



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

AMENITIES COMMITTEE AGENDA

Tuesday 19th December 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) MINUTES – *page 3*

To confirm the minutes of the meeting of 17th October 2023.

4) PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

5) UPDATE REPORT FROM THE CLERK – *page 6*

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) Walnut Tree Meadow – *page 8*

To consider an action plan that preserves Walnut Tree Meadow as a Community Asset.

b) Hampden Pond Works - *page 40*

To consider an update to the pond works and retrospectively approve the award of the works to the contractor.

8) OTHER MATTERS

a) Clock Tower Wall – *page 43*

To note the completion of the current works on the wall preservation and improvement and consider the revised project costs and schedule of works.

b) **Memorial Plaque Request – page 57**

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

9) ITEMS FOR NEXT AGENDA

10) DATE OF NEXT MEETING

The next scheduled meeting of the Amenities Committee is 23rd January 2024

11) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 14th December 2023.

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

17th October 2023 at 7:30pm

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

Present: Councillors Julie Williams (ex-officio), Jennifer Ballantine, Mark Standen, Diane Washington, Clive Gallagher, Sam Walker & Leigh Porter

Absent: Cllr Julie Lloyd-Evans

Apologies: Cllr Stephen Worth

Chair: Cllr Julie Williams

Clerk & Minutes: Phoebe Sharps

Members of Public: 1

APOLOGIES FOR ABSENCE

A23/062

Apologies were received and **ACCEPTED** from Cllr Worth.

DECLARATIONS OF INTEREST

A23/063

None.

TERMS OF REFERENCE

A23/064

- It was **RESOLVED** to approve the following addition to the Terms of Reference of the Amenities Committee

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

MINUTES

A23/065

The minutes of the meeting of 19th September 2023 were **RESOLVED** as a true record and were signed by the Chair.

PUBLIC PARTICIPATION

A23/066

A member of the public gave more information on the Respect the Lead campaign.

UPDATE REPORT FROM THE CLERK

A23/067

The report was NOTED.

It was further reported that the office had been made aware of some graffiti on the roundabout at the top of London Road, this graffiti has been reported to the Police and to Bucks Council.

FINANCE

a) **A23/068**

The payments to consider totalling £6,632.27 were **RESOLVED** and signed

- b) **A23/069** **To consider the amenities requirements for next year's budget.**
It was **RESOLVED** to submit the Amenities budgets request to the Finance Committee. It was **NOTED** that the office will contact the Canal and Rivers Trust and Bucks Council to find out if the dog bins along the canal are going to be reinstated, and consider increasing 4400 to cover.

OPEN SPACES AND HAMPDEN POND

- a) **A23/070** **Replacement of Picnic Benches in Witchell Meadow**
To consider approving the payment for two new picnic benches in Witchell Meadow to replace the damaged benches.
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.
- b) **A23/071** **Dog guidance and signage in open spaces**
To consider approving the production of signs and a social media campaign in line with the respect the lead campaign
It was **RESOLVED** to authorise the office to run a respect the lead campaign online and have a budget of £300 for signage around the open spaces. It was **NOTED** that the office will send designs and wording for considerations by Councillors over the email.

OTHER MATTERS

- a) **A23/072** **Mini Christmas Trees 2023**
To consider the option of covering the costs for Mini Christmas Trees in 2023.
An amendment to the proposal was discussed. The amendment that the trees would be offered to the shops in return for the shops making a donation to the Parish Council, of a value of their choice, to be used for the Skatepark project was **RESOLVED**. The proposal as amended was **RESOLVED**.
- b) **A23/073** **Manor Waste Tree Planters**
To consider the quote for the supply, install and maintenance of three trees and planters on Manor Waste.
It was **RESOLVED** to accept the quote for the supply, install and maintenance of three trees and planters on Manor Waste. The trees will be installed in April. It was **NOTED** that the office will inform all of the businesses on the Manor Waste

PLANNING APPLICATIONS

- A23/074** **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.
Wendover Parish Council – Neutral

ITEMS FOR NEXT AGENDA

- A23/075** None.

DATE OF NEXT MEETING

A23/076

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

CLOSURE OF MEETING

A23/077

As all business was transacted the meeting was closed at 8.23pm

Signed by

Chair of the Amenities Committee

Date: 19th December 2023

DRAFT



ITEM 5 – CLERKS REPORT

Christmas Celebration Event/Light Switch On Report–

The Christmas Celebration Event/Light Switch On took place on Saturday 2nd December, the feedback we have received so far has been positive. The slight changes to the layout of the event made the event safer for attendees. The office perspective is that the change to the weekend was a positive as the risk of traffic through the event into the Budgens was reduced and the traffic on the High Street was reduced. We will be asking the Business Group for their feedback of the event and the date change in the New Year. We don't have a confirmed amount raised for Wendover Youth Centre yet, I will report this to the committee once I have the total. Although they were pleased with the amount they raised on their stall. The other stalls and food and drinks vendors were also positive after the event. Thank you to all the Councillors who volunteered on the day, and to the Christmas Event Working Group for their support.

Wendover PROW –

The office received the reports for WENDOVER PROW WEST and EAST as of the 1st December 2023, this was shared with the Amenities Committee in an email on Thursday 14th December 2023.

Playpark Inspections –

The Amenities Committee was sent the three playpark inspection documents in an email on Thursday 14th December 2023. The splintered surfaces in Ashbrook Playpark were on the works completed earlier this year, therefore the office has asked for clarification as to if the work was completed or why it has splintered again so quickly. The office has asked the Estates and Grounds Team to confirm if they are able to complete any of the highlighted works, and they have mentioned that they have a solution to the moss growing on the wet pour, but this is weather dependant. The office will then get quotes for the work that the Estates and Grounds Team cannot do and will bring them to the Amenities Committee to consider.

Open Space Hire, dates reserved –

No2 Pound Street have requested the following dates for open space hire of the Manor Waste, Summer On The Manor on 13th July 2024 10-4pm and Christmas On The Manor Friday 22nd November 4-9pm these dates are provisionally reserved, subject to signing an event agreement. The office will be updating the open space hire request form in the New Year which will be considered by the Amenities Committee. Following this if the updates are approved, No2 Pound Street will be sent the form, the completed form will then come to the Amenities Committee to be considered.

Christmas Event Working Group Name Change–

Due to the excellent work done by the Christmas Event Working Group for the event and the lighting scheme this year, the office wants to keep this working group going but the name will change to the Events and Engagement Working Group to discuss all events and engagements throughout the year. The current members of the working group have expressed that they want to remain in the working group, if anyone else would like to join please contact the Estates and Events manager.

Manor Crescent Missing Streetlight –

At the June Amenities meeting it was reported in the Clerks report that a streetlight was removed on Manor Crescent due to a leak and was not reinstated/replaced. The office has since chased Buckinghamshire Council, by emailing Dave Roberts Head of Highways, Buckinghamshire Highways letting him know about the streetlight, he responded saying he would contact a colleague in Streetworks to find out more. The office received an email from the contact at Balfour Beatty Living



Places on 05/12/2023, who gave the office a name and number of the company who were paid to remove and reinstate the streetlight, and have said that the Parish Council will have to contact them to discuss further. Since then the office has called multiple times and left voicemails but haven't heard back, we will continue to make contact.



ITEM 7A – Walnut Tree Meadow

BROUGHT BY

Office/Parish Council

SUMMARY

To consider an action plan that preserves Walnut Tree Meadow as a Community Asset.

PARISH COUNCIL BACKGROUND

The Parish Council started seriously considering adopting Walnut Tree Meadow in 2011 with the view to converting it to a community orchard as a part of the Queen's Jubilee celebrations. On the 11th September 2012 the Parish Council wrote to Aylesbury Vale District Council (AVDC) requesting to:

- Convert the land into a community orchard.
- Take ownership of the land.

The ownership of the land was rejected outright by AVDC and despite ongoing pressure from the Parish Council the possibility of a Community Orchard in the space was finally dropped in Summer 2014.

Review of options regarding a Community Orchard

A14.164 It was agreed that progress was at a standstill with regard to Walnut Tree Meadow and that the Council needs to think of alternatives to this. There may be an opportunity to use the land that the Lindengate Charity might be obtaining but details on this option are not clear.

It was agreed that the 'picnic area' at Witchell would be suitable for a Community Orchard and the Committee **RESOLVED** to recommend to the Council that the necessary work be undertaken in this area so this may happen. It was suggested that there may be an opportunity to extend beyond the footpath into the expanse of the Witchell. The Clerk agreed to obtain the price for the necessary tree and general clearance work to the area with a view to it becoming a Community Orchard.

In lieu of taking ownership of the space the Parish Council Sought to register the land as a Community Asset to preserve the land for the benefit of Wendover residents and stop any development on the land.

PC15.83 The Council **RESOLVED** to make the request to register Walnut Tree Meadow as a Community Asset as per the Localism Act 2011

Each community asset needs to be renewed after a number of years and at the renewal point the Parish Council once again requested to adopt Walnut Tree Meadow. This was declined again but in the discussions the Parish Council did not renew the request to register Walnut Tree Meadow as a community asset.

To consider submitting an expression of interest to adopt Walnut Tree Meadow and other potential assets.

P19/276 It was **RESOLVED** for the Clerk to confirm interest for WPC to adopt Walnut Tree Meadow and the hedge adjacent to the Library. It was also **AGREED** the Clerk should request a list of AVDC assets within the Wendover Parish boundary for further consideration.

DETAILS

Parish Council was asked to consider renewing the project to take Walnut Tree Meadow under the ownership of Wendover Parish Council. The history of this request is explored above. Ownership will add to the Parish Council portfolio of community assets and protect the field from any future developments. It



would also add to the grounds maintenance budget and without detailed analysis of what the grounds maintenance requirements are it may involve purchase of equipment or adding to the staff team.

In 2007 a consultation on the space was undertaken (see Appendix A) The conclusion of the consultation was that those who responded enjoy the space and would like to see an increase in the biodiversity of the space. The management plan that results from the survey and consultation maps that out with works and management policies but does not set out any funding for the work. It was never implemented. Whilst we have not tested this management plan it does resonate and it does map onto the comments that come into the office about Walnut Tree Meadow. The current primary concerns are as follows:

- Will the land be sold and built on?
- Will we always be able to enjoy the space and the views?
- Who is responsible for maintaining the land and access onto it?

It should be noted that after the canal towpath works there are many issues that need resolving that impact on the visual amenity and ability to access the land. There have been reassurances that the land will be restored but only when the ground dries out a bit.

It seems that Parish Council ownership of the land will solve many of the concerns about development of the land but there would be a black hole in the budget for the maintenance and upkeep of the land that would have to be addressed in future financial year with an impact on the precept request. However, it also seems clear that ownership will not be forthcoming and will involve careful legal negotiations.

To implement the management plan in full would involve raising tens of thousands of pounds to cover the 5 years of works set out, particularly on the ponds and entrances.

Wendover Parish Council should focus on the initial priority which is to secure the land as a Community Asset to prevent development and allow it to continue to be enjoyed by residents. It should then consider the ownership and management plan as a part of the future strategic planning process.

FINANCIAL CONSIDERATIONS

- There is no cost to registering the land as a community asset
- The management plan implementation and ownership would have significant cost implications to be mapped out in more detail before being considered.

LEGAL AND OTHER IMPLICATIONS

- Legal advice on the land would be needed if requesting ownership.

PROPOSAL

To resolve to:

- Apply to register Walnut Tree Meadow as a Community Asset
- Propose the plan for ownership and management to be considered by the strategy working group



Appendix A – Walnut Tree Meadow Management Plan



LEISURE AND CULTURAL SERVICES

Making Aylesbury Vale the best possible place to live and work



WALNUT TREE MEADOW MANAGEMENT PLAN 2007 - 2012



Green Spaces Team
Leisure & Cultural Services
Community Services Department
Aylesbury Vale District Council



Available online at: www.aylesburyvaledc.gov.uk/greenspaces via the link 'Parks, Playgrounds and Open Spaces'



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Introduction

This management plan is produced to ensure a co-ordinated and consistent approach to the management of Walnut Tree Meadow public open space, as identified in Aylesbury Vale District Council's (AVDC) Green Spaces Strategy.

Site Name: Walnut Tree Meadow, Wendover, Aylesbury.

Management Plan produced by: Green Spaces Team, Community Services Department, Aylesbury Vale District Council.

Consultation Details

A consultation was carried out in 2007 the results of which are included in and form the basis of this management plan.



1 Policy Context

Planning Policy Guidance 17.

A review of Planning Policy Guidance 17 (PPG 17) highlighted the importance of sites such as Walnut Tree Meadow to the local community and to wildlife. The results of the review will guide planning decisions in Aylesbury Vale for the near future. More detail can be found in Aylesbury Vale Facilities Audit and Needs Assessment March 2004.

Planning Policy Statement 9

Planning Policy Statement 9 (PPS 9) states that Local Authorities should take steps to further conserve the habitats and species of principle importance through the planning process.

Natural Environment & Rural Communities Act 2006

The Natural Environment & Rural Communities Act 2006 (NERC Act 2006) places a duty on all local authorities to conserve biodiversity. The act states in section 40 ‘Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.’

Aylesbury Vale District Local Plan 2004

The Aylesbury Vale District Local Plan 2004 (AVDLP 2004) includes policies to protect parks and open spaces. Point 4.221 of the AVDLP states “Difficulties in providing new open spaces within the existing built-up area serve to emphasise the importance of retaining and making the best use of those that already exist”.

Aylesbury Vale District Council Key Aims

The work identified in this management plan is relevant to all three of the Council’s key aims: Local communities, the local economy, and the local environment. In particular, the following proposed outcomes are relevant:

- A reduction in the factors that diminish the health of individuals, and an increase in those that promote it.
- Council services that meet the needs of the whole community.
- Public areas that are well maintained and enhanced.

Buckinghamshire and Milton Keynes Biodiversity Action Plan 2000-2010

The Urban Habitats part of the Biodiversity Action Plan (BAP) includes the following action points:

- Introduce conservation management regimes to public open spaces and parks where appropriate, for example grass management and tree planting.
- Promote sensitive management of and a reduction in pollution of watercourses and adjacent land.
- Identify and enhance a network of wildlife corridors through urban areas, including links to the wider countryside and protect them through the planning process.



Strategies

A number of AVDC strategies have been produced and others are in preparation, which support and guide the development of the parks and open spaces. These include the Green Spaces Strategy, Cultural Strategy, Tree Strategy, Community Safety Strategy, and Play Strategy.

Covenant & Byelaws

None



2 Where are we now?

2.1 *Site Description*

Walnut Tree Meadow is south west of Ashbrook Recreation Ground and is adjacent to the Wendover Arm of the Grand Union Canal.

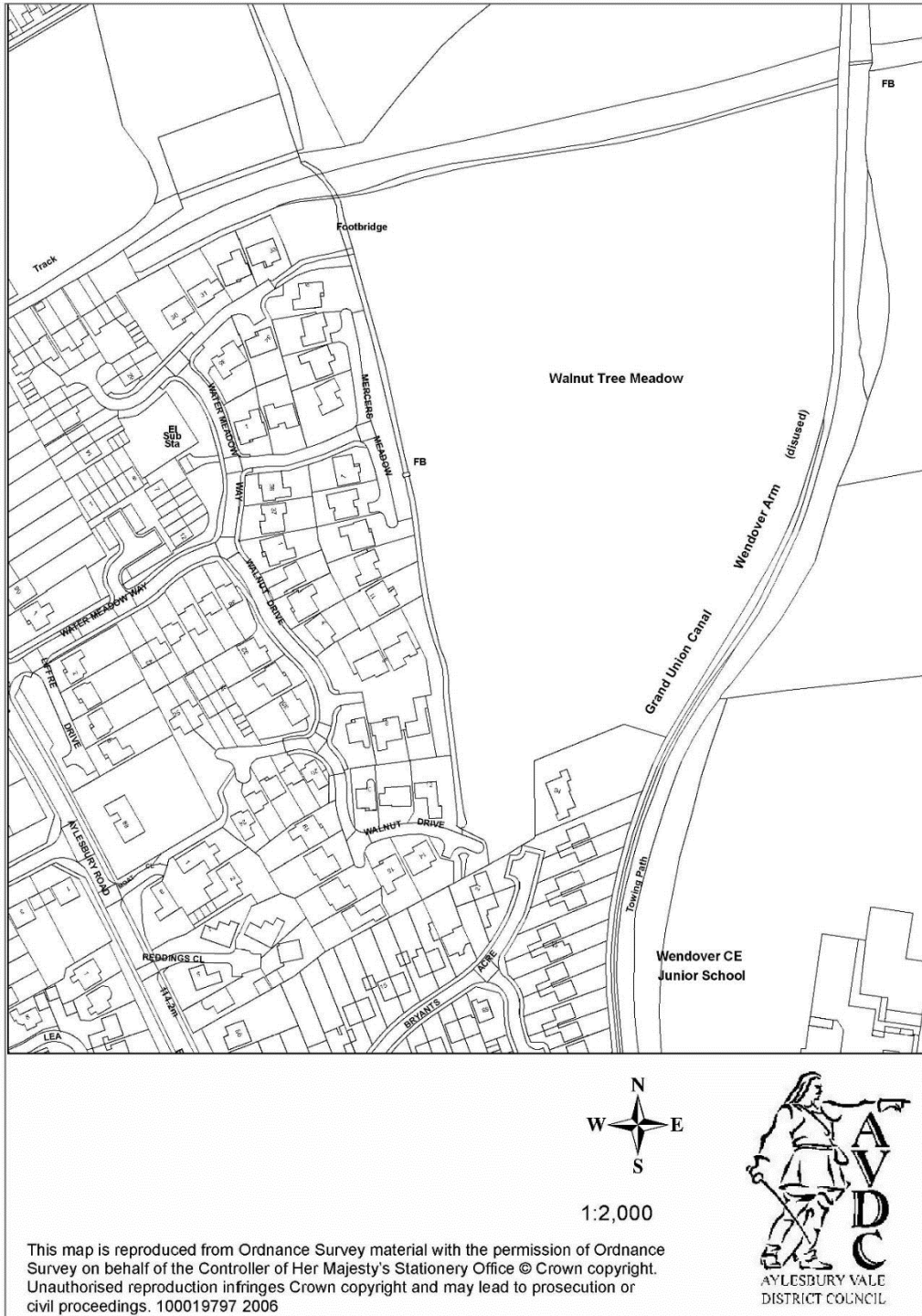
The site consists of meadow grass land with wet patches and trees and shrubs of varying ages and species. Observations made from site visits in 2006 suggest Walnut Tree Meadow is mainly used for dog walking, rambling, and as a short cut by local people.

There is no play provision onsite as a play area is provided at the nearby Ashbrook Recreation Ground owned and maintained by Wendover Parish Council.

Figure 1: Walnut Tree Meadow facing towards Bryants Acre



Figure 2: Walnut Tree Meadow and its surrounding area



Walnut Tree Meadow Management Plan 2007
Where are we now?



2.2 Access

Entrances

The meadow can be accessed from various entrance points; from the Wendover Arm of the Grand Union Canal, Mercers Meadow, Walnut Drive, Water Meadow Way, and the Pursell Path that runs from the Aylesbury Road (B4009) parallel to Ashbrook Recreation Ground.

Entrances from Mercers Meadow and Walnut Drive have concrete kerb edging and macadam surfacing. Other entrances are not hard surfaced and can become muddy during wet periods.

Figure 3: Walnut Tree Meadow entrance from Walnut Drive



Paths

There are distinct routes across the site formed by pedestrians' desire lines to and from the various entrances. During very wet periods the footpaths become muddy, but for the bulk of the year they are sufficient for the current land use. During summer when the meadow growth peaks the footpaths do become very narrow, in some places down to single pedestrian width.

Connectivity

Walnut Tree Meadow is very well connected to the surrounding public footpath network that offers links to the wider countryside, e.g. Chiltern Hills, Wendover Woods, and the Wendover Arm of the Grand Union Canal. To cross the Wendover Arm of the Grand Union Canal a single pedestrian footbridge has to be crossed and this is not suitable for buggies, wheelchairs, or cyclists.

Wendover village centre is a 15-20 minute walk from the meadow and offers a good range of amenities. Wendover train station is situated in the village centre and is on the London Marylebone to Aylesbury line.

There is a bus stop on the Aylesbury Road (B4009) directly outside Ashbrook Recreation Ground. There are no formal cycle routes within the site.

Walnut Tree Meadow Management Plan 2007

Where are we now?



Car Parking

There is no formal car parking on site, however there is a lay-by on the Aylesbury Road (B4009) to the front of Ashbrook Recreation Ground. It is well used for parking and also incorporates a bus stop.

2.3 Site Furniture

There is no interpretation or signage within the meadow. Also there is no lighting, seating, or public toilets.

Waste and Dog Bins.

There are no waste bins on the site. AVDC owned and maintained dog bins are situated at entrances near Walnut Drive and Mercers Meadow, these are well used. Ashbrook Recreation Ground also has a dog bin in addition to waste bins.

Vehicle Barriers

Existing vehicle barriers consist of wooden posts concreted into the ground at the Walnut Drive entrance.

2.4 Biodiversity

Meadow

The meadow is nutrient rich with wet patches of ground across the site which is cut biannually with a forage harvester to maintain and increase the level of meadow species.

Water

Watercourses include a wide stream running parallel to Mercers Meadow, a narrow stream at the north end, and a seasonal pond set amongst scrub. Species along the seasonal pond banks includes alder, willow, guelder rose, dogwood, birch, oak, ash, blackthorn, poplar, and hawthorn. Species in the water includes bulrush, softrush, jointed rush, figwort, gypsywort, duckweed, sweet-grass, sedge, and water dock.

Figure 4: Narrow stream at the north end and seasonal pond



Walnut Tree Meadow Management Plan 2007

Where are we now?



The Wendover Arm of the Grand Union Canal is accessible from the most north east point, there is a footbridge running over the canal, intentionally designed to be wide enough for one person.

Hedges

There are hedgerows to all sides of the space that serve to mark the boundaries. Species include; guelder rose, blackthorn, damson, field maple, ash, hawthorn, holly, elder, sweet chestnut, oak, and dogwood, (includes some mature trees).

Trees

Recent tree planting prior to AVDC's ownership of the open space includes ash, chestnut, and walnut.

Figure 5: Hedgerow along the north boundary



Mature trees (including spindle) are present in hedgerows and amongst an island of trees and shrubs. There are several mature walnut trees across the centre of the site, believed to be part of an old orchard. Fallen walnut trees have been left insitu to increase the range of habitats on the site.

Wildlife

There are signs of moderate mole activity across the site and one rabbit warren was found where fox scent was present. By no means comprehensive due to the time of year and day. The following birds were recorded on a bright January afternoon at 11:00 hours; blackbird, house sparrow, starling, blue tit, great tit, black cap, wren, wood pigeon, carrion crow, jackdaw, green finch, magpie, song thrush, pied wagtail, collared dove, and mallard duck.



2.5 *Site Management*

The space is owned by AVDC and managed through Leisure & Cultural Services' Green Spaces Team.

AVDC's grounds maintenance contractor currently cut and clear the meadow to 60mm twice a year in July and September. This has been done since 2002 although the site was not legally adopted until 2004.

Given the natural aspect of the site there is no formal hedgerow maintenance programme. Sensitive management is planned on these hedges which will allow these barriers to eventually become woodland verges thus further increasing the value to wildlife. This can be achieved as the open area is big enough to allow the margins where the hedge runs along to be encroached upon by the existing plants. However, any hazardous material would be removed upon notification or following site inspections.

The dog bins are installed and maintained by AVDC's Environmental Health Department. Watercourses are managed and maintained by the Environment Agency and British Waterways



3 Where do we want to get to?

3.1 *Vision*

‘To provide a high quality, thriving green space for the enjoyment of the local community, whilst enhancing the local environment with particular emphasis on biodiversity.’

Aims

- To manage the space in a coordinated and consistent way.
- To improve the quality of the existing features and facilities in consultation with the local community.
- To improve the local environment.

Objectives

- Ensure a coordinated approach to the management and development of the meadow, bringing together the local community and stakeholders.
- Support and encourage community groups, such as a ‘Friends of Group’ to have direct involvement in the management and development of the space.
- Ensure new features are of a high standard and sympathetic to the natural character of the site.
- Respond positively to the needs identified via local consultation while taking into account the character and setting of the space.

3.2 *Consultation*

A consultation to gather the views of the local community surrounding Walnut Tree Meadow took place 1st May to 30th June 2007. People were invited to comment via email or using a questionnaire that was made available from AVDC customer services, AVDC’s web site, Wendover Library, and Wendover Clock Tower, (questionnaire included in appendix 1). A draft management plan was also produced and made available from the aforementioned locations, this gave information on the site as it is and offered ideas on what AVDC would like to do with the site. The consultation was advertised via onsite notices, AVDC’s web site, Wendover News, and the Bucks Herald Newspaper and website.

A total of 102 replies were received, 95 via the formal questionnaires and 7 via email. The response was very encouraging with some groups taking interest in the space for future events. In summary the majority of respondents already use the meadow and would prefer to see tree planting and improvements aimed at encouraging wildlife. The majority of the comments received focused on the space remaining unspoilt and not being municipalised. There were also comments with regards some of the access points becoming slippery underfoot during wet weather and posing problems for those accessing the site with buggies/pushchairs.

The results of the questionnaires are given over the page.



- 1 **Have you visited Walnut Tree Meadow within the last six months?**
Yes 83
No 12

- 2 **What activities do you use Walnut Tree Meadow for, or if you don't visit, please let us know why?**
Various comments received

- 3 **What improvements would you like to see?**

Encourage wildlife	67
Tree planting	63
Seating	26
Hedge laying	25
Surfaced footpaths	15
Education trail	10
None	09
Public Art	04

- 4 **What voluntary activities in Walnut Tree Meadow would interest you?**

Wildlife surveys	38
Tree planting	37
Not interested	25
Leading wildlife walks	16
Hedge laying	11
Site promotion	01

- 5 **Would you be interested in offering time to assist, being a member of, or organising a 'Friends of Walnut Tree Meadow' group?**

Not interested	41
Could offer some time	25
Would like to be a member	17
Would like to organise	03

- 6 **Are there any comments you would like to make regarding Walnut Tree Meadow?**
Various comments received

Profile of Respondents

Gender

Male 33 Female 62

Age Groups

2 - 8 years = 00	9 - 12 years = 15	13 - 19 years = 08
20 - 24 years = 00	25 - 34 years = 01	35 - 50 years = 25
51 - 64 years = 28	65+ years = 17	Unspecified = 01

Walnut Tree Meadow Management Plan 2007

Where do we want to get to?



3.3 Proposed Changes

The following changes are based on the consultation results, (including comments) and the professional opinion of AVDC's Green Spaces Team, including the Biodiversity Team that have played a major role in the development of this management plan and will over see much of the sites development and management.

3.4 Access

Entrances

Self binding stone laid at the pedestrian entrances will improve all year round accessibility and prevent the entrances becoming muddy. The use of self binding stone and timber edgings will be sympathetic to the site and respond to comments received from those that find the muddy entrances hazardous during wet weather.

To improve existing links the hedgerow openings to the Pursell Path from Ashbrook Recreation Ground to the meadow should be widened to a minimum of 2 metres. This would involve removing part of the hedgerow along the boundaries, ground works to level the route, and agreement with The Wendover Society who own the part of the Pursell Path between Walnut Tree Meadow and Ashbrook Recreation Ground. At this stage it is not known who owns the other sections of the Pursell Path, this would need to be established prior to any works.

Paths

There are distinct desire lines across the site. These footpaths should be mown ten times per year as part of the grounds maintenance contract.

AVDC would like to promote a similar surface for the footpath network as is proposed for the entrances, making the site more accessible to all levels of ability. However, surfaced footpaths did not come out as a priority in the consultation and at this stage only the entrances will be surfaced. Footpath surfacing could be reviewed in future consultations once the current proposals have been implemented.

Connectivity

The site's location as part of the public footpath network in and around Wendover should be highlighted to ramblers, wildlife enthusiasts, and the local community. The site is a good starting point for walks either onward to the Chiltern Hills and Wendover Woods, or along the Wendover Arm of the Grand Union Canal.

3.5 Site Furniture

Interpretation

It is proposed the site is managed to promote biodiversity and as such the interpretation should reflect this. Signage should be placed at the three entrances; leading from the Parish Park, Mercers Meadow, and Walnut Drive. Its purpose should be to welcome visitors to the site, explain its function, give ownership & contact details, and inform on expectations regarding litter and dogs. These signs should not be mounted on the usual concreted in sign posts, but on timber rails/posts that could be used to highlight the entrances, something that has proved successful at other AVDC sites.



Waste & dog bins

There are few problems with litter on the site so waste bins are not proposed, and the entrance signs would encourage people to take litter home with them. The number of dog bins is currently sufficient and their usage should be promoted both throughout the local community and on signage at the site entrances.

Seating

The site has fantastic views of the Chiltern Hills and provides good opportunities for watching wildlife. It would also serve as a stop off point for ramblers using the public footpath network in the area. The consultation did not rate seating as a high priority, (26 of 95 replies) and many of the comments focused on concerns that seating would encourage unwelcome behaviour on the site during evenings. Taking this into consideration should any seating be installed, then ideally it should be located at the furthest point from residential areas. The ideal place for the best views would be along the canal towpath, this project could be done in partnership with the Wendover Arm Trust and the seating should be natural, in some places this could be as simple as tree limbs. Initial ideas included creating wood carvings of insects or flora found on the site with sections sculptured for seating, however the consultation gave little support for public art, so this option should not be pursued at this stage.

Lighting

Given the setting of the meadow it is not foreseen that lighting is necessary. If installed, it could promote use of the meadow at night and lead to community safety issues.

Toilets

The site's usage does not warrant the cost of building and maintaining toilet facilities. There are public conveniences available in the near by Wendover Village.

3.6 Biodiversity

Meadow

The meadow is cut biannually in July and then September with all the cut material removed from the site. It is planned for this cut material to be transported to a mini biogas power plant in Stoke Mandeville from September 2008 along with all other AVDC grass cuttings. Some material could be kept on the site to form part of a habitat pile, but careful consideration on locating it and ensuring it is contained will need to be put into place. Given the site is nutrient rich any cut material kept on the site must be stored away from water courses as there is a risk of nutrients, mainly nitrogen leaching into water courses.

Water Courses/ponds

The existing seasonal pond was surveyed in spring 2007 for Great Crested Newts (GCN). This survey was carried out by Paul Holton (AVDC Biodiversity Officer) and Caroline Waddams a local resident on the 29th May 2007. The pond was surveyed in the evening using torches to identify mating adult newts. No GCN were recorded, but Smooth Newts were seen and are using the pond as a natal site. Frogs and toads were also identified during this survey. It is recommended that a repeat survey be carried out every two years. If major works are proposed requiring machinery to work the ground a GCN survey in the spring of the year prior to works commencing will need to be carried out. Given the highest priority of the consultation is to encourage wildlife, then existing water courses will play a major role in



this. The seasonal pond is dominated by bulrush, some of which will be removed to allow for standing water also some of the willow around the south side will be removed to allow light to penetrate the margins. Amphibians such as newts spend a good proportion of their life out of the water on land and spend the colder months hibernating. A hibernacula can easily be constructed out of the cut willow material by driving stakes into the ground and creating a small den with nooks and crannies to allow the amphibians to move around. This will need to be covered again with cut material and can then be further covered with earth. This type of task can be achieved with local voluntary efforts or by the mid week voluntary team Vale Countryside Volunteers.

Two new ponds could be created next to the existing pond, with appropriate planting around the margins. There are a few hollows on the site that can be deepened. Scrapes to create seasonal ponds around the meadow area could also be put into place. Wet lands such as these are very important habitats and the depth of the water need only be 30cm with many zones allowed to dry in the summer months. Further assistance from the Ponds Trust based in Oxford can be sought to elaborate further on these ideas. The basic principle is to create zones with a third dry, third wet, and third partially wet to optimise the value for wildlife. What appears to be a natural spring that has been piped into the north-west corner of the site will be traced to its source, (likely to be the north-east edge of the meadow). This could then be utilised to supply the wet section of the scrapes that would then feed into the stream that it is currently piped into.

Fencing and Hedges

In an attempt to strengthen the link between the meadow and the Wendover Arm the hedge along this boundary will be laid, British Waterways the owners of the hedge support this proposal. The AVDC wildlife hedge laying technique is to be used, unlike other hedge laying techniques that produce a narrow hedge the AVDC technique seeks to maximise the hedge width and retain much of the existing growth. This produces a dense hedge that is ideal for encouraging wildlife. Any mature trees and younger specimens with a strong leader would be retained along the boundary, this will encourage birds that prefer to nest in the upper tree canopies. A guidance sheet produced by AVDC for landowners highlights the benefits of wildlife style hedge laying is included as appendix 2.

Trees

In response to the consultation that highly rated tree planting, more walnut trees will be planted across the site to retain the heritage of the walnut orchard. This collection of trees could include various species from the walnut family to create an interesting diverse collection of trees for generations to enjoy. A map of the site from 1884 shows a higher tree population than currently stands in the meadow, this is included in appendix 3.

Bat & Bird Boxes

Various bird boxes from tit, sparrow terraces to tawny owl boxes will be erected around the area and bat boxes can also be erected along some of the larger trees lining the canal. These boxes are currently being made for the AVDC Biodiversity Team by the prisoners at Springhill Prison. Community involvement will be essential in locating and erecting the boxes, assistance with this and inspection of the boxes will be sought from AVDC's Barn Owl Project and North Bucks Bat Group.



3.7 Public Art

The use of public art on the site at this stage will not be pursued as it scored lowest priority in the consultation. However, should community involvement lead to the request for public art on the site then AVDC would support this as long as it is in good keeping with the environment and supported by consultation with the local community.

3.8 Site Masterplan

A masterplan for the site has been drawn up and includes all features that AVDC intend to implement over the next 5 years.

Figure 6: Walnut Tree Meadow master plan



Walnut Tree Meadow Management Plan 2007
 Where do we want to get to?



3.9 *Site Management*

There is currently no funding available to action the proposed changes. It is hoped that funding can be obtained from various sources, such as grant giving organisations or local and regional businesses. Grant applications for different parts of the plan can be submitted by either AVDC or community organisations such as a ‘Friends of Group’.

In addition to the proposed Friends of Group the following bodies may play a part in achieving the aims and objectives.

Group	Key Contact	Role
Proposed Friends of Group	Friends of Group Leader	Fund raising, onsite volunteer projects, community liaison, site promotion
Chiltern AONB Team	Colin White (Planning Officer)	Assist in promoting the site and community fund raising events
Local schools	John Hampden School	Establishing, developing and using the educational aspect of the site’s diversity
RAF Halton	RAF Halton Conservation Group	Support from volunteers for onsite projects, e.g. hedge laying
Wendover Parish Council	Clerk to the Parish Council	Assist in promoting the site and community fund raising events. Liaise on elements effecting Parish owned land
The Wendover Society	Paul Leake, (Vice Chairman)	Assist in improving access from neighbouring land it owns, (part of the Pursell Path)
British Waterways	Ecologist	Permission to lay edge parallel to Grand Union Wendover Arm
Forestry Commission	Forest Enterprise Woodland Officer	Assist in promoting the site and it’s connectivity to Wendover Woods, community fund raising events, and tree donation for planting days
Local business	Various	Assist in promoting the site and community fund raising events
Wendover Arm Trust	Dr. David Fletcher, (President)	Joint working to promote the meadow and the Wendover Arm
Wendover Councillors	Cllr Richard Birchley Cllr Kevin McPartland Cllr Chris Richards	Assist in promoting the site and community fund raising events



4 How will we get there?

4.1 Action plan

The following table includes the items identified in the proposed changes. The Walnut Tree Meadow Management Plan will be project managed by the Green Spaces Team working alongside Wendover Parish Council, the local community, interested groups, and partner organisations as appropriate.

	Project	Timescale	Cost (2007/8)	Project Lead	Completed
High Priority Years 1-3	Twice yearly cut and clear	Biannually	£5600	AVDC GST	Ongoing
	Footpaths mown ten times per year.	Annually	£180	AVDC GST	Ongoing
	Great Crested Newt survey on existing ponds	Spring 2007	£200	AVDC GST Friends Group	May 2007
	Widen access from the Parish park via the public footpath	2008/9	£2000	AVDC GST	
	Entrance signage.	2008/9	£2300	AVDC GST	
	Entrances improvements	2008/9	£20,000	AVDC GST	
	Bat boxes in mature trees	2008/9	£100	AVDC GST	
	Bird boxes in mature trees including tawny owl boxes	2008/9	£250	AVDC	
	Carry out tree survey	2007/8	-	AVDC GST	
	Clear encroaching vegetation from existing pond.	Every three years	£1500	AVDC GST, Friends Group, VCV	
	Plant walnut tree collection	2008/9	£	AVDC GST	
Medium Priority Years 2-4	Review seating provision.	2010	-	AVDC GST	
	Wildlife hedge lay the boundary hedge running along the canal.	Ongoing	£2000	Friends Group, VCV, AVDC GST, BW	
	Create new ponds and scrapes and newt hibernacula around existing ponds.	Ongoing	£4000 £1000	Friends Group, AVDC GST, VCV, BW	
	Wildflower planting in the using seeds/plugs to increase diversity.	Ongoing	£1000	Friends Group, VCV, AVDC GST	
Lower Priority Years 3-6	Review public art within the site.	2012	-	AVDC Arts Team	

- AVDC GST: Aylesbury Vale District Council Green Spaces Team
- VCV: Vale Countryside Volunteers
- BW: British Waterways

Walnut Tree Meadow Management Plan 2007

How will we get there?



5 Evaluation

5.1 *Monitoring and Review*

The success of the plan will be measured by the number of projects completed. As and when funding becomes available timescales can be added to the action plan.

The plan will be reviewed and updated. It is likely that priorities will change and new issues will emerge which will need addressing. A tree survey is carried out every five years, and will be carried out in the 2007/8 financial.



Appendix 1: Consultation Questionnaire

Have your say!

Walnut Tree Meadow, Wendover

Making Aylesbury Vale the best possible place to live and work



We welcome your views on what you would like to see at Walnut Tree Meadow, an unspoilt piece of land adjacent to the Wendover Arm of the Grand Union Canal. Perhaps you like it as it is, would like to see more trees, wildflowers, or seating? Whatever you prefer, please let us know what you think by completing this short questionnaire.

We would also like to find out if there is any interest in voluntary projects on this site, and the possibility of setting up a 'Friends' group that would be actively involved in sourcing funding for projects here.

Your views on what you would like to see will help us focus on what is important to local people, so we can manage the space best for everyone, both now and in the future.



Walnut Tree Meadow

The site is located off the Pursell Path (the old Halton Railway Line), south west of Ashbrook Recreation Ground, and is adjacent to the Wendover Arm of the Grand Union Canal as shown in the above map.

Walnut Tree Meadow Management Plan 2007
Appendix 1 - Consultation Questionnaire



Have Your Say

1 Have you visited Walnut Tree Meadow within the last six months?

(Please tick one box)

Yes No

2 What activities do you use Walnut Tree Meadow for, or if you don't visit, please let us know why?

.....

3 What improvements would you like to see? *(Please tick one or more box)*

Tree planting Encourage wildlife Hedge laying Seating

Public Art Surfaced footpaths Education trail None

Other:

.....

4 What voluntary activities in Walnut Tree Meadow would interest you?

(Please tick one or more box)

Not interested Wildlife surveys Tree planting

Site promotion Leading wildlife walks Hedge laying

Other:

.....

5 Would you be interested in offering time to assist, being a member of, or organising a 'Friends of Walnut Tree Meadow' group? *(Please tick one box)*

Not interested Could offer some time

Would like to be a member Would like to organise

Other:

6 Are there any comments you would like to make regarding Walnut Tree Meadow?

.....

.....

.....



About You

Please complete these questions, which will help us identify differences between the views of different residents. ALL THE INFORMATION YOU GIVE WILL BE KEPT COMPLETELY CONFIDENTIAL. No details will be used by us for any other purpose or passed to any other organisation.

1. Are you: Male Female

2. What age group do you belong to?
 2 - 8 years 9 - 12 years 13 - 19 years 20 - 24 years
 25 - 34 years 35 - 50 years 51 - 64 years 65+ years

3. To which of these groups do you consider you belong to?

White	Black or Black British
British <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Irish <input type="checkbox"/>	African <input type="checkbox"/>
Any other White background <i>(Please write in)</i>	Any other Black background <i>(Please write in)</i>
Mixed	Asian or Asian British
White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Any other mixed background <i>(Please write in)</i>	Any other Asian background <i>(Please write in)</i>
Chinese <input type="checkbox"/>	Other ethnic group <i>(Please write in)</i>

Please provide your postcode so we can analyse responses by area.

Postcode:

If you have expressed an interest in the 'Friends of Walnut Tree Meadow' group, or in voluntary activities please provide your full address. This is required to keep you informed.

Your details will remain confidential and will not be passed to any other organisation.

Name: _____

Address: _____

Postcode: _____

Tel: _____ **Mobile:** _____

Email: _____



Further copies of this questionnaire can be obtained for all the family from the main reception of our Customer Service Centre at 66 High Street, Aylesbury, Wendover Library, and Wendover Clock Tower.

Alternatively you can download this questionnaire from our website:
<http://www.aylesburyvaledc.gov.uk> and follow the link 'You Tell Us'.

For further information please contact:

Gareth Bird, Green Spaces Team, Leisure & Cultural Services.
Tel: 01296 585210 Email: gbird@aylesburyvaledc.gov.uk

**Please return your completed questionnaire, no stamp required
(by Friday 30th June 2007) to:**

Leisure & Cultural Services,
Green Spaces Team,
Aylesbury Vale District Council,
FREEPOST (11939),
66 High Street,
Aylesbury, Bucks.
HP20 1SD



Leisure & Cultural Services
AYLESBURY VALE DISTRICT COUNCIL
66 High Street, Aylesbury, Bucks HP20 1SE
Tel: 01296 585210 Fax: 01296 585672 Minicom: 01296 585055
www.aylesburyvaledc.gov.uk



Appendix 2: The Environmental Benefits of Wildlife Hedge Laying

The traditional country skill of hedge laying has seen a resurgence in recent years due in part to the success of the countryside stewardship scheme. This method of hedgerow management has been practiced for centuries as a method of containing stock within a field using a living barrier of interwoven hedge plants. Rotational laying creates a dense tight hedge which has incidental benefits for nesting birds in particular and from a wildlife perspective is greatly preferable to annual flailing. However it is also very expensive and time consuming and for several years after laying it provides comparatively fewer resources for wildlife than a large overgrown hedge e.g. flowers, fruit, invertebrate habitat and nesting habitat. When practiced alongside roads (as is often the case because of the advertising opportunities for contractors and for aesthetic appeal) it can even be a danger to wildlife. Tall hedges encourage Barn Owls and Kestrels to fly up and over roads out of the impact zone of road traffic, short traditionally laid hedges do not and result in numerous avoidable deaths.

Hedgerows are possibly the single most important resource for wildlife in the wider countryside. They provide food, shelter, nesting habitat and perform the vital function of wildlife corridors linking habitats together and preventing isolation of populations. The best hedgerows for wildlife are species rich, tall, yet broad and dense at the base mimicking the woodland edge environment to which much of our native wildlife has evolved to exploit. Hedges of this nature provide nesting opportunities for declining ground nesting birds such as Grey Partridge and for birds that require a higher nest site such as Bullfinch. Broad dense hedges also protect song bird nestlings from predators such as Magpie which find it much easier to rob nests made in neat annually flailed hedges particularly if the bases have been grazed out.

These initial deleterious effects and the time and expense of the operation had bothered my colleagues and I at Aylesbury Vale Countryside Service for several years and we wondered if there was any alternative which could overcome these problems. The answer came from a local farmer, John Morris of Long Crendon in Oxfordshire. John and his son George had pioneered a form of mechanised hedge laying which perfectly addressed our concerns.

Some years ago John had a hedge laid traditionally and was also disappointed with the results. The vast bulk of the hedge had been cut out adding time to the job for disposal (burning in the field often results in local nutrient enrichment and a subsequent growth of nettles), the resulting hedge was very thin and sparse and it had lost all the fruit which provided food for the birds in winter. The time and costs involved also seemed to him to be restrictive if he was going to lay all the hedges on his farm. He was also concerned about the lack of shelter that the newly laid hedge provided for his stock. So he decided to see if there was any way he could improve the method. What he came up with was Wildlife Hedge Laying.

The process involves cutting each stem as you would do for traditional hedge laying but only from 1/2 to 2/3 of the way through to avoid snapping of the trunk and as low to the ground as possible. This is done with a petrol driven pruning saw which enables access to the base of

the hedge without the need to cut away material from the sides of the hedge. It is important not to cut too much from the side of the hedge to retain as much volume as possible.



Pruning saw



Typical laying cuts

After this is completed a Telescopic Handler with a special attachment made on the farm is used to gently push over the hedge in sections of a couple of meters at a time. After the hedge is down it is gently compressed with the Telescopic which helps to lock the hedge together and ensure its stability in the wind. There is no need for stakes and binders. The hedge is then fenced each side at least 1m from the base of the hedge.



Using the Telescopic Handler



Fence at least 1m metre from hedge

In this way John and George are able to lay over 200m of hedge in a day which dramatically saves them time and money. Compare this to the 20m per day at approximately £7 per meter that even an experienced hedge layer would be pleased to accomplish. They are left with an instantly broad, thick (particularly at the base), tall hedge which has noticeably improved the survival rate of his livestock. The berry crop is also retained and the hedge still flowers in the following year.



Hedge 1 year after laying



One mornings work

The following year's growth is vigorous and the hedge regenerates much quicker than a traditionally laid hedge. This is probably due to the reduction in stress to the tree because of how little is removed, and to the lack of impact of competing growth from species such as cleavers and nettles, which can swamp a traditionally laid hedge in the first few years after laying, because of the shading effect of the retained volume of the hedge.

John and George's hedgerows are a pleasure to visit from an ecological point of view. In comparison to traditionally laid hedges they are much broader at the base, thicker, taller, have more deadwood for invertebrates and flower and fruit every year even after laying. Placing the fencing 1 metre from the base of the hedge allows a tussock grassland strip to develop which also benefits nesting birds and invertebrates. Even the natural loose 'A' shape of the hedge after laying is prolonged by the grazing action of the cattle leaning over the fence, increasing the length of time that a dense base is retained for the benefit of wildlife.



Hedge 4 years after laying

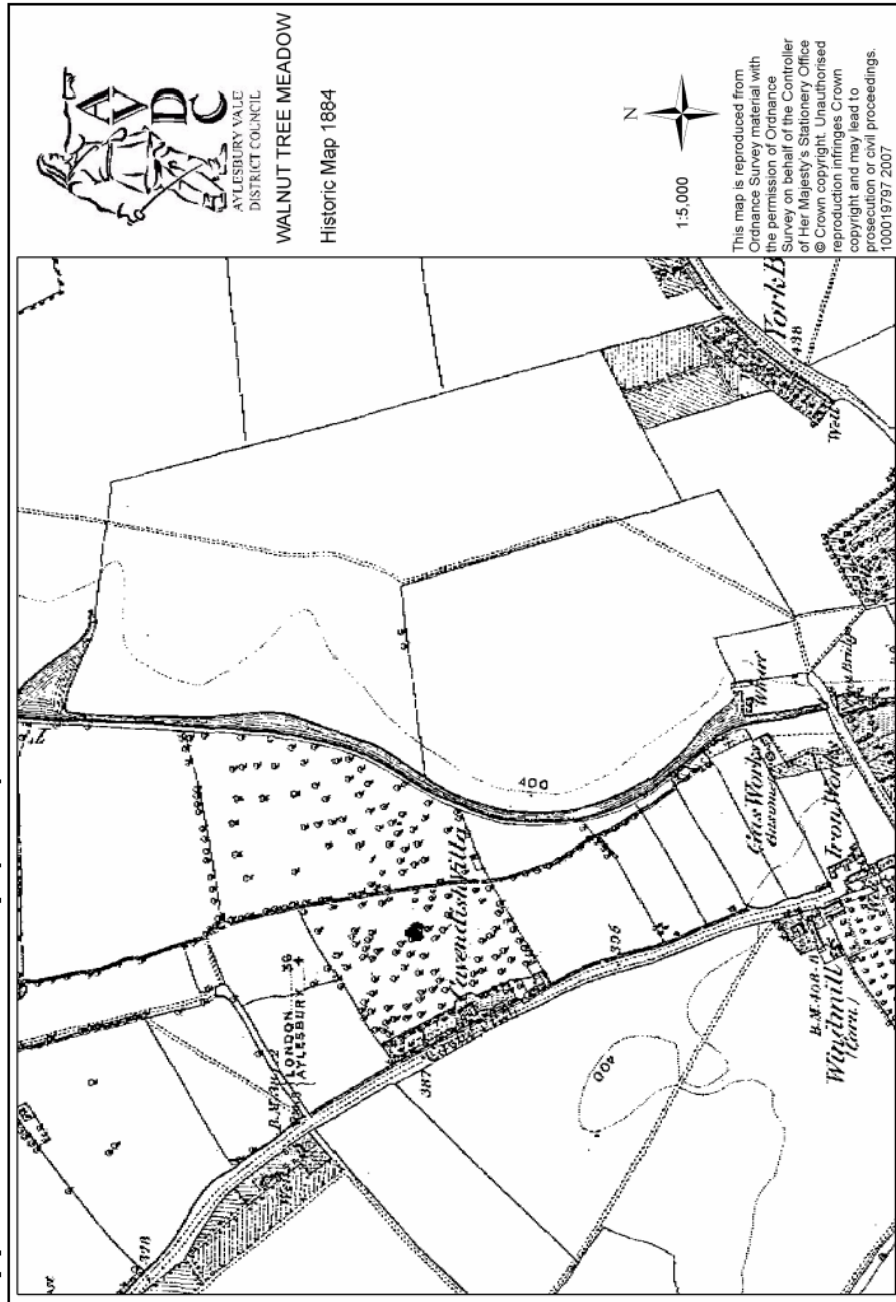
This technique seems to be a perfect marriage of practical farming benefit and environmental gain and has been accepted by local Countryside Stewardship advisors. The staff at Aylesbury Vale Countryside Service are so impressed with the technique that we now only give grants for Wildlife Hedge Laying and actively promote it. We are very grateful to John and George for demonstrating it to us and hope that more farmers adopt this practice.

If you would like more details about Wildlife Hedge Laying please contact:

Paul Holton – Tel. 01296 427972 Email: pholton@aylesburyvaledc.gov.uk
Aylesbury Vale Biodiversity Team, Aylesbury Vale District Council, Haydon Mill, Rabans Lane, Aylesbury, Bucks. HP19 8RU

Walnut Tree Meadow Management Plan 2007
Appendix 2 - The Environmental Benefits of Wildlife Hedge Laying

Appendix 3: Historic Map (1884)



Walnut Tree Meadow Management Plan 2007
 Appendix 3 – Historic Map (1884)
 27



ITEM 7B – Hampden Pond Works

BROUGHT BY

Office

SUMMARY

To consider an update to the pond works and retrospectively approve the award of the works to the contractor.

PARISH COUNCIL BACKGROUND

The Amenities Committee approved works on the Hampden Pond at the September 2022 meeting as follows:

To consider a quote for the lily maintenance at Hampden Pond.

A22.045 It was NOTED that the quote is just for cutting and moving and that there may be a need to cut back more to stop them taking over and this will be clarified with the contractor. It was further NOTED the cost in 2019 was just over £3k, the 2021 invoice cannot be compared as it also included tree work and bank repairs. It was NOTED that the pond maintenance budget has £1500 in it and the Pond EMR has £5k. It was further NOTED that there were trees fallen into the pond and **RESOLVED** this would be investigated as a separate issue to agree if they require attention.

The committee **RESOLVED** to commission the work as soon as possible. The work would be paid for from the pond maintenance budget with any remainder coming from the EMR.

The clerks report from the Oct 2022 meeting stated the following:

Hampden Pond

The lily cutting will proceed on 31st October. We have requested that the company look at the possibility of digging out the lilies to thin them back and they will be making a site visit on the 20th October to quote for that additional work

The clerks report from the Dec 2022 meeting stated the following:

Hampden Pond

The lily cutting did not proceed on 31st October. There was a site visit on the 20th October to quote for the removal of 1/3 of the lilies instead of cutting. Please refer to the email sent in advance of the meeting on the 12th December which included the quote from AquaServe. Another company completed a site visit on the 14th December, we are awaiting the quote. We are also enquiring about grants we could apply for to help with the cost of the work.

The clerks report from Jan 2023 meeting stated the following:

Hampden Pond

We are still enquiring about grants we could apply for to help with the cost of the work, we have received another quote for the work. Both contractors have informed us that work cannot proceed until late April/May due to weather conditions. The Grounds Team have installed railings around the deck at Hampden Pond this was first highlighted in the health and safety report by Ellis Whittham.

The funding was awarded by HS2 in May 2023, however this specified contributory funding was required.



Putting the contract to tender

Throughout all of the works the office sought tenders for each of the aspects of the work. It was agreed that each of the 4 elements to the project were separate projects for the purpose of tendering. Multiple tenders were available for the repair of the bank erosion and tree removal. However, it soon became obvious after contacting multiple companies nationwide that the removal of the lilies and rhizomes and the management plan was so specialist that tendering for a formal contract on contract finder would only delay the project further. We had two companies tender for the lily removal but one of those companies could complete all the other works and was competitive.

Finance Committee of May 2023

There was an EMR last year for the works required to the pond. We tried to get the work completed in the previous financial year but delay in obtaining three quotes and the weather meant it was not completed. The EMR went back into the general fund.

It was agreed that we would apply for a HS2 Grant to try and cover the works and we were advised by HS2 that we were successful in that application. We applied for the full amount of the works, £31,026 - therefore there was no need for a budget for this work.

However, on receipt of the HS2 Grant details it seems they are not funding the full amount, rather they expect contributory funding of £7756.51

The breakdown of costs is as follows:

Item	Funded by CEF	Cash Match	In Kind Match	Total cost
Removal lilies and rhizomes from at least one third of the pond	£12,712	£4,237	£0	£16,950
The felling and processing of a small number of falling trees, crown lifting the yew tree on the west bank of the pond and dead wooding the west bank.	£1,507	£502	£0	£2,009
Repair and improvement of eroded section of bank	£5,485	£1,828	£0	£7,313
Risk Assessment	£249	£83	£0	£332
Management Plan	£3,317	£1,106	£0	£4,422
TOTAL	£23,269	£7,757	£0	£31,026

Parish Council Oct 2023

The Council approved the payments to the contractors as a part of the payments to consider at the meeting of 3rd Oct 2023

- a) **PC23/132** The payments to consider, totalling £56,088.28, were **RESOLVED** and signed. It was noted that whilst Wendover Parish Council are responsible for the invoices covering the works at the pond there will be income from HS2 to cover these. Those invoices will be held temporarily until we have confirmation from HS2 as to the mechanism by which this income but we would adhere to the payment terms on the invoice.

DETAILS

The work at the Hampden Pond has been a long running project that has been discussed for a number of years. There was go ahead given in September 2022, however the project changed in nature as funding came



in and more works could be completed within the original spending envelope. There were four elements to the project:

- Removal of lilies and rhizomes to stop them choking the entire pond
- Dealing with some dangerous trees around the bank
- Repair and prevention of bank erosion
- Advice for ongoing management

Each of these elements could be completed individually by different contractors but because of some of the more specialist work we only managed to get two quotes for the work, with effectively only one contractor able to undertake all 4 projects.

Because of the ongoing nature and changing specifications Council had been informed but not taken a final decision on appointing the 4 contracts to the supplier. Whilst everyone felt in principle this had been approved, finance had approved the budgets for it and the full council had discussed it and agreed it when it came in as a payment to consider there is no clear award of the contract in our meeting decisions.

It should also be noted that we have not yet received the management plan as we await to see the impact of the current works to settle down, but we are now chasing that plan.

This paper sets out the details of the works that have been completed and paid for, for consideration and approval by the Council.

FINANCIAL CONSIDERATIONS

- The project works have been paid for and fell within the budget.
- We are yet to receive the management report and the HS2 income to cover that cost but again this work is budgeted for.

LEGAL AND OTHER IMPLICATIONS

- The award of the contract for the works needs to be properly documented

PROPOSAL

To resolve to:

- Agree that it was correct to waive the formal tender process because of the highly specialised nature of the work required and the time that had been spent finding contractors already.
- Award the contract to Aquaserve for each of the following projects:
 - Removal of lilies and rhizomes to stop them choking the entire pond
 - Dealing with some dangerous trees around the bank
 - Repair and prevention of bank erosion
- Award the contract to Aquaserve Management for the following projects:
 - Advice for ongoing management



ITEM 8A – Clock Tower Wall

BROUGHT BY

Office

SUMMARY

To note the completion of the current works on the wall preservation and improvement and consider the revised project costs and schedule of works.

PARISH COUNCIL BACKGROUND

Parish Council awarded the contract for works as follows:

b) Clock Tower Wall

PC23/133 The tenders were seriously considered and Tender 5 as set out in the table was proposed and RESOLVED

DETAILS

Schedule of Works and Costs

Before starting the work the schedule was agreed in line with the tender document and shown in Appendix A.

As work was initiated it became clear that there were issues with the wall that had not been anticipated:

- The wall had been reconstructed in the 60' or 70s using a concrete mortar. This is not a permeable material like the lime mortar we were using for this work. This is the root cause of the current problems as what happens is that the bricks retain moisture and when it freezes it results in popping the brick faces off. The brick repair works we are undertaking replaces the mortar with a breathable lime mortar but it is worth noting that brick repair works will be an ongoing issue. Fortunately, there were less bricks needing repair than originally specified.
- The coping stones were not available from salvage yards and had to be formed manually.
- The drain was cleared but it was noted that at some stage when the semi circle of stones had been laid they had not set in a big enough drain cover to gain access to the silt trap and keep it cleared regularly. Therefore they were much more prone to blocking. It was possible to change the stones and drain cover within the budget.
- The semi-circle of cobbles had deep gaps between them that just became a trap for mud and silt. There was enough space in the budget to grout the gaps up to the surface to prevent mud becoming trapped.
- There were holes drilled in the base of the wall to allow any pooled water to drain but these will need clearing regularly by the Estates and Grounds Team.
- The basin was significantly more difficult repair than anticipated as the stone was crumblier than originally expected. It was strongly advised that the Council consider some sort of lining in the trough in the next 12 months to prevent irretrievable damage.
- The cracks in the wall were inspected and appear stable in the last 6 months so the works just involved filling cracks where possible to prevent water ingress.



Completed Works

SCHEDULE OF WORKS

Relating to

**THE CLOCK TOWER
HIGH STREET
WENDOVER
HP22 6DU**

FINAL ACCOUNT THE CLOCK TOWER, WENDOVER, HP22 6DU

Item No.	Description	Cost
1.0	General matters/preparation	
1.1	Allow for all access and other associated equipment in respect of the works listed.	425.00
1.2	Include for ensuring that all areas are maintained in a clear and clean condition at all times.	375.00
1.3	Include for carting away of all debris and waste created by the works (on a daily basis or as and when required).	360.00
1.4	Allow for any temporary protection needed for adjacent areas including pavings etc.	275.00
1.5	Include for erecting of fencing across the width of the works and of suitably robust construction to prevent access to the general public.	425.00
2.0	Wall repair/restoration works	
	NB – All paragraphs marked * relate to comments and recommendations from Local Authority Heritage Officer.	
2.1	Gently wash the brickwork and stonework to remove surface soiling and pollution. * An appropriate cleaning strategy should make use of the mildest and least damaging method possible. Jet washing is very likely to be harmful as it introduces large volumes of water to the fabric which can take a long time to dry out. Expansion and shrinkage can occur as a result. Mist spraying and gentle hand cleaning with hand held spatulas or small non-metallic bristle brushes (avoiding the mortar) are likely to be preferable. The aim should be not to return the walls to a “like new” state but remove only soiling which will cause further damage to historic materials.	525.60
2.2	Carefully cut out and remove previous cement and sand mortar pointing repairs to brickwork. Contractor’s method and proposals for cutting and removal without causing damage to softer terracotta bricks to be confirmed at tender stage.	



SCHEDULE OF WORKS

Relating to

**THE CLOCK TOWER
HIGH STREET
WENDOVER
HP22 6DU**

Item No.	Description	Cost
2.3	<p>* This should be by use of hand tools only, no power tools.</p> <p>Clean up brickwork joints, rake out to a suitable depth (25mm min) and repoint in lime putty mortar (e.g. 1 part lime/3 parts sand – course stuff as supplied by Old House Store 01189 469146 or other similar approved) and specifically without any cement additive.</p>	1105.00
2.4	<p>* Lime mortar should be selected to match the existing historic mix (including grain size and type) and colour as closely as possible. Biscuit sample to be made available by contractor to be viewed on site by the Heritage Officer to order to ensure a sympathetic repair.</p> <p>Include for cutting out and removal of cracked/damaged/frost damaged bricks (say 100 overall) and for stitching in with new bricks. New bricks to be from a salvage supplier of the exact same specification as originals.</p> <p>* Replacement bricks will need to be approved as part of the LBC. Samples should be made available to be viewed on site as above, and existing bricks should be turned where this is possible rather than replaced. This is in order to retain as much authentic historic material as possible in line with good conservation practice. Please note that ‘scratched in historic’ graffiti can be considered to add something to the interest of a building – this kind of ‘damage’ is unlikely to be sufficient justification for the replacement of individual bricks which are otherwise sound. Additionally, the level of other damage to individual bricks should be assessed and replacements only considered if the integrity of the brick is beyond repair. This is to ensure that the wall is not ‘over restored’.</p>	600.00
2.5	<p>Remove damaged terracotta copings. Arrange with a specialist manufacturer for a batch of say 10 No. new copings to be made of the same specification and shape. Allow for the restoration of the copings including replacement of damaged and missing items (approximately 7 No.) leaving say 3 No. left over to set aside for future repairs.</p>	675.70



SCHEDULE OF WORKS

Relating to

**THE CLOCK TOWER
HIGH STREET
WENDOVER
HP22 6DU**

Item No.	Description	Cost
	* Replacement coping will need to be approved as part of the LBC. Samples should be made available to be viewed on site as above, and existing blocks should be repaired where this is possible rather than replace. This is in order to retain as much authentic historic material as possible in line with good conservation practice.	
2.6	Carefully remove and scrape away the ivy growth from the rear face of the wall. Clean up brickwork as needed.	528.40
2.7	Excavate into and remove buildup of soil from rear face of wall and pull back soil to create a channel recess which is lower than the pavings on the front side of the wall. This will require access onto the adjacent land.	475.80
3.0	Water fountain	
3.1	The carved stone water fountain has been extensively damaged by weathering and frost action. The broken pieces of the fountain remain on site. The contractor is to give cost details for works in connection with options including: Option 1 – To piece together the cast stone fragments and reassemble the structure including for use of specialist resin adhesives and grouts and where necessary, use of stainless-steel dowel pins fixed via anchor resin so as to create a structurally sound and adequate rebuilding of the water fountain structure	1350.00
4.0	Rainwater drainage	
4.1	Arrange for a drainage specialist to lift all covers within the pavings to allow for a detailed inspection with the supervising officer.	675.00
4.2	Include for washing through and jet cleaning of all the rainwater drains (foul water drains not included here).	275.00
4.3	Carry out a CCTV survey and report on findings including providing of a plan drawing showing layout of drains.	275.00
4.4	Break Away paving around the existing grating to remove, cut back masonry to allow the silt basket to be removed and cut back protruding pipe. On completion supply and install a new larger removable case iron gully frame and lid	1840.00



SCHEDULE OF WORKS

Relating to

**THE CLOCK TOWER
HIGH STREET
WENDOVER
HP22 6DU**

Item No.	Description		Cost
4.5	Replace 1 No. broken gulley grating with new. * Any replacement grate should attempt to match the existing grate, particularly if there are more than one of these on site.	Omitted 95.00	
4.6	Cut out broken paving slab and replace with new to match existing		325.00
4.7	Drill through the wall to form additional weep holes at the low point of the cobble stones		85.00
4.8	Apply a cement fillet at the base to prevent buildup of water		85.00
4.9	Rake out the damaged pointing to the cobble paving and repoint as instructed		565.00
4.10	Patch point where required the existing York Stone paving		95.00
5.0	Other		
5.1	Carefully jet wash the granite sets, tarmac and flagstone pavings to remove surface soiling and pollution after completion of all other work. Leave site clean and tidy.		500.00
		Cost of works	£11,840.50
6.0	NIL		
7.0	As bill		£1680.00
8.0	As bill		£575.00
9.0	Subtotal		£14,095.50
10.0	VAT		£2,819.10
	Total Now Due		£16,914.60



Final account with contractor

Certificate for Payment 1

Employer:	Wendover Parish Council The Clock Tower High Street Wendover HP22 6DU
Site Address:	The Clock Tower Wendover HP22 6DU
Contractor:	CONTRACTOR DETAILS
Description of Work:	Repair and restoration of boundary wall brickwork and other works in connection.
Contract Start Date:	20 th November 2023
Contract Completion:	1 st December 2023
Valuation Date:	1 st December 2023
Certificate Instalment No:	1
Contract sum:	£15,701.18
Gross Valuation:	£14,095.50
Less Retention:	£Nil
Net sum:	£14,095.50
Less amount previously certified	£Nil
Amount now certified for Payment (Exclusive of VAT):	£14,095.50
Balance of cost to complete	£Nil
Surplus/cost overrun	£Nil
Surveyors Notes	Summary of final costs as attached

We certify that under the terms of the contract, payment is due from the Employer to the Contractor(s) in the sum of:

£14,095.50

VAT @ 20% £2,819.10



Signature:

XXXX

Aston Building Surveyors Ltd
Unit B, The Firs,
Aylesbury Road, Berton,
Bucks, HP22 5DX

Date: 8th December 2023

There is also a management fee for the project management for £1268.60 (inc VAT)

FINANCIAL CONSIDERATIONS

- The total costs of the works come to £15,152.37 plus VAT (£18183.20) this is split between professional fees for the management costs and the wall EMR and is under the current budget for both

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

To resolve to:

- Approve the works completed as amended through the course of the project
- Approve the final project totals
- Authorise the office to seek quotes for additional work as advised to present to Amenities Committee



Appendix A – Original scope of work

SCHEDULE OF WORKS

Relating to

**THE CLOCK TOWER
HIGH STREET
WENDOVER
HP22 6DU**

Item No.	Description	Cost
1.0	General matters/preparation	
1.1	Allow for all access and other associated equipment in respect of the works listed.	425.00
1.2	Include for ensuring that all areas are maintained in a clear and clean condition at all times.	375.00
1.3	Include for carting away of all debris and waste created by the works (on a daily basis or as and when required).	360.00
1.4	Allow for any temporary protection needed for adjacent areas including pavings etc.	275.00
1.5	Include for erecting of fencing across the width of the works and of suitably robust construction to prevent access to the general public.	425.00
2.0	Wall repair/restoration works	
	NB – All paragraphs marked * relate to comments and recommendations from Local Authority Heritage Officer.	
2.1	Gently wash the brickwork and stonework to remove surface soiling and pollution.	525.60
	* An appropriate cleaning strategy should make use of the mildest and least damaging method possible. Jet washing is very likely to be harmful as it introduces large volumes of water to the fabric which can take a long time to dry out. Expansion and shrinkage can occur as a result. Mist spraying and gentle hand cleaning with hand held spatulas or small non-metallic bristle brushes (avoiding the mortar) are likely to be preferable. The aim should be not to return the walls to a “like new” state but remove only soiling which will cause further damage to historic materials.	
2.2	Carefully cut out and remove previous cement and sand mortar pointing repairs to brickwork. Contractor’s method and proposals for cutting and removal without causing damage to softer terracotta bricks to be confirmed at tender stage.	1245.00
	* This should be by use of hand tools only, no power tools.	



SCHEDULE OF WORKS

Relating to

**THE CLOCK TOWER
HIGH STREET
WENDOVER
HP22 6DU**

Item No.	Description		Cost
2.3	<p>Clean up brickwork joints, rake out to a suitable depth (25mm min) and repoint in lime putty mortar (e.g. 1 part lime/3 parts sand – course stuff as supplied by Old House Store 01189 469146 or other similar approved) and specifically without any cement additive.</p> <p>* Lime mortar should be selected to match the existing historic mix (including grain size and type) and colour as closely as possible. Biscuit sample to be made available by contractor to be viewed on site by the Heritage Officer to order to ensure a sympathetic repair.</p>		1105.00
2.4	<p>Include for cutting out and removal of cracked/damaged/frost damaged bricks (say 100 overall) and for stitching in with new bricks. New bricks to be from a salvage supplier of the exact same specification as originals.</p> <p>* Replacement bricks will need to be approved as part of the LBC. Samples should be made available to be viewed on site as above, and existing bricks should be turned where this is possible rather than replaced. This is in order to retain as much authentic historic material as possible in line with good conservation practice. Please note that ‘scratched in historic’ graffiti can be considered to add something to the interest of a building – this kind of ‘damage’ is unlikely to be sufficient justification for the replacement of individual bricks which are otherwise sound. Additionally, the level of other damage to individual bricks should be assessed and replacements only considered if the integrity of the brick is beyond repair. This is to ensure that the wall is not ‘over restored’.</p>		1,785.00
2.5	<p>Remove damaged terracotta copings. Arrange with a specialist manufacturer for a batch of say 10 No. new copings to be made of the same specification and shape. Allow for the restoration of the copings including replacement of damaged and missing items (approximately 7 No.) leaving say 3 No. left over to set aside for future repairs.</p> <p>* Replacement coping will need to be approved as part of the LBC. Samples should be made available to be viewed on site as above, and existing blocks should be repaired where this is possible rather than replace. This is in order to retain as much authentic historic material as possible in line with good conservation practice.</p>		675.70



SCHEDULE OF WORKS

Relating to

THE CLOCK TOWER
HIGH STREET
WENDOVER
HP22 6DU

Item No.	Description	Cost
2.6	Carefully remove and scrape away the ivy growth from the rear face of the wall. Clean up brickwork as needed.	528.40
2.7	Excavate into and remove build up of soil from rear face of wall and pull back soil to create a channel recess which is lower than the pavings on the front side of the wall. This will require access onto the adjacent land.	475.80
3.0	Water fountain	
3.1	The carved stone water fountain has been extensively damaged by weathering and frost action. The broken pieces of the fountain remain on site. The contractor is to give cost details for works in connection with options including: Option 1 – To piece together the cast stone fragments and reassemble the structure including for use of specialist resin adhesives and grouts and where necessary, use of stainless steel dowel pins fixed via anchor resin so as to create a structurally sound and adequate rebuilding of the water fountain structure <i>Pl. sum. if any parts are there</i> OR Option 2 – Cut out and remove the carved stone structure and replace with new cast stone water fountain created by specialists and to match existing on a like for like basis. Include for all works in connection with reinstatement.	1350.00 6480.00
4.0	Rainwater drainage	
4.1	Arrange for a drainage specialist to lift all covers within the pavings to allow for a detailed inspection with the supervising officer.	675.00
4.2	Include for washing through and jet cleaning of all the rainwater drains (foul water drains not included here).	275.00
4.3	Carry out a CCTV survey and report on findings including providing of a plan drawing showing layout of drains.	275.00
4.4	Allow provisional sum for repairs that might be needed.	PS £2,000.00
4.5	Replace 1 No. broken gully grating with new.	95.00



SCHEDULE OF WORKS

Relating to

**THE CLOCK TOWER
HIGH STREET
WENDOVER
HP22 6DU**

Item No.	Description		Cost
	* Any replacement grate should attempt to match the existing grate, particularly if there are more than one of these on site.		
5.0	Other		
5.1	Carefully jet wash the granite sets, tarmacadam and flagstone pavings to remove surface soiling and pollution after completion of all other work. Leave site clean and tidy.		575.00



SCHEDULE OF WORKS

Relating to

**THE CLOCK TOWER
HIGH STREET
WENDOVER
HP22 6DU**

SUMMARY

Item No.	Description		Cost
1.0	General matters/preparation	£	1860.00
2.0	Wall repair/restoration works	£	6340.50
3.0	Water fountain	£	1350.00
4.0	Rainwater drainage	£	3320.00
5.0	Other	£	575.00
6.0	Contingency	£500	
7.0	Contractor's profits and overheads	£	1680.68
8.0	Preliminaries	£	575.00
9.0	Sub-total	£	15,701.18
10.0	VAT @ 20%	£	3,140.23
11.0	MAIN TOTAL	£	18,841.41



ASTON BUILDING SURVEYORS LTD
Unit B, The Firs
Aylesbury Road
Bierton
Buckinghamshire
HP22 5DX

01296 485500

FORM OF TENDER

Relating to: The Clock Tower

At: High Street, Wendover, Buckinghamshire HP22 6DU

Tender submission: (£ 15,701.18) + VAT @ 20%

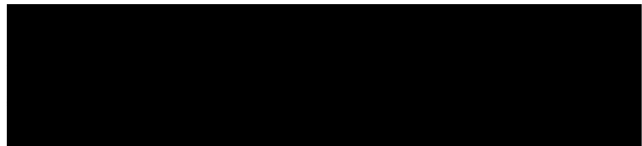
(in words) (FIFTEEN THOUSAND SEVEN HUNDRED & ONE POUNDS 18P.)

Tender to remain open for: 8 weeks (not less than 8)

Earliest commencement date: 20/9/2023 .

Anticipated duration of contract: 4 weeks

Name and Address of Contractor:

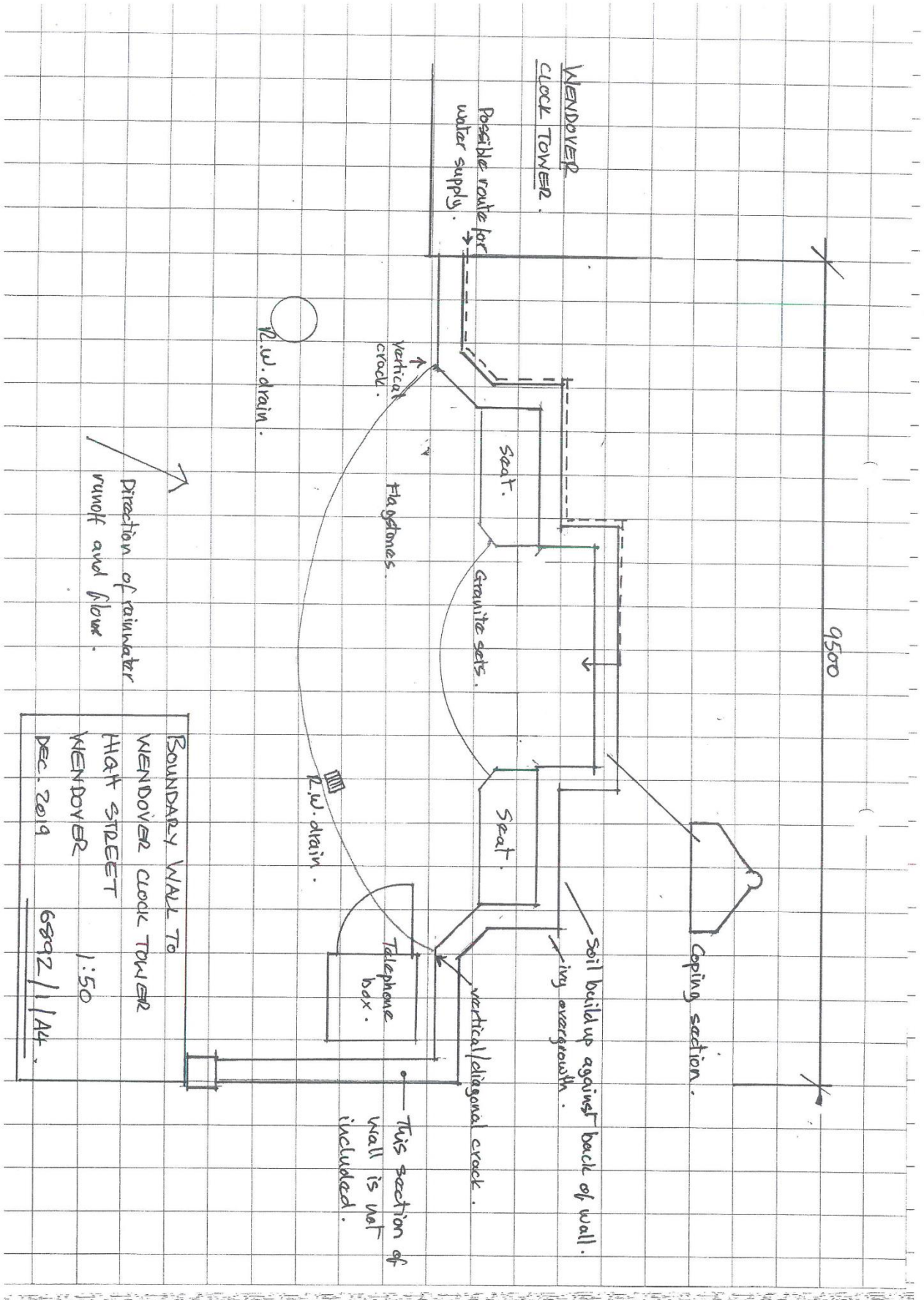


Dated this 30th day of August 2023

Signed

On behalf of

Neither Aston Building Surveyors Ltd nor their clients bind themselves to accept the lowest or any Tender. This Tender will be provided at no cost to Aston Building Surveyors Ltd or to their clients.





ITEM 8B – Memorial Plaque Request

BROUGHT BY

Office

SUMMARY

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

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, the original form was sent to the Amenities Committee in and email on Thursday 14th December 2023. See the information below:

Location – Community Orchard, off of Heron Path, Chapel Lane side.



This bench is next to the tree and plaque for Judith Myers, but is not linked to the memorial tree.

Supporting information from the applicant:

Mary Paice has lived in Wendover for 37 years in the same house, number 10 Castle Park Road, Wendover. It is owned by the Church of England Oxford Diocese as my father was the Vicar at The Lee from 1974 -1986. This house in Wendover has been our family home for so long, and Mum attended St Mary's Parish church in Wendover for all the years she lived here, walking along the path past by the memorial orchard every Sunday faithfully to attend the 9 o'clock service.

Both our parents loved nature and Mum was a keen and wonderful gardener – she is one of the only people in Castle Park Road to have a front garden, full of lavender and flowers and a host of miner bees who flourish



in that garden every year, digging burrows into the grass in a most mind-boggling way. Dad died in 2011, his memorial services was held at St Mary's, as was Mum's earlier this year. For their names to be on the bench facing both the orchard and the direction of St Mary's, would mean so much to us, and I am sure, to them.

Kind Regards

Christine Paice – daughter of Mary and Alan Paice.

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 Community Orchard.
- 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