



**WENDOVER PARISH COUNCIL**

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**PARISH COUNCIL MEETING AGENDA**

**Tuesday 6<sup>th</sup> August 2024 at 7:30pm**

**St Anne's Hall, Aylesbury Road, Wendover HP22 6JG**

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**Committee Membership:** Councillors Ballantine, Gallagher, Goodall, Lloyd-Evans, O'Donnell, Porter, Standen, Thornton, Wales, Walker, Washington, Williams and Worth

**To all Committee Members:**

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.**

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**AGENDA**

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**1) APOLOGIES FOR ABSENCE**

To consider any apologies for absence received:

**2) DECLARATIONS OF INTEREST**

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.

**3) MINUTES – *page 4***

Consideration of approval of minutes of the meeting on 2<sup>nd</sup> July 2024.

**4) CHAIR'S ANNOUNCEMENTS**

**5) PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**

The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.

**6) REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS**

**7) CLERKS REPORT & CORRESPONDENCE – *page 8***

- 8) **[FINANCE AND PAYMENTS](#) – *page 13***
- a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
  - b) To receive the latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 14, 18 and 19*
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
- a) **[HS2 Mitigation Action Group](#) – *page 20***
  - b) Parish Council Surgeries
  - c) St Mary’s Church
  - d) Other groups
- 10) **REPORTS FROM COMMITTEES**
- a) **AMENITIES**
    - i) To note the draft [minutes](#) of the meeting on 16<sup>th</sup> July 2024 – *page 21*
  - ITEMS REFERRED FROM AMENITIES**
    - ii) To consider the approval to introduce a [boundary gate](#) from Ashbrook Park to the new Café – *page 25*
    - iii) To consider the recommendation to replace the [fencing along the Hampden Field](#) play park – *page 33*
- 11) **REPORTS FROM WORKING GROUPS**
- a) **Transport Working Group**

To receive an update from the Transport working group.
  - b) **Open Spaces Working Group**

To receive an update from the working group.
  - c) **Sustainability and Biodiversity Group**

To receive an update from the working group.
  - d) **Strategic Planning Steering Group – *page 37***

To receive an update from the working group.

    - i) **[Strategic Framework](#)** - To note current progress on the strategic plan and framework and to authorise the Strategic Planning Steering Group to progress the plan in line with the paper
- 12) **OTHER ITEMS**
- a) **[Engagement and Parish Council Surgeries](#) – *page 48***

To consider the value of Parish Council surgeries as a part of our engagement and how to proceed so that they are valuable engagement tools.
  - b) **[CLAW request for Wendover Wildbelt](#) – *page 50***

To consider a request for financial support for the next stage of development of the Wildbelt
  - c) **[Christmas Lights 2024](#) – *page 52***

To consider approving a quote for the 2024 Christmas Lights scheme. To consider waiving the financial regulations requirement for three quotes.

**13) PLANNING APPLICATIONS**

a) **24/02142/CPL 92 Ellesborough Road Wendover Buckinghamshire HP22 6EW**

[Certificate of lawfulness application for existing log store and sun room](#)

b) **24/02015/APP 18 Stanhope Close Wendover Buckinghamshire HP22 6AH**

[Householder application for side and rear extension to ground and first floor and front porch](#)

c) **24/02074/APP 23 Hampden Road Wendover Buckinghamshire HP22 6HU**

[Householder application for detached single storey annexe](#)

**14) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS**

The next Parish Council meeting 7.30pm on Tuesday 3<sup>rd</sup> September 2024 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 26<sup>th</sup> August.

**15) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 1<sup>st</sup> Aug 2024

# WENDOVER PARISH COUNCIL

## Minutes of the Parish Council Meeting

2<sup>nd</sup> July 2024 at 7:30pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

**Present:** Councillors Ballantine, Gallagher, Goodall, O'Donnell, Porter, Wales, Walker, Williams and Worth.

**In attendance:** The Buckinghamshire Councillors were not present

**Clerk:** Andy Smith

**Members of Public:** 3

### 1) APOLOGIES FOR ABSENCE

**PC24/098** Apologies were received from Councillors Standen, Thornton and Washington and were **APPROVED**. Councillor Walker and Lloyd Evans were absent.

### 2) DECLARATIONS OF INTEREST

**PC24/099** None

### 3) MINUTES

**PC24/100** The minutes of the Parish Council of 4<sup>th</sup> June 2024. were **RESOLVED** as a true record to be signed by the Chair of the meeting.

### 4) CHAIRS ANNOUNCEMENTS

**PC24/101** The sad news was shared with Council that John Firmin passed away. He was chair of the Council 1994-2001 and we would like to send our sympathies to the family and thank him for his time and service to the community.

**PC24/102** Thanks were passed on to everyone who came along to the HS2 Public Meeting including thanks to the office staff and Wendover HS2 for organising the event.

### 5) PUBLIC PARTICIPATION

**PC24/103** A member of the public asked to clean the bus shelters. They were informed that they were already scheduled for Thursday 4<sup>th</sup> July

### 6) REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC24/104** None

### 7) CLERKS REPORT AND CORRESPONDANCE

**PC24/105** The report was noted.

### 8) FINANCE AND PAYMENTS

#### a) Payments to consider.

**PC24/106** The payments to consider, totalling £36,825.92, were **RESOLVED** to be approved and signed.

#### b) Latest financial reports

**PC24/107** The financial reports were noted and Councillors were happy with the current financial position.

9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**

a) **HS2 Mitigation Action Group**

**PC24/108** The report was noted.

b) **Parish Council Surgeries**

**PC24/109** It was noted that we had a complaint that the white gates were too far into Wendover, the clerk has satisfactorily responded to the resident. There were three attendees to the surgery.

c) **St Marys Churchyard care committee**

**PC24/110** It was noted that the wall needs further repairs and running out of space for cremation memorials. The committee will be looking for support for a new wall

d) **Other groups**

**PC24/111 Chiltern Way Academy** – we have been engaging with the school and we are offering some allotment space to them so they can grow (and cook) produce.

**PC24/112 Wendover Youth Centre** –They are currently looking for a Chair of Trustees if anyone is interested they can get in touch directly with the Youth Centre.

10) **REPORTS FROM COMMITTEES**

a) **PLANNING**

**PC24/113** The draft minutes of the meeting on 4<sup>th</sup> June 2024 were noted.

b) **STAFFING**

**PC24/114** It was noted that the draft minutes of the meeting on 18<sup>th</sup> June 2024 will be circulated when finalised

11) **REPORTS FROM WORKING GROUPS**

a) **Transport Working Group**

**PC24/115** A progress meeting has been held on the EV charging project. The gulleys in the pathways have gone in and the next stage is the lamppost charging. We are awaiting updates about the process. There will be a contract between Bucks Council and Wendover Parish Council and this will come to Council for approval.

**PC24/116** There was a meeting with schools about the traffic on the campus and there was a lot of general support. The group are now looking for funding for the behavioural elements such as the walking bus and signage. There have also been parking officers on site - ticketing illegal parking. The money from the community board is being decided on the 11<sup>th</sup> July but we have run out of term time to do anything this year.

b) **Open Spaces Working Group**

**PC24/117** No report

c) **Sustainability and Biodiversity Group**

**PC24/118** Has not met.

**d) Strategic Planning Steering Group**

**PC24/119** We have now employed a member of summer staff to support Cllr O'Donnell to deliver and progress the strategy.

**12) OTHER ITEMS**

**a) Hampden Pond levels and recharge**

**PC24/120** This is not committing to any resources but allowing them to explore. The green policy would be to leave the levels as is, but these are just investigations. This is asking for studies into the issue and not votes on the solutions. We will be asking Wendover HS2 MAG to support the council in this project.

**PC24/121** An amendment was proposed to make the proposal the same as the item summary. It was **RESOLVED** to amend the proposal so that the summary became the proposal.

**PC24/122** The paper as amended was considered and it was **RESOLVED** to approve the proposal.

**13) DATES OF FUTURE MEETINGS**

**PC24/123** The next Parish Council meeting 7.30pm on Tuesday 6<sup>th</sup> August 2024 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 29<sup>th</sup> July

**PC24/124** An agenda Item – engagement and councillor surgeries was suggested

**14) CLOSURE OF MEETING**

**PC24/125** As all business was transacted the meeting was closed at 8.08pm

Signed by  
Chair to the Parish Council

Date:

PAYMENTS TO CONSIDER		Jul	Parish Council 02/07/2024
<b>BACS</b>			
Date	To	Amount	Payment for
05/07/2024	Phenom Networks	£156.87	Computer Support
05/07/2024	PawPrint	£140.40	Printer/Copier Costs
05/07/2024	Val Mayland	£60.00	Cleaning
05/07/2024	Marley Design	£262.50	Web and communications
05/07/2024	Numbers	£72.00	Payroll Services
05/07/2024	St Annes Hall Hire	£60.00	Hire of hall for meetings
31/07/2024	Salaries	£9,462.93	Monthly Salaries Bill
31/07/2024	LGPS	£814.84	LGPS Pension Costs
31/07/2024	HMRC	£3,430.73	Payroll Tax and NI
05/07/2024	Allotments - PP16/19/20	£120.00	Deposit refund
05/07/2024	Dayla c/o Wendover Society	£113.09	Refreshments and glasses for HS2 Public Meeting
05/07/2024	Farol	£89.96	New orange hazard light for mower (highway spec)
05/07/2024	Sparkx	£685.80	Streetlight repairs - 245, 394
05/07/2024	Wendover Youth Centre	£7,500.00	Annual Grant
05/07/2024	St Marys Churchyard Cttee	£7,500.00	Annual Grant
05/07/2024	A Big Voice	£405.00	Entertainment for Picnic in the Park
05/07/2024	BMKALC	£70.00	Finance training for Councillors
05/07/2024	PHS Group	£198.38	Annual sanitary disposal
05/07/2024	BMKALC	£32.40	Employee Assistance Programme through BMKALC
05/07/2024	Active Risk Management Service	£497.00	Quarterly playground inspections
05/07/2024	Wendover News	£900.00	Quarterly back page charge
<b>TOTAL BACS AMOUNT</b>		<b>£32,571.90</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
26/06/2024	Adobe	£19.97	Acrobat Pro plan - Jun
13/06/2024	Lebara Mobile	£5.00	Office mobile phone - Jun
26/07/2024	Adobe	£19.97	Acrobat Pro plan - Jul
13/07/2024	Lebara Mobile	£5.00	Office mobile phone - Jul
24/06/2024	Amazon Services eu	£72.98	Desk for downstairs clocktower
24/06/2024	Amazon Mkt - Blisswood	£92.76	Office chairs - new interns
25/06/2024	Amazon Business	£101.50	Plastic storage boxes
04/06/2024	Amazon Business	£9.88	Bike locks for A frames
04/06/2024	Amazon Mkt - House of Display	£145.52	A frames
01/06/2024	SLCC	£348.00	SLCC membership for Clerk
28/06/2024	Sweeneys	£42.74	Food for HS2 Public Meeting
06/06/2024	Sweeneys	£7.38	Office supplies
<b>TOTAL Debit Card AMOUNT</b>		<b>£870.70</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
03/07/2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
17/06/2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
7 Jul 2024	SMART PENSION LTD	£26.40	SMART pension admin fee
28 Jul 2024	SMART PENSION LTD	£883.16	SMART pension contributions
15 Jul 2024	BG LITE	£17.71	Manor Waste Electricity
15 Jul 2024	BG LITE	£107.66	Clock Tower Electricity
15 Jul 2024	BG LITE	£62.14	Site Safe Electricity
19 Jul 2024	DRAX ENERGY SOLUTI	£1,271.53	Street Lighting Electricity
30 Jul 2024	BUCKS COUNCIL RECE	£96.85	Waste Container emptying
20/06/2024	MICROSOFT	£82.32	Microsoft 365 Licenses
17 Jul 2024	CASTLE WATER LTD	£18.66	Clock Tower Water
17 Jul 2024	CASTLE WATER LTD	£7.56	Site Safe Water
17 Jul 2024	BT GROUP PLC	£140.04	Clock tower phone/broadband
05/07/2024	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
<b>TOTAL DD &amp; SO</b>		<b>£3,383.32</b>	
<b>TOTAL PAYMENTS</b>		<b>£36,825.92</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			



## ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

### Electors Rights

The period of electors' rights ended on the 19<sup>th</sup> July and we have not received notification of any requests made directly to the Council or the external auditors.

### External Auditor

The external auditor asked for clarification of some of the variances between last year and this year. It appears that there was a version control issue and the form that was sent was not the latest version. The latest version was sent to the auditor, and I have heard nothing since. I am hoping that the next communication will be the external auditors report and conclusion of audit, which has to be provided before September.

### Summer Project Students update

The summer projects are progressing well. We currently have an updated planning spreadsheet that saves time and links to the agendas. Our resolved decisions are being converted by AI into a database that can be held on our website for easy access and transparency. There is movement on the strategic plan (as can be seen by this agenda and) and there has been a lot of work done to present options that will dramatically improve the local produce market. We have managed to recruit 3 excellent candidates who have very quickly understood the tasks and how the council operates.

### Clock Tower – water heater

The Clock Tower has no central boiler or hot water system rather each sink is fed hot water from a heater above the sink. The heater above the sink has been dripping constantly, we have had two plumbers in with estimates of around £500-£600. I have had one quote and await at least another quote from a company that has been out to inspect. This will be under clerks delegated authority from the property maintenance budget.

### Clock Tower – netting around the bell

The netting around the bell tower is now all loose and some white doves are enjoying the shade and protection it provides. The mess caused by these birds could impact on the mechanism and be a health hazard to those who access it so I am seeking quotes for it's repair. This alongside the water heater will probably push the property maintenance budget over but can be accommodated with in year savings on other lines

### Street light switch off – including feedback via PCSO

We have had feedback from one of the local PCSOs that a member of the public has been coming to the surgeries unhappy with the lights being off. The member of the public had misinformed that we were about to turn all lights off at 10pm with no consultation.

In reality this project has not even had a final proposal put to Council and we have yet to commence a formal public consultation. It is still a feasibility exploration which we are publicising to get informal local feedback. Other local Parish Councils are looking to also turn off their lights, or reduce the colour to orange/red, or both. Therefore, a working group has met to consider what the next steps would be if we were to proceed together.





### **Untaxed car in Witchell with no MOT**

There is currently a car in the Witchell with no tax or MOT and presumably no SORN. This has been reported to the police and DVLA. Previous vehicles we have reported have been removed so don't be concerned if you see a car being removed from the car park. We offer the car park as a community asset and this is not any intention for us to start charging or clamping.

### **Best Kept Village**

This year we were in a best of the best competition and came second in that particular cup. It seems that we need to work on our submission information with one comment being that we had so many things on the map it was hard to make out all of the local amenities. This is not the worst problem to have!

### **Web enquiry skatepark**

We had a web enquiry about the skatepark from a resident close to Ashbrook Park who felt it would impact on their quality of life. The following response was sent:

*I can confirm that planning has been granted and we are now looking to complete the fundraising and start works to install the skatepark later in the year or early next year.*

*The Parish Council would not have progressed the skatepark if we believed that it would impact on the quality of life of the residents. We have learnt from the issues that residents faced when the skatepark was originally in Ashbrook. Whilst Covid has delayed this project, it was based on surveys with Wendover residents and by engaging with youth groups, this included where best to site the skatepark. We have also shared designs at local community events.*

*There are a lot of myths about skateparks not supported by evidence and we have done a lot of research to ensure the skate park design is inclusive and is a positive for the village. The skatepark has been designed to be low lying and low noise. It has been located so that it is at least 35m from a boundary fence, which is above the minimum requirement. Skateparks in general have the support of the police as they reduce Anti-Social Behaviour in the areas they are installed.*

*That being said, you are more than welcome to attend a parish council meeting – there is a space on the agenda at the start of the meeting where you can raise your views. You can attend one of the Parish Councillor surgeries in the Library every third Saturday of the month or I can ask the Councillor leading the project to get in touch, have a coffee, and discuss the issues with you.*

### **Wendover Society and bins**

We are looking into how we can work with the Wendover Society over some of the issues presented around the location of commercial bins along the main highways and within the conservation area. There have been meetings to discuss how Wendover PC can possibly support the Wendover Society and when a proposal emerges it will come to the Council

### **Wendover Village Gates**

A query about the location of the village gates, in particular the one on Tring Rd was brought up at the Councillor Surgeries and followed up by myself. The member of the public wanted to know why the Tring Rd gates were not up by the Parish Boundary near the vets as that would then include



Princess Mary Gate. The answer is complicated but I do understand the feelings of Princess Mary Gate residents not being part of Wendover so I have asked our Buckinghamshire Council Contact as to if they can be moved.

*The village gates are installed and paid for Buckinghamshire Council, not ourselves, but we did lobby for their installation. Wendover has a couple of administrative boundaries there is the Parish Boundary itself and then what is known as the “settlement boundary”. The settlement boundary is a boundary defined for planning purposes which houses are preferred to be within that boundary. Our neighbourhood plan is available on the website and has the boundary shown in the plan. The gates are placed on this settlement boundary, and this is the standard practice.*

*I don’t know all of the rationale for this practice, it is common for a lot of villages and small towns. However, one of the roles of the gates is as a visual traffic calming measure and doing so on the borders of the settlement is an effective way of doing that rather than having the gates at the Parish boundary. There is also the fact that the Parish Boundary is quite sprawling and would be difficult to place white gates on. If you look at the map of Wendover Parish it extends from just after the triangle business park to Babington rd and then a spur out along the hale to almost Chivery. It then goes to almost Leather Lane, London Road (Mapridge Cottage), to Dunsmore then via Welwick Farm and Nash Lee back up to the Triangle. Many of the boundary areas you would not consider to be “Wendover”*

*Unfortunately, Buckinghamshire Council would probably not move the gates, but we can ask the question as the settlement boundary and parish boundary are so close on the Tring rd. Because of the election I expect we will not hear much back for a few weeks.*

### **New vehicle investigations**

We are currently investigating a new vehicle for Wendover Parish Council – it is felt that we can improve on the Hilux and consider the environmental impact in our next Choice. In all honesty all of the staff are uncertain about an electric vehicle but we are asking the questions and trying to get the costs. We are looking at Lease not purchase because of the uncertainty of devolved services. This task is not proving as easy as it may seem with the availability of vehicles at the moment and the ability to “customise” with tool vaults and orange beacons that are required in our work. Add into that that we also need to be able to collect bin bags which leak and spill in the rear we also need something that is not wooden panelled.

### **Orchard maintenance**

The orchard has had its “annual service” with the company inspecting the trees, clearing weeds around the base and letting out some of the supports and removing guards on trees that are now mature enough to resist the wildlife. The Estates and Grounds Team followed up by giving the meadow a light trim to mimic how wildlife meadows are normally managed. This cut spreads the wildflower seed on the ground and there will be a further hair cut in September.



### **Lorries on Pound St**

There was a report into the office about lorries using Pound Street. It was thought initially that these were HS2 related traffic and this was not allowed. After further investigation they were a contractor on an unrelated work in Ellesborough. We phoned the contractor to advise them on the weight limit on stretches of the route they were following and that they should calculate an alternate route which the office assured would happen. No further complaints were received.

### **Sidleys Garage doors**

The garages we rent off the high street needs replacement doors – we have reported this and it looks like a repair or replacement will be forthcoming.

### **New Flagstone Portal**

The online bank deposits are held under the Flagstone account. Flagstone have made some significant changes to the online portal, reports and interest payments that has taken a while to figure out and get some historical reports to support the current reports. Whilst the new portal is better at getting accrued interest back into the deposit account the reports show cumulative totals for the year. This means to get a monthly figure for the management accounts I am having to do some additional manual calculations.

### **Devolved Services Meeting**

I have been unsuccessful in securing a date to discuss the devolved services contract because of staff leave. I am hoping to have an update at the next Council.

### **S106 Monies**

A meeting I was hoping to have to discuss Section 106 monies and what is expected for Wendover Parish Council – including how we can secure some for the skatepark was postponed and I hope to have an update at the next meeting.

### **Green Flag for parks**

Recently Bucks Council won green flags for 7 of their parks. This is a quality standard rather like the blue flag for beaches and I am now looking into how Wendover can enter this quality mark to recognise some of the quality spaces we have for our residents.

### **HMRC payments**

For a while I have not been able to get onto our online HMRC account so have been reliant on our payroll provider for our HMRC account updates. Last week I was informed of some discrepancies with our payments. I finally got online and have sorted out these issues and paid off the money owed.

Fundamentally there were two errors

**1: Feb 2023** - when employer NIC for one member of staff had been miskeyed on the spreadsheet that goes with the payment slip and we had underpaid by £23.72. This error can no longer occur as the spreadsheet has been updated and semi-automated so it copies figures directly from the payment summary provided by Numbers and I double check the P32 figure before payment



**2: Nov 2023** – this was a backpay salary run from the new salary agreements. In the back pay calculations, the spreadsheet had not been updated to ensure student loan back pay was picked up correctly – resulting in a £115 underpayment. Again, this has been resolved since and can’t happen again along with the P32 check.

However, HMRC did not make it easy to track the issue as what it has been doing is using more recent payments to cover the previous shortfalls and then adding interest into the mix. The Feb mistake was paid off in June, showing Feb 23 to be now paid in full but June 23 having a shortfall. Then Dec 23 paid off the shortfall for June 23, showing June 23 as being ok and Dec 23 as having a shortfall.

The table below tracks those errors.

	HMRC Due	HMRC PAYE paid	WPC sheet	WPC Bank a/c	Interest Charged	Deficit	Repayments	notes
<b>Feb-23</b>	3,240.99	3,217.27	3,217.27	3,217.27		23.72		Employer NIC had been miskeyed into the spreadsheet. This will not occur again as the new spreadsheet has been semi automated to prevent such errors
<b>Mar-23</b>	3,158.39	3,158.39	3,158.39	3,158.39		-		
<b>Apr-23</b>	3,322.98	3,322.98	3,322.98	3,322.98		-		
<b>May-23</b>	3,521.64	3,521.64	3,521.64	3,521.64		-		
<b>Jun-23</b>	3,493.24	3,469.52	3,469.52	3,493.24		23.72	23.72	£23.72 from this month paid to cover shortfall on 30 Jun 2023 - causing a shortfall for this month
<b>Jul-23</b>	3,338.58	3,338.58	3,338.58	3,338.58		-		
<b>Aug-23</b>	3,428.49	3,428.49	3,428.49	3,428.49		-		
<b>Sep-23</b>	3,390.07	3,390.07	3,390.07	3,390.07		-		
<b>Oct-23</b>	3,377.00	3,377.00	3,377.00	3,377.00		-		
<b>Nov-23</b>	5,806.09	5,691.09	5,691.09	5,806.09		115.00		This was a back pay salary run and the student loan back pay figure had not been factored into the calculations due to an error in the formulas on the sheet.
<b>Dec-23</b>	4,119.19	3,976.66	3,976.66	3,976.66	3.81	142.53	115.00	£115 from this months payment is used to cover the November 2023 shortfall - with an additional interest payment this means the total cumulative debt is £142.53
<b>Jan-24</b>	3,587.77	3,587.77	3,587.77	3,587.77		-		
<b>Feb-24</b>	3,486.20	3,486.20	3,486.20	3,486.20		-		
<b>Mar-24</b>	3,486.60	3,486.60	3,486.60	3,486.60		-		
<b>Apr-24</b>	3,550.26	3,550.26	3,550.26	3,550.26		-		
<b>May-24</b>	3,466.49	3,323.96	3,466.49	3,466.49	1.23	143.76	142.53	Part of the May salary used to pay off the December 2023 shortfall
<b>Jun-24</b>	3,520.30	3,520.30	3,520.30	3,520.30		-		



## ITEM 8b – FINANCE REPORTS

The July accounts are still early in the year for any conclusion and present no issues. The accounts presented show the state as at 25/7/24 but does include salary costs which come out at the end of the month. This is a reasonable indication of the completed July position.

Notes from the accounts

### Devolved Services income

Thankfully the income was much higher than anticipated and this means an additional income of c £9k

### HS2 Public Meeting

No budgets were set for this line but it was agreed that minor grants would cover this cost, which will be dealt with at the end of financial year if required.

### Bus Shelters

It is anticipated that we will be over budget on this line when Amenities approves the repairs to the Ashbrook bus stop

It is hoped we can keep within the budget total for the highways maintenance

### Maintenance – Inspections

Because of the new play parks inspection requirements this will go over budget. This can be covered by cost savings in the other recreation expenditure lines

### Play equipment – purchase

Because of the highlighted issues with the parks we will be well over budget for on this line. Finance and Council will have to work out how to fund the necessary updates which have come along sooner than anticipated. There is £2200 in a play parks EMR as we had started saving for this eventuality.

### Misc-Fuel

Fuel prices continue to be erratic which pressures this budget line

### Interest Received ex deposits

The interest on our Flagstone accounts is now paid monthly into our accounts, not annually or on deposit maturity, this has been covered in the past by an end of year accrual. Fortunately interest can now be accounted for monthly and it is much clearer how much we are receiving. Interest rates are forecast to go down but current prediction is that we will have around £10k in interest payments, £6.5k more than is in the budget.



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Detailed Income & Expenditure by Budget Heading 25/07/2024

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Amenities Income</b>								
1000 Allotment Rent	2	1,251	1,630	379			76.7%	
1005 Charter Fair	0	0	220	220			0.0%	
1010 Cricket Club Lease	0	75	300	225			25.0%	
1021 Markets - Local Produce	123	420	1,500	1,080			28.0%	
1022 Markets - Weekly Market	0	2,665	10,660	7,995			25.0%	
1030 Other Rental (Ashbrook)	105	1,070	2,045	975			52.3%	
1035 BCC Devolved Footpaths Income	0	19,198	10,158	(9,040)			189.0%	
1214 Christmas Trees	0	0	2,000	2,000			0.0%	
1260 Xmas event income	0	0	500	500			0.0%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
1262 Fundraising income	0	45	0	(45)			0.0%	
1263 Event income (stalls etc)	210	210	0	(210)			0.0%	
<b>Amenities Income :- Income</b>	<b>440</b>	<b>24,934</b>	<b>29,113</b>	<b>4,179</b>			<b>85.6%</b>	<b>0</b>
<b>Net Income</b>	<b>440</b>	<b>24,934</b>	<b>29,113</b>	<b>4,179</b>				
<b>125 Events Expenditure</b>								
4100 Annual Parish Meeting excl refs	0	257	500	243		243	51.3%	
4105 Christmas Decorations	0	0	6,500	6,500		6,500	0.0%	
4109 Promo Materials	0	263	750	487		487	35.1%	
4110 Entertainment & Events	1,394	2,205	5,000	2,795		2,795	44.1%	
4111 RAF/Remembrance Parade	0	0	500	500		500	0.0%	
4112 Floral Display	0	0	8,885	8,885		8,885	0.0%	
4113 HS2 Public Meeting	154	254	0	(254)		(254)	0.0%	
4122 Markets - Local Produce	0	0	500	500		500	0.0%	
4124 Markets - Business Rates	90	358	990	632		632	36.2%	
4125 Markets - Water	(31)	2	50	48		48	3.6%	
4126 Markets - Electric	17	100	380	281		281	26.2%	
4130 Quiz	0	17	400	383		383	4.2%	
4132 Christmas Celebration Event	0	0	2,500	2,500		2,500	0.0%	
<b>Events Expenditure :- Indirect Expenditure</b>	<b>1,624</b>	<b>3,455</b>	<b>26,955</b>	<b>23,500</b>	<b>0</b>	<b>23,500</b>	<b>12.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,624)</b>	<b>(3,455)</b>	<b>(26,955)</b>	<b>(23,500)</b>				
<b>130 Highways Expenditure</b>								
4200 Bus Shelters	0	0	500	500		500	0.0%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	54	54	1,000	946		946	5.4%	
<b>Highways Expenditure :- Indirect Expenditure</b>	<b>54</b>	<b>54</b>	<b>2,500</b>	<b>2,446</b>	<b>0</b>	<b>2,446</b>	<b>2.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(54)</b>	<b>(54)</b>	<b>(2,500)</b>	<b>(2,446)</b>				

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Detailed Income & Expenditure by Budget Heading 25/07/2024

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>135 Street Lighting Expenditure</b>								
4300 Electricity	1,025	4,170	12,500	8,330		8,330	33.4%	
4305 Maintenance	860	2,392	10,000	7,609		7,609	23.9%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	<b>1,885</b>	<b>6,562</b>	<b>31,000</b>	<b>24,438</b>	<b>0</b>	<b>24,438</b>	<b>21.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,885)</b>	<b>(6,562)</b>	<b>(31,000)</b>	<b>(24,438)</b>				
<b>140 Recreation Expenditure</b>								
4400 Dog Bin Emptying	0	0	2,200	2,200		2,200	0.0%	
4405 Maintenance - Fences, etc	0	54	15,000	14,946		14,946	0.4%	
4406 Maintenance - footpaths	0	0	2,000	2,000		2,000	0.0%	
4410 Maintenance - Groundworks	76	792	5,000	4,208		4,208	15.8%	
4415 Maintenance - Inspections, etc	497	1,322	1,800	478		478	73.4%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	0	4,000	4,000		4,000	0.0%	
4421 Orchard Maintenance	0	531	750	219		219	70.9%	
4425 Capital Expenditure (asset pur	0	0	12,000	12,000		12,000	0.0%	
4426 Estates vehicle lease	370	1,526	4,440	2,914		2,914	34.4%	
4430 Mower Maintenance	75	75	2,000	1,925		1,925	3.7%	
4435 Play Equipment - Purchase	0	0	5,000	5,000		5,000	0.0%	
4440 Play Equip - Repairs & Maint	0	0	3,000	3,000		3,000	0.0%	
4450 Premises - Garage Rent	135	540	1,620	1,080		1,080	33.3%	
4455 Premises - SiteSafe Electrics	59	157	300	143		143	52.4%	
4465 Premises - SiteSafe Water, etc	7	34	300	266		266	11.4%	
4475 Misc - Fuel	401	1,569	3,200	1,631		1,631	49.0%	
4480 Misc - Materials & Tools	0	297	2,500	2,203		2,203	11.9%	
4481 Machinery/Tool Service Repair	0	65	2,500	2,435		2,435	2.6%	
4485 Misc - Protective Clothing	0	204	750	546		546	27.3%	
4490 Misc - Refuse Bins	0	248	1,200	953		953	20.6%	
4495 Misc - Sundries Recreation	0	6	500	494		494	1.2%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	<b>1,621</b>	<b>7,421</b>	<b>72,060</b>	<b>64,639</b>	<b>0</b>	<b>64,639</b>	<b>10.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,621)</b>	<b>(7,421)</b>	<b>(72,060)</b>	<b>(64,639)</b>				
<b>200 Finance &amp; General Income</b>								
1205 Witcheil Trust Grant	0	66	400	334			16.4%	
1210 Interest Received ex Deposits	0	3,347	3,500	153			95.6%	
1250 Precept Received	0	194,223	388,445	194,223			50.0%	

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Detailed Income & Expenditure by Budget Heading 25/07/2024

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1266 VAHT Streetlight Income	205	0	800	800			0.0%	
<b>Finance &amp; General Income :- Income</b>	<b>205</b>	<b>197,636</b>	<b>393,145</b>	<b>195,509</b>			<b>50.3%</b>	<b>0</b>
<b>Net Income</b>	<b>205</b>	<b>197,636</b>	<b>393,145</b>	<b>195,509</b>				
<u>220 Finance &amp; General Expenditure</u>								
4496 Professional Support (HS2 etc)	(34)	(34)	2,000	2,034	2,034		(1.7%)	
4550 Communications - Publicity	1,000	2,125	7,500	5,375	5,375		28.3%	
4555 Communications - Website	163	484	3,000	2,516	2,516		16.1%	
4560 Financial - Bank Charges	0	136	600	464	464		22.7%	
4565 Financial - Fees - Audit	0	(1,445)	2,300	3,745	3,745		(62.8%)	
4570 Financial - Fees - Legal	0	0	2,000	2,000	2,000		0.0%	
4575 Financial - Insurance	0	0	7,950	7,950	7,950		0.0%	
4580 Financial - Software	0	720	800	80	80		90.0%	
4615 Office - Broadband/Tel/Fax	5	362	1,750	1,388	1,388		20.7%	
4620 Office - Copier	117	468	1,500	1,032	1,032		31.2%	
4621 Office - Equipment - Expend	415	1,270	3,000	1,730	1,730		42.3%	
4625 Office - Equipment Capital	36	259	1,000	741	741		25.9%	
4630 Office - Postage & Stationery	19	82	300	218	218		27.5%	
4640 Office - Testing - Electrical	0	0	100	100	100		0.0%	
4645 Office - Testing - Fire	0	0	300	300	300		0.0%	
4650 Office - Utilities - Electric	103	809	2,800	1,991	1,991		28.9%	
4655 Office - Utilities - Water	0	66	150	84	84		44.0%	
4660 Property Mgt - Clock Tower	225	385	1,750	1,365	1,365		22.0%	
4665 Property Mgt - Manor Waste	0	0	1,000	1,000	1,000		0.0%	
4670 Property Mgt - SiteSafe	0	165	1,000	835	835		16.5%	
4675 Property Mgt - War Memorial	0	0	500	500	500		0.0%	
4685 Subscriptions and Donations	0	1,285	2,250	965	965		57.1%	
4690 Misc - Chairman's Expenses	0	0	1,200	1,200	1,200		0.0%	
4691 Misc - Councillor Expenses	0	0	100	100	100		0.0%	
4695 Misc - Room Hire	60	240	1,200	960	960		20.0%	
4700 Misc Sundry Expenses Finance	6	70	500	430	430		14.0%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200	200		0.0%	
4707 H&S	0	207	3,000	2,794	2,794		6.9%	
<b>Finance &amp; General Expenditure :- Indirect Expenditure</b>	<b>2,114</b>	<b>7,654</b>	<b>49,750</b>	<b>42,096</b>	<b>0</b>	<b>42,096</b>	<b>15.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,114)</b>	<b>(7,654)</b>	<b>(49,750)</b>	<b>(42,096)</b>				
<u>230 Grants out - inc S137 exp</u>								
4585 Grant - Churchyard - not S137	7,500	7,500	7,000	(500)	(500)		107.1%	

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Detailed Income & Expenditure by Budget Heading 25/07/2024

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4586 Grant - Youth Centre -not S137	7,500	7,500	7,000	(500)		(500)	107.1%	
4590 Grants Out - Major - S137	0	0	15,000	15,000		15,000	0.0%	
4611 Grants Out - Minor - S137	0	0	5,000	5,000		5,000	0.0%	
Grants out - inc S137 exp :- Indirect Expenditure	<b>15,000</b>	<b>15,000</b>	<b>34,000</b>	<b>19,000</b>	<b>0</b>	<b>19,000</b>	<b>44.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(34,000)</b>	<b>(19,000)</b>				
<b>320 Staffing</b>								
4800 Staffing - Amenities - Wages	5,719	23,483	73,585	50,102		50,102	31.9%	
4801 Staffing - Amenities - NIC	580	2,404	6,795	4,391		4,391	35.4%	
4802 Staffing - Amenities-Pension	759	3,276	10,459	7,183		7,183	31.3%	
4810 Staffing - F&G - Wages	8,482	27,878	91,561	63,683		63,683	30.4%	
4811 Staffing - F&G - NIC	691	2,763	8,243	5,480		5,480	33.5%	
4812 Staffing - F&G - Pension	322	1,287	5,310	4,023		4,023	24.2%	
4816 Staffing F&G Student Loan	56	224	990	766		766	22.6%	
4845 Payroll Charges	60	240	750	510		510	32.0%	
4855 HR Consultancy Fees	32	32	3,500	3,468		3,468	0.9%	
4860 Training Staff & Cllrs	70	418	3,500	3,082		3,082	11.9%	
4861 Uniform	0	0	1,000	1,000		1,000	0.0%	
4862 Smart Pension Admin Fee	22	88	300	212		212	29.3%	
Staffing :- Indirect Expenditure	<b>16,793</b>	<b>62,094</b>	<b>205,993</b>	<b>143,899</b>	<b>0</b>	<b>143,899</b>	<b>30.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(16,793)</b>	<b>(62,094)</b>	<b>(205,993)</b>	<b>(143,899)</b>				
<b>Grand Totals:- Income</b>	<b>645</b>	<b>222,570</b>	<b>422,258</b>	<b>199,688</b>			<b>52.7%</b>	
<b>Expenditure</b>	<b>39,091</b>	<b>102,240</b>	<b>422,258</b>	<b>320,018</b>	<b>0</b>	<b>320,018</b>	<b>24.2%</b>	
<b>Net Income over Expenditure</b>	<b>(38,446)</b>	<b>120,330</b>	<b>0</b>	<b>(120,330)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(38,446)</b>	<b>120,330</b>						



25/07/2024

**Wendover Parish Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement**

**Month 4 Date 25/07/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	804	
200	Current Bank Account	61,091	
202	Flagstone	331,513	
	<b>Total Current Assets</b>		<b>393,611</b>
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,755	
	<b>Total Current Liabilities</b>		<b>1,755</b>
	<b>Net Current Assets</b>		<b>391,856</b>
	<b>Total Assets less Current Liabilities</b>		<b>391,856</b>
	<u>Represented by :-</u>		
300	Current Year Fund	120,330	
310	General Reserves	154,521	
323	Playground Improvements EMR	2,235	
336	Estates equipment replace EMR	240	
338	Hampden Pond EMR	(1,640)	
356	LGPS Cessation EMR	75,000	
357	Skate Park EMR	18,855	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
364	Climate Action EMR	4,748	
	<b>Total Equity</b>		<b>391,856</b>



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Wendover Parish Council Current Year

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Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
323 Playground Improvements EMR	2,235.00		2,235.00
336 Estates equipment replace EMR	240.00		240.00
338 Hampden Pond EMR	-1,639.99		-1,639.99
356 LGPS Cessation EMR	75,000.00		75,000.00
357 Skate Park EMR	18,854.50		18,854.50
358 Library Extension EMR	8,000.00		8,000.00
359 TWG Priorities	9,567.50		9,567.50
364 Climate Action EMR	4,748.12		4,748.12
	<b>117,005.13</b>	<b>0.00</b>	<b>117,005.13</b>



## ITEM 9a – WENDOVER HS2 MAG



### HS2 Monthly Report, July 24

#### Works update

- Piling of foundations for the new Nash Lee overbridge has started, with Bucks Council approving works from 08:00 to 03:00 with noise levels up to 66dB. Local residents have been denied temporary rehousing as the work is only for 8 “nights” in a 15 day period, which is less than HS2’s threshold of 10.
- Work has started on the excavation of the underground tanking wall for the North Cutting between Folly Bridge and Nash Lee. We understand that Bucks Council consent has been given for Monday to Friday 24 hour working but have not yet received the formal details.
- An underground power cable has been removed at Ellesborough Road which should allow completion of the “haul road”; enabling dump trucks to move spoil from Small Dean to Stoke Mandeville from August.
- The temporary traffic lights on the Ellesborough Road diversion are still in place, and no date has been given about when they will be removed.
- We are continuing to press for the re-establishment of a safe cycle route between Dunsmore and Wendover following the closure of the Small Dean Lane Bridleway, including escalation with Bucks Council
- There will be two weeks of nighttime closures of the A413 from 5<sup>th</sup> to 15<sup>th</sup> August to complete the final realignment of the road under the Small Dean Viaduct.

#### June to July WPC activity

- A successful public meeting was held on 28<sup>th</sup> June, with similar future information events being requested. Feedback was mainly about the state of Ellesborough Road and concern about the impact of HGV traffic for works planned at the end of Dobbins Lane on the road surface and cycleway safety.
- The Council agreed the proposal that WHS2 should take the lead on feasibility investigation to improve the water levels in Hampden Pond.
- Seven public issues were handled in the month, including the Nash Lee Lane piling works, ongoing work at Ellesborough Road, and the Small Dean bridleway closure.

#### Current Issues

- A meeting is being held with Greg Smith MP to review our current issues with HS2, with focus on escalation to the new Department of Transport Minister for HS2 of our public safety concerns resulting from the Small Dean Lane bridleway closure and our need for reasonable noise mitigation funding for North Wendover. Pressure needs to be brought to bear on HS2 Ltd to change their policies.

29th July '24



# WENDOVER PARISH COUNCIL

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## Minutes of the Amenities Committee Meeting 16<sup>th</sup> July 2024 at 7:00pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

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**Present:** Councillors Worth (Chair), Williams, Standen, Washington, Porter, Ballantine & Walker

**Absent:** Lloyd-Evans

**Clerk & Minutes:** Phoebe Sharps

**Members of Public:** 6

### 1. APOLOGIES FOR ABSENCE

**A24.028** Apologies were received from Councillors Gallagher, and they were accepted.

### 2. DECLARATIONS OF INTEREST

**A24.029** Cllr Walker declared an interest in the item of Renewal of the Allotment Policy and the Review 10-Year Fixed Index Charge as an allotment tenant, it was agreed that he would not vote on these items.

### 3. MINUTES

**A24.030** It was **RESOLVED** to amend the minutes of 21<sup>st</sup> May 2024 to make it clear that it was the total cost to empty one dog bin for a year.

**A24.031** The minutes as amended of the meeting of 21<sup>st</sup> May 2024 were **RESOLVED** as a true record to be signed by the Chair.

### 4. PUBLIC PARTICIPATION

**A24.032** Members of the public spoke on item 7a, about the concerns over the boundary removal or adaptation, this included an increase of pedestrian traffic, safety impacts, and questions of liability in the case of accidents, they stated that they have sought legal advice on this subject.

**A24.033** A member of the public spoke on item 7a, they discussed the boundary removal or adaptation, saying that it had been open for years without any concerns, and that a barrier or staggered entry through boundary line would mitigate the volume of pedestrians. Cllr Ballantine asked the member of the public about the parking situation at the business.

### 5. UPDATE REPORT FROM THE CLERK

**A24.034** The report presented by the Clerk was NOTED. A verbal report was NOTED about the potential removal or fencing off two pieces of play equipment following the recent inspection report.

### 6. FINANCE

To consider the list of payments and sign cheques

**A24.035** – The payments to consider totalling £3,892.82 were **RESOLVED** and signed.

### 7. OPEN SPACES AND HAMPDEN POND

a) Proposal from Business



**To consider the proposal from a local business for potential changes to Ashbrook Recreation Ground.**

**A24.036** – It was **RESOLVED** to discuss this item after public participation.

**A24.037** – It was **RESOLVED** not to accept the proposal for the change to the boundary post. It was **RESOLVED** to bring it back to the Council in August following investigation.

**A24.038** – It was **RESOLVED** to accept the proposal for picnic tables and anchor fixings.

**A24.039** – It was **RESOLVED** to accept the proposal for a bin and anchoring fixture.

**A24.040** – It was **RESOLVED** to accept one banner on the Ashbrook Recreation Ground railings, and one banner on site safe in Ashbrook Recreation Ground.

**b) Hampden Playpark Fence**

**To consider the quotes to replace the fence in Hampden Playpark.**

**A24.041** – It was **RESOLVED** to accept the quote for option 1 costing £6,609.68 ex VAT from company 1 and award the work to company 1.

**A24.042** – It was **RESOLVED** to take the quote to Full Council to consider.

**c) Hampden Playpark Rope Climber**

**To consider the quotes to repair the broken rope climber in Hampden Playpark.**

**A24.043** – It was **RESOLVED** to accept the quote from company 1 and award the work to company 1.

**d) Playpark Inspection**

**To note the playpark inspection report.**

**A24.044** – The playpark inspection report was NOTED.

**e) Bus Shelter and Notice Board Repairs**

**To consider the quotes for repairs to the Bus Shelter and Notice Boards on Aylesbury Road.**

**A24.045** – It was **RESOLVED** to accept the quote from company 3 and award the work to company 3.

**8. OTHER MATTERS**

**a) Review 10-Year Fixed Index Charge**

**To review the 10-year fixed index charge and consider the recommendations from the office.**

**A24.046** – It was **RESOLVED** to have a 3 year plan that is renewed on an annual basis.

**A24.047** – It was **RESOLVED** to differentiate our charging for commercial organisation and community groups/local charities.

**A24.048** – It was **RESOLVED** to increase the allotment deposit to £100.

**A24.049** – It was **RESOLVED** to charge additional costs above the hire fee to cover direct expenditure in holding the event.

**A24.050** – It was **RESOLVED** to approve the Charging Policy in Appendix A.

**b) Local Produce Market Negotiations**

**To consider authorising the office to enter negotiations with a company regarding the management of the local produce market.**

**A24.051** – It was **RESOLVED** to authorise the office to enter negotiations regarding the management of the Local Produce Market.

**c) Purchase of Grillo**



**To consider the purchase of an additional small ride on mower as a part of the estates equipment strategy.**

**A24.052** – It was **RESOLVED** to delay purchase of the Grillo until the outcome of the devolved services discussions and the outcome of the works needed in the parks.

**d) Policy Renewals**

**To review the policies and consider the recommendations from the office.**

**A24.053** – It was **RESOLVED** to renew the Hampden Pond Policy.

**A24.054** – It was **RESOLVED** to renew the Ashbrook Protocol.

**A24.055** – It was **RESOLVED** to renew the London Rd Open Space Protocol Formally Skate Park.

**A24.056** – It was **RESOLVED** to renew the Hampden Meadow Protocol.

**A24.057** – It was **RESOLVED** to renew the Rope Meadow and Orchard Protocol.

**A24.058** – It was **RESOLVED** to renew the Memorial Benches and Trees policy with the accepted amendment.

**A24.059** – It was **RESOLVED** to accept the amendment to the Memorial Benches and Trees policy as worded in the paper.

**A24.060** – It was **RESOLVED** to amend the Charges policy to include the charge for memorial benches.

**A24.061** – It was **RESOLVED** to renew the Memorial Benches and Trees policy as amended.

**A24.062** – It was **RESOLVED** to renew the Allotment Policy.

**9. PLANNING APPLICATIONS**

**A24.063 24/01900/ADP Hideaway Farm Wendover Road Stoke Mandeville Buckinghamshire**

Submission of details reserved matters for appearance, landscaping, layout and scale to outline planning permission 22/01071/AOP (Outline application (all matters reserved except access) for the erection of seven rural business units for E(g) (iii) (light industry) with 38 parking spaces, access to be provided from Wendover Road) Condition 1: Details of the Appearance, landscaping, layout & scale; Condition 14: Details of the surface water drainage scheme; Condition 15: Whole-life maintenance plan relating to the drainage system - (partial discharge because as-built details will need to follow construction); Condition 16: Details of hard & soft landscaping & Arboricultural Impact Assessment; Condition 18: Landscape & Ecological Management Plan. It was **RESOVLED** to support this application.

**A24.064 24/01813/APP Woodside Little London Wendover Buckinghamshire**

Demolition of existing dwelling. Erection of replacement dwelling including garage and creation of swimming pool. It was **RESOVLED** to support this application.

**10. ITEMS FOR NEXT AGENDA**

**A24.065** It was NOTED that the committee will consider the appointment of Cllr Wales to the Amenities Committee on the next agenda.

**11. DATE OF NEXT MEETING**

**A24.066** The next scheduled meeting of the Amenities Committee is 17<sup>th</sup> September 2024.

**12. CLOSURE OF MEETING**

**A24.067** As all business was transacted the meeting was closed at 8.20pm



Signed by  
Chair to the Amenities Committee  
2024

Date: 17<sup>th</sup> September





## ITEM 10a i) – ASHBROOK BOUNDARY

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### BROUGHT BY

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Amenities Committee

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### SUMMARY

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To consider the guidance to Council regarding the boundary fence around Ashbrook and to agree to not progress the application by the Café owner in light of the guidance.

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### PARISH COUNCIL BACKGROUND

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Amenities Committee 16<sup>th</sup> July 2024

**A24.037** – It was **RESOLVED** not to accept the proposal for the change to the boundary post. It was **RESOLVED** to bring it back to the Council in August following investigation

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### DETAILS

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#### Background

Please see Appendix A which shows the original paper

#### Guidance

The title plans of the local properties have been accessed and reviewed and the Guidance to Council from Councillor Walker, who has experience and knowledge of such issues is as follows:

*On review, of the title plans primarily, it seems clear that the intent at point of sale of these plots was for each to own a section of the track, but for each plot that needs access to have the requisite rights over those plots over which a plot owner would need to pass.*

*If you look at the title plan for the cafe you can see that the cafe owner's rights only extend along that track only up to a line along the back of their property, and no further.*

*On that basis, my opinion is that it goes against the spirit of what was intended by the parties to facilitate public/wider access between Ashbrook Park and Castle Park Road, and anyone who doesn't own a property that abuts that track is trespassing when they use that track, eg to access Ashbrook Park from Castle Park Road.*

*Further, I think that anything we do to encourage a greater degree of trespass over eg land owned by 110 Aylesbury Road could amount to nuisance which could give the owners of 110 grounds for a claim.*



## Conclusion

The Council welcomes this café and the vibrancy it will bring to the park as well as the local community. However, as a Parish Council it would have no powers to agree to install a gate in this location.

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### FINANCIAL CONSIDERATIONS

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There is no financial gain or loss from this decision

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### LEGAL AND OTHER IMPLICATIONS

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Discussed as part of the main body of this proposal

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### PROPOSAL

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- Not to proceed with allowing access in the location discussed until such time as it can be demonstrated that the Council has a legal right to do so, or local residents have granted easements for users of the Café.

## APPENDIX A – Original Paper to Amenities

### ITEM 7a – Proposal from Business

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#### BROUGHT BY

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Office

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#### SUMMARY

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To consider the proposal from a local business for potential changes to Ashbrook Recreation Ground.

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#### PARISH COUNCIL BACKGROUND

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The office was first contacted by a local business owner in November 2023, once the purchase of the building was complete the Estates and Events Manager and the Estates and Grounds Team met with the owner on the 31<sup>st</sup> January 2024 to talk through the ideas that they had. This included changing/removing a section of the boundary fence, putting in more picnic benches in Ashbrook Recreation Ground, as well as a bin and signage for the business.



Cllr Stephen Worth and the Estates and Events Manager then met with the business owner on 3<sup>rd</sup> July 2024, to talk through the final proposal and current progress.

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## DETAILS

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At the initial meeting on the 31<sup>st</sup> January 2024, the Estates and Grounds Team discussed options for opening the boundary and the location of the proposed picnic benches and bin. At this meeting the Estates and Grounds Team said to the owner that they would be able to empty the bin as part of their litter schedule, however since then with further discussions with the office the Estates and Grounds Team we have agreed that we wouldn't be able to help the business with the litter. As we are at capacity already and the volume of waste from the business will likely be high.

As well as this at the initial meeting the Estates and Events Manager asked the owner to prove that the business and customers/members of public have the right of access to use the track from the park boundary to the business. Further to this at the meeting on the 3<sup>rd</sup> July 2024 the owner was asked if there was any update on this, they said that the as the business owner they have rights of access but that the public do not.

The proposal is to charge the business £60 a year, but for the first year it will be a £1 charge as they are purchasing the benches, this differs from another lease agreement we have for café seating as the seating will be a permanent feature in the park and adds a benefit to the community. This charge is also based on potential litter issues and damage to Council property. The office will bring the proposed lease back to the Council to consider.

The business owner is asking the committee to consider the below:

1. Change to boundary post
2. Picnic tables and anchor fittings
3. Bin and anchoring fixture
4. Banner style signage and mounting fixtures

The full proposal sent by the business owner can be seen in appendix a, this has been redacted due to GDPR and commercial sensitivity.

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## FINANCIAL CONSIDERATIONS

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- As part of the negotiations, we have made the business aware that they will have to cover the costs, this will be zero cost to the Council.

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## LEGAL AND OTHER IMPLICATIONS

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- In general, we feel that the café is an excellent community asset that will enhance the experience of people using Ashbrook park. However, the office strongly recommends we don't open the barrier to the road alongside Ashbrook park. By doing so we would be encouraging trespass, by making it look like there is a right of access across the road that does not exist. This decision can be reviewed if access rights to the road are renegotiated



and in writing. We have not yet determined if there are any regulations regarding noise from café seating and impact on neighbours. Given the trading hours and the additional noise from café seating we can not see this being an issue but we would need to request a more qualified opinion on this.

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## PROPOSAL

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### To resolve to:

- **Accept the proposal for the change to the boundary post.**
- **Accept the proposal for picnic tables and anchor fixings**
- **Accept the proposal for a bin and anchoring fixture**
- **Accept the proposal for banner style signage and mounting fixtures**

## Appendix– Proposal from Business

### Coffee and Ice cream Store

Proposal for picnic tables and chairs, signage, and a bin, to be situated in Ashbrook Park, to be submitted for review at the Wendover Parish Council Amenities meeting in June 2024.

#### What is it?

It is to be a coffee and ice cream store, located on Castle Park Road in Wendover, to cater for a part of Wendover which has been lacking in facilities for some time. The ethos behind the store is very community focused, with a view to supporting and encouraging the community to come out and come together. My hope is to do all I can to provide a safe, sheltered location, in which both young and old can be comfortable, using local professional service providers, local products where possible, not to mention providing local employment and training.

The store, which I aim to soft launch on Thursday 18<sup>th</sup> and 19<sup>th</sup> for friends and family and those residents in the immediate vicinity (Aylesbury road and Castle Park road - whom I went and met in person to introduce myself and consult on the proposed build and business plan for it) and then formerly open for Saturday 20<sup>th</sup> July, shall sell:

- ice cream
- patisseries such as croissant, pains au chocolat and Danish pastries
- cakes and biscuits
- paninis, sandwiches/baps, children's snacks
- crepes
- hot and cold drinks – the café shall ultimately look to serve two types of beans, to cater for varying tastes, alongside monthly speciality filter coffees, which will come in at a later date.

As it is to be dog friendly, dogs shall also be catered for, by way of designated drinking stations, edible and non-edible treats and bio-degradable poo bags.

I am currently in the process of finalising the logo, after which, a Facebook page, website, Instagram page and article in Wendover news will follow.

To date there has been a tremendous amount of local support from all those who supported my endeavour via the planning portal, as well the residents of Castle Park Road, Halton Lane, Lionel Avenue, Grenville Avenue, other small businesses, Wendover News and those in the Wendover



Parish Council. Furthermore, I recently announced via the Everything Wendover Facebook page, that I shall soon be opening the store and in less than 24 hours it received over 300 favourable and supportive responses, and over 25 expressions of interest for employment.

Vision:

I am looking to enhance the experience for as many people as possible and give all those who frequent Ashbrook Park, the ability to enjoy our service and products both in and outdoors. As the store itself only sits up to 25 / 30 and up to 20 outdoors, I am keen to provide further seating in Ashbrook Park itself. Increased seating in the park will also serve to benefit those watching their children in the playground or watching football matches, meeting with other families for picnics, and dog walks etc.

I am asking the Council to consider the 4 proposals below:

1. Change to boundary post

Whilst the park boundary line had been open for approximately five years without any known reports of concerns, despite it being an access route, it has been used and continues to be used by locals to cross in and out of the park with their friends, children and dogs.

I would kindly request that the small section of the boundary rail (just before the second tree to the right of the site safe as you look out from the boundary line towards the access route) be re-opened, to allow for no more than a double buggy width, which will also cater for those in wheelchairs looking to exit the park to obtain refreshments and use the facilities. This could be a simple or staggered opening, in line with the Wendover Parish Council requirements, though certainly not enough for any vehicles to pass through.

I have sought and been granted approval from the owners of two of the three houses on Aylesbury road, whose houses back on to the access route, Neighbour 1 and Neighbour 2 to open the boundary line onto the access route, as each own the piece of land on the access route directly behind their driveways at the back of their houses. They are also in support of me putting tables and chairs in the park.

I have met with Neighbour 3, who expressed their concerns about the proximity of the tables to their house. I listened to their concerns and have amended the plan in agreement with them on the proposed location, (as per the plan below).

I met with Neighbour 3 again, at which point they also highlighted their concern regarding the proximity of the proposed boundary opening at the end of their driveway, as there may be children riding bikes or crossing the access route quickly, increasing the risk of an accident with them driving in and out of their driveway. This is fully understandable, and I kindly request that if the boundary line is opened then it minimises the risk of children entering the access route quickly. I suggested, and it was agreed, that, with the Parish Council's permissions, this could be remedied by having a staggered entry or gate of sorts, to be put in, and a little further away from their property. Where possible, it would be much appreciated if this could be situated next to the tree, between the second and third post away from the end of their driveway, as this does not interfere with any plants or trees and may increase the safety of those crossing.

Since the second meeting, Neighbour 3 have also stressed their concerns for any liability case which could be brought against them should anyone hurt themselves whilst crossing the part of the access route which they own, naturally this could take place at any time whether the boundary line is opened or not, however, I propose that if this is of concern to any residents, then they ought to put up a sign



at the boundary line to inform all those who continue to cross between the park and the access route, as they have done for decades, to be cautious, to be aware of traffic and uneven ground, and that they cross at their own liability. I have discussed with local residents who have lived in Wendover their entire lives and as far as they are aware, no claim has ever been made following someone tripping over on the access route, nor am I aware of any such issues arising from the boundary having been left open at the access route, for at least five years until it was reinstated last year. I reiterate that perhaps any liability issues could be rectified with a public notification that no liability will be taken for incidents arising from using the access route.

Plan of proposed seating, signing and bin:



Key:

- Red circles – location of picnic tables
- Yellow lines – signage and skate park
- Blue circle – bin
- Green - cafe

**Details of proposed picnic tables, bin and signage:**

2. Picnic table and anchor fittings\*:

<https://www.earth-anchors.com/cart/>

A hard-wearing picnic table made with black or brown Forest-Saver recycled plastic, ideal for pub gardens, restaurants, schools, leisure centres and many other settings. An eight-seater standard



round picnic table can be adapted to seating for six and space for wheelchair or pushchair access. Specifications are as follows:

Weight: 143 kg  
Table diameter: 1200 mm  
Table height: 730 mm  
Seat height: 425 mm  
Seats: Up to 8, or 6 people and a wheelchair

\* All tables will be fixed using EA1 Soft ground anchor kits – also seen in the link above

Rubber floor matting:

[https://www.thegardenrange.co.uk/p/ground-protection-mats/rubber-grass-mats-23mm-thick-1-5x1m/?gad\\_source=1&gclid=CjwKCAjwo6GyBhBwEiwAzQTmc2sp0khSlwCoRlevuYVsM1RCKpRkO0z5AxoJIIEdpvO4lQHpbpEW0RoCqSqQAvD\\_BwE](https://www.thegardenrange.co.uk/p/ground-protection-mats/rubber-grass-mats-23mm-thick-1-5x1m/?gad_source=1&gclid=CjwKCAjwo6GyBhBwEiwAzQTmc2sp0khSlwCoRlevuYVsM1RCKpRkO0z5AxoJIIEdpvO4lQHpbpEW0RoCqSqQAvD_BwE)

23mm rubber grass mat commonly used in gardens, landscaping projects, equestrian areas and under any children's play area. Great grass protection option for their durability, fantastic 3.3 metre critical fall height and wheelchair friendliness. Quick and easy to install on both level and uneven ground by using just cable ties and plastic fixing pegs. Specifications are as follows:

Weight: 11kg  
Dimensions: 1500 mm x 1000 mm x 23 mm

Mat Fixing pegs:

<https://www.thegardenrange.co.uk/p/accessories/plastic-fixing-peg-150mm-black-20pk/>

These pegs are used for securing the protection products into the ground. The most common application is with rubber grass mats that require 5 pegs per mat to keep the mat in place for years. Specifications are as follows:

Weight: 0.16kg  
Dimensions: 150 mm

3. Bin and anchoring fixture:

<https://secure.romancart.com/cart.asp?delid=164374578&storeid=54729&returnurl=&fromcart=ok>

100 Litter Bin in black or brown with Enviropol slats and matching hood & plinth, made from 100% recycled Enviropol and Durapol materials, it is 100% recyclable, corrosion and vandal resistant, and required minimal maintenance. Can come with a metal liner, stainless steel cigarette stubbing plate and fixing options to include concrete foundation fixing bolts, concrete-in Anchors (Adjustable Depth). Specifications are as follows:

Bin volume: 120 litres  
Liner capacity: 100 litres  
Height: 1080 mm  
Width: 540 mm  
Depth: 500 mm  
Weight: 50 kg (with steel liner)



4. Banner style signage and mounting fixtures:

<https://www.bannerbuzz.co.uk/vinyl-banners>

It is proposed that 3 1.83m x 0.6 m vinyl banners be located both on the railings at the entrances to the park and having discussed with the Wendover Parish council, on the maintenance shed / sitesafe.

Fixings:

[https://www.amazon.co.uk/Aunly-small-black-cable-zip-heavy-duty-clear-ties/dp/B0BHZFMNX3/ref=sr\\_1\\_3\\_sspa?adgrpid=58622099932&dib=eyJ2ljoMSJ9.oPEyoj0pKzwJfav4sRLv6mhD0m6OxtXpnHZ5VCsxBm6D\\_Kc2FsENnnEjt30ew0vGvZYwRKb6i7ilwCK0-tq1YsGbKJ0fi7S70j1FcADw2IZ0SXTs7pbGfZONieadtX4EUCjBHiEweIQx5q1vgpsf\\_oO3kibtjSgC99A3GlgCJ6p\\_vHH5Fp1F5NTpq2Fuz\\_PTKWqLGH\\_KrYXRjlZlfnNxbNzMtHdA2su5B5e-ohXgDaMNgz0nCh-QE3O36F0EDLssPDmop7NXgbGLzh3H0PdIYUKCrrze4xVBGSCquaskJWU.pc09WoiBDQ-Vtso5sIRztDpRUywXOrDgL57E\\_KX-tMw&dib\\_tag=se&hvadid=259093043931&hvdev=c&hvlocphy=9046059&hvnetw=g&hvqmt=e&hvrاند=6718261313457072432&hvtargid=kwd-317686204297&hydadcr=5942\\_1758453&keywords=biodegradable%2Bcable%2Bties&qid=1716066870&sr=8-3-spons&sp\\_csd=d2lkZ2V0TmFiZT1zcF9hdGY&th=1](https://www.amazon.co.uk/Aunly-small-black-cable-zip-heavy-duty-clear-ties/dp/B0BHZFMNX3/ref=sr_1_3_sspa?adgrpid=58622099932&dib=eyJ2ljoMSJ9.oPEyoj0pKzwJfav4sRLv6mhD0m6OxtXpnHZ5VCsxBm6D_Kc2FsENnnEjt30ew0vGvZYwRKb6i7ilwCK0-tq1YsGbKJ0fi7S70j1FcADw2IZ0SXTs7pbGfZONieadtX4EUCjBHiEweIQx5q1vgpsf_oO3kibtjSgC99A3GlgCJ6p_vHH5Fp1F5NTpq2Fuz_PTKWqLGH_KrYXRjlZlfnNxbNzMtHdA2su5B5e-ohXgDaMNgz0nCh-QE3O36F0EDLssPDmop7NXgbGLzh3H0PdIYUKCrrze4xVBGSCquaskJWU.pc09WoiBDQ-Vtso5sIRztDpRUywXOrDgL57E_KX-tMw&dib_tag=se&hvadid=259093043931&hvdev=c&hvlocphy=9046059&hvnetw=g&hvqmt=e&hvrاند=6718261313457072432&hvtargid=kwd-317686204297&hydadcr=5942_1758453&keywords=biodegradable%2Bcable%2Bties&qid=1716066870&sr=8-3-spons&sp_csd=d2lkZ2V0TmFiZT1zcF9hdGY&th=1)

Black heavy duty cable ties are made with approved PA66 Nylon, 100% Safe and environmentally friendly material, which gives high tensile strength and flexibility, giving the, the ability to withstand a force up to 8 kg., direct sunlight, rain, snow, hot or cold weather, indoor or outdoor, any type of shape or object it's made to last and Flexible enough to use in all the condition with full strength.





## ITEM 10a ii)– REPLACEMENT OF FENCE ALONG HAMPDEN MEADOW PLAY PARK

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### BROUGHT BY

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Amenities

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### SUMMARY

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To consider the quotes to replace the fence in Hampden Playpark.

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### PARISH COUNCIL BACKGROUND

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At the Playpark Inspection training that the office staff and Estates and Grounds Team attended the examiner highlighted that the fence on one side of the playpark was a risk and suggested replacing it with a different type of fence. As well as this the Estates and Grounds Team highlighted that the bank on Chapel Lane is deteriorating, so replacing the fence and bringing it in from the original position would future proof the fence line.

See picture of the current fence below:



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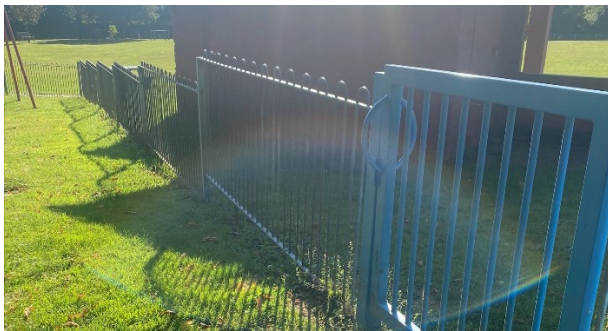
### DETAILS

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The sections that needs replacing are highlighted below:



The quote is to replace the fence with bow top fencing to match the rest of the fencing in the playpark:



**Company 1** – Contacted in May 2024, no response or quote received.

**Company 2** – 2 quotes.

**Quote 1** – To replace the fencing within the playpark (highlighted in yellow on map above):

ACTIVITY	QTY	RATE	AMOUNT
<b>Fencing</b> Ref:- Playground, Hampden Meadow	1	6,609.68	6,609.68
To remove existing fencing			
To supply and install approx. 53m of Bow Top Fencing 1200mm High with Galvanised finish			
Thank you for your business!			
		<b>SUBTOTAL</b>	6,609.68
		<b>VAT TOTAL</b>	1,321.94
		<b>TOTAL</b>	<b>£7,931.62</b>
			THANK YOU.

**VAT SUMMARY**

	RATE	VAT	NET
	VAT @ 20%	1,321.94	6,609.68

**Quote 2** – To replace the fencing in the park (highlighted in orange on the map above):



ACTIVITY	QTY	RATE	AMOUNT
<b>Fencing</b> Ref:- Park, Chapel Lane	1	4,328.24	4,328.24
To remove existing fencing			
To supply and install approx. 34m of Bow Top Fencing 1200mm High with Galvanised finish			
Thank you for your business!			
		<b>SUBTOTAL</b>	4,328.24
		<b>VAT TOTAL</b>	865.65
		<b>TOTAL</b>	<b>£5,193.89</b>
			THANK YOU.

VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	865.65	4,328.24

**Company 3 –**

**Quote 1** - To replace the fencing within the playpark (highlighted in yellow on map above):

Bow Top Fencing / 1m High Bow Top Fencing / 1m High - Galvanised Finish

Product Installation

Steel Skip

Remove and Dispose of Equipment & fencing

Delivery

**Total - £8,019.24 ex VAT**

**Quote 2** - To replace the fencing in the park (highlighted in orange on the map above):

Bow Top Fencing / 1m High Bow Top Fencing / 1m High - Galvanised Finish

Product Installation

Remove and Dispose of fencing

Delivery

**Total - £4,231.08 ex VAT**

There are two options for the fencing in Hampden, see the options and total prices from both companies below:

**Option 1** – Only replace the fencing within the playpark (highlighted yellow on above map).

**Company 2** – £6,609.68 ex VAT

**Company 3** – £8,019.24 ex VAT

**Option 2** – Replace the entire length of the fence (orange and yellow on the above map).

**Company 2** – £10,837.92 ex VAT

**Company 3** – 12,250.32 ex VAT



**Recommendation from Amenities** – Due to the works needed on both Hampden Meadow playpark and Ashbrook playpark, Amenities voted to recommend t option 1 from company 2 coming to a total works cost of £6609.68 with the in budget saving allowing for other works to be completed this year

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#### **FINANCIAL CONSIDERATIONS**

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- 4405 Maintenance Fences, Gates & Hedges, this budget was increased because of the work needed in Hampden playpark. The budget line has £15,000 in it.

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#### **LEGAL AND OTHER IMPLICATIONS**

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- Wendover Parish Council has the responsibility to ensure the safety of the residents using the park.

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#### **PROPOSAL**

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**To resolve to Accept the recommendation of Amenities and award the work to Company 2 for the total cost of £6608.68**



## ITEM 11 d i) – STRATEGIC FRAMEWORK

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### BROUGHT BY

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Councillor O'Donnell CBE: Strategic Planning Steering Group

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### SUMMARY

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To note current progress on the strategic plan and framework and to authorise the Strategic Planning Steering Group to progress with the plan in line with the paper.

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### PARISH COUNCIL BACKGROUND

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#### Parish Council 5<sup>th</sup> Dec 2023

**PC23/210 Strategic Planning Steering Group** – It was **RESOLVED** to formally establish this group.

#### Parish Council 6<sup>th</sup> Feb 2024

a. **Strategic Planning Steering Group**

**PC23/289** The meeting notes have been previously circulated. The next steps are to consult with stakeholders and Councillors will be asked to support that process.

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### DETAILS

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#### Introduction

The Strategic Framework (SF) is a schematic to depict projects in relation both to each other and to their associated strategic objectives. It is provided as a decision support tool – as such, it absolutely does not supplant planning, limit aspirations, nor replace councillor decision making. It aims to promote a clearer long-term approach to inform resource allocation, financial planning and coherence with strategic objectives.

Please find the Strategic Framework document in the appendix to this paper

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### FINANCIAL CONSIDERATIONS

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Marginal variable cost associated with councillor time, which does not fall to the Parish.

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### LEGAL AND OTHER IMPLICATIONS

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n/a

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### PROPOSAL

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To note current progress on the strategic plan and framework

To authorise the Strategic Planning Steering Group to progress the plan in line with the paper



Championing Wendover

## Wendover Parish Council Strategic Framework

Strategic Planning Steering Group, Strategic Review Project

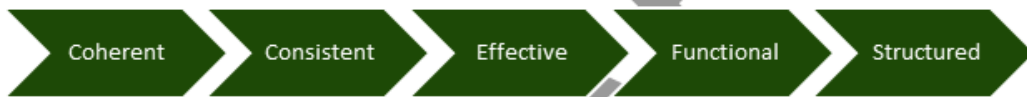
DRAFT VERSION 5

[strategy@wendover-pc.gov.uk](mailto:strategy@wendover-pc.gov.uk)

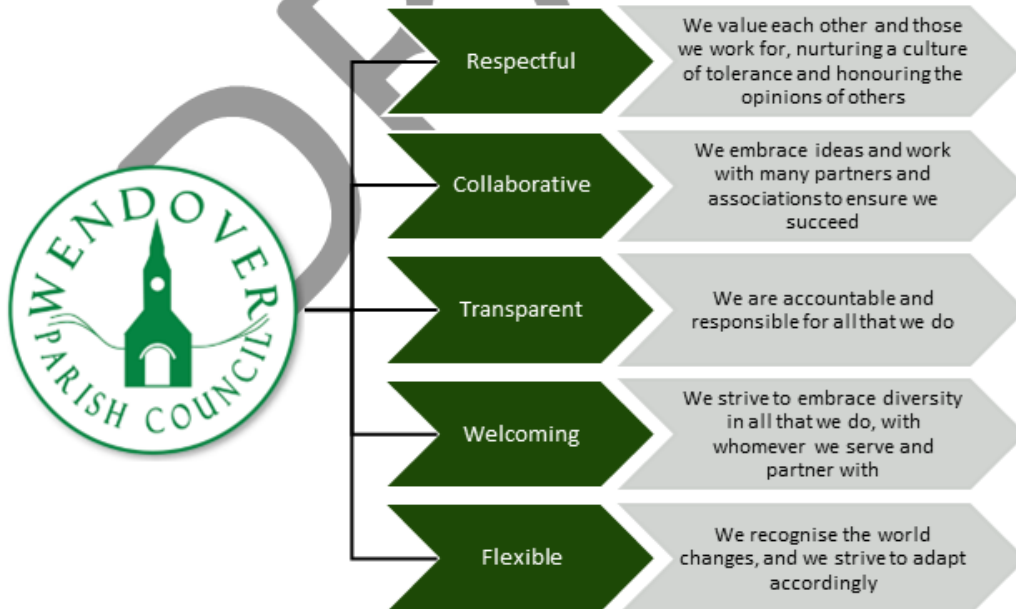
### Introduction and Purpose of the Strategic Framework

- The Strategic Framework (Strategic Framework) is a schematic to depict projects<sup>1</sup> in relation both to each other and to their associated strategic objectives. It is provided as a decision support tool – as such, it absolutely does not supplant planning, limit aspirations, nor replace councillor decision making.
- The Strategic Framework process aims to focus Wendover Parish Council Parish Council projects and initiatives to achieving strategic outcomes and to promote longer-term planning; it further seeks to align plans, budgets, and priorities. What it does not do is in any way restrict, limit, or prevent councillors from responding to imperatives that may necessitate action or expenditure outside of the Strategic Framework.
- It does not dilute, denude, or change decision making authorities within the full council, its subcommittees or working groups; rather, it provides a means to consider proposals within the context of other projects and against their potential contribution to strategic objectives. As a consequence, it will support longer-term planning and decision making that is more **consistent, coherent, and transparent**.
- This Strategic Framework is intended to be adaptable, with **functionality** and accessibility in mind. By seeking to capture the totality of Council projects and future proposals, it will support progress review, accountability, and decisions relating to the allocation of resources.

1. Whilst not absolute, a Parish Council project is broadly defined as an activity that will incur a £5000 net cost or £1000 over multiple financial years.



### Council Values



Wendover Parish Council *VISION AND MISSION STATEMENT* [online].  
<https://www.wendover-pc.gov.uk/vision-and-mission-statement>

Strategic Framework DRAFT V5  
 Wendover Parish Council

## Operating the Strategic Framework

- The Strategic Plan presents the Parish Council *Vision* and the *Strategic Objectives* as a means to cohere individual projects and initiatives and thereby support parishioners. In so doing, it sets out Parish Council's direction of travel and strategic intent; whilst the expectation is that approved projects and initiatives will support strategic outcomes, it does not constrain outlier projects that may be approved by the Council from time to time. However, the Strategic Framework will support decision making by demonstrating that a particular proposal is not aligned to a strategic objective or the Parish Council vision. Mapping proposed ideas on to the Strategic Framework informs budgetary decisions by defining the timescale and progress of each project.
- The Strategic Framework does not replace project delivery documentation and associated statutory records; however, it does provide a useful tool to support broad review of projects both individually and holistically (that is, where it resides in relation to other activities within the broader framework). In essence, rather than a detailed operational record, the Strategic Framework is as an overview of the near, mid, and long-term ambitions of Parish Council.
- Projects and initiatives are generally 'owned' by a subcommittee or Working Group, which manage delivery. The Strategic Framework will offer a useful summary of delivery by identifying each as '*Proposed*', '*Approved*', '*Funded*', or '*Completed*.' Slightly more detail will be captured on a *Project Summary* document (depicting progress against various delivery factors). Whilst summarising the important/essential information for each project, the project lead continues to maintain a full record of decisions and actions in line with their statutory obligations.
- It is proposed that the Strategic Framework would be briefed as a standing agenda item at full Council meetings as a means to review progress and remind of intent.
- Enclosed are templates for the: *Strategic Framework*; *Annual Focused Framework*; and *Project Summary*. Additionally, an example *Strategic Framework* and *Project Summary* is provided populated with *indicative* projects.

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## Vision and Strategic Objectives







Wendover Parish Council Strategic Framework

FY 25/26	Near-Term				Mid-Term			Long-Term	Strategic Objectives
	Q1	Q2	Q3	Q4	26/27	27/28	28/29	29/30	30-35
									Develop Community
									Enhance Environment
									Promote Prosperity Wendover is a thriving market town in which people want to live, trade, and visit
									Functioning Council

Projects and Initiatives	
1	6
2	7
3	8
4	9
5	10

- Proposed
- Approved
- Funded
- Completed

Upcoming Considerations:





Wendover Parish Council Strategic Framework

	Q4 24/25	Q1	Q2	Q3	Q4	Q1 26/27	
Strategic Objectives							
Develop Community							
Enhance Environment							Wendover is a thriving market town in which people want to live, trade, and visit
Promote Prosperity							
Functioning Council							

- Proposed
- Approved
- Funded
- Completed

Upcoming Considerations:

Projects and Initiatives	
1	6
2	7
3	8
4	9
5	10





Strategic Framework: Project Summary

Name:	On/te/WG Lead:	Reference:	Version:
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Description:			
Benefits	Risks	Cost/Funding	
Strategic Objectives			
Key Dates: Planned			
Concept	Agreed	Start	Funding
Development	Implementation	Start	Finish
Key Dates: Actual			
Concept	Agreed	Start	Funding
Development	Implementation	Start	Finish

Delivery Factors	
Funding	
Infrastructure	
Equipment	
Training	
Environment	
Legal	
Engagement	
Other Factor	
Other Factor	
Other Factor	

Planned	Ongoing	Complete
Delayed		N/A

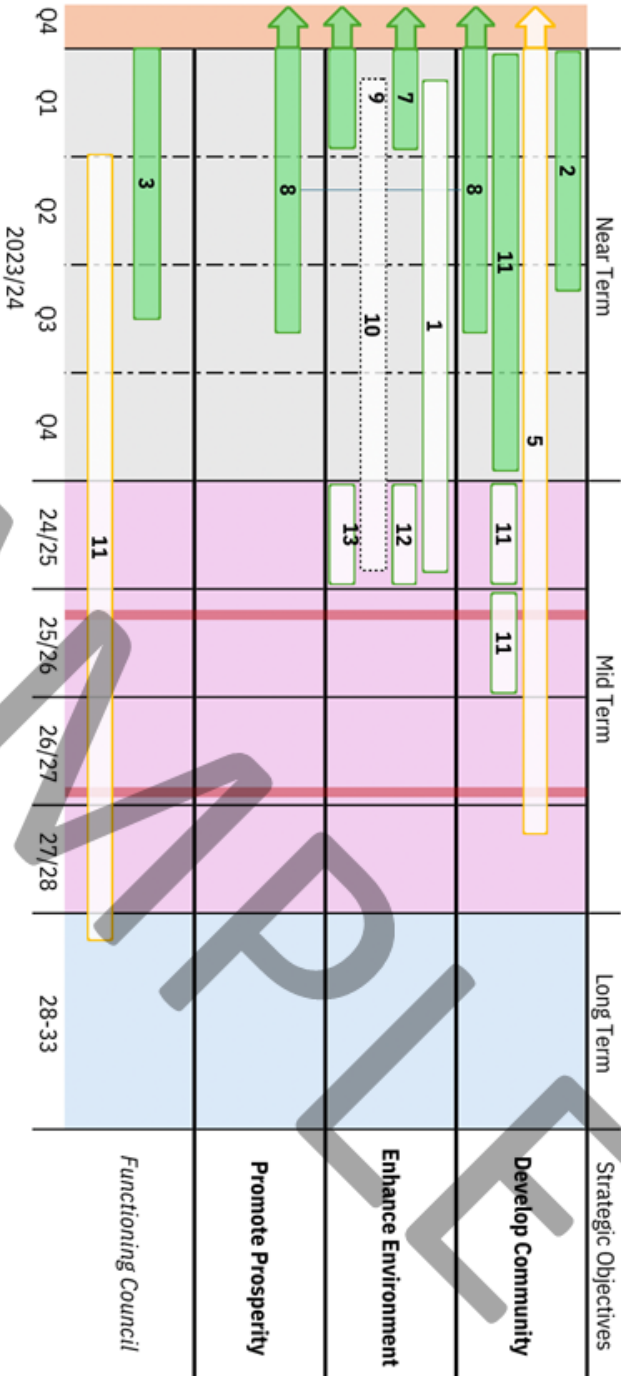
Notes

Responsible:  
Accountable:  
Consulted:  
Informed:





Strategic Framework: Populated Example



Wendover is a thriving market town in which people want to live, trade, and visit

Projects and Initiatives	
1	Hampden Pond Works
2	RAF Freedom Parade
3	Clock Tower Maintenance
5	Skate Park
7	Cesspit Replacement
8	Christmas Lights
9	Parking Review
10	Electric Car EV Trial (Bucks Council)
11	Community Group Support
12	Canal Towpath (W. Canal Trust)
13	John Hampden Bike Shed
14	

To view each project specifics, please see relevant summary

**Upcoming Considerations:**  
 May 2025 - Council Elections  
 2027 - RAF Halton Closure



**Strategic Framework Project Summary:  
Populated Example**

<b>Name:</b> Skate Park (Ashbrook Park)	<b>Cmte/WG Lead:</b> Amenities / Council	<b>Reference:</b>	<b>#5</b>	<b>Version:</b> SAMPLE
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**Description:**  
Design and build of a skate park as a facility for teenagers and young adults following a commitment to improve the previous skate park (which has since been dismantled). A WPC Open Spaces and Skate Park WG survey found 98% of respondents in favour of a skate park in Wendover. WPC has developed a suitable design, with planning permission granted. The Skate Park is intended cater to all abilities, with a focus on beginners.

Benefits	Risks	Cost/Funding
Providing a safe communal facility for young people in Wendover. The survey noted that Ashbrook Park is seen to be a safer location than the previous skate park, with more people passing in case of injury etc.	Reputational issues around skate parks need to be addressed. Health & Safety risks: 'Skate parks - safety requirements and test methods' & ROSPA inspection	01.08.22 Budget: £120,000 WPC EMR: £15,000 Community Board: <del>£25,000</del> £15,000 Heart of Bucks: £10,000 Lionel Abel Smith Trust: £10,000 Fundraising: £3,854.50 National Lottery: £60,000

**Strategic Objectives** Develop Community, Enhance Environment

Key Dates: Planned			
<b>Concept</b>	<b>Agreed</b>	<b>01/11/21</b>	<b>Start</b>
<b>Development</b>	<b>21/03/23</b>	<b>Implementation</b>	<b>01/08/22</b>
		<b>Funding</b>	<b>Finish</b>

Key Dates: Actual Completion			
<b>Concept</b>	<b>Agreed</b>	<b>Sept '23</b>	<b>Start</b>
<b>Development</b>	<b>Sept '23</b>	<b>Implementation</b>	<b>Funding</b>
			<b>Finish</b>

Delivery Factors	
Funding	Planned
Infrastructure	Ongoing
Equipment	Complete
Training	Delayed
Environment	Complete
Legal	Ongoing
Engagement	Complete
Other Factor	Complete
Other Factor	Complete
Other Factor	Complete

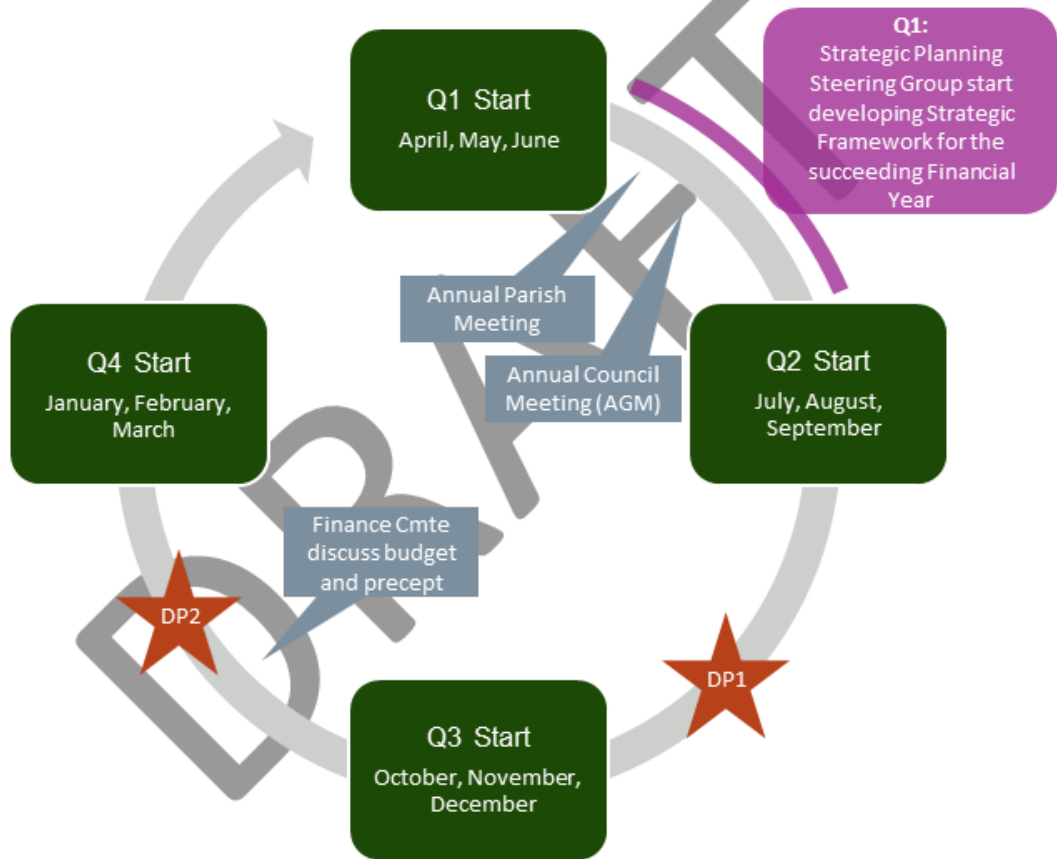
**Notes**

**Responsible:**  
**Accountable:**  
**Consulted:**  
**Informed:**  
**21/03/2023:** Canvas awarded project management, design, and build contract subject to funding  
**09/01/2024:** Planning Permission require additional information - acoustic survey and Biodiversity Net Gain Assessment  
**18/05/2024:** Application submitted to National Lottery for a grant

### Strategic Framework Annual Review Cycle

The Strategic Framework is iteratively reviewed and developed annually, reflecting Parish Council’s annual actions and responsibilities. In a given financial year, the Strategic Framework would have been reviewed and approved by the Full Council the previous Autumn to facilitate the Strategic Framework’s utilisation in setting the Councils’ budget and precept. For example, the development of the Strategic Framework for 2027/28:

- April 2026 (Q1 of 26/27) the Strategic Planning Steering Group develop Strategic Framework 27/28 with learnings from 2025/26
- At the September 2026 Parish Council Meeting Strategic Framework 27/28 is proposed (DP1)
- October/November 2026 (Q3 of 26/27) the Finance Committee use the approved Strategic Framework 27/28 to inform budget and precept setting
- At the November 2026 Parish Council Meeting the 2027/28 budget and precept is proposed (DP2)



#### Decision Points (DP)

- 1: September Parish Council Meeting, Strategic Planning Steering Group propose reviewed Strategic Framework to inform budget for the succeeding Financial Year
- 2: c. November Parish Council Meeting, budget and precept for the next Financial Year are proposed by Finance Committee



Pathway to Implementation

**August 2024**

06.08.2024: Parish Council presented draft Strategic Framework for agreement in principle Strategic Planning Steering Group and Strategic Review Project engage with external organisations to gain feedback

**September 2024**

03.09.2024: Strategic Framework proposed to Parish Council, with the intention to resolve that it will be used in planning for 2025/26 Financial Year

**October 2024**

**November 2024**

19.11.2024: Finance Committee convene to set the budget for 2025/26 Financial Year

**December 2024**

**January 2025**

**February 2025**

**March 2025**

18.03.2025: Pre-election period begins (purdah)

**April 2025**

Pre-election period  
17.04.2025 Annual Parish Meeting

**May 2025**

01.05.2025: Parish Council Election Polling Day  
Annual Council Meeting (AGM)  
Councillors review Strategic Framework



Document History		
Status	Date	Version
Presented to Strategy Steering Group	22.07.2024	DRAFT V4.1
Agenda Item at Parish Council Meeting	06.08.2024	DRAFT V5



## ITEM 12a – ENGAGEMENT AND PARISH COUNCIL SURGERIES

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### BROUGHT BY

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Clerk

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### SUMMARY

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To consider the value of Parish Council surgeries as a part of our engagement and how to proceed so that they are valuable engagement tools.

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### PARISH COUNCIL BACKGROUND

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Parish Council surgeries have now been undertaken since September 2023 on a “soft launch” basis

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### DETAILS

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#### Background

It was agreed that as a part of the engagement process we would trial Councillor Surgeries – These were established every third Thursday of the month between 10 and 12 to see if we could commit to these and if they had any value.

The surgeries were latterly moved to Saturdays to coincide with the LPM.

#### Advertising

We have undertaken significant online advertising however it is reasonable criticism that we could do more. There are 2 A Frames now being put out in the week leading up to the surgery for the past 2 surgeries, but it is noted that if we continue we need to significantly invest in our advertising.

#### Outcomes and Impact

In the 10 surgeries we have had 18 interactions with 9 unique residents. The surgeries are a standard agenda item and the queries are recorded in our minutes and most are basic questions that could be answered with a phone call to the office. We receive some ideas and suggestions, all of which have been fed into the Strategic Planning Steering Committee.

A valid argument is that if at least one resident has had a profound improvement in their local experience, or input into the Council then these surgeries would have been worth it. At the moment I cannot advise Council that this has happened.

#### Dealing with the issues presented

For most surgeries, I normally need to do a follow up call or email to the resident who attended if the Councillor could not fully answer the question. This is normally to confirm details of a procedural or technical enquiry. This is not a comment on the skills and knowledge of the Councillors, just the nature of Parish Councils and how the work is delegated. Currently, it would be beyond the staffing capacity for a member of the office staff to attend the surgeries along with the Councillors but this could be accommodated if required to some of the surgeries.





### Other Parish Councils

Most other local Parish Councils do not have regular monthly surgeries

### Venue

Wendover Library will no longer be available to the public from the start of September. The natural successor venue is the Clock Tower unless a suitable community venue can be found. The Council could also consider a stall on the Local Produce Market. If we were to set up a gazebo this would require staff to do this every month and would not be pleasant in some of the weather we experience.

### Principles

This council is committed to being accountable and transparent and engage with as many people as possible. The current surgeries were always to be treated as a trial to understand their value so the review of them at this stage is appropriate. Whilst technically the office can deal with most enquiries sometimes people would like to talk to their representatives – the Councillors.

### Summary

At the moment the surgeries are not providing value as a part of our engagement strategy. It does not mean that they can not be made to be more effective. Whilst we are without a regular venue it suits the Council to pause our surgeries. After our work on the strategic planning framework we would then have something substantive to engage around.

We can use the “fallow” time to come up with a big advertising push and a briefing pack for Councillors who staff the surgeries. This can come to Council for approval when ready.

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### FINANCIAL CONSIDERATIONS

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There is no financial commitment at this stage whilst we seek costings for advertising materials. There will be some support from the office will be needed.

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### LEGAL AND OTHER IMPLICATIONS

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n/a

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### PROPOSAL

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**Council pauses the surgeries immediately and authorises the office to come up with an advertising strategy and Parish Councillor pack to take to the surgeries.**



## ITEM 12b – CLAW REQUEST FOR WILDBELT

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### BROUGHT BY

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CLAW

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### SUMMARY

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To consider a request for financial support for the next stage of development of the Wildbelt

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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## Wendover Wildbelt – funding needs & other support

### FROM CLAW:

Climate Action Wendover & The Chilterns Society have been working in partnership to develop the Wendover Wildbelt over the last 4 years. We currently lease this land from the Parish Council and work in partnership with WPC to ensure this much needed green space thrives.

With hundreds of hours of volunteer time from our generous volunteers we are really feeling the Wildbelt is coming together now, some of the plants and the wildflower meadow are really getting established now. Soon we will be able to put on a community event there. We are holding bimonthly volunteering there at the moment and more when needed. To be able to make the most out of the space and invite our community along we need your help with some of this first:

- A local tree surgeon has generously donated lots of wood chip to the site - at the concrete pad end, and we've used this to cover the pad to make it look much more natural. We have also asked Pat, and will ask others, if they can **donate large tree trunks or tree stumps** so we can make some informal seating - if you know of anyone that can help us with this please let us know.
- This, together with a **signage board, will start to give it a real sense of place**, like we have with the community Orchard. In fact, we'd like the same sort of sign. For the signage though, and to give consistency with the WPC's other areas, we are discussing whether we need an A1 or A2 size lecturn size – but this together with designing the board we anticipate to be up to £1000
- **We are still having problems with the water butts being emptied.** This is now defeating the purpose of having them. We had advised at the start that the taps will need locks on



them. Could WPC assist with this as a matter of urgency? We would like tap locks on both butts Something like this would work:

[https://www.amazon.co.uk/Locktap-PDSL001-Tap-Green-12-5/dp/B07B77S28X/ref=sr\\_1\\_6?crd=3RTPO2AEWTBFE&dib=eyJ2ljojMSJ9.2zmG-ArNwRGLB2n\\_i2aqeNAPSEff1IUUQ1KzveUFir9R6g9YHC8wyT1OCz3tbhRnVn0r381cMhPClbXC\\_qKnBdAEt-ov5WhyVJb\\_MRu43AY16llo9HGkvcl9attW2PgN6H9u1aCuC-TSzzcVk-W\\_Ryb4M9uXEZtda7UvvV9tUcXcCqb9p53EWhjZH\\_anhxwJRn-dHuMDwZy87me-VoyOfKLnGo1dyYySHy82jS4O0s2oLnuCcqSSkf1aqRkqxhpD75K16\\_aC1FOI63EVptPdaqmIF3c1SX1hLO9ojx8oPM.wdwhhcbi\\_Rnmurunh-G7Yyp68Q\\_NHyf1CyD78Aeu1Oo&dib\\_tag=se&keywords=lock+for+plastic+tap&qid=1722346133&s\\_prefix=lock+for+plastic+tap%2Caps%2C127&sr=8-6](https://www.amazon.co.uk/Locktap-PDSL001-Tap-Green-12-5/dp/B07B77S28X/ref=sr_1_6?crd=3RTPO2AEWTBFE&dib=eyJ2ljojMSJ9.2zmG-ArNwRGLB2n_i2aqeNAPSEff1IUUQ1KzveUFir9R6g9YHC8wyT1OCz3tbhRnVn0r381cMhPClbXC_qKnBdAEt-ov5WhyVJb_MRu43AY16llo9HGkvcl9attW2PgN6H9u1aCuC-TSzzcVk-W_Ryb4M9uXEZtda7UvvV9tUcXcCqb9p53EWhjZH_anhxwJRn-dHuMDwZy87me-VoyOfKLnGo1dyYySHy82jS4O0s2oLnuCcqSSkf1aqRkqxhpD75K16_aC1FOI63EVptPdaqmIF3c1SX1hLO9ojx8oPM.wdwhhcbi_Rnmurunh-G7Yyp68Q_NHyf1CyD78Aeu1Oo&dib_tag=se&keywords=lock+for+plastic+tap&qid=1722346133&s_prefix=lock+for+plastic+tap%2Caps%2C127&sr=8-6)

@£12 each = £24 in total

- We would also like to **plant some more mature fruit trees**, prob about 6-8. 6 fruit tree saplings at £31 each from Bernwode would be £186.
- And finally, when the seating and signage is in place, we'd like to throw a small **thank you event** for our volunteers there and it would be great if one of the councillors and some of the team could come up for that - prob in the late summer, early autumn.

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#### FINANCIAL CONSIDERATIONS

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- There is an EMR setup to support environmental projects and that EMR balance has enough funds to cover these requests.
- It would be more efficient for the Parish Council to make the purchases and donate the items to CLAW as this would allow the Council to claim back VAT

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#### LEGAL AND OTHER IMPLICATIONS

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n/a

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#### PROPOSAL

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To consider approving £1210 of funding for CLAW to help is get to the next stage with The Wildbelt



## ITEM 12c – CHRISTMAS LIGHTS 2024

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### BROUGHT BY

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Office

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### SUMMARY

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To consider approving a quote for the 2024 Christmas Lights scheme. To consider waiving the financial regulations requirement for three quotes.

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### PARISH COUNCIL BACKGROUND

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The Parish Council own the Christmas lights and do not hire them.

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### DETAILS

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#### Background

Last year the Events Working Group investigated different companies, payment options and schemes for the Wendover Christmas Lights, they concluded that it was more cost effective to use the lights that the Parish Council own and pay for maintenance when needed than to hire new lights for the scheme. A few of the companies asked to quote didn't respond to the office, this is believed to be because the budget was too small. They therefore recommended continuing to use the local company that have been installing, removing, storing, testing, and maintaining the lights that the Council own a few years. They also recommended a big upgrade to the scheme that was paid for out of an EMR, this was to change the bulbs on The Clock Tower lights to a warm white to match the festoons. As well as this they recommended adding baubles to the tree after listening to feedback from residents. This was all approved by the Council.

#### 2024 Christmas Light Scheme

The below quote totalling **£6627.90 inc VAT** for the 2024 Christmas Light scheme is the same scheme from 2023 and the same company:

Description	Quantity	Unit Price	VAT	Amount GBP
Install and remove lights to 12ft xmas tree	1.00	446.25	20%	446.25
Install and remove festoon	1.00	3412.00	20%	3412.00
Install and remove framed lights to clock tower. Requires 20m platform	1.00	1365.00	20%	1365.00
Christmas tree baubles as per 2023	1.00	300.00	20%	300.00
			Subtotal	5523.25
			Total VAT 20%	1104.65
			<b>TOTAL GBP</b>	<b>6627.90</b>



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**FINANCIAL CONSIDERATIONS**

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This is budgeted expenditure and will come out of 4105 Christmas Decorations.

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**LEGAL AND OTHER IMPLICATIONS**

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n/a

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**PROPOSAL**

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To waive the financial regulations requirement for three quotes based on recently getting three quotes from the marketplace and the highly specialised work being undertaken.

To approve the quote for the 2024 Christmas Lights scheme.