



WENDOVER PARISH COUNCIL

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AMENITIES COMMITTEE AGENDA

Tuesday 16th April 2024 at 7:30pm

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

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

To all Committee Members:

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

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND. MEMBERS WISHING TO ATTEND MUST CONTACT THE CLERK PRIOR TO THE MEETING.

AGENDA

1) 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 19th March 2024.

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) Hampden Playpark Wicksteed Inspection – *page 7*

To note the Wicksteed inspection report for Hampden Playpark, to consider approving the cost of the inspection. And to consider authorising the office to get quotes for a new slide.

b) Playpark Repairs – *page 11*

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

c) Respect the Lead Campaign Signage – *page 13*

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

8) OTHER MATTERS

a) Buckinghamshire Council Street Trading Policy – *page 15*

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

b) Witchell Car Park Policy Signage - *page 24*

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

9) ITEMS FOR NEXT AGENDA

10) DATE OF NEXT MEETING

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

11) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 11th April 2024

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting 19th March 2024 at 7:30pm

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

Present: Councillors Mark Standen, Jennifer Ballantine, Julie Williams (ex-officio) Sam Walker, Julie Lloyd-Evans, Leigh Porter and Clive Gallagher (ex-officio)

Absent:

Apologies: Councillor Worth

Chair:

Clerk & Minutes: Andy Smith

Members of Public: 1

APOLOGIES FOR ABSENCE

A23/104 Apologies were received and **ACCEPTED** from Cllrs Worth

DECLARATIONS OF INTEREST

A23/105 None.

MINUTES

A23/106 The minutes of the meeting of 23rd January 2024 were **RESOLVED** as a true record and were signed by the Chair.

PUBLIC PARTICIPATION

A23/107 The member of the public was there to speak to the Ivy Management Policy and it was agreed to accept their contribution when we reached that section of the agenda.

UPDATE REPORT FROM THE CLERK

A23/108 The report was noted. The issue of the vandalism was of concern to the Council. It was generally agreed that issue should be considered more seriously by the open spaces working group to bring options to Amenities and Full Council. The Parish Council on 2nd April should consider a motion to give authority to the working group to investigate options

FINANCE

A23/109 The payments to consider totalling £3469.65 were **RESOLVED** and signed.

OPEN SPACES AND HAMPDEN POND

a) **Ivy Management Policy**

A23/110 To consider approving the ivy management policy and implement a 12-month trial of ivy clearance

It was noted that we need to manage the damage that ivy does to trees but that should be done with a balanced approach that preserves habitats. The area where the pilot would need to be discussed with the office. It was noted that there is a counter argument for keeping ivy and some organisations advocate it, such as the RHS but there has been no significant scientific evidence on this issue. It was noted that we could still keep ivy in our environment but manage where it

grows, it was also noted that this could be a very useful academic study on ivy and biodiversity with many benefits.

- A23/111** It was **RESOLVED** to approve the Ivy Management Policy and implement a 12-month trial period for ground ivy control in a location designated by the office.
- A23/112** It was **RESOLVED** to approve the expenditure of up to £500.00 for the trial.
- A23/113** It was **RESOLVED** to authorise the office to order and purchase the tools and equipment listed in the paper.

Open spaces hire policy & form

- A23/114** It was **RESOLVED** to agree the proposed information to be captured on a new form and the guidance on the open space hire conditions
- A23/115** It was further **RESOLVED** to authorise the office to get the form designed to be more user friendly and to be able to be signed electronically.

Playpark repairs

- A23/116** To consider approving repairs to the swings in the Ashbrook park
It was **RESOLVED** to approve the cost of the install of the repair and install of the swings as set out in the paper.

Playpark inspections

- A23/117** **To consider the quote for quarterly inspections**
It was noted that we currently undertake inspections with a company that then makes the repairs after the inspection and this was not good practice. Recent issues highlighted in the parks that we would be advised to change the company that undertake our inspections. It was **RESOLVED** to waive the need for 2 additional quotes for the first year of inspections due to the specialist nature of the work and the need to commission the contractor as soon as possible to meet our H&S inspection needs.
- A23/118** It was **RESOLVED** to accept the quote for quarterly inspections and award the work for £1,988 to the contractor listed in the paper. It was noted that one of those inspections would be undertaken to the level of an annual inspection and there would not be a need for a separate annual inspection.

Tree Maintenance -

- A23/119** To consider the quote for tree maintenance and approve the required works It was noted that the quote for the works represented good value and there was difficulty in obtaining further quotes therefore it was **RESOLVED** to authorise the work without the need for additional quotes.
- A23/120** It was then **RESOLVED** to accept the quotes for tree maintenance and award the works totalling £1200 from the contractor providing the quote in the paper

8. OTHER MATTERS

- a) **A23/121** None presented

ITEMS FOR NEXT AGENDA

A23/101 It was noted to email any items for the next agenda to the Clerk by Monday 8th April It was noted that the agenda should include the allotments and soft plastic bin Collection.

DATE OF NEXT MEETING

A23/102 The meeting on Tue 16th April 2024 at 7.30pm was noted.

CLOSURE OF MEETING

A23/103 As all business was transacted the meeting was closed at 8.08pm

Signed by
Chair of the Amenities Committee

Date:

DRAFT



ITEM 5 – CLERKS REPORT

Wendover PROW

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

Vandalism

Earlier this year one of the Perspex panels in the Ashbrook Park bus shelter was vandalised and broken, the Estates and Grounds Team removed the panel and made it safe. Since this happened the Estates and Events Manager has been contacting companies to quote to replace the panel. However, there has now been further damage, with two more panels broken that had to be removed. Therefore, the office and Estates and Grounds team think that replacing the bus shelter instead of repairing the bus shelter would be a better option. The Estates and Events Manager will bring quotes to the Council.





ITEM 7a – Hampden Playpark Wicksteed Inspection

BROUGHT BY

Office

SUMMARY

To note the Wicksteed inspection report for Hampden Playpark, to consider approving the cost of the inspection. And to consider authorising the office to get quotes for a new slide.

PARISH COUNCIL BACKGROUND

At the RPII Routine Playground inspections training on the 16th of January 2024 that all staff attended the examiner encouraged the office to get a separate inspection done on the Wicksteed equipment as there were concerns with one of the Wicksteed swing frames where potential rusting was highlighted, as well as some concerns that the slide did not reach the current standards. Therefore, the office organised Wicksteed to do an inspection on all Wicksteed equipment in Hampden Playpark.

DETAILS

The inspection took place on 4th March 2024 and cost £158.40 inc VAT to inspect the 4 Wicksteed items, you can see the inspection report below named Appendix A the full report was sent to the Amenities Committee via email on the 11th April 2024.

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

The main highlighted concern are compliance and maintenance issues with the slide in Hampden Playpark, therefore the slide needs to be replaced to meet the correct standards. Therefore, the office would like authorisation to get quotes to replace the slide.

FINANCIAL CONSIDERATIONS

- 4435 Play Equipment, this new budget line is for replacement of equipment and has £5,000 budgeted.

LEGAL AND OTHER IMPLICATIONS

- The Council has the responsibility to check and ensure the safety of play equipment.


PROPOSAL

To resolve to:

- Note the inspection report.
- To approve the cost of £158.40 inc VAT for the inspection.
- Authorise the office to get quotes for a new slide.

APPENDIX A – Wicksteed Inspection Report (Hampden Playpark)

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
			<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>					

6 - Low Risk

Item: See Saw
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

There is surface corrosion present on the support column - Consider treating the item

4 - Very Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Part Number: 1.8m Traditional Swing c/w Swing Guards
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Free Standing Slide
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Part Number: 5.8m Free Standing Slide
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Total Findings: 5



Finding 1

The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and neck entrapment in the guardrail - Monitor - No remedial work recommended

Finding 2

There is surface corrosion present on the step handrails and guardrail - Consider treating the item

Finding 3

Non-manufacturer's step panels fitted - No action required

Finding 4

The height of the handrails is too low and fails to meet the requirements of BS EN 1176 Part 1 - Monitor - No remedial work recommended

Finding 5

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

i 8 - Low Risk

Item:	2 Bay 4 Seat (Flat)
Manufacturer:	Wicksteed Playgrounds
Surface Type:	Wet Pour
Item Part Number:	2.35m Traditional Swing c/w Swing Guards
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	2



Finding 1

The seats and suspensions were missing at the time of inspection and the inspector was unable to make a full compliance assessment, concern was made regarding potential corrosion of support tubes within the castings, no corrosion evident but could not be verified without dismantling - Replace missing seats and suspensions

Finding 2

The bushes are missing - Replace missing bushes (note: any adverse wear to swing support bearings could affect bush fitting)



ITEM 7b – Playpark Repairs

BROUGHT BY

Office

SUMMARY

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

PARISH COUNCIL BACKGROUND

At the RPII Routine Playground inspections training on the 16th of January 2024 that all staff attended concerns over the quality of the most recent inspections that took place were highlighted. This was specifically during the practical training and examination section which took place in Hampden Meadow.

The examiner encouraged the office to get a separate inspection done on the Wicksteed equipment as there were concerns with one of the Wicksteed swing frames where potential rusting was highlighted. Therefore, the office organised Wicksteed to do an inspection on all Wicksteed equipment in Hampden Playpark.

The Estates and Grounds Team removed the swings until the inspection had been completed, the report said that there was no sign of rust.

DETAILS

After getting the report from Wicksteed the office contacted a local playpark company and asked them to quote for reinstalling the swings. The company also confirmed that the swings needed new shackles.

See the quote below:

Hampden Play Area						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	T1	EA	Installation of swing chains Installation of 4 pairs of swing chains on existing wicksteed frame utilising the existing seats, chains and bushes which are all in useable condition.	£195.00		£195.00
8.00	T1	EA	Swing Shackles New Swing Shackles including locking nuts.	£7.64		£61.12

Subject to Caloo Conditions of Sale

Current Manufacturing Lead Time 1-2 weeks

Sub Total	£256.12
Project Discount	£0.00
Total Net Amount	£256.12
Total Tax Amount	£51.22
Quotation Total	£307.34



These swings were removed due to a concern over Health and Safety, therefore accepting the quote and awarding the work was out of the Clerks delegated authority. The swings have now been installed with the new shackles.

FINANCIAL CONSIDERATIONS

- This cost came out of 4440 Play Equipment Repairs & Maintenance in the 23/24 budget.

LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL

To resolve to:

- To approve the cost to repair and install the swings in Hampden Playpark.



ITEM 7c – Respect the Lead Campaign Signage

BROUGHT BY

Office

SUMMARY

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

PARISH COUNCIL BACKGROUND

The below was resolved at the October 2023 Amenities Meeting:

A23/062

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.

DETAILS

The office would suggest that the official campaign posters and communications are used by the Council as it is a recognisable national campaign that residents can look up to find out more information.

To see more about the Respect the Lead Campaign you can go here - [Respect The Lead - Dog Walking Lead Awareness Campaign](#)

You can see the posters for the campaign on the above link, all the wording is the same on each poster apart from the photo at the top with different dogs.

Example below:





The office has received a quote for three A3 aluminium signs, one for each open space, this quote has come from the company that the Council uses for all playpark and open space signage.

Hampden Meadow – Will be screwed to the wooden fencing on the left-hand side of the entrance from Chapel Lane.

Witchell Meadow – Will be screwed to a post on the wire metal fence line by the pond on Witchell Meadow, close to the dog waste bin.

Ashbrook Recreation Ground – Will be fixed to the fence line on Aylesbury Road next to the gated entrance close to the bus stop/shelter.

Re : Respect the Lead Signs

Item	Qty	Description	Unit Price	Total
A	2	Supply 3mm standard grade aluminium composite sign with digitally printed/clear gloss laminated vinyl applied Re: Respect the Lead etc, as per artwork supplied with 10mm radius corners (for wall mounting) Size: 300 x 420mm (A3)	£36.38	£72.76
B	1	Supply 2.5mm aluminium sign with digitally printed/clear gloss laminated vinyl applied Re: Respect the Lead etc, as per artwork with 10mm radius corners, rear fixed channels & fence fixing kit to fit to railings as required Size: 300 x 420mm (A3)	£104.08	£104.08
			Sub Total	£176.84
			VAT	£35.37
			TOTAL	£212.21

All goods remain the property of Sign Wizard Ltd until paid for in full

Total for the three A3 signs, two wall mounted and 1 for fence fixing is **£212.21 inc VAT**, all prices quoted are plus carriage /vat and current lead time is approx 5 - 7 working days from receipt of order/artwork.

The Amenities Committee approved a budget of £300 at the October 2023 meeting.

FINANCIAL CONSIDERATIONS

- The cost would come out of the 4410 Maintenance Groundworks budget line.

LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL

To resolve to:

- Accept the quote for signage for the respect the lead campaign.
- Approve the use of the Respect the Lead Campaign artwork for the signs and communications.



ITEM 8a – Buckinghamshire Council Street Trading Policy

BROUGHT BY

Office

SUMMARY

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

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Cover Letter

‘We write with reference to your proposed policy, in our capacity both as representatives of local businesses and residents, and as event organisers in the parish of Wendover.

At the appendix we have set out in detail our concerns with the proposal. We have also included views canvassed from local traders, many of whom are surviving on the slenderest margins and have expressed deep anxiety at what they see as an unwarranted, unsolicited, inefficient initiative.

On their behalf and speaking for ourselves let me avoid equivocation by stating clearly that we reject the proposal in its entirety. It is a solution without a problem, an answer without a question; the red tape it adds will be measured in time and cost to traders and event organisers, potentially putting some out of business and discouraging others; and it exports decision making away from the communities impacted to a remote body who read about the consequences of their decisions rather than living with them.

Once again, we are struck by the lack of meaningful consultation time for a major BC initiative. Notification does not constitute consultation, nor does it compensate for the absence of a consultation. Whilst a decision on this major policy change may not yet have been taken, it has already generated significant anxiety and bad feeling.

We therefore earnestly request that it be set aside before more damage is done. If there truly is an issue with extant policy and procedures, let’s start with an honest conversation about what is wrong and what improvements could be introduced. At this time; however, those most affected by your proposal neither agree the problem nor the solution.

Yours sincerely,

Wendover Parish Council



Response from Wendover Parish Council to Street Trading Policy

Introduction

This is the official response from Wendover Parish Council which was approved at the Amenities Committee on Tuesday 16th April 2024. We are responding as event organisers but also in support of the many local traders in our parish.

Summary

Wendover Parish Council finds that it is faced with a substantive policy change without the necessary time to complete a full and detailed response, this is not the first consultation of its nature in 2024. There has been no proactive engagement with Parish Councils to date and we would take issue with them being on a list of “widely consulted” stakeholders.

In general, the Parish Council find it difficult, from the documents provided, to identify the problem which this policy seeks to solve. A detailed explanation of this would be welcome as a part of the considerations. Currently, Wendover Parish Council does not feel that this policy is a reasonable, proportionate or justifiable approach in its current format.

We feel very strongly that the document as set out will adversely impact on Wendover Parish Council events and activities. Whilst these activities have a commercial element all of them are about engaging with locals, supporting a vibrant town and as a part of that supporting local businesses. In the current format we envisage that this will impact on our main summer and Christmas event. The Local Produce Market is of greatest concern, and we project that the policy as presented may end this particular monthly activity.

Some of the key issues are as follows:

- The policy seems to be an aggregation of all policies with some further additional controls imposed. This is not a rationalised and simplified process. This creates unnecessary administrative burdens for the traders, the Parish Council and Buckinghamshire Council.
- This is a blanket policy with a broad definition of street trading that makes all areas consent streets. Such an approach ignores any local context, history or practice. It is highly likely that one size does not fit all.
- The document does not make clear how the requirements differ from those who have permanent premises and that would be useful to demonstrate that this policy is reasonable and proportionate.
- Much of the policy seems to duplicate and therefore add to already established legislative requirements rather than simplify into one process for everything.
- It is stated that the policy allows “a range of consumer choice” and “will encourage and inspire creative and innovative traders and help contribute to vibrant town centres”. Wendover Parish Council feels the theme of the policy is about control, administration and regulatory burden. It is hard to reconcile the details of the policy with this statement.
- The additional administrative requirements will disproportionately affect community events and small local traders in favour of larger organisations.
- There will be extra fees for all involved a time when cost pressures are significant again this will disproportionately affect smaller traders.
- Does the prominence of the mention of DBS checks mean that our local parishioners are currently at risk or that these risks have not been properly managed by previous Councils. If not, then would Buckinghamshire Council consider removing this from the policy.
- There will be a flurry of activity at the implementation stage of this process, with a limited appeals route and with a 12 month wait to reapply. Has Buckinghamshire Council allocated resource to this period and will there be an interim arrangement.



Detailed feedback

1.2 Buckinghamshire Council

The plan is written taken into consideration the 4 key priorities identified in the Corporate Plan. Wendover Parish Council can see some reference to the protection of the vulnerable and improving the environment but in its current form we feel the policy negatively impacts on community strength and increasing prosperity. This will be detailed through our points below. Wendover Parish Council requests details of any analysis you have done that demonstrates how this policy does contribute to those 4 priorities. In its current form it could be argued you are going against your own priorities.

1.4 About this policy

This section mentions that there is no legal requirement for Buckinghamshire Council to adopt a policy so it would benefit all stakeholders to include a rationale of why this policy is being introduced, including why it is being introduced now. By not including this information in communications with stakeholders Buckinghamshire Council leaves itself open to speculation around this – including that this is a “cynical and desperate fundraising attempt” as one individual Wendover Parish Council works with commented. Such views will not garner any support for the new policy and will not encourage compliance.

This section sets out the scope of the policy, but we would like to see here the problem that this policy is intended to address. The policy document sets out many terms and fees that do not exist anywhere currently. Therefore, Wendover Parish Council do not accept the explanation that it addresses the incongruity of the multiple processes inherited from the District Councils with the addition of supporting the Health and Wellbeing Strategy. We would like to see a clear section that details the problems encountered under the current system and exactly the problems that the new policy seeks to change or address.

Unless the Council can provide more evidence of pro-active engagement with Town and Parish Councillors, Wendover Parish Council would reject the statement that Buckinghamshire Council has widely consulted and would prefer that Town and Parish Councils were not included in that list. As an active part of the local business group and a council that holds regular surgeries we would also like details of how local residents and businesses have been engaged with as a part of this process before we could support that statement.

1.5 What is street trading?

As previously stated, this section outlines that street trading legislation is adoptive without stating any meaningful reason as to why Buckinghamshire is choosing to adopt it.

2.0 The role of the Council in the regulation of street trading

This section outlines that Councils have a choice and that Buckinghamshire Council has “resolved to introduce controls across the whole district and further resolved that all streets are designated as ‘consent’ streets”.

Please can Buckinghamshire Council provide where and when this decision was made and what public consultation was undertaken before that decision was made. We further would like to see in this document details of any representations that were made on this motion. It would be reassuring to see that small traders had been consulted as well as any large shopping centres or major retailers.

Before implementing such a broad definition that covers just about any open space without any detailed consideration of context of the local area appears to be a significant decision that would require significant public consultation.

This definition would cover all of the Parish Council activity and at best add an extra cost and administrative burden without any noticeable difference. For example, our Christmas event has run for decades without any issue or complaint. This is a family focused event and a major feature in the local calendar.



We applaud that an appeals process has been included so that there can be “natural justice” over decisions but more detailed feedback is included later.

We are also concerned that Buckinghamshire Council can attach “reasonable conditions” should it be deemed necessary, more detailed feedback included later.

2.1 Consent Street

The “catch all” definition of street which includes case law as a justification makes it very clear that this is a blanket policy. Again, we would assert that context is important. However, without the policy stating what problem it is designed to solve it is difficult to do anything than object to this definition on the basis of it seems to be a sledgehammer for a nut.

2.2 Legal Exceptions

As this is a policy with a broad scope we feel more detailed examples should be provided for each of these exceptions.

2.3 Local dispensation from Street Trading Consent

(a) We have issue with the local dispensation for non-commercial events in that it in order for it to be effective we (along with other local community organisations) would have to significantly change our events. It is a natural part of events to have food and gift stalls from traders and as such this dispensation would only cover a very small range of events. If this dispensation covered all community events this would make much more sense.

There is the broader issue in that this licensing regime is going to restrict choice as it will lead to a reduction in street traders. This supply and demand issue could lead to Wendover Parish Council having to pay street traders to attend it’s events.

(d) Some of our allotment tenants are also part of the grow to give scheme and it seems to make sense that this should be exempted.

2.4 Trading on Council land

Is this an indication that Buckinghamshire Council wish to open up their land to more events and trading as a revenue source? Even if not, it could be argued that Buckinghamshire Council has a commercial advantage should we see a marked increase in the use of Buckinghamshire Council land in competition with existing events and trading - it may expose the Council to challenge through the CMA. It would be a significant concern to Wendover residents, for example, if the Library Car Park suddenly became a prime location to hold events and markets.

2.5 Traders with multiple fixed sites

The requirement for a consent for multiple fixed sites is probably the condition that will impact Wendover the most. We view this as restricting new stalls “trying out” the area and our events. It will lead to traders focusing on larger footfall events and markets and completely undermine some of the local events like our Local Produce Market. As a monthly event we feel that this licensing requirement will all but end any ambition to support local talent and innovations.

The route for any local trader now will be the bigger footfall events and online. Likewise, most of our traders would not want to get a permit for our one-off events like the summer picnic in the park and the Christmas light switch on.

Not only do these events contribute to community engagement they provide vital additional footfall for other local businesses who are also struggling to compete with additional challenges such as the cost-of-living crisis and HS2 road closures. In it’s current format we can not see how this policy helps our position and that it will only make our challenge more difficult.



2.7 Event Consents: Community events, fetes carnivals and special events

We feel the phrase “Buckinghamshire Council wishes to support local events” should be removed here, as what is set out in the remainder of the draft is about placing extra burden on the event organiser and making community events more difficult to manage.

The simplified procedure merely transfers the onus from the individual stalls to the event organiser. The draft does not seem to be written with any empathy for an event organiser or the fluid nature of working with multiple stalls as a part of an event. The list of details are in line with information we already collect, however, there are often changes, cancellations and last minute changes which this policy will not facilitate in any way. We request further information on what “other information considered relevant” would include.

We request more information on the phrase “The event consent will allow Buckinghamshire Council to collaborate with town and parish councils” as at the moment this looks like control and regulation and not collaboration so it would be important here to highlight how this would be a genuine collaboration for the benefit of residents.

2.8 Other regulatory requirements

This section seems to set out that these licences will sit on top of other regulatory requirements rather than be a single “one stop” license. In effect, this would mean a trader could require multiple consents from multiple departments with multiple fees. This layering of consents can only create additional burdens for event organisers and traders. We feel this could have been an opportunity to streamline the current licensing environment which would have helped the traders. At the moment it is difficult to see how this policy does not add time, complexity and cost to street trading and we would welcome any explanation from Buckinghamshire Council that corrects this view.

3.1 New street trading consent application

It is inferred from the document that there may be some phasing of this as existing licenses expire but in reality there is likely to be a period at the start where there will be a high volume of requests and as with any new system there will be misunderstandings and need for additional information. Is there a plan for additional resources in this period?

Wendover Parish Council are also concerned that in this period there will be a complete absence of licensed traders because they have not had their licence processed. Not only could this interruption impact on the traders but it could give advantage to the larger, established traders who have time and resources to comply. This will restrict competition and benefit those traders. This will make it difficult to run our market and events, of which we have a focus on local and independent traders.

3.1 (b) Applied for hours

This seems overly involved and restrictive – we would question the need for this unless compelling evidence can be provided.

3.1 (c) Site and location plans

We would argue that this is an unnecessarily complex, time consuming and costly ask. Wendover Parish Council would have to contract this work out and this will take up significant time and costs. It further does not consider that if we have to change stalls that we would have to reapply and redraw the plans at further cost and expense.

Further the phrase “it may be necessary for the applicant to submit a series of plans and/or maps of varying sizes and scales” is extremely concerning as an event organiser. For Wendover Parish Council to fulfil those responsibilities (including adding furniture and signage) would be full time role in the run up to an event. We suspect that smaller parish councils would have to stop running events.

Given that Buckinghamshire Council already have access to many mapping systems is this level of burden required?



We would like Buckinghamshire Council to seriously consider and review the impact of this requirement. The consideration of the impact on neighbours is laudable and something that the Parish Council has always taken into consideration but we are concerned that this new process will give a voice to a highly vocal minority who enjoy community events but “not in their back yard”. For more details see section 4.

3.1 (c) Types of articles the applicant proposes to sell

We assume the c is a typo that is easily resolved.

Our view is that whilst on the surface it is a reasonable request the detail would be important. We already collect and control this to some extent with our local produce market. However, many of the stalls like to try new lines and broaden their portfolio. Running this past the parish council is a very different proposition to the proposal, which would include having to vary the consent. Again this places additional administrative burdens.

3.1 (d) Photographs of street trading unit to be used

Whilst this seems a reasonable request we would like more clarification on when licensing officers would “specifically request this information”.

3.1 (g) Vehicle documents

We feel that this is placing burdens on the event organiser or trader to duplicate the role of the DVLA and the police and is unnecessary. Can you share your GDPR considerations for a parish council collecting and holding this data. For a parish council to request MOT certificates and process and store them would only add to the complexity in getting stalls to attend our events. There further needs to be clarity as to what stage does this responsibility end. For example if the unit is in a trailer would we need an MOT for every vehicle that could potentially pull the trailer. What about vehicles that transport the stall (gazebo and tables) but are parked elsewhere during the trading. Wendover Parish Council would find this additional burden an unreasonable additional requirement.

3.1(h) Applicant's documents

Of all the requirements we feel that this will have the biggest impact on street trading and our ability to work with a broad range of local talent and local stalls. For a sector that has many comings and goings, and frequent use of family and friends a basic DBS is an unreasonable ask. Wendover Parish Council requests the risk assessments that identify this risk and why a DBS check would mitigate that risk. Do all staff in permanent retail outlets, who currently trade with the public, need a basic DBS check? We would further like to know if there is a specific issue highlighted by the police that has informed this element of the policy. Some of the burden of the DBS checking would fall with Wendover Parish Council as event organisers. As we work with local providers and crafts people their stalls are often family concerns and frequently staffed by different members of staff each time they attend. This would be an unreasonable request based on the history of successfully running safe events.

Without evidence of this nature showing that the DBS check is proportionate to the risk and would mitigate some of the current issues we would wholly oppose this being a part of the DBS check.

As mentioned previously we are concerned about the duplication of responsibilities and when it comes to checking Drivers Licences and validity to work in the UK this is a clear example of this. These checks are complex and take time and would event organisers be required to check on the day too.

The environmental impact statement is another laudable ambition but again adds significant burden on the traders. Again, we feel the devil is in the detail on this ambition as without a whole piece of work on targets, requirements and best practices this could become nothing more than “virtue signalling”. There is no links here to any Buckinghamshire Council strategy on the environment – the concern being that this is not a “joined up” requirement and will require significant extra work without there being any clear benefit to the environment or the Council strategy.



3.1 (k) Fees

The level of fee is a significant part of the consideration, and the proposed fee should be shown in this consultation document. Without this fee it is difficult to judge what impact this will have on our traders and market stall holders.

3.2 Renewal of Street Trading Consent

It is noted that a renewal process should be less of a burden if someone has a tried and tested relationship with the Council and community it serves. However under this new proposal this does not seem to be the case and this policy seems to add a permanent administrative burden on traders and event organisers.

3.4 Variations to consents

This section does not reflect the nimble and proactive nature of street trading demonstrated by successful traders and event organisers. There is reference to minor changes which would not need public consultation but then it references significant changes which would need a 28 day consultation period. There are no examples of what is minor and what is significant, even the 4 examples given in the document are not classified as a reference point.

Wendover Parish Council believes these conditions could make a significant impact on traders to react to demand and for our event planning to be able to meet the feedback of the residents.

4.0 Advertising and consultation of the application

This element of the process opens the door to simmering contentions and vexatious trade wars. For example, Wendover Parish Council has been running events for many years but there is a local trader who runs events in competition with our events, they would automatically object to our licence – even in the absence of malice it is in their interest to reduce their competition. Whilst this may be covered as vexatious, it will happen every time a license is applied for.

The list of consultees is comprehensive, but essentially increases the opportunities for delay and rejection. All of those agencies will effectively have the ability to veto an application and will all have their own criteria and strategy.

Wendover Parish Council believe that it is important for the local community to have an input into street trading in their local area but this process stifles innovation and adds delay. This will ultimately involve extra cost and administrative burden.

5 General

In general it is of great benefit that these decision criteria are public and transparent and seen to be applied evenly at the application stage. What is not outlined in this section is the specific duty of the event organisers with regards to these criteria.

For example, if we have the correct license for a trader but see a vehicle emitting lots of smoke do we have a duty to report and do we refuse that trader access to the event? Again if we see that there are members of staff working, do we have a duty to check they are DBS checked and have reported to Buckinghamshire Council within the 72 hours.

Could our event organiser licenses be at risk if we are discovered to have unwittingly allowed license violations because we haven't undertaken our checks of the Buckinghamshire Council checks?

5.0 Decision making criteria

We welcome transparency on some of the criteria which would be considered against an application. We would ask for clarification as to how the issues presented in this section are currently dealt with and why any change to the process is required.



5.3 Increased opportunities for small businesses and encourage economic growth

Wendover Parish Council wholly rejects this statement and feel it is disingenuous to suggest this policy is in line with this objective. The draft is presented as a list of regulations and administrative processes, none of which we can see will develop this objective.

The statement that street trading in commercial or shopping areas should “add value to the overall appearance of the area” is very subjective and it needs to be clarified what this statement means in practice.

5.4 Prevention of public nuisance

We would like to see detailed in this consultation how this is currently managed and how this differs with the policy proposed.

5.5 Prevention of crime and disorder

We would like to see details of how this guidance duplicates or adds to the licensing laws

5.6 Complimenting the visual amenity

As mentioned previously this is a very subjective area. The concern is that, without practice and custom it will lead to a few key individuals in the licensing process making value judgements based on personal values. There is more concern that it will stifle creativity in street trading with new ideas being more at risk of rejection.

5.9 Environmental considerations

As was clearly stated 3.1(h) that without any targets or policies then this is a meaningless consideration. Further, it is a significant burden on new trade. There is a rather paternalistic statement of working with a trader if Buckinghamshire Council has concerns over their environmental sustainability. In the context of this document this again appears that it will happen based on a subjective judgement by the Council. It also appears that it will add burden and costs to the event organiser or trader.

5.11 Road Safety

The proposal to not grant consent to any trader directly abutting a road with a speed limit of 30mph or above is surely a typo as this would effectively cover practically all roads, which have a speed limit of 30mph or above.

Even if we accept this as an error we still know of one trader in Wendover that this will impact on. They have successfully and safely traded for many years in their current location. We request that this blanket statement be replaced with a risk assessed approach to locations.

The statement on hours of day of trading along with levels of traffic is counter intuitive to business who will want to be present at peak times of traffic flow.

5.12 Suitability of van, cart, barrow other vehicle or portable stall

We require more explanation as to how Bucks Council will be “satisfied” with the stall and what constitutes good quality design and build.

5.13 Suitability of applicant and nominated assistants

As has been previously discussed how does this DBS check on street traders protect the public above current measures. There are many job roles where staff take orders, interact with the public and handle cash that do not require this measure and this policy should be able to justify why street traders need this level of scrutiny.

The 72 hours requirement to notify if a new member of staff is needed is an unreasonable ask as rotas are fluid in all trading activities and staff turnover is equally as fluid.

Can Buckinghamshire Council clarify if a person was refused the ability to work on a street trading stall because of DBS check could quite legitimately do a similar role in a shop.



The risks identified by the Council are equally applicable to local shops, so how are these risks managed in those instances.

Further can the policy identify how drivers will be able to satisfy the council that they are safe, professional and competent drivers.

6.0 Decision making process

We have already discussed the issues posed by allowing public representations to applications.

7.0 Refusal and right of appeal

The appeals process is a fair way to ensure that the process is evenly applied. We feel there should be an interim stage before appeal where there should be a right to respond to any objections (with factual updates or concessions and amendments) or to provide additional information in support of the application before it being reviewed.

9.1 Conditions

We are concerned with the phrase “additional conditions, tailored to the individual consent granted will be attached if deemed by the council to be appropriate, proportionate, justifiable and capable of being met by the consent holder” which on reading feels like a carte blanche for Buckinghamshire Council. We feel that this may lead to a lot of argument over what is appropriate, proportionate, justifiable and capable of being met by the consent holder.

The further statement that the council can vary the conditions at any time is again a concern. Could Buckinghamshire Council provide examples of when this would be used.

FINANCIAL CONSIDERATIONS

- There will be extra costs and administrative burdens for Wendover Parish Council but these are not set out in the current policy

LEGAL AND OTHER IMPLICATIONS

- As set out in the response

PROPOSAL

To resolve to:

- Note the current consultation.
- Authorise the office to send the cover letter and full response to the consultation after any final proofing checks by Council via email.
- To authorise the office to send a copy of the letter and full response to the local Buckinghamshire Council ward councillors for Wendover and request their support



ITEM 8b – Witchell Car Park Policy Signage

BROUGHT BY

Office

SUMMARY

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

PARISH COUNCIL BACKGROUND

Last year the Council had issues in the Witchell Car Park with untaxed vehicles, vehicles with faults and oil leaks as well as some large vans and campervans. On one occasion a campervan was parked in the Witchell Car Park and being used for sleeping, which isn't permitted in the Witchell Car Park Policy, however when this was explained to the member of public who owned the campervan, they pointed out that there was no signage highlighting this. This was reported to the Council.

Therefore, the Clerk emailed the Council to ask for permission to create 2 signs which show the policy for the Witchell Car Park which would cover the council legally if any future problems occurred, the wording was approved, and permission to order the signs was approved over email.

DETAILS

After the permission was approved the office started discussing the design with the Councils Web and Graphic Designer, as well discussing the size, locations and best fixings for the signs with the Estates and Grounds Team. The final design that was used for the signs was sent to the Amenities Committee in an email on the 11th April 2024 from the Estates and Events Manager.

It was agreed to order two 600 x 800mm portrait signs displaying the Witchell Car Park Policy this is the size that is used for the playpark signage, one to be fixed onto a pole at the entrance of the car park on the grass verge by the bike racks. One to be wall mounted onto the Cricket Club pavilion, authorised by the Cricket Club Committee and the precise location will be agreed in a meeting that will be set up between the Chairman of the Cricket Club and the Estates and Events Manager as soon as possible.

See more details of the order that came to **£375.64** inc VAT below:

Re : Witchell Car Park Signs

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	Supply 3mm standard grade aluminium composite sign with digitally printed/clear gloss laminated vinyl applied Re: Witchell Car Park etc, for wall mounting as required With 10mm radius corners & fixings Size: 600 x 800mm	£66.34	£66.34
B	1	Units	Supply 2.5mm aluminium sign with 20mm radius corners & rear fixed channels. Face applied with digitally printed/clear gloss laminated vinyl applied Re: Witchell Car Park etc. Supplied with 1 off white 76mm diameter post x 2m long, post cap, fixing clips and base plate Size: 600 x 800mm	£246.69	£246.69
				Sub Total	£313.03
				VAT	£62.61
				TOTAL	£375.64



It was originally agreed in discussions with the Estates and Grounds Team that they would be installing both signs, however after recent discussion, concerns over underground utilities in the area were noted, causing problems in installing the pole for one of the signs. Therefore the office would like to ask the Council for authority to get quotes for installing the pole fixed sign into the ground.

Because of the specialist nature of the work, increased use of the car park and need to install as soon as possible to minimise liability, the office asks the Council to consider waiving the need for 2 additional quotes for the install if it comes in under £300.

FINANCIAL CONSIDERATIONS

- The cost of £375.64 came out the 23/24 4410 Maintenance Groundworks budget line.
- The cost of installing the pole mounted sign will come out of the 24/25 4410 Maintenance Groundworks budget line.

LEGAL AND OTHER IMPLICATIONS

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

PROPOSAL

To resolve to:

- Approve the cost of the Witchell Car Park Policy Signage.
- Authorise the office to get quotes for installing the pole fixed sign into the ground.
- Approve waiving the need for 2 additional quotes for the install if it comes in under £300 to facilitate a speedy installation.