



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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EXTRAORDINARY AMENITIES COMMITTEE AGENDA

Tuesday 21st May 2024 at 7:30pm

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

Committee Membership: Councillors Stephen Worth, Mark Standen, Jennifer Ballantine, Julie Williams (ex-officio), Diane Washington, Sam Walker, Julie Lloyd-Evans, Leigh Porter and Clive Gallagher (ex-officio)

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. MEMBERS WISHING TO ATTEND MUST CONTACT THE CLERK PRIOR TO THE MEETING.

AGENDA

1) ELECTION OF CHAIR

To elect the chair of the committee for the current year.

2) APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

3) 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.

4) [MINUTES](#) – *page 3*

To confirm the minutes of the meeting of 16th April 2024.

5) PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

6) [UPDATE REPORT FROM THE CLERK](#) – *page 5*

To receive an update on correspondence and actions from the Clerk.

7) FINANCE

To consider the list of payments.

8) OPEN SPACES AND HAMPDEN POND

a) [Replacement of Picnic Benches](#) – *page 6*

To consider approving the payment for new picnic benches for Witchell Meadow and Ashbrook Park to replace the damaged benches that have been removed.

b) [Witchell Car Park Bank Upgrade](#) – *page 10*

To consider authorising the office to enter negotiations with Buckinghamshire Council for the upgrade works needed on the Witchell car park bank.

9) OTHER MATTERS

a) Dog Bin - Princess Mary Gate – *page 11*

To note a request from a member of the public highlighting issues of dog mess around PMG and consider the installation of one dog bin.

b) Witchell Car Park Policy Signage - *page 13*

To consider approving the cost to install Witchell Car Park Policy signage.

c) Bracket Test Report – *page 14*

To note the bracket test report and consider approving the cost of the report.

d) Memorial Plaque Request – *page 17*

To consider the request for a memorial plaque on a Parish Council bench.

e) Make Wendover Smile Event – *page 21*

To consider approving the proposal for a Make Wendover Smile event.

f) Instagram – *page 24*

To note the creation of the Wendover Parish Council Instagram account and to consider approving posting on the account. To consider approving the creation of a Local Produce Market Instagram account and consider approving posting on this account.

g) Open Space Hire Request Hampden Meadow – *page 25*

To consider accepting the hire request for Hampden Meadow from Rennie Grove Peace Hospice Care.

h) Temporary Witchell Car Park Agreement Gerry's Pantry – *page 31*

To consider approving the Temporary Witchell Car Park Agreement for Gerry's Pantry.

10) ITEMS FOR NEXT AGENDA

11) DATE OF NEXT MEETING

The next scheduled meeting of the Amenities Committee is 18th June 2024.

12) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 16th May 2024

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

16th April 2024 at 7:30pm

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

Present: Councillors Ballantine, Gallagher, Porter, Standen, Walker, Williams and Worth

Absent: none

Apologies: None

Chair: Councillor Worth

Clerk & Minutes: Andy Smith

Members of Public: none

APOLOGIES FOR ABSENCE

A23/125 None

DECLARATIONS OF INTEREST

A23/126 None.

MINUTES

A23/127 The minutes of the meeting of 19th March 2024 were **RESOLVED** as a true record and were signed by the Chair.

Councillor Williams offered congratulations to Councillor Worth for the role of Honorary VP of the RAF Association, which was the reason he was absent from the previous meeting

PUBLIC PARTICIPATION

A23/128 None

UPDATE REPORT FROM THE CLERK

A23/129 The report was noted, and the vandalism was a big concern. It was further noted that we may need to look at replacing the bus stop at Ashbrook.

FINANCE

A23/130 The payments to consider totalling £24,288.08 were **RESOLVED** and signed.

OPEN SPACES AND HAMPDEN POND

- a) **Hampden Playpark Wicksteed Inspection**
To note the Wicksteed inspection report for Hampden Playpark, to consider approving the cost of the inspection. And to consider authorising the office to get quotes for a new slide.
- A23/131** The inspection report was noted
- A23/132** It was **RESOLVED** to approve the cost of £158.40 inc VAT for the inspection.
- A23/133** It was **RESOLVED** to authorise the office to get quotes for a new slide.

- b) **Playpark Repairs**

To consider approving the cost to repair and install the swings in Hampden Playpark.

A23/134 It was **RESOLVED** to approve the cost to repair and install the swings in Hampden Playpark.

c) Respect the Lead Campaign Signage

To consider the quote for signage for the respect the lead campaign. And to consider approving the use of the Respect the Lead Campaign artwork for the signs and communications.

A23/135 It was **RESOLVED** to Accept the quote for signage for the respect the lead campaign.

A23/136 It was **RESOLVED** to approve the use of the Respect the Lead Campaign artwork for the signs and communications.

8. OTHER MATTERS

a) Buckinghamshire Council Street Trading Policy

To note the Street Trading Policy for consultation and the draft response by Wendover Parish Council. To consider the response and approve the office to submit as an official response of Wendover Parish Council, to further ask for the support of the Buckinghamshire Council ward councillors in this consultation.

A23/137 It was **RESOLVED** to authorise the office to send the cover letter and full response to the consultation.

A23/138 It was noted that there seems to be a pattern of short consultations with tight deadlines currently from Buckinghamshire council and that we will send copy of the feedback to the Buckinghamshire Ward Councillors. It was also noted that we would inform the local traders of this development and report it in the next edition of Wendover news.

b) Witchell Car Park Policy Signage

To consider approving the cost of the Witchell Car Park Policy Signage, to consider authorising the office to get quotes for installing the pole fixed sign into the ground. And to consider waiving the need for 2 additional quotes for the install if it comes in under £300.

A23/139 It was **RESOLVED** to Approve the cost of the Witchell Car Park Policy Signage.

A23/140 It was **RESOLVED** to Authorise the office to get quotes for installing the pole fixed sign into the ground.

A23/141 It was **RESOLVED** to Approve waiving the need for 2 additional quotes for the install if it comes in under £300 to facilitate a speedy installation.

9. ITEMS FOR NEXT AGENDA

A23/142 None presented

10. DATE OF NEXT MEETING

A23/143 The meeting on Tue 18th June 2024 at 7.30pm was noted.

11. CLOSURE OF MEETING

A23/144 As all business was transacted the meeting was closed at 8:04pm

Signed by
Chair of the Amenities Committee

Date: 16th April 2024



ITEM 6 – CLERKS REPORT

Wendover PROW

The office received the reports for WENDOVER PROW WEST and EAST, this was shared with the Amenities Committee in an email.

Hampden Meadow Path

At a Full Council meeting a resident mentioned that they believe the path in Hampden Meadow needs repairing. However, this is not top priority as we have works that have been highlighted in Health and Safety reports that need priority. This can then be revisited once this work has been completed.

Damaged Bus Shelter and Notice Board – Aylesbury Road

It has been previously reported to the Council that bus shelter and notice board outside of Ashbrook Park have been damaged because of vandalism. The office is in the process of getting quotes for the repairs on the notice board, and are also looking into the options of repairing, replacing or removing the bus shelter. This will be brought to the attention of the Council once all quotes are in. A resident has asked for the Council to consider putting in bus shelter at the bus stop just down from the Babington Road junction. The office has informed the resident that the Council will not be able to consider this until a decision has been made about the damaged bus shelter due to budgetary restrictions.

Damaged Ground Lights War Memorial

It has been previously reported to the Council that two of the ground lights around the War Memorial have been damaged because of vandalism. In March the Estates and Events Manager went to meet at the Manor Waste with a local electrician, they said they would get quotes for the work, the office has chased and hasn't heard anything. Since returning to the office in late March/early April the Estates and Events Manager has further contacted two other electrical companies and has yet to hear back. This will be brought to the attention of the Council once all quotes are in.

Broken Gate Ashbrook Park Railing

On the 9th May 2024 the Estates and Grounds Team reported to the office that the pedestrian gate on the Ashbrook Park railings closest to the bus shelter was broken, it was suspected that the bottom hinge was broken. The office contacted a local welding company who did a site visit and confirmed what work needed to be done. The work was completed on the 15th May 2024 and the cost of the work was £250 + VAT, the below work was completed:

- Packing the original hinge to lift and clear the ground, the company advised that this will prolong the lifespan of the hinge.
- Welding all four sides of the hinge.
- Welding where the fence bolts to the gate, as this was found to be loose.

This work was done under the Clerks delegated authority, due to it being Health and Safety work.



ITEM 8a – Replacement of Picnic Benches

BROUGHT BY

Office

SUMMARY

To consider approving the cost for new picnic benches for Witchell Meadow and Ashbrook Park to replace the damaged benches that have been removed.

PARISH COUNCIL BACKGROUND

At the October 2023 Amenities meeting the committee considered approving the payment for two new picnic benches in Witchell Meadow to replace the damaged benches.

A23/070 It was **RESOLVED** to not approve the payment for two new picnic benches and fittings. It was **RESOLVED** to contact Wendover Shed to discuss with them about them building 2 picnic benches for to replace the damaged picnic benches in the Witchell. It was **NOTED** to check on the insurance situation if Wendover Shed were to create the benches for use in a public place.

The Estates and Events Manager and Cllr Williams had a meeting with a representative from Wendover Shed about this, they said they would be able to do this if they used a kit, the Wendover Shed representative mentioned some companies that might do a picnic bench flat pack. After looking at the products suggested further it wasn't as described, they also didn't sell wheelchair accessibility versions. They also spoke about the number of projects and jobs they had on, which raised concerns on when the benches would be finished.

It was hoped that the Sustainability and Biodiversity Working Group would have been involved in the proposal, but we haven't received anything official from them and we have an operational need to provide picnic benches in our open spaces, especially as the summer months are approaching.

DETAILS

The office is proposing that the Council consider replacing the damaged and rotten benches that have been removed with recycled plastic. As we have seen that the wooden benches that have been removed have had a lifespan of 5-10 years, but the recycled plastic benches have a guaranteed 25-year lifespan. As well as this to prevent rot in wooden benches they need to be installed onto concrete bases which is not good for the environment, but the recycled plastic benches can be installed onto a rubber matting.

The Estates and Grounds Team have now had to remove three benches from Ashbrook Recreation Ground and two from Witchell Meadow, as well as the bench that was donated by Wendover Rotary as this is also damaged and needs removing. Therefore, there are now six benches that need to be purchased to replace the damaged benches.

Due to budgetary restrictions the office is proposing two options for the Council to consider, 4 benches in total and 6 benches in total. See details for both below:

See pictures of some the benches that had to be removed below:



4 benches:

Picnic benches – 2 x wheelchair accessible, 2 x standard.

Company 1:

- 1) Forest-Saver recycled plastic backless Round wheelchair accessible picnic table. Black:

2No

@ £625.00 each

- 2) Forest-Saver recycled plastic backless Round picnic table. Black:

2No

@ £625.00 each

- 3) Delivery charge for the above:

@ £192.00 extra

The total for above including delivery is £2692.00 + £538.40 VAT.

- **Prices quoted are subject to VAT**
- **Payment on account**
- **Delivery: Approx. 4 weeks**

This is the company that the Council have used for all new picnic benches over the last few years, so there is uniformity within the parks, and we know the quality of the benches.

Company 2: They do not supply round benches.





2 x standard rectangular recycled plastic picnic benches - £1,321.02 ex VAT
2 x wheelchair accessible recycled plastic picnic benches - £1,675.82 ex VAT
Free delivery.
Total - **£2,996.84 ex VAT**

Company 3: They do not supply round benches or wheelchair accessible benches – no quote.

Rubber Grass Mats 23mm Thick – 1.5x1m x 8 (2 needed for each picnic bench) - £170.00 (includes £26.67 VAT & £10 shipping)

EA1 Soft Ground Anchor Kit x 8 (2 needed for each picnic bench) - £397.14 (includes £66.19 VAT & £18.95 shipping)

6 benches:

Picnic benches – 3 x wheelchair accessible, 3 x standard.

Company 1:

1) Forest-Saver recycled plastic backless Round wheelchair accessible picnic table. Black:

<i>List price</i>	@ £625.00
Discounted price	4No @ £593.75 each

2) Forest-Saver recycled plastic backless Round picnic table. Black:

<i>List price</i>	@ £625.00
Discounted price	2No @ £593.75 each

3) Delivery charge for the above:

@ **£336.00 extra**

The total for above including delivery is £3898.50 + £779.70 VAT.

- **Prices quoted are subject to VAT**
- **Payment on account**
- Delivery: Approx. 4 weeks

This is the company that the Council have used for all new picnic benches over the last few years, so there is uniformity within the parks, and we know the quality of the benches. The above price includes a discount for “bulk buy”.

Company 2: They do not supply round benches.

3 x standard rectangular recycled plastic picnic benches - £1,981.53 ex VAT
3 x wheelchair accessible recycled plastic picnic benches - £2,513.73 ex VAT
Free delivery.
Total - **£4,495.26 ex VAT**

Rubber Grass Mats 23mm Thick – 1.5x1m

Company 3: They do not supply round benches or wheelchair accessible benches – no quote.



Rubber Grass Mats 23mm Thick – 1.5x1m x 12 (2 needed for each picnic bench)

Product	Quantity	Price
Rubber Grass Mats 23mm Thick - 1.5x1m	12	£240.00
Subtotal:		£240.00
Shipping:		£10.00 via Shipping
Total:		£250.00 (includes £41.67 VAT)

EA1 Soft Ground Anchor Kit x 12 (2 needed for each picnic bench) - £597.60 (includes £99.60 VAT & £30 shipping)

Total for 4 Benches, Matting and Anchor Kits –

Company 1: £3,166.28 ex VAT

Company 2: £3,471.12 ex VAT

Total for 6 Benches, Matting and Anchor Kits –

Company 1: £4,604.83 ex VAT

Company 2: £5,201.59 ex VAT

FINANCIAL CONSIDERATIONS

- This will come out of budget line 4410 Ground Maintenance, there is £5,000 in this budget line.

LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL

To resolve to:

- Approve the cost of the selected number of benches from the selected company.



ITEM 8b – Witchell Car Park Bank Upgrade

BROUGHT BY

Office

SUMMARY

To consider authorising the office to enter negotiations with Buckinghamshire Council for the upgrade works needed on the Witchell car park bank.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

The Estates and Grounds Team has raised concerns over the current condition of the Witchell car park bank adjacent to South Street. See the location of the bank highlighted in yellow below:



Work is needed to strengthen the bank and stop any further deterioration, the bank is located on Wendover Parish Council owned land, on the bank there are some trees and elders that could be contributing to the condition of the bank, however this would not be highlighted on our tree safety report. But it is also the opinion of the Estates and Grounds team and the office that the failed footpath owned by Buckinghamshire Council adjacent to the bank is contributing to the poor condition of the bank.

Therefore because of this the office believes that any work needed to strengthen the bank should be a joint project between Wendover Parish Council and Buckinghamshire Council, and would ask the Council to consider authorising the office to enter negotiations with Buckinghamshire Council for the upgrade works.

FINANCIAL CONSIDERATIONS

- It is expected that this project would be a substantial financial commitment.

LEGAL AND OTHER IMPLICATIONS

- Both Wendover Parish Council and Buckinghamshire Council have the responsibility to ensure the safety of the pedestrians using the footpath.

PROPOSAL

To resolve to:

- Authorise the office to enter negotiations with Buckinghamshire Council for the upgrade works needed on the Witchell car park bank.



ITEM 9a – Dog Bin Request Princess Mary Gate

BROUGHT BY

Office

SUMMARY

To note a request from a member of the public highlighting issues of dog mess around PMG and consider the installation of one dog bin.

PARISH COUNCIL BACKGROUND

At the March 2023 Amenities Committee meeting the below was resolved:

A22.119 – It was **RESOLVED** to approve the installation of two dog bins in the specified locations in Princess Mary Gate.

The locations of the dogs bins were as follows:

Babington Rd – North side opposite junction with Longcroft Ave where a path goes into the woods.
What3words reference: <https://what3words.com/panthers.oblige.giants>

Mcindoe drive – on grass to west of junction of Cruikshank and Mcindoe Drive. What3words reference:
<https://what3words.com/expansion.shops.island>

DETAILS

The resident who requested the above dog bins has since been in contact with the office about continued problems with dog mess in Princess Mary Gate and has asked that further dog bins be installed. From the locations and information provided the office has identified one area that should be considered by the Council.

The office has also put up more “Clean Up After Your Dog” signs around Princess Mary Gate.

Location of proposed dog bin <https://what3words.com/fled.helpers.mountains>:





Supply and install of 1 dog bin - £355.00

Emptying (annual cost ex VAT) - £114.00

FINANCIAL CONSIDERATIONS

- 4400 Dog Bins, this will make this go over budget, but the office thinks there will be savings in other budget lines to cover this.

LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL

To resolve to:

- Approve cost of the installation and annual emptying of one dog bin in the specified location in Princess Mary Gate.



ITEM 9b – Witchell Car Park Policy Signage

BROUGHT BY

Office

SUMMARY

To consider approving the cost to install Witchell Car Park Policy signage.

PARISH COUNCIL BACKGROUND

At the April 2024 Amenities Committee meeting, the below was resolved:

- A23/125** It was **RESOLVED** to Authorise the office to get quotes for installing the pole fixed sign into the ground.
- A23/126** It was **RESOLVED** to Approve waiving the need for 2 additional quotes for the install if it comes in under £300 to facilitate a speedy installation.

DETAILS

After the permission was approved the office received a quote from a local business for £148.00 ex VAT, the office then awarded the work to the contractor.

Both signs have now been installed:



FINANCIAL CONSIDERATIONS

- This cost has come out of the 4410 Maintenance Groundworks budget line.

LEGAL AND OTHER IMPLICATIONS

- The sign will reduce liability in cases of damage, injury and loss in the car park.

PROPOSAL

To resolve to:

- Approve the cost of the installation of the Witchell Car Park Policy Signage.



ITEM 9c – Bracket Test Report

BROUGHT BY

Office

SUMMARY

To note the bracket test report and consider approving the cost of the report.

PARISH COUNCIL BACKGROUND

At the January 2024 Amenities Committee meeting is the below was noted:

- A23/091** The report was NOTED. It was also NOTED that the office has accepted a quote for £780.00 ex VAT from a contractor to conduct safety testing on all 65 tree and flag brackets, the Clerk has signed this off under health and safety with the current weather conditions in mind.

DETAILS

The decision to complete this testing was due to the yellow weather warnings and high winds that were being experienced at the time. The testing also included putting a barcode on each bracket, which will make it easier for the office to report any future problems. The testing was completed the week commencing 8th April 2024, see the report below in Appendix A.

The price changed from the original quote noted in the January 2024 Amenities Committee meeting due to there being 66 brackets in total and the unit price increasing to £12.50. The total cost was £825.00 ex VAT.

The testing was done due to a concern over Health and Safety, therefore accepting the cost for the testing was out of the Clerks delegated authority.

FINANCIAL CONSIDERATIONS

- This cost has come out of 4415 Maintenance Inspections etc.

LEGAL AND OTHER IMPLICATIONS

- The testing was Health and Safety work and reduces any risk of damage to properties by the bracket and the risk of injury.

PROPOSAL

To resolve to:

- Note the bracket test report.
- Approve the updated cost of £825.00 for the bracket testing.



APPENDIX A – Bracket Test Report

barcode	above_shop_house_number	notes	any_remedials_carried_out
51920	Istanbul meze grill		no
51888	Dry cleaner		no
51878	Red Carpet		no
51907	Gaorge and Dragon		no
51914	Brown and Merry		no
51912	The Baker Shops		no
51901	George and Dragon		no
51876	The Red House		no
51891	Costa coffee		no
51884	King and Queen		no
51870	King and Queen		no
50818	House No 1		no
51904	South street barbers		no
53795	Mc Coys		no
50814	Block butcher	Bolts fixed it was loose	no
53800	Haringtons		no
53799	Cornell		no
53796	Wendover barbers		no
53847	Off licence		no
53846	Agora		no
53793	Wendover computers		no
53794	Stuart Fantham		no
53791	Great Lane		no
53790	Harpers		no
53783	Scruples		no
53797	The white swan		no
53853	Lucca Resturant		no
53832	Lucca Resturant and bar		no
53849	Rumseys Chokolateria		no
53828	5		no
53788	Tim Russ and Company		no
53826	Tim Russ and Company		no
53829	Pharmacy and clinic		no
53784	Everything shop		no
53785	Budgens		no
53824	Budgens		no
50812	Budgens		no
53786	No 30		no



53851	No 32		no
53850	Imdependat wine shop		no
53840	Tres Corazones		no
53840	Tres corazones		no
53839	Skile design		no
53841	Anyiques		no
53838	Antiques		no
53848	J Brown		no
53835	Optometrist		no
53836	Florence Nightingale		no
53842	Optometrist		no
53837	Real magik		no
53830	13 high street		no
53831	Basford and Jewellery		no
53833	Cross cuts		no
53834	Just		no
53825	The red lion		no
53861	The red lion		no
53860	Red lion		no
53859	Brown and Merry		no
53862	Brown and Merry		no
53863	Rennie Grove Hospice Care		no
53864	The George Butique		no
53781	Number one		no
51918	Number one		no
51895	George and Dragon		no
51900	Clock tower		no
51885	BROOKES		no



ITEM 9d – Memorial Plaque Request

BROUGHT BY

Office

SUMMARY

To consider the request for a memorial plaque on a Parish Council bench.

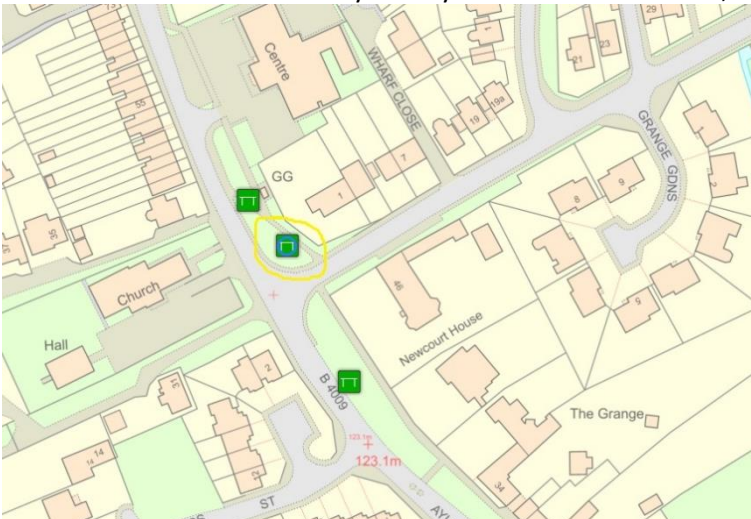
PARISH COUNCIL BACKGROUND

N/A

DETAILS

A request to put a memorial plaque on an existing Wendover Parish Council owned bench has come to the office, the form has been redacted and can be found in Appendix A.

Location – On the corner of Aylesbury Road and Wharf Road, highlighted below in yellow.



Supporting information from the applicant:

The reason I have added “Love Ya” as Dad said this to us all the time bless him just in case the council ask. Dad was a treasure to Bucks community and dedicated 27 years Managing Mandeville Youth Football Club. The boys always say Ron kept us lads off the streets, fit and enjoyed playing for their team. Even took them to play teams in Holland with regular write ups in the Bucks Herald.

FINANCIAL CONSIDERATIONS

- The office will order the plaque on behalf of the applicant and will invoice for the total amount to the applicant.



LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL

To resolve to:

- Accept request for a memorial plaque on a Parish Council bench in the specified location.
- To authorise the office to order the plaque.

Appendix A – Redacted application form.

Memorial Benches and Tree Policy

Introduction

All requests for memorial benches and trees will be fully considered by Wendover Parish Council (WPC). WPC supports the needs and principles of allowing memorial benches and trees in its parks and open spaces. WPC is mindful that these facilities are enjoyed by a wide range of people and will therefore ensure that the issue is managed and regulated for the mutual benefit of all.

This policy will be made available to the general public and all applicants for memorial benches and trees will be issued with a copy.

Objective of the Policy

The policy will ensure that only memorial benches and trees are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size in keeping with WPC requirements. All benches and trees will be selected in consultation with the donor and furthermore will be approved by WPC.

The policy will establish responsibility for maintenance, repair and replacement.

WPC will endeavour to offer the highest standards of service in undertaking its management and regulatory responsibility.

Conditions

- ❖ All Applications for benches and trees should be completed on the official application form and signed by the applicant.
- ❖ Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location. Only seats approved by WPC will be acceptable.
- ❖ The location in which the bench or tree will be placed is determined by the Parish Council, dependent on need and availability. Whilst the Parish Council tries to locate a bench or tree at a requested location this cannot be guaranteed.
- ❖ All memorial benches, trees and plaques should be paid for by the applicant before the completion of the installation.



- ❖ After a period of 10 years WPC will contact the donors to ascertain the future of the bench or tree:
 - a) If the bench is disposed of or the tree has died the plaque will be removed and returned to the donor or their family
 - b) If the bench is disposed of or the tree has died it will be renewed with the appropriate donation
 - c) A maintenance fee will be paid to retain the position of the bench or tree whilst it remains in a serviceable condition.

- ❖ WPC has the right to limit the number of memorial benches and trees in particular areas so that they shall not detract from the prime purpose of the parks. The Parish Council reserves the right to refuse applications.
- ❖ WPC will attempt to notify the applicant in the event that the memorial bench or tree is damaged assuming it has current contact details.
- ❖ WPC reserves the right to remove any memorial benches or trees that have been damaged and are deemed to be beyond economical repair or unsafe.
- ❖ WPC cannot guarantee the long-term safety or security of the bench or tree and is not responsible for the replacement of benches or trees resulting from damage or deterioration with age.
- ❖ If a bench, tree or its plaque is stolen, WPC will not be responsible for providing a replacement.
- ❖ WPC will not grant applications for memorial benches or trees to pets.
- ❖ The concreted area, ground works and ground fixing for a bench shall be undertaken by the Parish Council. Applicants will be responsible for all costs of materials.
- ❖ All plaques on memorial benches will be a maximum size of 175mm wide and 75mm high and will fit in the upper most lath of the back of the bench. Plaques for trees should be no bigger than 200mm by 200mm.
- ❖ The inscription is to be restricted to “In Loving Memory Of”, name of the person, date of birth and death, along with recognition of public office (if appropriate).
- ❖ WPC will maintain the bench or tree in line with its current maintenance programme but accepts no responsibility to replace the bench, tree or plaque at the end of its useful life. Replacement of benches and trees will be the responsibility of the applicant.
- ❖ No memorial items e.g., vases flowers, ornaments shall be permitted around or attached to the bench or tree.

Document History

Drafted by Parish Clerk

01/05/2018

(version 1)



Review Amenities Committee	15/05/2018	(version 1)
Approved	15/05/2018	(version 2)
Reviewed by Full Council	02/06/2020	(version 3)
Reviewed by Amenities Committee	21/06/2022	(version 3)

APPLICATION FOR A MEMORIAL BENCH OR TREE

Date of Application

Applicants Details:

Full Name **Title**

Address

E Mail

Telephone **Mobile**

Please notify us of any change of address so we can contact you if we need to

Name of person for dedication:

Inscription for the plaque:

Preferred location of the bench/tree

List of preferred locations



ITEM 9e – Make Wendover Smile Event

BROUGHT BY

Cllr Leigh Porter

SUMMARY

To consider approving the proposal for a Make Wendover Smile event and consider authorising Cllr Leigh Porter to put on the event with the support of the Event Working Group.

PARISH COUNCIL BACKGROUND

The Make Wendover Smile Campaign was resolved at the February 2024 Full Council Meeting.

PC23/269 It was **RESOLVED** to implement the project in line with the budget of £980 as set out in the paper

The paper included the budget, the budget for the event was below:

Sunflower event (to be held on Manor Waste as a part of LPM?)	£500.00	includes licensing costs (TENS), artists and attractions
---	---------	--

DETAILS

The proposal from Cllr Leigh Porter can be found in Appendix A.

After further discussions with the office and the Estates and Events Manager the below was confirmed:

- The Trail is the event, after the “kick off” event it will still be open to people to continue walking round.
- August LPM, to collect and display the boards and displays from groups to have in one area for people to view.
- All displays for the Trail are to be in gardens etc, no booking of halls needed.
- Release Map once ready, then contact people on the route to ask about being involved.
- Other places “hotspots” can be listed on the website and shown on social media.
- Once submitted to the Council for consideration and if approved the scope of the event cannot change from the paper.
- Leigh and group of volunteers to complete tasks on timeline with help from Estates and Events Manager and Events Working Group where possible! Leigh to keep the Estates and Events Manager updated on progress.
- All graphic design needs to be done by the Councils graphic designer.

FINANCIAL CONSIDERATIONS

- Budget of £500 to come out of the 4110 Entertainments & Events.

LEGAL AND OTHER IMPLICATIONS

- The event will be covered by the Councils Public Liability Insurance.



PROPOSAL

To resolve to:

- Approve the proposal for the Make Wendover Smile Event.
- Authorise Cllr Leigh Porter to put on the event with the support of the Event Working Group.

Appendix A – Proposal for Make Wendover Smile Event

Proposal for Make Wendover Smile Event

SUMMARY

To consider authorising the events working group to deliver the Make Wendover Smile Event.

DETAILS

Objective: Having now handed out over 3,000 packets of sunflower seeds and received an encouraging response from our Parishioners, local businesses, churches, schools and other local groups it is proposed that we hold a one-day event where we encourage both residents and visitors to do a 5-kilometre tour around Wendover to see the sunflowers planted around the village and also see what else has been created by local arts and crafts groups with a sunflower theme.

This will provide a great opportunity for residents to come together and foster further engagement and pride in our lovely village. It is anticipated that the route will be walked. It will be promoted as an event for all ages and will include dogs. Having the event on one day will make it a more special occasion and give an opportunity for participants to meet many members of our community on one day.

Project Components:

- 1. Suggested date for the event Saturday 3rd August 2024**
 - Sunflowers peak flowering is in August and by holding this early on it would be anticipated that visitors would return again during the month.
- 2. Organisation of a route map**
 - We have 4 experienced volunteers who are prepared to produce a route map for WPC.
- 3. Artwork for Social Media and Posters**
 - Design visually appealing poster and social media graphics to promote the event.
 - Co-ordinate photographs and social media posts about mini-exhibitions
- 4. Community Engagement**
 - In order that the route is filled with sunflowers the residents and businesses along the route will be informed in advance and sunflower plants donated to those who haven't already engaged with the campaign.
 - With the library anticipated to be out of action, residents and businesses will be asked if they would like to host mini-exhibitions from local art, photographic, craft groups to add extra interest and to help promote their various organisations.
 - The route will take in churches and schools so they will be encouraged to take advantage of increased footfall.
 - Shops and businesses will be encouraged to sell items with sunflower theme



Timeline:

- Route Map by mid-June
- Inform businesses and residents along the route by end of June
- Distribution of posters: End of June
- Seek out potential sites for mini exhibitions: End of June
- Distribution of maps via shops, pubs, churches, schools, etc: End of June

Benefits:

- Community Bonding: Enhance community spirit and connection through a shared event.
- Aesthetic Improvement and encouraging residents and businesses to care for our village environment.
- Positive Publicity: Generate positive attention for Wendover through media coverage and social media sharing.
- Keeps up momentum for the Best Kept Village Award.
- Encourages a healthy activity amongst residents.
- Will draw attention to the High Street and encourage residents into parts of Wendover they may not be so familiar with.
- The event is hoped to attract visitors into the village.

Conclusion:

“Make Wendover Smile” has attracted a positive response from residents and the aim to bring residents, businesses and various groups together whilst creating a positive impact on the village’s aesthetics seems to be working and deserves to be celebrated.

FINANCIAL CONSIDERATIONS

- **Production of artwork for route map FOC**
- **“Thank you bottle” for volunteers for producing the route map £15**
- **Print run of 5000 through Vistaprint approx £200**
- **Artwork and graphic design: Cheryl – as part of her work for WPC**
- **A2 Foam boards to assist businesses and residents to display photos and crafts. £50**
- **Printing of posters: In the Clock Tower**
- **Materials for sunflower bunting £50**

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

WPC Events and Engagement Working Group to deliver the project within the budget previously agreed by full Council



ITEM 9f – Instagram

BROUGHT BY

Office

SUMMARY

To note the creation of the Wendover Parish Council Instagram account and to consider approving posting on the account. To consider approving the creation of a Local Produce Market Instagram account and consider approving posting on this account.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

The Clerk created a Wendover Parish Council Instagram to save the name for possible future posting, there have been posts to the account by mistake, none of these posts would be considered high risk and are in line with the posts on our Facebook. Because of these posts the account does have 29 followers, slightly increasing our outreach to the local community, even though it was unintended.

The office is asking the Council to consider approving future posting on the account to continue the community outreach.

The Council has hired a summer placement to help produce a project for the Local Produce Market, in their application they mentioned the use of social media to advertise the market and expanding that to Instagram. From what we can see Thame and Chesham have a separate account for their local produce market, both having over 1,000 followers on the accounts.

To office is asking the Council to consider approving the creation of a Local Produce Market Instagram account and consider approving posting on this account. There will be no posts on this account until the summer placement starts.

FINANCIAL CONSIDERATIONS

N/A

LEGAL AND OTHER IMPLICATIONS

- The risk of reputational damage from what is commented on posts.
- The risk of accounts being hacked.

PROPOSAL

To resolve to:

- Note the creation of the Wendover Parish Council Instagram account.
- Approve posting on the Wendover Parish Council Instagram account.
- Approve the creation of a Local Produce Market Instagram account.
- Approve posting on the Local Produce Market Instagram account.



ITEM 9g – Open Space Hire Request Hampden Meadow

BROUGHT BY

Office

SUMMARY

To consider accepting the hire request for Hampden Meadow from Rennie Grove Peace Hospice Care.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Rennie Grove Peace Hospice Care have requested to hire Hampden Meadow on Sunday 8th September 2024.

See the hire form submitted in Appendix A.

See more details below sent from the charity representative:

The Chiltern 3 Peaks is our annual flagship fundraising walk, on Sunday 8th September. Supporters can choose to walk 6.5, 10, or 18 miles and this year is a very special year as it is the 15th year of the walk! It is an event that is loved by the local community and raises on average around £60,000 for Rennie Grove Peace Hospice Care each year.

Rennie Grove Peace supports people of all ages who are affected by a progressive life-limiting illness, and those who care for them, to live as well as possible. We do this by providing choice and ease of access to a wide range of palliative care and bereavement services across West Hertfordshire and Buckinghamshire. Our care is provided free of charge, and it is only made possible by the generous support we receive from our local community, from people just like you.

We would like to use the Hampden Meadow for a picnic area and rest stop for the walkers and as we have our commemorative plaque as part of the woodland next door to the meadow and we thought it would be a lovely place to rest. Walkers will be coming through from about 10.30 until around 1.30pm, we expect between 700 – 1000 walkers to pass through between that time.

If possible we would need access (a key to the gate at Hampden Meadow) to the area for 5 toilets to be dropped off at around 6am and collected around 5.30pm (the same day) 1 x Food van, 1 x Ice Cream van, 1 x Coffee van, to arrive around 9.30/10am and leave by 2pm and a water bowser for walkers to refill their bottles to be on site for this time. We would have volunteers and staff on site and all waste would be collected and the gardens would be left as we found them.

We would also like to have a memory tree where supporters can write messages for their loved ones and hand them on the trees. (we would also collect these a week after the event)

FINANCIAL CONSIDERATIONS

- As a charity event there is no hire charge.



LEGAL AND OTHER IMPLICATIONS

- The office to receive the charities insurance and copies of the risk assessments and site plan for the event.

PROPOSAL

To resolve to:

- Accept the hire request for Hampden Meadow from Rennie Grove Peace Hospice Care.



Appendix A – Completed Hire Form



Wendover Parish Council

The Clock Tower, High Street, Wendover, Aylesbury,
Buckinghamshire, HP22 6DU
01296 623056 | estates@wendover-pc.gov.uk

OPEN SPACES BOOKING FORM

Anyone wishing to hold an event on an open space belonging to Wendover Parish Council is required to submit a form to the Estates and Events Manager. The form must be returned with any additional information required as set out in the conditions of hire.

Please post or email this form using the above details.

Personal Information

Name of Applicant	<input type="text" value="Rennie Grove Peace Hospice Care - Emma Stewart"/>
Email	<input type="text" value="emma.stewart@renniegrovepeace.org"/>
Phone	<input type="text" value="07984 525379"/>
Address	<input type="text" value="Rennie Grove Peace Hospice Care Rennie House, Unit 3, Icknield"/>
Organisation/Club	<input type="text" value="Rennie Grove Peace Hospice Care"/>

Event Details

Type of Event:	<input type="text" value="Charity Walking event"/>
Name of Site	<input type="text" value="Hampden Meadow"/>
Name of Responsible Person Attending the Event	<input type="text" value="Emma Stewart"/>
Contact Details	<input type="text" value="emma.stewart@renniegrovepeace.org"/>



Wendover Parish Council

The Clock Tower, High Street, Wendover, Aylesbury,
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Event Details

Date of Hire	8th September 2024		
Set up Time	6am	Event Start Time	10am
Event End Time	3pm	Venue Clear Time	5pm
Expected Attendance	800	Fee Charged (office use only)	
More information about the event (if applicable):	<p>We would like to use the Hampden Meadow for a picnic area and If possible we would need access (a key to the gate at Hampden Meadow) We would also like to have a memory tree where supporters can view</p>		

Hiring Fees

Location	Event Type	Charge
Manor Waste	Daily Hire	£55.00
Ashbrook & Hampden Meadow	Daily Event	£100.00
	Multi Day	£55 non-operational day, £100 operational day.
	Charitable / Fitness Classes	No charge



Wendover Parish Council

The Clock Tower, High Street, Wendover, Aylesbury,
Buckinghamshire, HP22 6DU
01296 623056 | estates@wendover-pc.gov.uk

Agreement

As the duly authorised representative of the event, I agree that:

1. Wendover Parish Council will not be liable for the death or injury of any person attending the site/facility for the subject of hiring, or for the losses, expenses or other costs incurred by the hirer except where such death, injury or loss is due solely to the negligence of the Council or anyone authorised on its behalf.
2. Wendover Parish Council will not in any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought to or left at the site / facility either by the hirer or by any other person, unless this is due to the negligence of Wendover Parish Council.
3. The hirer is not to cause any damage to the site / facility and – except to the extent that the Council may be indemnified by insurance – the hirer is to make good and pay for such damage caused by any act or neglect of the hirer; or anyone the hirer is responsible for; or of anyone permitted by the hirer to enter the site / facility. The hirer is responsible for ensuring the site is returned in the condition it was in at the start of the hire, including the clearance of any litter and ensuring that there is space in the existing public bins after the event. If the hirer or anyone involved in the event has used the power bollards (Manor Waste only) they must ensure that the bollards are closed and locked after the event. The hirer is responsible for ensuring that any electrical equipment used, is safe and regularly checked.
4. The hirer shall be responsible for any losses, expenses or other costs mentioned in the above clauses and shall maintain a policy of Public Liability Insurance in the minimum sum of £10m in respect of any one incident to cover such liability.
5. The hirer will comply with the conditions of hire agreed on this form and provide all required information to support those conditions of hire at least 48 hours before the start of the event.

Agreed and Signed by Hirer:

Name:	Emma Stewart
Address:	Rennie Grove Peace Hospice Care Rennie House, Unit 3, Icknield Way Industrial
Contact Number:	07984 525379
Signed:	Emma Stewart  Digitally signed by Emma Stewart Date: 2024.04.22 13:50:34 +01'00' Date: 22/04/24



Wendover Parish Council

The Clock Tower, High Street, Wendover, Aylesbury,
Buckinghamshire, HP22 6DU
01296 623056 | estates@wendover-pc.gov.uk

Conditions of Hire (to be agreed with the Parish Council)

The following conditions of hire apply:

	Applies (Y or N)	Date Received (office use only)	Notes (office use only)
Legal			
A Public Liability Insurance certificate for £5m/£10m* received	y		
Licensable activities – a TEN (Temporary Event Notice) required	n		
Risk assessment completed and received	y		
Additional charge for PRS/PPL licence required	n		
Road closure required to be paid and applied for by the hirer	n		
All equipment used to be suitable and tested (up to date PAT test)	y		
Crowd Management			
An event plan/layout required for approval and comment	y		
Police SAG required to be notified	y		
Formal crowd control required (SIA registered security guards)	n		
Barriers required to protect event area/roads/pathways/other*	n		
Car parking control/mitigation of nuisance parking strategy required	n		
Access and utilities			
Access to water source required (additional fee applied)*	n		
Legal			
Access to electric supply (additional fee applied)*	n		
Hirer requires key to gate(s) (deposit required)*	y		
Hirer to provide additional bins/specific waste management terms*	y		
Consideration of neighbours			
Noise management plan required	n		
Advertising to include section on considerate parking	y		
Hirer required to send letter to neighbouring properties	y		
Other requirements			



ITEM 9h – Temporary Witchell Car Park Agreement Gerry’s Pantry

BROUGHT BY

Office

SUMMARY

To consider approving the Temporary Witchell Car Park Agreement for Gerry’s Pantry.

PARISH COUNCIL BACKGROUND

As there is now signage of the Witchell car park policy visible at the Witchell Car Park the office believe the Council should consider an agreement between the Council and Matt at Gerry’s Pantry. They have been attending the charter market for over 5 years and since then have been using the Witchell Car Park to sleep over in their camper for one night on Wednesdays and leave Thursday. This is a historical agreement that we believe was a verbal agreement. This agreement will enable Matt to continue trading at the market.

DETAILS

This version of the agreement that the Council is considering is temporary, which gives the Council time to do their due diligence around this type of agreement.

The only concern is that this might set a precedent, which it is not intended to do.

See the Temporary Witchell Car Park Agreement for Gerry’s Pantry in Appendix A, personal information has been redacted.

FINANCIAL CONSIDERATIONS

N/A

LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL

To resolve to:

- Approve the Temporary Witchell Car Park Agreement for Gerry’s Pantry.



Appendix A – Temporary Witchell Car Park Agreement – Gerry’s Pantry

TEMPORARY WITCHELL CAR PARK AGREEMENT – GERRY’S PANTRY

THIS AGREEMENT made on _____

between **Wendover Parish Council**, (hereinafter called the Council) and

Matthew Connolly, Gerry's Pantry

by which it is agreed that:

1. Matthew Connolly, Gerry's Pantry a regular market trader at the weekly Thursday Charter Market in Wendover on the Manor Waste can use the Witchell Car Park on Wednesdays for sleeping, in the vehicle with the registration [REDACTED]. This is a specific agreement in relation to the Witchell Car Park Policy seen as appendix a below that only applies to Matthew Connolly, Gerry's Pantry. Enabling the trader's attendance at the market.
2. For any reason that the vehicle cannot be moved on the Thursday Matthew Connolly should contact the office with all details and should endeavour to have the vehicle moved as soon as possible.
3. This is a temporary agreement and will be reviewed in the future by the Council.



Appendix A – Witchell Car Park Policy

Car Park and Parking Policy for Witchell Car Park

Conditions of Use

1. The Council accepts no liability for any loss or damage to any vehicles or property within any vehicles.
 2. All persons driving a vehicle into a parking bay, shall stop the engine as soon as the vehicle is safely parked. Under no circumstances shall any person allow a vehicle to idle unnecessary whilst stationary.
 3. No person parking any vehicle shall park in such a manner or position that shall cause an obstruction to any other users of the Car Park.
 4. The entrance/exit must be kept clear at all times.
 5. Parking is not permitted on the green verges or any pavements or kerbs.
 6. No person shall use the Car Park for any of the following:
 1. For sleeping or camping purposes
 2. For cooking purposes
 3. For vehicle servicing and or repairing other than to enable the vehicle to be driven from the car park onto the main highway.
 4. For changing, emptying and or refilling any vehicle fuel tank or oil reservoir.
 5. For any other purpose than parking the permitted vehicle.
 6. For parking any vehicle that contains flammable and or explosive substances, other than the fuel in the vehicles tank.
 7. For parking any vehicle that does not have a current policy of insurance and MOT that complies with current Road Traffic Regulations.
 7. All litter should be placed in the bins provided or taken home. Fly posting is not permitted anywhere in or on the car park including advertising flyers being left on vehicles.
-
8. Traders of the Weekly Market or Monthly Local Produce Market who have 'Goods Vehicles' are permitted to park at the Car Park on market days. The height restriction barrier will be



opened by a member of staff. Owners of other vehicles other than passenger vehicles (up to 8 seats) and motorcycles must have permission to park from the Parish Council.

9. Any vehicle left in situ for a period of 14 days without Council permission will be classed as abandoned and will be removed at cost to the owner. ALL vehicles without Tax/MOT will be reported to DVLA.
10. Nothing in these conditions shall prevent the Council by notice, sign, barrier or other suitable means from closing any part of the Car Park for any period deemed reasonable by the Council.
11. All persons using the Car Park shall abide by the terms and conditions of this document. Contravention of the terms and conditions may lead to enforcement and fines.
12. The Parish Council may change the conditions of use if the changes are considered to be in the best interests of the community.

Document History

Drafted by Deputy Clerk	03/08/2018	(Version 1)
Adopted by Parish Council	04/09/2018	(Version 1)
Reviewed by Amenities Committee	15/12/2020	(Version 2)
Reviewed by Parish Council	13/12/2022	(Version 2)
Reviewed by Amenities Committee	20/06/2023	(Version 2)