside bollards, new fencing and reseated paving were noted as a good job done. Additional Yew will be planted to fill the gaps where existing plants have failed, they will then be trimmed to fence height.
- Altona Road Cemetery – a gap was noted in the hedge along the bottom perimeter. Grounds team to consider whether it can be filled in, and how. Four hawthorns were noted to be growing within graves, these have now been removed (agenda item 5.1, above).
- Cock Lane Cemetery & Car Park – no action was considered necessary regarding additional vehicular access restriction to the car park.
- CWPC Depot – the work undertaken in the depot washroom refurbishment was noted as a job well done.

AGENDA ITEM 11

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 12

Committee Finances

12.1 Committee Priorities for 2027

Members are asked to CONSIDER the committee priorities for the next financial year so that a comprehensive draft budget can be formulated for the next committee meeting.

12.2 Income & Expenditure

Members are asked to NOTE the committee's income and expenditure to Period 5 (August). **(APPENDIX A)**

AGENDA ITEM 13

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 14

Accounts for payment

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

Date and time of next meeting: Thursday 19 November 2026 @ 7.30pm