



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

AMENITIES COMMITTEE AGENDA

Tuesday 17th October 2023 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) 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) [TERMS OF REFERENCE](#) – *page 3*

To consider allowing a change to the terms of reference to allow consideration of planning applications.

4) [MINUTES](#) – *page 8*

To confirm the minutes of the meeting of 19th September 2023.

5) PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

6) [UPDATE REPORT FROM THE CLERK](#) – *page 11*

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

7) FINANCE

a) To consider the list of payments.

b) [To consider the amenities requirements for next year's budget.](#) – *page 12*

8) OPEN SPACES AND HAMPDEN POND

a) [Replacement of Picnic Benches in Witchell Meadow](#) – *page 16*

To consider approving the payment for two new picnic benches in Witchell Meadow to replace the damaged benches.

b) [Dog guidance and signage in open spaces](#) - *page 18*

To consider approving the production of signs and a social media campaign in line with the respect the lead campaign

9) OTHER MATTERS

a) **[Mini Christmas Trees 2023](#) – page 22**

To consider the option of covering the costs for Mini Christmas Trees in 2023.

b) **[Manor Waste Tree Planters](#) – page 23**

To consider the quote for the supply, install and maintenance of three trees and planters on Manor Waste.

10) PLANNING APPLICATIONS

[23/02804/APP | 4 Chiltern Road Wendover Buckinghamshire HP22 6DE](#)

Householder application for demolition of rear extension and construction of new single storey rear extension. Conversion of loft void to form habitable room, including alterations to hipped roof and insertion of dormer window to rear slope.

11) ITEMS FOR NEXT AGENDA

12) DATE OF NEXT MEETING

The next scheduled meeting of the Amenities Committee is 19th December 2023.

13) CLOSURE OF MEETING

Signed by *Andy Smith*
Clerk and Finance Officer

Date: 12th October 2023.



ITEM 3 – Changes to meeting Terms of Reference

BROUGHT BY

Office

SUMMARY

To consider allowing Amenities Committee to review planning applications in situations where there are not enough applications to justify convening a Planning Committee meeting.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Due to the current economic situation there has been relatively few planning applications coming through which has not made it worthwhile to convene a meeting. In the past meetings have just been cancelled and planning applications discussed at the next scheduled planning meeting. Unfortunately, we have had so few planning applications and cancelled 3 meetings that we are now about to run out of time to comment on the one outstanding planning application.

Parish Council, naturally, has the power to consider planning applications as a part of their agenda but there is no scheduled meeting until 7th November. In this highly unusual situation it would be advisable that Amenities Committee can discuss applications if there is no need to hold a planning committee but a planning application will run out of time for comments.

Therefore we recommend changing the ToR for Amenities so that planning applications can be considered.

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- By not reviewing planning and commenting on application we lose our ability to shape the local built environment

PROPOSAL

To resolve to:

- Approve the following addition to the Terms of Reference of the Amenities Committee (full ToR shown in appendix)
- o) To consider planning applications should there be too few for a Planning Committee Meeting and no other opportunity for them to be considered by a Planning Committee Meeting**



Appendix – Full ToR for Amenities Committee

Terms of reference for the Wendover Parish Council Amenities Committee

1. Authority

The Amenities Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet monthly except in August unless items for the agenda are insufficient.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. The Chair and Vice Chair of the Council will automatically be ex officio members of the Committee with full voting rights if in attendance making the maximum in attendance 10 Councillors.

Any member of the Committee unable to attend a meeting must notify the Clerk* within three working days of the meeting. A reason for absence should be given in order that the Committee can decide whether to accept the apology.

Should a member of the Committee be unable to attend a meeting, they may appoint another Councillor to attend as their substitute. It should be noted however that this should only occur where:

- the meeting may be at risk of being inquorate without such a substitution
- the substitute Councillor has specific knowledge to share which is important to an item on the agenda

The Clerk* must be notified of any substitution within three working days of the meeting. The ordinary member is responsible for ensuring the Councillor attending in his place is fully briefed on the items on the agenda.

The Committee may, by a show of hands, co-opt new permanent members on to the Committee. A new member who has been co-opted onto the Committee may take his place on the Committee immediately following his co-option.

Councillors wishing to resign from a Committee must do so by notifying the Clerk*.

3. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings.

In the absence of the Chair of the Committee, if present the Chair of the Council will preside. The Chair of the Council may however waive this right. If the Chair of the Council is not present at the meeting (or waives the right to Chair the meeting), the first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting.

4. Agenda Setting

The Clerk* and Chair of the Committee will agree the items for the agenda prior to its publication.

Any Councillor wishing to ask for a particular item to be included on the agenda must do so at least **eight working days prior to the meeting date** to allow the request to be considered by the Clerk* and Chair of the Committee.



The decision on which items should be included on the agenda is ultimately the responsibility of the Clerk*, it should however be possible for the Chair and the Clerk* to agree together which items should and should not be on an agenda.

No decision should be made about any matter not listed for discussion on the published agenda.

5. Record of Proceedings

Written minutes will be taken by an officer* of the Council. If an officer* is unavailable, a member of the Committee must be nominated at the start of the meeting to take the minutes.

Minutes must include all the Committee's decisions, any advice given by the Clerk even if that advice is not followed. Draft minutes will be circulated to all Councillors no later than 5 clear working days after the Committee meeting. The Clerk* is responsible for arranging the distribution of the minutes and receiving any requests for amendments or additions. Where the Clerk* is in doubt about any requested alteration to the agenda this will be decided by the Committee and noted in the minutes.

6. Public exclusion

If the public is excluded from the meeting a record will be taken of all matters discussed and if not included in the general minutes, attached as a confidential record to be signed with the published draft minutes by the Chair at the next meeting. Should the Clerk be excluded from this part of the meeting, for any reason, the Chair shall take the minute/confidential record. Full minutes, including the confidential record, will be circulated to full Council, noting confidentiality if necessary.

At each meeting the Committee will consider the draft minutes of the previous meeting. The Committee will make a resolution to accept the minutes (which may be subject to minor changes) and the Chair of the meeting will sign them accordingly.

All Councillors are asked to contact the Clerk* at least two working days prior to the Committee meeting if there are any changes they wish to make to the draft minutes.

7. Responsibilities

Primary Purpose: To examine and recommend to the Council where necessary any maintenance, improvements and additions to the amenities of the Parish.

The Amenities Committee has the following specific duties: -

- a) To consider and to deal with, on behalf of the Council, all maintenance and improvement matters relating to the open spaces, ponds and buildings of the Council.
- b) To consider all matters relating to benches, bins, bus shelters, play and leisure equipment, war memorial, streetlights and other street furniture that is under the control of the Council or that the Council has agreed to maintain.
- c) To ensure the play grounds and skate park are independently and professionally inspected and that appropriate action is taken on the recommendations contained in reports.
- d) To consider all matters relating to the Council's allotments and tenants, with the exception of the rental charges.
- e) To consider all matters relating to the Council's Markets with exception of the market charges.
- f) To liaise with public bodies and organisations with the responsibility for the maintenance and development of highways and parking in the Parish.
- g) To monitor and effect compliance with any relevant regulations, policies and statutes under advice from the Clerk*.
- h) To formulate a budget for revenue/capital expenditure on amenities for the next financial year and to recommend this to the Finance Committee for the setting of the precept/PSR.
- i) To make recommendations to the Council throughout the year on capital spending on equipment and materials in line with the financial regulations.



- j) To gather information on large projects including devolved services and parking with a view to make recommendations to the Council.
- k) To consider operational risk assessments with regards to the Council's amenities.
- l) To agree protocols for management of the Council's amenities and recommend any new policies to the full Council

- m) To ensure a record is kept of any accidents or incidents reported to the Council which took place on property or land owned by the Council and to ensure appropriate remedial action is taken.
- n) To consider ways that the Council's amenities can be managed to help the environment and encourage biodiversity.
- o) **To consider planning applications should there be too few for a Planning Committee Meeting and no other opportunity for them to be considered by a Planning Committee Meeting**

8. Delegated power

The Committee makes recommendations to the Council regarding the matters it debates. The Committee is however given delegated power with regards to the following activities;

- a) To authorise any non-controversial development and maintenance to the amenities of the Parish to a maximum cost of £5000 (before VAT); provided budget is available under the appropriate heading to cover all costs.
- b) To authorise spending of appropriate EMRs set by the Council
- c) To arrange future meetings of the Committee
- d) To co-opt new members onto the Committee
- e) To accept apologies from Committee members
- f) To resolve to accept the minutes of the Committee
- g) To establish sub-committees and working groups and to appoint advisers as and when necessary to assist in its work.
- h) To delegate actions to the Clerk*
- i) To convene or terminate working groups to achieve its responsibilities and receive recommendations from such groups.

Where the Council believes it to be appropriate, it may resolve to delegate additional specific decisions to the Committee.

9. Public Participation

Committee meetings are held in public but are not 'public meetings'. The meetings are open to the public unless their presence would be prejudicial to the public interest by reason of the confidential nature of the business, or items of business to be transacted. The public's exclusion from part or all of a meeting will be by a resolution which shall give the reason(s) for the public's exclusion.

The period of time which is set aside for public participation is at the Committee Chair's discretion but in general will not exceed 15 minutes. Individuals will have a maximum of 3 minutes each. Further information can be found in the Standing Orders of Wendover Parish Council.

10. Conduct at Committee Meetings

Committee members are expected to abide by the WPC Code of Conduct at all times.

Although debate at Committee meetings is often less formal than at the Council meeting, Councillors may at the discretion of the Chair still be asked to raise their hand to speak and to only speak when invited to by the Chair.

All Councillors must:

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before coming to a conclusion on an item on the agenda



Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

**** In this document where marked, 'Clerk' should be read as 'Clerk, Deputy or Assistant Clerk'.***

Last Review Date: 3rd May 2022

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

19th September 2023 at 7:30pm

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

Present: Councillors Worth (Chair), Julie Williams (ex-officio), Jennifer Ballantine, Mark Standen, Diane Washington & Leigh Porter

Absent: Cllr Julie Lloyd-Evans & Sam Walker

Clerk & Minutes: Phoebe Sharps

Members of Public: 4

APPOINTMENT TO THE COMMITTEE

A23/037 It was **RESOLVED** unanimously to appoint Cllr Porter to the committee.

APOLOGIES FOR ABSENCE

A23/038 Apologies were received and **ACCEPTED** from Cllr Gallagher.

DECLARATIONS OF INTEREST

A23/039 Cllr Stephen Worth declared an interest in Item 9f Wendover Shed as he is a member, it was **RESOLVED** that Cllr Worth would not discuss the item and not vote.

MINUTES OF PREVIOUS MEETINGS

A23/040 The minutes of the meeting of 18th July 2023 were **RESOLVED** as a true record and were signed by the Chair.

PUBLIC PARTICIPATION

A23/041 None

CLERKS REPORT AND CORRESPONDENCE

A23/042 The report was **NOTED**.

It was **NOTED** that since the report was written there had been recent damage to play equipment in Hampden Meadow, the office has received a quote of £1,266.96 incl VAT for the work, other quotes are being gathered for repair.

The office would try to calculate a total price for vandalism caused in the 12 months and investigate insurance claim options.

It was **NOTED** that since the report was produced the Crowdfunder link for the Skatepark project had gone live and will have rewards added future weeks. It was further **NOTED** that The Clerk and Cllr Williams met with the head of John Colet School and that the Skatepark was welcomed as a focal point for young people.

FINANCE

A23/043 The payments to consider totalling £3631.29 were **RESOLVED** and signed

OPEN SPACES AND HAMPDEN POND

a) **A23/044** To consider the quotes for tree maintenance and approve the required tree works. It was **RESOLVED** to accept the quote 1 and award work to the contractor.

- b) **A23/045 To consider the quotes for hedge maintenance and approve the required works**
It was **RESOLVED** to accept the quote and award work to the contractor. It was NOTED that the office has been asked by the Council to speak with the contractor and consider the inside of the Old Skatepark/London Road hedge, regarding the Wendover Wildbelt.

c) **CLAW tree planting proposal**

- A23/046 i) To consider the Working Party's recommendations from the tree planting proposal.**

It was **RESOLVED** to bring this item to Full Council in October, with pictures of the proposed planting areas.

- A23/047 ii) To authorise the Open Spaces Working Group to investigate and propose a 5-year Open Spaces and Parks Strategy to be approved at a future date.**

It was **RESOLVED** to authorise the Open Spaces Working Group to investigate and propose a 5-year Open Spaces and Parks Strategy to be approved at a future date.

OTHER MATTERS

- a) **A23/048 To consider the hire request for Hampden Meadow.**

It was **RESOLVED** to:

- Approve the charge of £95.00.
- Approve the hire request.

b) **Christmas Lights EMR**

- A23/049 i) Updating clock tower light panels**

It was **RESOLVED** to accept the quote totalling £2,400 (ex VAT) and award the work to the contractor.

- A23/050 ii) Updating High Street Festoons**

It was **RESOLVED** to accept the quote totalling £4,158.00 (ex VAT) and award the work to the contractor.

c) **Christmas Light Switch On event**

- A23/051 i) To consider approving the payment for one casual event staff member to support at the Christmas Light Switch On**

It was **RESOLVED** to approve the payment of £100 for one casual event staff member for the Christmas Light Switch On event. It was further **RESOLVED** that in this particular instance that a relation of the Estates and Events Manager can be employed as the casual event staff member.

- A23/052 ii) To consider purchase for a Christmas Grotto**

It was **RESOLVED** to:

- Approve the purchase of Grotto 2 to come from the EMR.
- Authorise expenditure of up to £200 for gazebo weights.

- d) **A23/053 Streetlight column replacement - To consider the quote for a replacing a streetlight column after damage and approve the required works.**

It was **RESOLVED** to accept the quote and award work to the contractor. It was NOTED that when damage to streetlights occur the office will go out and ask residents if they have any information.

- e) **A23/054 Remembrance Parade - To consider a request from the Royal British Legion to act as event organiser for the Sunday Remembrance Parade.**
It was **RESOLVED** to become event organiser for the Wendover Remembrance Day Parade and Service and work with the Royal British Legion to deliver the event.
- f) **Wendover Shed**
- A23/055 i) To consider the request for an extra shed at the site.**
It was **RESOLVED** to agree to the request for the extra shed on site.
- A23/056 ii) To consider what due diligence Wendover Parish Council require with the ongoing development of the site.**
It was **RESOLVED** to agree that the Amenities Committee ask Wendover Shed to present written confirmation that their site meets planning regulations from a planning officer at Buckinghamshire Council within the next 2 months. It was further **RESOLVED** that if Wendover Shed cannot get a response from a Buckinghamshire Council planning officer in 2 months that they can instead prove that they have sought confirmation.
- A23/057 iii) To consider the footprint of Wendover Shed on the site**
It was **RESOLVED** to agree that the current footprint remains unchanged for the Wendover Shed site for at least 12 months, until they are confident with what they are going to operate and run from the site.
- g) **A23/058 Wendover Skatepark**
To consider approval of the application to apply for planning permission for the new skatepark
It was **RESOLVED** to approve making a planning application for the skatepark. It was **NOTED** that the Council asked the office to ask the Community Board Fund about getting the funding upfront

ITEMS FOR THE NEXT AGENDA

A23/059 None presented at this time

DATE OF NEXT MEETING

A23/060 The next scheduled meeting of the Amenities Committee is 17th October 2023.

CLOSURE OF MEETING

A23/061 As all business was transacted the meeting was closed at 8.51pm

Signed by
Chair to the Amenities Committee

Date: 17th October 2023



ITEM 6 – CLERKS REPORT

Hampden Pond Restoration Project –

The works at the pond have been completed, the office has completed the forms provided by HS2 we are now waiting for confirmation of payment from HS2. The management plan proposal from the contractor was sent to full Council by email on 27/09/2023 for comments. The proposal will have to be signed off by the Council when ready. As part of the tasks set out in the funding, the grounds team will be planting 2 trees to replace the trees that have been felled, the plan is to plant them away from the bank as to not put more pressure on the bank. Once the office has received the risk assessment from the contractor that will be sent to the Council by email.

Christmas Celebration Event/Light Switch On Update –

There are currently 9 gift stalls and 4 food stalls confirmed, with the potential of a Wendover Parish Council stall and a stall for the chosen charity for 2023 Wendover Youth Centre. The first aid cover for the event is booked and is being provided by South Central Ambulance Service, who were also the provider last year, this cover includes a couple of medics with kit and AEDs. Wendover Singers Adults and Children’s choir have been confirmed to perform at the event again this year, with another local choir hoping to join us, we are waiting to confirm. This year we decided to prioritise stalls that are not linked to businesses on the High Street, therefore the High Street businesses could run their own events and attractions, with late night shopping also linking to Small Business Saturday, this decision was to increase the variety of the event. Unfortunately, a local High Street business did not apply for a stall by the deadline that was advertised on our social media and website, and they are not happy with this situation. The office will reach out and explain.

Damage to the Hampden Shelter –

The Estates and Grounds Team reported damage to the Hampden Shelter to the office on Thursday 5th October. The office is in contact with a local school in connection to this damage. See pictures below:





ITEM 7B – Amenities Budget 24-25

BROUGHT BY

Amenities Committee

SUMMARY

To consider the amenities requirements for next year's budget.

PARISH COUNCIL BACKGROUND

Last year's submission and workings were as follows:

INCOME:

Code	Description	22/23 Budget	21/22 FY Actual	22/23 YTD	22/23 FY Forecast	Comments	23/24 Budget	Variance 22/23	Comments
Amenities Income									
1000	Allotment Rent	1,432	1,527	1,630	1,630	All plots full	1,630	198	Based on all plots taken £1630
1005	Charter Fair	200	150	110	220	2 fairs per year (as per charter)	220	20	Expect 2 x hires £110 each
1010	Cricket Club Lease	300	300	150	300		300	0	No increase in lease
1021	Market - Local Produce	2,000	1,980	840	1,800	LPM has been struggling but more coming on board	2,000	0	If we had full occupancy this would be 12 pitches @ £17.5 = 2520
1022	Market - Weekly	10,400	10,400	4,463	10,660	Slightly behind in payments but no issues	10,660	260	Agreement is £888.33 per month = £10660
1030	Other Rents (Open Spaces)	1,500	2,045	1,332	2,045	Includes Rumsey & No2 hire	2,045	545	Assuming similar level of usage
1035	BCC Devolved Services	17,613	17,100	17,613	17,613	No changes in this financial year expected	18,142	529	Assume a 3% uplift
1214	Christmas Trees	0	2,035	0	1,980	£33 x 60 Trees (was meant to go to plastic trees)	2,000	2,000	Assuming similar level of trees to this year
1260	Xmas Event Income	500	843	88	500	Currently taking bookings may be additional stalls	500	0	Assuming similar
1261	Rifle Club Lease	100	100	100	100		100	0	
TOTAL INCOME		34,045	36,480	26,326	36,848		37,597	3,552	

EVENTS EXPENDITURE:

Code	Description	22/23 Budget	21/22 FY Actual	22/23 YTD	22/23 FY Forecast	Comments	23/24 Budget	Variance 22/23	Comments
Events Expenditure									
4100	Annual Parish Meeting	500	0	36	500	This is first year back after online/ yrs off	500	0	Room hire, Refreshments
4105	Xmas Decorations (Trees, Lights etc.)	5,000	5,642	0	5970	bases on Sparkx - but could retender	6,000	1,000	Budget for this year has been increased
4109	Promo Materials	500	138	0	300	None Spent YTD but W2W work ongoing	500	0	Continue with W2W support
4110	Entertainments & Events	2,000	1,400	2,126	2200	Party in the park meant over budget	5,000	3,000	to cover events in summer (pip)/wendover celebrates
4112	Floral Display	5,000	3,832	1,915	4000	Can make savings from this budget	5,000	0	
4122	Markets - Local Produce (advertising etc.)	500	0	263	500	Estates Mgr is now starting to focus on this	500	0	Will need ongoing support
4124	Markets - Business Rates	1,300	824	768	1318	22/23 Charge from June 22 £110 PM	1,500	200	Assume 2022 uplift
4125	Markets - Water	50	26	14	50		50	0	
4126	Markets - Electric	230	404	138	300	Factoring ongoing electricity price rises	300	70	Assuming energy market stabilises
4130	Annual Village Quiz	100	21	21	50	Just shield engraving to come in	100	0	Purchase medals and engrave shield, agreed to continue as
4132	Christmas Celebration Event	2,200	3,568	831	2500	Increase in basic costs	2,500	300	
4550	Communications - Publicity	5,750	4,879	4,742	5500	Includes support from Cheryl	5,750	0	Back page WN, additional CA and other events/competitions
4555	Communications - Website	1,500	0	1,000	1500	Includes support from Cheryl	1,500	0	keep Cheryl but reduce hours
TOTAL EXPENDITURE		24,630			24688		29,200	4,570	

HIGHWAYS EXPENDITURE:

Code	Description	22/23 Budget	21/22 FY Actual	22/23 YTD	22/23 FY Forecast	Comments	23/24 Budget	Variance 22/23	Comments
Highways Expenditure									
4200	Bus Shelters	1,000	1,000	0	500	Nothing Req'd so far	750	-250	Repairs or new seat
4210	Refuse Bins	500	0	0	500	New bins installed from EMR	500	0	New bin requests/dog bins/salt bins
4211	Severe Weather (bins, grit etc.)	500	0	0	500		500	0	
4215	Street Furniture (seats, noticeboards etc.)	2,000	4,063	755	2000	No know needs at present	2,000	0	No known need at present
TOTAL EXPENDITURE		4,000	5,063	755	3500		3,750	-250	

LIGHTING EXPENDITURE:

Code	Description	22/23 Budget	21/22 FY Actual	22/23 YTD	22/23 FY Forecast	Comments	23/24 Budget	Variance 22/23	Comments
Lighting Expenditure									
4300	Energy - Street Lights	10,500	11,070	6,336	12900	Based on current + remaining 5 months @ N	13,000	2,500	Fixed rate until 31/03/26
4305	Maintenance	6,000	6,523	4,580	7000	Based on current mtce levels over 5 mths	7,000	1,000	Due to current spends
4315	New Columns	8,280	8,545	0	6000	based on 2 replacements required	7,000	-1,280	Difficult to predict lampost replacement
4320	Inspections	1,000	1,038	0	1000		1,500	500	Was £12 per light but this is likely to increase
TOTAL EXPENDITURE		25,780	27,176	10,916	26900		28,500	2,720	



RECREATION EXPENDITURE:

Code	Description	22/23 Budget	21/22 FY Actual	22/23 YTD	22/23 FY Forecast	Comments	23/24 Budget	Variance 22/23	Comments
Recreation Expenditure									
4400	Dog Bins - Contract for Emptying	2,000	460	0	2000	Invoice at end of year. Also to inc new dog bin	2,050	50	Previous years have seen a 2.5% increase
4405	Maintenance Fences, Gates & Hedges	1,500	680	0	1000		1,500	0	
4410	Maintenance Groundworks	5,000	2,100	-39	2200	In credit due to start of year journal	5,000	0	
4415	Maintenance Inspections etc.	0	540	0	600	Will we need a playground inspection	1,800	1,800	3 year deal on hanging baskets due 23
4416	Pond	1,500	0	0	1000	lillies need proper work to remove, will need EMR	1,500	0	Maintenance only, lillies etc
4417	Tree Works	2,500	2,645	750	3690	Based on current quotes for all works	2,500	0	
4418	Maintenance Tree Inspections	1,800	0	0	1800	Currently got quotes for work on priority trees	1,800	0	Formal inspection still due 22/23
4421	Community Orchard Maintenance	600	0	1,122	1200	Most work now approved and undertaken	600	0	Re-instate contract, based on 2 x visits per year
4425	Cap Ex (e.g. mower purchase)	12,000	5,620	5,503	12775	Based on £363 PM Mower, £370 truck + weed brush	10,000	-2,000	£363 PM mower, £370 Pm Truck limited other
4430	Mower Maintenance	2,000	1,813	1,758	2000	based on YTD with all major costs in	2,000	0	£105 per month plus as required for push along
4435	Play Equipment	0	0	0	0		0	0	
4440	Play Equipment Repairs & Maintenance	5,000	5,000	1,176	5000	Expected we will need r&m on new park	8,000	3,000	Based on new park requirements
4450	Premises Garage Rent	960	960	755	1565	now £135 per month	1,620	660	Sidley's £135 per month - gone up from £80pm
4455	Sitesafe Electricity	150	170	97	200	based on YTD	200	50	
4465	Sitesafe Water/Sewage	100	48	258	300	based on YTD	300	200	
4475	Fuel	1,800	2,095	1,507	3000	Uncertain as to costs with just Hilux	3,000	1,200	Fuel price increase
4480	Materials & Tool Purchase	2,500	1,300	595	1400	Purchase of groundsman tools to go through	2,500	0	No current required tool upgrades
4481	Machinery/Tools Service & Repairs	3,500	1,523	985	2000	Purchase of spare tyres gone through	3,500	0	Gator sale!
4485	Protective Clothing (PPE)	400	160	153	400		400	0	Current staff, have correct PPE, top ups
4490	Refuse Bin Contract	1,200	960	3,884	1200	park bins mis-posted to this account	1,200	0	
4495	Sundries	1,200	1,279	462	1000		1,000	-200	Septic Tank, Water Butts, signs, silent solidor
4497	Defibrillators	800	150	19	200		500	-300	Maintenance/batteries
TOTAL EXPENDITURE		46,510	27,540	18,985	44,530		50,970	4,460	

SUMMARY:

Code	Description	22/23 Budget	23/24 Budget	Diff	Comments
	Amenities Income	34,045	37,597	3,552	
	Events Expenditure	24,630	29,200	4,570	
	Highways Expenditure	4,000	3,750	- 250	
	Lighting Expenditure	25,780	28,500	2,720	
	Recreation Expenditure	46,510	50,970	4,460	
	Net Amenities Figures	- 66,875	- 74,823	- 7,948	

DETAILS

The 24/25 requirements and workings are as follows:

INCOME:

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 22/23 Budget	THREE YEAR PLAN			Comments
								25/26	26/27	27/28	
Amenities Income											
1000	Allotment Rent	1,630	1,630	1,701	1,701	1,630	0	1,897	1,897	1,897	Based on all plots taken and 10 year fixed charge
1005	Charter Fair	220	220	110	220	220	0	240	240	240	Expect 2 x hires £110 each
1010	Cricket Club Lease	300	300	150	300	300	0	350	350	350	No increase in lease market is struggling - If we had good occupancy this would be
1021	Market - Local Produce	2,000	1,505	385	1,348	1,500	-500	1,600	1,600	1,600	12 pitches@£17.5 = 2520
1022	Market - Weekly	10,660	9,772	2,665	9,772	10,660	0	10,920	10,920	10,920	Agreement is £205 per week paid monthly
1030	Other Rents (Open Spaces)	2,045	1,649	838	1,891	2,045	0	2,000	2,000	2,000	Assuming similar level of usage
1035	BCC Devolved Services	18,142	17,613	19,198	19,198	20,158	2,016	20,763	21,386	22,027	Assume a 5% uplift - we are close to knowing actual amounts
1214	Christmas Trees	2,000	2,053	0	-	2,000	0	2,000	2,000	2,000	Trying to offer free trees this year but charge next year
1260	Xmas Event Income	500	589	0	600	500	0	500	500	500	Assuming similar
1261	Rifle Club Lease	100	100	0	100	100	0	100	100	100	Assuming similar
TOTAL INCOME		37,597	35,431	25,047	35,130	39,113	1,516	40,370	40,993	41,634	

EVENTS EXPENDITURE:

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 23/24 Budget	25/26	26/27	27/28	Comments
Events Expenditure											
4100	Annual Parish Meeting	500	100	512	512	500	0	520	536	549	Room hire and refreshments This represents the predicted cost of maintaining the current lights
4105	Xmas Decorations (Trees, Lights etc.)	6,000	5,165	0	7,000	6,500	500	6,760	6,963	7,137	A small increase to represent extra support for the business group
4109	Promo Materials	500	8	321	750	750	250	780	803	823	No current reason to change this budget
4110	Entertainments & Events	5,000	2,426	1,674	5,000	5,000	0	5,200	5,356	5,490	RAF Freedom parade and Remembrance Day This includes a one year bump to get trees for the manor
4111	Parades	0	0	3,667	3,667	500	500	520	536	549	waste
4112	Floral Display	5,000	3,724	2,200	5,000	8,885	3,885	9,240	9,518	9,756	more events at the markets as per CAP
4122	Markets - Local Produce (promo and event)	500	388	50	500	500	0	520	536	549	Based on a 10% increase on last year
4124	Markets - Business Rates	1,500	1,098	538	898	990	-510	1,030	1,060	1,087	No current reason to change this budget
4125	Markets - Water	50	56	31	31	50	0	52	54	55	Based on current usage and market price stabilisation
4126	Markets - Electric	300	433	165	348	380	80	395	407	417	Last years budget did not include venue hire
4130	Annual Village Quiz	100	311	0	300	400	300	416	428	439	No current reason to change this budget
4132	Christmas Celebration Event	2,500	2,259	38	2,500	2,500	0	2,600	2,678	2,745	
TOTAL EXPENDITURE		21,950	15,968	9,196	26,506	26,955	5,005	28,033	28,874	29,596	



HIGHWAYS EXPENDITURE:

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 23/24 Budget	THREE YEAR PLAN			Comments
								25/26	26/27	27/28	
Highways Expenditure											
4200	Bus Shelters	750	0	0	-	500	-250	520	536	549	Room hire and refreshments
4210	Refuse Bins	500	0	0	-	500	0	520	536	549	This represents the predicted cost of maintaining the current lights
4211	Severe Weather (bins, grit etc.)	500	0	0	500	500	0	520	536	549	A small increase to represent extra support for the business group
4215	Street Furniture (seats, noticeboards etc.)	2,000	755	0	1,000	1,000	-1,000	1,040	1,071	1,098	This includes a one year bump to get trees for the manor waste
TOTAL EXPENDITURE		3,750	755	0	1,500	2,500	-1,250	2,600	2,678	2,745	

LIGHTING EXPENDITURE:

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 23/24 Budget	THREE YEAR PLAN			Comments
								25/26	26/27	27/28	
Lighting Expenditure											
4300	Energy - Street Lights	13,000	12,587	5,230	12,000	12,500	-500	13,000	13,390	13,725	Based on current and
4305	Maintenance	7,000	9,910	4,275	10,000	10,000	3,000	10,400	10,712	10,980	This is based on the current pattern of repairs
4315	New Columns	7,000	2,270	0	4,000	7,000	0	7,280	7,498	7,686	This allows for two column replacements
4320	Inspections	1,500	1,005	0	1,500	1,500	0	1,560	1,607	1,647	No current reason to change this budget
TOTAL EXPENDITURE		28,500	25,772	9,505	27,500	31,000	2,500	32,240	33,207	34,037	

RECREATION EXPENDITURE:

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 23/24 Budget	THREE YEAR PLAN			Comments
								25/26	26/27	27/28	
Recreation Expenditure											
4400	Dog Bins - Contract for Emptying	2,050	2,228	278	2,200	2,200	150	2,288	2,357	2,416	
4405	Maintenance Fences, Gates & Hedges	1,500	420	70	1,500	15,000	13,500	1,600	1,648	1,689	replacement of fence along Hampden play park
4410	Maintenance Groundworks	5,000	3,523	310	5,000	5,000	0	5,200	5,356	5,490	to support works set out in open spaces strategy
4415	Maintenance Inspections etc.	1,800	0	0	1,000	1,800	0	1,872	1,928	1,976	mainly playground inspections
4416	Pond	1,500	83	0	800	1,500	0	1,560	1,607	1,647	This does not include major works in management report
4417	Tree Works	2,500	1,114	3,300	7,500	4,000	1,500	4,160	4,285	4,392	Based on current levels of maintenance
4418	Maintenance Tree Inspections	1,800	0	1,680	1,680	0	-1,800	0	2,000	2,050	Next due in 2026
4421	Community Orchard Maintenance	600	1,122	721	721	750	150	780	803	823	
4425	Capital Expenditure	10,000	14,893	2,993	10,750	12,000	2,000	12,000	12,000	12,000	New mower unit to extend life of current mower
4426	Vehicle Lease	0	0	0	-	4,440	4,440	4,440	4,573	4,688	NEW CODE: Split out hilux hire from capital purchase
4430	Mower Maintenance	2,000	2,350	1,866	2,000	2,000	0	2,080	2,142	2,196	No current reason to change this budget
4435	Play Equipment	0	0	0	-	5,000	5,000	5,000	5,000	5,000	NEW BUDGET: Split out replacement from repair, any surplus to be transferred to an EMR at the end of year and not general reserve
4440	Play Equipment Repairs & Maintenance	8,000	1,618	4,654	5,600	3,000	-5,000	3,120	3,214	3,294	as above
4450	Premises Garage Rent	1,620	1,565	810	1,620	1,620	0	1,685	1,735	1,779	No current reason to change this budget
4455	Sitesafe Electricity	200	576	-51	200	300	100	312	321	329	based on current usage and prices
4465	Sitesafe Water/Sewage	300	271	35	100	300	0	312	321	329	No current reason to change this budget
4475	Fuel	3,000	3,154	1,638	3,200	3,200	200	3,328	3,428	3,514	in line with higher fuel prices
4480	Materials & Tool Purchase	2,500	1,628	352	1,500	2,500	0	2,600	2,678	2,745	No current reason to change this budget
4481	Machinery/Tools Service & Repairs	3,500	1,180	228	2,000	2,500	-1,000	2,600	2,678	2,745	new equipment policy reducing repair needs
4485	Protective Clothing (PPE)	400	241	402	400	750	350	780	803	823	increase in PPE needs of grounds team
4490	Refuse Bin Contract	1,200	796	387	1,200	1,200	0	1,248	1,285	1,318	
4495	Sundries	1,000	706	64	700	500	-500	520	536	549	No need for such a large "sundries" budget
4497	Defibrillators	500	1,502	0	500	500	0	520	536	549	
TOTAL EXPENDITURE		50,970	38,970	19,737	50,171	70,060	19,090	58,005	61,235	62,341	

SUMMARY:

Amenities Committee 24/25 EMR's:

Nom	2024/25 EMR's	Comments
357	Skate Park	15,000.00 Tender about to be awarded
323	Play park replacement fund	2,400.00 Any surplus from park maintenance will go
336	Equipment replacement fund	0.00 Any surplus from equipment purchase will go

FINANCIAL CONSIDERATIONS

- As set out in the budget.



LEGAL AND OTHER IMPLICATIONS

- N/A

PROPOSAL

To resolve to:

- Submit the Amenities budgets request to the Finance Committee.



ITEM 8A – Replacement of Picnic Benches in Witchell Meadow

BROUGHT BY

Office

SUMMARY

To consider approving the payment for two new picnic benches in Witchell Meadow to replace the damaged benches.

PARISH COUNCIL BACKGROUND

The Council have been replacing wooden benches with recycled plastic benches, this change reduces the chance of damage and vandalism in the future. The recycled plastic benches also require less maintenance, including cleaning and will last longer than the wooden benches.

So that all benches are uniform across our open spaces the Council have been buying the recycled plastic benches from the same company, this also means that replacement parts are easy to order if needed.

DETAILS

Two existing benches in the picnic area in Witchell Meadow need replacing and have been identified by the Estates and Grounds Team, most of the damage is general wear and tear there does seem to be some other damage that might have been caused by vandalism. One of the benches was donated by Wendover Rotary, they have been informed of the damage by the office. See pictures below:



See the below details of the items that need purchasing:

Round Wheelchair Accessible Table x 2 - £1,190.00 ex VAT.





Soft Ground Anchor Kit x 4 - £148.00 ex VAT.

Rubber Grass Mats 23mm Thick – 1.5x1m x 4 - £89.60 ex VAT.

These mats stop the ground wearing, we have them under the picnic benches in Hampden Meadow, they are wheelchair friendly.

Delivery – Estimate of up to £110 ex VAT total.

Install – There will be no cost for the install, the Estates and Grounds Team will install the benches.

Total cost – £1,537.60 ex VAT.

FINANCIAL CONSIDERATIONS

- 4410 Maintenance Groundworks has £4700 available.

LEGAL AND OTHER IMPLICATIONS

- If someone injured themselves on one of the damaged benches, they could sue the Council.

PROPOSAL

To resolve to:

- Approve the payment for two new picnic benches and fittings.



ITEM 8B – Dog guidance and signage for open spaces

BROUGHT BY

Office

SUMMARY

To consider approving the production of signs and a social media campaign in line with the respect the lead campaign

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

A Wendover resident outlines their experience:

I have been a resident of Wendover for 21 years and throughout this time I have owned at least one dog.

They have all been Jack Russell's and I now own a 15 and a 2 year old Jack Russell.

The puppy experience between the two has been significantly different. Partly due to increase number of dogs and different dog training values placed upon them.

Unfortunately, an overwhelming bundle by two very large dogs (not aggressive) has made my younger one more anxious about other dogs and could potentially snap if approached.

I feel, as a responsible owner, it is essential that he is kept on the lead. This is to safeguard himself and other dogs, the recent addition of a yellow warning bandana because at times the lead alone is not a sufficient visual.

Wendover woods have posters placed and I really value the wording and the meaning behind them.



I am extremely passionate about Wendover and after involving myself in the making of the Neighbourhood plan, I have often thought that something like this would make a very good addition to the dog walkers of Wendover, as a gentle reminder on safe dog walking.

However, there has been an increase of dog attacks within Wendover and I find this deeply distressing.

What has prompted my urgency is hearing of a local puppy falling victim to an unprovoked attack, her injuries were so severe that she lost her life. After recent press, it was not an XL bully breed, but a breed that can be found in most houses across the parish.

As a resident, dog walker and devotee of Wendover I do not want this to happen again. Wendover is a beautiful place to live in and everyone needs to feel safe and secure when walking their dog. It should be an enjoyable experience for both dog and owner, not one where the owner of an on lead dog is constantly on the look out for unwanted dog attention.

Altercations like this are normal when the owner of the off- lead dog does not recall in time to allow the on -lead dog time to walk by.

Or indeed recall at all!!!!!!!

Hence, the need for respect the lead.

[Respect The Lead - Dog Walking Lead Awareness Campaign](#)



The posters have simple instructions and explain why certain dogs are on a lead and to encourage all dog owners to be respectful of each others dogs.

I am not expecting miracles and we will still have owners who are adamant that their off- lead dogs are super friendly and extra obedient but as the renovation of the canal path and our beautiful amenities attract more and more people, we have to start somewhere and prevent another attack.

Campaign

Amenities Committee are asked to consider running a respect the lead campaign in the open spaces and online and also some more permanent signage along the lines of the Forestry England sign example shown.

FINANCIAL CONSIDERATIONS

- 4495 Recreation Sundries has £952 available

LEGAL AND OTHER IMPLICATIONS

- With an increase in dog attacks nationally and incidents occurring in our parks we may be liable if we are not setting out guidelines for responsible use, however this is more about awareness raising and respect for other users.



PROPOSAL

To authorise the office to run a respect the lead campaign online and have a budget of £300 for signage around the open spaces.



ITEM 9A – Mini Christmas Trees 2023

BROUGHT BY

Office

SUMMARY

To consider the option of covering the costs for Mini Christmas Trees in 2023.

PARISH COUNCIL BACKGROUND

As part of the Wendover Christmas Light Scheme selected businesses on the High Street, Pound Street, Aylesbury Road and South Street, have brackets on their buildings for mini-Christmas trees, this is subject to where the festoons are installed. There are 65 available brackets, this is excluding Lesposi due to the change from to business to residential, the office will have to discuss this when the house sells.

The businesses currently pay £33 per tree, the trees cost the Council £15 each, the Council charge the businesses to cover the staff time for dressing each tree and installing the trees.

DETAILS

When Cllr Julie Williams and Leigh Porter went on a walkaround up and down the High Street and local shops about the Wendover Business Group meetings, there was some feedback from businesses saying they were struggling and the High Street had been impacted by the cost-of-living crisis, the pandemic and rising utility costs etc.

Therefore for 2023 only the office wanted to see if the Council could cover the costs for the mini-Christmas trees.

The mini-Christmas trees are £15 each with a £40 delivery charge.

If all 65 available brackets have a tree this year it would cost £1,015.00.

FINANCIAL CONSIDERATIONS

- This cost can be covered by the Christmas Lights EMR that has £2,150.00 left.

LEGAL AND OTHER IMPLICATIONS

- N/A

PROPOSAL

To resolve to:

- Accept covering the costs for Mini Christmas Trees in 2023.



ITEM 9B – Manor Waste Tree Planters

BROUGHT BY

Office

SUMMARY

To consider the quote for the supply, install and maintenance of three trees and planters on Manor Waste.

PARISH COUNCIL BACKGROUND

During the Manor Waste refurbishment in 2016 trees were removed, since then there has been a lot of interest from residents about reinstating trees on the Manor Waste. This was also highlighted a lot during the Manor Waste Consultation.

DETAILS

The proposal below is from the contractor who currently plants and maintains the hanging baskets and planters for the Council. At this point the office has struggled to find other companies that offer the same service in our area.

The alternative option is for the office to purchase the planters and trees and then Estates and Grounds Team would be responsible for the install and maintenance of the planters, we would also need to hire in equipment to move the planters and bring in the amount of soil needed to plant the trees, this would not be cost effective.

Cllr Stephen Worth and the Estates and Event Manager, have highlighted areas for 3 planters to be placed, this was done when the charter market was on, to make sure the planters would not be in the way, however these planters can easily be moved by a pallet truck if needed.

The recommendation from the contractor based on previous installations is that Birch trees work well in these planters, they had quoted for *Betula utilis* Doorenbos multistem tree, which is a Birch. The planters are recycled plastic meaning any damage would be lessened, the planters and trees are on a purchase basis, so will be owned by the Parish Council.

Proposal -

Outside Budgens, High Street, Wendover

Supply and install **three** 1040mm wide x 750mm wide black rotomoulded planters and fill with fresh Windowflowers compost

3 @ £695.00 nett each - £2085.00 nett



Supply and install **three** Betula utilis Doorenbos multistem tree 2.5m high and plant into above containers

3 @ £450.00 nett each - £1350.00 nett for the three

Maintenance

Fully maintaining at regular intervals for the Winter 2023 period only

3 @ £75.00 nett each or £225.00 nett for the three

Planting and fully maintaining at regular intervals for the Summer 2024 period only

3 @ £75.00 nett each or £225.00 nett for the three

Summary

One-off Installation Charge - £3435.00 nett

Total Maintenance Charge Winter 2023 - £225.00 nett

Total Maintenance Charge Summer 2024 - £225.00 nett

FINANCIAL CONSIDERATIONS

- It comes out of the floral displays budget 24-25 they wouldn't be purchased until the next financial year, it has been included in the end of year projection and we were still well within the budget bottom line.

LEGAL AND OTHER IMPLICATIONS

- Potential trip hazard, and a potential focal point for vandalism.

PROPOSAL

To resolve to:

- Accept the quote for the supply, install and maintenance of three trees and planters on Manor Waste.