



WENDOVER PARISH COUNCIL

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

Tuesday 17th December 2024 at 7:30pm
St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Committee Membership: Councillors Stephen Worth, Mark Standen, Jennifer Ballantine, Diane Washington, Sam Walker, Leigh Porter, Anne Wales 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) 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.

3) MINUTES – *page 3*

To confirm the minutes of the meeting of 15th October 2024.

4) PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

5) UPDATE REPORT FROM THE CLERK – *page 5*

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

6) FINANCE

To consider the list of payments.

7) OPEN SPACES AND HAMPDEN POND

a) Bulb Planting – *page 6*

To consider retrospectively approving the cost for the bulbs planted in Parish Council open spaces and consider approving continued expenditure for bulb planting.

8) OTHER MATTERS

a) Wendover Shed – *page 8*

To receive an update on Wendover Shed. To consider retrospectively approving the installation of a wind turbine and construction of a bore hole. And to consider approving further construction on the bore hole and a new wind turbine.

b) Open Space Hire Requests – *page 12*

To consider authorising the Estates and Events Manager to accept open spaces hire requests from external companies and organisations.

c) HS2 Use of Dobbins Lane – *page 13*

To note the current concern raised with HS2/EKFB about using Dobbins Lane for HGV traffic, to further note the Parish Council position of no HGVs in Wendover and discuss how that this position is best represented.

9) PLANNING APPLICATIONS

[24/03424/APP 30 Witchell Wendover Buckinghamshire HP22 6EG](#)

Householder application for garage conversion and alterations to fenestration

[The Old Post Office, 25 High Street, Wendover, Aylesbury, HP22 6DU](#)

Application for a new premises licence, sale by retail of alcohol

10) ITEMS FOR NEXT AGENDA

11) DATE OF NEXT MEETING

The next scheduled meeting of the Amenities Committee is 21st January 2025.

12) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 12th December 2024

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

15th October 2024 at 7:30pm

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

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

Clerk & Minutes: Phoebe Sharps

Members of Public: 1

APOLOGIES FOR ABSENCE

A24.086 Cllr Gallagher sent in his apologies which were **ACCEPTED** by the Committee.

DECLARATIONS OF INTEREST

A24.087 None.

MINUTES

A24.088 The minutes of the meeting of 17th September 2024 were **RESOLVED** as a true record to be signed by the Chair.

PUBLIC PARTICIPATION

A24.089 None.

UPDATE REPORT FROM THE CLERK

A24.090 The report presented by the Clerk was **NOTED**. There was a verbal update from the clerk that the clock is as of 15/10/2024 is running 19 minutes slow, the office has been in touch with the maintenance company about this. An update from Cllr Standen was given regarding the funding from the Skatepark, which has been challenging, Cllr Porter has as meeting with a local business owner about potential funding. The Estates and Events went on a bid writing training course which spoke of the struggles with a lack of funding, and advice on what to focus on how to word the applications.

FINANCE

To consider the list of payments and sign cheques

A24.091 – The payments to consider totalling £9,661.48 were **RESOLVED** and signed.

To approve the proposal to Council for the Amenities budgets

A24.092 – It was **RESOLVED** to approve the following budget request to propose to the Parish Council.

OPEN SPACES AND HAMPDEN POND

Nothing to discuss.

OTHER MATTERS

Memorial Bench Request

A24.093 It was **RESOLVED** to bring this item forward.

A24.094 It was **RESOLVED** to accept the request for the memorial bench and authorise the office to place the relevant orders. It was noted that the Committee are happy for the bench to be installed in the family's preferred location in the Community Orchard. An update from the family was given about Ollie and his connection to Wendover and his families connection to Wendover.

Mini Christmas Tree Installation 2024

A24.095 It was **RESOLVED** to authorise the office to accept the quote from company 2 subject to advice from the health and safety contractor. It was noted that the Council would like the office to undertake due diligence in checking public liability insurance and other insurance documents as well as risk assessments.

ITEMS FOR NEXT AGENDA

A24.096 None discussed.

DATE OF NEXT MEETING

A24.097 The next scheduled meeting of the Amenities Committee is 17th December 2024. Any items for the agenda including papers to be with the Estates and Events manager by 9am on Mon 9th December.

CLOSURE OF MEETING

A24.098 As all business was transacted the meeting was closed at 7.51pm.

Signed by
Chair to the Amenities Committee

Date:

DRAFT



ITEM 5 – CLERKS REPORT

Estates and Grounds Team Update –

Stefan has planted bulbs in WPC open spaces for Spring 2025, he has also rotovated and planted a wildflower bed in Witchell Meadow. He has maintained the hedge at Witchell Meadow by the car park and cut back the bank at Witchell Meadow car park. As well as other winter maintenance jobs on the open spaces including cutting back the hedge in Ashbrook playpark. He has started siding out on pavements and will be siding out using the weed brush in the next few months. See some pictures of his work below:



Playparks update –

The office is still waiting for 1 more quote for the replacement of the two items removed, the stand alone slide in Hampden Playpark and the multiplay in Ashbrook Playpark. The Estates and Events Manager has a meeting with a local rep from a playpark company in January. The office is also still waiting for quotes for other remedial work that was highlighted in the last inspection report.

Wendover PROW –

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

Christmas Event Review –

After the Carols around the Tree event on Friday 13th December, the Estates and Events Manager will email a review of the 2024 Christmas Events. But a thank you to the Event Working Group, Cllrs Porter, Thornton, Washington and Ballantine and Ana Brown for their help in the organisation of the events. And thanks to the Cllrs who volunteered at the Christmas Celebration event on Saturday 30th November, Cllrs Washington, Worth, O'Donnell, Gallagher and Goodall.



ITEM 7a – Bulb Planting

BROUGHT BY

Office

SUMMARY

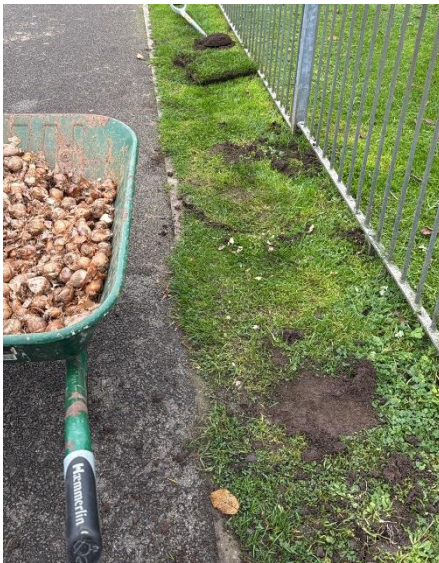
To consider retrospectively approving the cost for the bulbs planted in Parish Council open spaces.

PARISH COUNCIL BACKGROUND

As part of the Estates and Grounds Teams improvement ideas Stefans set objectives for the year was to increase and introduce planting in our open spaces. In 2023 for 2024 growth, he planted bulbs in Witchell Meadow and along Heron Path out to the High Street.

DETAILS

This year we have increased the number of bulbs planted and the areas where they have been planted for 2025 growth. See pictures we received from Stefan when he was planting:



The budget for bulb planting was included in the Maintenance Groundworks budget line for 24/25 and has been included in the 25/26 budget to hopefully continue the bulb planting for next year. To maintain our spring floral, displays we will need to continue planting more bulbs each year in October/November.

We received 2,500 bulbs from a business that attends the Wendover Thursday market, and they kindly offered us a deal, it totalled £700.00 inc VAT.



FINANCIAL CONSIDERATIONS

- The cost of the bulbs came out of the Maintenance Groundworks (4410) this was budgeted for when setting out the 24/25 budget.
- It has been further budgeted for in the 25/26 Maintenance Groundworks (4410) budget line to continue the maintenance of the spring floral display.

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

- N/A

PROPOSAL

To resolve to:

- To note that future expenditure for annual bulb planting is expected to be £500 per annum.
- To retrospectively approve the cost of £700.00 for the bulbs planted in Parish Council open spaces.



ITEM 8a – Wendover Shed

BROUGHT BY

Office

SUMMARY

To receive an update on Wendover Shed. To consider retrospectively approving the installation of a wind turbine and construction of a bore hole. And to consider approving further construction on the bore hole and a new wind turbine.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

We have received the below update from Wendover Shed who run out of Hogtrough allotments:

Highlights of 2024

The Wendover Shed was highly commended at an award ceremony hosted by the Wendover Community board.

They have approx. 70 members and 40 friends.

They have links with many community organisations.

Other subject that have recently been discussed are as follows:

- Corrugated iron behind the stables.

The Estates and Grounds Team and the Estates and Events Manager have spoken to Wendover Shed about the removal of the corrugated iron that is behind the stables at Hogtrough Lane. The corrugated iron is not preventing Wendover Shed from doing any projects, therefore it was discussed that as a money saving exercise we would remove the iron when doing other clearances at the allotment site if there was space for the iron on those occasions. Unfortunately at this time we haven't been able to do this, however there is a future clearance project that the office and Estates and Grounds Team hope will take place in early 2025. In which case the removal of the corrugated iron will be included in this project.

- Compost toilet.

The compost toilet is now fully functional at Wendover Shed, and they have kindly said that allotment tenants can use the toilet, the Estates and Events Manager will email the allotments tenants to inform them of this.

- State of the road surface on Hogtrough Lane.

Multiple concerns over the state of the road surface on Hogtrough Lane have come to the office from allotment tenants and Wendover Shed. Earlier this year the Estates and Events Manager reached out to Bucks Council to ask who was responsible for the maintenance. Following no communication from the Council, the Estates and Events Manager reached out to the Local Area Technician from Bucks Highways who has confirmed that Hogtrough Lane is the responsibility of Bucks Highways (up until a point which is to be determined) and that they go out the w/c 16th December to assess the works that need to be completed.



- Defibrillator

Due to the lack of power generated at Wendover Shed, especially in the winter months they are looking to resite the defibrillator and are in talks about this.

- Parking

The office has been in contact with Wendover Shed on multiple occasions about the number of vehicles parking at Hogtrough allotments when they have their sessions. This is due to their popularity and great memberships, however it is impacting the state of the ground and doesn't leave much space for parking for allotment tenants. We have spoken about encouraging car sharing and walking/cycling where possible. There is a solution to this which is digging out the ground and putting in matting, however this will be expensive.



The following updates need to be considered by the committee:

Wind Turbine/Wind Power -

Wendover Shed have installed the below wind turbine at their site, due to a lack of power, especially in the winter months. The Council need to consider retrospectively approving the installation of this turbine, however this turbine was a trial and isn't producing the power they need, therefore they are wanting to install a new turbine, which will be a new model and will meet the current standards. Due to this being time sensitive due to the lack of power and so they continue their popular sessions we are also asking the Council to consider approving a new wind turbine subject to the details being emailed to the committee prior to purchase.





Bore Hole –

The Council need to consider retrospectively approving the construction of a bore hole at Hogtrough allotments by Wendover Shed. They have already gone 8m into the ground and would also like to get approval to go down to 14/15m in the future, this is the depth you can reach without needing to British Geological Survey. The bore hole was constructed by someone who is involved in water extraction in a professional capacity. The bore hole is within the area that Wendover Shed lease from the Council, it is currently covered and fenced off.



See Appendix A for further information on the rules and regulations on bore holes and wind turbines sent to us by Wendover Shed. The Council was also sent a document by The National Allotment Society with more information regarding the installation of a bore hole on an allotment site via email.

FINANCIAL CONSIDERATIONS

- N/A

LEGAL AND OTHER IMPLICATIONS

- The Council needs to assure that any work carried out on the Council's land leased to Wendover Shed meets planning and any other regulations.

PROPOSAL

To resolve to:

- Note the update on Wendover Shed
- Retrospectively approve the installation of a wind turbine
- Approve the installation of a new wind turbine subject to the details being emailed to the committee prior to purchase and install.
- Retrospectively approve the construction of a bore hole at 8m deep.
- Approve further work on the bore hole up to 15m deep.



Appendix A –

Wind Generator

<https://www.planningaid.co.uk/hc/en-us/articles/203144402-Domestic-wind-turbine#:~:text=A%20wind%20turbine%20on%20a,noise%20resulting%20from%20the%20turbine.>

A wind turbine on a detached house or an outbuilding to any house does not require planning permission provided all these criteria are met:

- It complies with Microgeneration Certification Scheme (MCS) Planning Standards or equivalent. This is a measure of the noise resulting from the turbine. The company that fits the turbine should ensure it meets this standard and should supply you with documentation to demonstrate this.
- There is not already an air source heat pump at the property
- No part of the wind turbine, including blades, would protrude more than 3 metres above the highest part of the roof, excluding the chimney, or be more than 15 metres off the ground, whichever is lower
- The blades are at least 5 metres above ground level
- No part of the turbine is within 5 metres from all boundaries
- The swept area of any blade is less than 3.8 sq. metres
- It is not on land safeguarded for aviation or defence purposes, on a site designated as a Scheduled Monument or within the curtilage of a Listed Building, a National Park, an Area of Outstanding Natural Beauty, an area designated under s41(3) of the Wildlife and Countryside Act 1981, the Norfolk Broads or a World Heritage Site
- If it is in a Conservation Area, it would not be on a wall or roof slope which fronts a highway

We believe we are good here. We need to double check the height, but we can adjust as needed. Not sure about the noise level, but if we propose a new WG then this will meet modern standard. Also, we are VERY remote!

The current set-up is proof-of-concept and we are seeking funding for a newer model as a supplement to our off grid plans

Bore Hole

A Bore hole has been in our plans since the beginning as provision of drinking water is a pain as we have to transport heavy containers of water to the shed when we meet. A rig has been in place since the very beginning and has doubled up as a form of exercise as well as potentially hitting water. The contractor who is involved with water extraction in a professional capacity has been exceptionally kind and helpful

We believe we would only need an Environmental Agency licence if we were to extract more than 20,000 cubic meters of water a day, we will probably use about 20 litres! We will go to 14 metres and see where we stand. This is our projected depth to find potable water, deeper than this we will need to contact the BGS (see below).

- Anyone intending to abstract more than 20 cubic metres per day from a groundwater source needs an abstraction licence. They are also likely to need a groundwater investigation consent (GIC) under section 32 of the Water Resources Act and need to notify the British Geological Survey (BGS) if they intend to drill deeper than 15 metres.
- 1 cubic metre of water is 219.9 gallons or 1000 litres.



ITEM 8b – Open Space Hire Requests

BROUGHT BY

Office

SUMMARY

To consider authorising the Estates and Events Manager to accept open spaces hire requests from external companies and organisations.

PARISH COUNCIL BACKGROUND

The current process for open space hire requests is as follows:

1. The office receives the hire request form.
2. The Estates and Events Manager reviews the form.
3. The office will bring the hire request to the next available Amenities Committee meeting to be considered.*
4. The Estates and Events Manager informs the applicant of the decision.
5. If approved the Estates and Events Manager oversees the hire, by receiving all relevant documents and insurance documents, invoices for the hire and assists with access needs.
6. The Estates and Events Manager will follow up with the hirer after the hire period to get feedback on the event and address any incidents that may have occurred, litter etc.

* In some cases in the event of repeat/historical hires, like Yoga in Hampden Park the Estates and Events Manager will email the Council to get approval for hire.

DETAILS

To make this process quicker for both the applicant and the office, the office is asking the Council to authorise the Estates and Events Manager to accept open spaces hire requests from external companies and organisations. This will hopefully increase repeat requests if the process has been amended to make the decision faster.

This will be implemented more often for repeat hire requests, or similar event set ups to those that have previously been accepted.

The Estates and Events Manager will report any approved hire requests in the clerk report at the Amenities Committee meetings and will send a monthly event calendar to Council via email, including Parish Council events and event hires at the start of each month where necessary.

The Estates and Events Manager will email any request forms to the Council if they include something that they believe the Council needs to consider, then it can go on an Amenities Committee agenda if requested by the Council.

FINANCIAL CONSIDERATIONS

- N/A
-

LEGAL AND OTHER IMPLICATIONS

- Accepting events that may cause reputational risks to the Council, these event requests will be brought to the Committee to consider.
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PROPOSAL

To resolve to:

- To authorise the Estates and Events Manager to accept open spaces hire requests from external companies and organisations.



ITEM 8c – HS2 USE OF DOBBINS LANE

BROUGHT BY

Office/Chair

SUMMARY

To note the current concern raised with HS2/EKFB about using Dobbins Lane for HGV traffic, to further note the Parish Council position of no HGVs in Wendover and discuss how that this position is best represented

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

As a part of the ongoing HS2 works the contractor EKFB need to build a 5m x 5m “spring chamber” in the field at the end of Dobbins Lane (behind Kings Farm). This is to ensure that the springs will continue to flow once the North Cutting has been dug. This requirement has been set by the Environment Agency and needs to be complete before the excavation of the North Cutting around Nash Lee.

As a Parish Council we have voiced our concerns (along with the Wendover HS2 Mitigation Action Group). We got EKFB to hold a public meeting to residents, took feedback on the plans at the June public meeting held by the Parish Council and Wendover HS2 Mitigation Group and raised the issue with our local MP.

Our local MP has written to residents about the issue and this has, quite naturally, sparked a reaction of those people who will be affected.

The office has received copies of multiple letters from residents.

The Parish Council position

The Parish Council stance on HGVs and HS2 works traffic has not changed – we are opposed to any of this traffic in Wendover and work with all parties to ensure it does not happen.

No planning application has been submitted for these works yet. Council are asked to consider issuing the following statement on the issue:

We are aware of HS2's intentions to use Dobbins Lane as a route for HGV's to access the land to the rear of Lionel Avenue, for the purpose of building a spring chamber to help balance water flows in the area.

Working with the Wendover HS2 Mitigation Group we have raised our concerns with Buckinghamshire Council and our local MP. This has led to correspondence from the MP and a significant number of complaints that have been shared with us.



Sadly, we have no responsibility for determining if Dobbins Lane can be used by HGV traffic. However, WPC wishes to make it clear that we remain steadfastly opposed to any HS2 Heavy Goods Vehicles entering Wendover and will continue to work with all parties to try and find alternative solutions to this situation.

We continue to work with the Wendover HS2 Mitigation Group to try and minimise the impact of HS2 on all residents.

Why EKFB are making this request?

The work needs to happen before they can start the main cutting. They have identified this route to the chamber and despite our feedback they seem to feel this is the only route to the spring chamber that works.

From EKFB's perspective, identifying and securing alternative routes (perhaps through Kings Farm) could potentially add significant cost and delay to the works.

EKFB have also identified that the burial of the pipe and removal of fencing alongside the rear of Lionel Avenue will only happen when the chamber is being done as they will use the same team and equipment. Any delay to the spring chamber will also delay this work.

FINANCIAL CONSIDERATIONS

- n/a

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

This is about representation of Wendover residents and preventing accidents on a local road. Further preventing failure of the road surface.

PROPOSAL

To resolve to:

- To approve the statement (and position expressed) shown above.
- To authorise the office to publish the statement and signpost the issues as appropriate.
- To continue to represent this position to EKFB and Buckinghamshire Council when planning applications are submitted.