



**WENDOVER PARISH COUNCIL**

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**AMENITIES COMMITTEE AGENDA**

**Tuesday 20<sup>th</sup> June 2023 at 7:30pm**

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

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**Committee Membership:** Councillors Stephen Worth, Mark Standen, Jennifer Ballantine, Julie Williams, Diane Washington, Sam Walker and Clive Gallagher

**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.**

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**AGENDA**

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**1) ELECTION OF CHAIR**

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

**2) APOLOGIES FOR ABSENCE**

To consider any apologies for absence received.

**3) DECLARATIONS OF INTEREST**

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct.

**4) MINUTES**

To confirm the minutes of the meeting of 21<sup>st</sup> March 2023.

**5) PUBLIC PARTICIPATION**

A maximum of 3 minutes per speaker will be allowed.

**6) UPDATE REPORT FROM THE CLERK**

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

**7) FINANCE**

To consider the list of payments.

**8) OPEN SPACES AND HAMPDEN POND**

**a) Ashbrook Play Park Inspection**

To note the remedial work required on Ashbrook Play Park as identified by the inspection and consider approving the contractor to undertake the work.

**9) OTHER MATTERS**

**a) Review 10 Year Fixed Index Charge Document**

To consider any changes needed to this document.

**b) Policies up for Renewal**

To consider renewing the following policies.

i) Tree Policy

ii) Open Spaces Hire

iii) Community Emergency Response Plan

iv) Witchell Car Park Policy

**c) Equipment Replacement Policy**

To consider adopting an Equipment Replacement Policy.

**d) Local Produce Market Entertainment**

To consider authorising the office to book entertainment at the Local Produce Market.

**e) Wendover Wildbelt Gate**

To consider the design of the gate for Wendover Wildbelt.

**f) Local Area Tree Fund**

To note that CLAW has applied for funding for a tree planting project with support from the office and to consider supporting CLAW should they be successful in their bid.

**g) Manor Waste Policy**

To consider the Manor Waste proposal in light of some of the concerns raised at Full Council.

**10) ITEMS FOR NEXT AGENDA**

**11) DATE OF NEXT MEETING**

The next scheduled meeting of the Amenities Committee is 18<sup>th</sup> July 2023.

**12) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 15<sup>th</sup> June 2023.

# WENDOVER PARISH COUNCIL

## Minutes of the Amenities Committee Meeting 21<sup>st</sup> March 2023 at 7:30pm

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

**Present:** Councillors Worth (Chair), Bulpett, Williams, Standen and Washington

**Absent:** Cllrs Walker, Ballantine and Lloyd-Evans

**Clerk:** Phoebe Sharps

**Members of Public:** 1

### 1. APOLOGIES FOR ABSENCE

**A22.108** Apologies were received from Councillors Walker and Ballantine and they were accepted.

### 2. DECLARATIONS OF INTEREST

**A22.109** None.

### 3. MINUTES

**A22.110** The minutes of the meeting of 17<sup>th</sup> January 202 were **RESOLVED** as a true record and were signed by the Chair.

### 4. PUBLIC PARTICIPATION

**A22.111** A representative from Wendover Shed gave an update of their progress at Hogtrough allotments and gave a summary of the proposal for an extension, this was item 8f in the agenda and this was **NOTED**.

### 5. UPDATE REPORT FROM THE CLERK

**A22.112** The report presented by the Clerk was **NOTED**. It was **NOTED** that the Clerk gave an update that a coffee provider was not happy with the decision regarding the Coronation Event drink vendor, but the Amenities Committee agreed they are happy for the Estates and Events Manager to book different local vendors for the Coronation event.

### 6. FINANCE

To consider the list of payments and sign cheques

**A22.113** – The payments to consider totalling £9589.90 were **RESOLVED** and signed.

### 7. OPEN SPACES AND HAMPDEN POND

#### a) Tree Health and Safety Inspection

To consider quotes for a health and safety inspection on Parish Council trees.

**A22.114** – It was **RESOLVED** to accept quote 3 for the work.

#### b) Disabled Access to Witchell Meadow

To consider giving authority to the office to look into designs and quotes to enable disabled access to Witchell Meadow.

**A22.115** – It was **NOTED** that the potential disabled access could also assist pushchairs accessing the field. It was **RESOLVED** to authorise the office to explore the costs and different options.

**c) Flower Displays 2023**

To note the revised quotes, including additional works for flower displays in 2023 and consider approving that work. **A22.116** – It was **RESOLVED** to:

- Accept the revised quote for the flower displays for Summer and Winter 2023.
- Accept the quote for flower displays for Summer and Winter 2023 for the built-in planters with integrated seating.

**d) Cess Pool Installation**

To consider the quotes for the installation of a new cess pool at Ashbrook Park site safe and appoint a contractor to undertake the work.

**A22.117** – It was **RESOLVED** to accept quote 1 for the work in principle. It was **RESOLVED** to take to Full Council for approval.

**e) Hampden Meadow Play Park Inspection**

To note the remedial work required on Hampden Meadow Play Park as identified by the inspection and consider approving the contractor to undertake the work.

**A22.118** – It was **NOTED** that the office would go back to the company and ask for specific details regarding fixing the gate in Hampden Meadow playpark, with what the quote includes and details of the Health and Safety regulations regarding the gate. It was **RESOLVED** to agree the cost of £454.20 for the contractor to undertake the work on the balance beam and the sea saw surface.

**8. OTHER MATTERS**

**a) Dog Bins – Princess Mary Gate**

To consider dates for 2023 events.

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

**b) 2023 Event Dates**

To consider revising the Carols around the Tree event date, and to consider the date for the Light Switch On recommended by the Christmas Event Working Group.

**A22.120** – It was **RESOLVED** to:

- Change the date of the Carols Around the Tree event to the 22<sup>nd</sup> of December 2023.
- Hold the Christmas Celebration/Light Switch On event on Saturday the 2<sup>nd</sup> of December 2023.

**c) Event and Open Space Hire**

To consider the hire requests.

**A22.121** – It was **NOTED** that the Council asked the office to approach the fitness business about the option of offering some free sessions on a regular basis. It was **RESOLVED** to approve the fitness class hire request, and suggest it is held in Hampden Meadow. It was **NOTED** that the Council want the office to reiterate to the River Thame Conservation Trust that permission is needed for hire requests on Wendover Parish Council land. It was **RESOLVED** to approve the River Thame Conservation Trust event request.

**d) Coronation Event – Fundraising**

To consider the option of not charging a pitch fee for food and drink vendors and asking them for a 5% donation of takings to be donated to Wendover Cricket Club.

**A22.122** – It was **RESOLVED** to agree to free pitches for food and drink vendors for a 5% donation of the day's takings to Wendover Cricket Club.



**e) Site Safe Insulation**

To note the quotes for the insulation of the site safe and consider appointing a contractor to undertake the work. **A22.123** – It was **RESOLVED** to:

- Accept quote 2 for the insulation in principle.
- Accept quote 2 for the shipping container hire in principle.
- Take to Full Council for approval.

**f) Wendover Shed Proposal for Extensions**

To consider the proposal for extensions to current usage of Hogtrough Lane site.

**A22.124** – It was **RESOLVED** to:

- Agree to update the lease to include the extra land needed for the extensions.
- Agree to proposed extensions.

**g) Community Service**

To note the options of Community Service Projects for Wendover Parish Council and consider approving a trial project.

**A22.125** – It was **NOTED** that the Council have had a previous negative experience with a Youth Offenders scheme. It was further **NOTED** that as this is community service, and the groups are smaller than the previous time that the Council that the council agree to running a trial project. It was **RESOLVED** to authorise the office to organise a trial community service project.

**9. ITEMS FOR NEXT AGENDA**

**A22.126** None

**10. DATE OF NEXT MEETING**

**A22.127** The next scheduled meeting of the Amenities Committee is 18<sup>th</sup> April 2023.

**11. CONFIDENTIAL ITEMS**

**A22.128** It was **RESOLVED** to go into confidential business.

**A22.129** It was **RESOLVED** to approve the award of the Tender One for the Skate Park. It was **RESOLVED** to authorise the team to project manage the design and build process and come back to Council with key decisions, community engagement feedback and final design.

**12. CLOSURE OF MEETING**

**A22.130** As all business was transacted the meeting was closed at 8.30pm

Signed by  
Chair to the Amenities Committee

Date: 20<sup>th</sup> June 2023



## ITEM 6 – CLERKS REPORT

### Wendover Coronation Big Lunch Review –

On Sunday 7<sup>th</sup> May the Wendover Coronation Big Lunch went ahead thanks to the weather being dry and sunny. We had some great feedback from the food and drink vendors and most importantly the people who attended, see some comments below:

“It was a lovely afternoon, thanks so much for organising a great community celebration”

“Thank you 😊 we had a lovely day”

“Thank you, it was a really enjoyable afternoon, the musicians were good.”

“Thank you, good music and fine weather!”

The music was provided by The Deps Acoustic Duo and Bonkers Mobile Disco. We had Wendover Scouts, Wendover Rotary and Wendover Shed providing games and entertainment, the Bucks Radio Bear visited the event, thanks to all for attending.

The total raised in donations from food and drinks vendors for Wendover Cricket Club was £353, thank you to the below vendors for their donations:

Luxuria Events, Maya Street Food, Buddah Bowl, Refuelled Coffee, Astore and Son Ice Cream and Daddy Donuts.

The total cost of the event was £1,463. Thank you to everyone who attended and supported or volunteered at the event.

### Community Orchard Maintenance Report -

The Heritage Fruit Tree Co did a Community Orchard Maintenance Site Visit on the 19<sup>th</sup> of April 2023, the report and PDF notes were emailed with the Amenities Committee on Thursday 15<sup>th</sup> June 2023.

### Wendover PROW –

The office received the reports for WENDOVER PROW EAST as of 31ST MARCH 2023, this was shared with the Amenities Committee in an email on Thursday 15<sup>th</sup> June 2023.

### Green Waste Policy –

The office was asked to find a solution for WPC green waste, it is currently piled up at the top of Hogtrough Allotments, it is put in a skip every 6-12 months The idea is to create a horseshoe frame, picture below, the green waste would drop into this, as a partnership the allotment tenants and CLAW would then turn the waste to create compost that CLAW and the allotment tenants can use. The office had a meeting with an allotment tenant at London Road allotments and a member of CLAW. The outcome was that the thick hedge and tree waste would not be compostable. The office would suggest having a structure with 3 bays between London Road allotments and the Wendover Wildbelt, one for large waste, one for compost in progress and one for compost that is ready. The office would ask a tree surgeon to come and turn the large waste into wood chippings to create the compost. The size and location of the frames has not been discussed, but the Estates and Grounds Team would make the frames according to the amount of green waste the Council generates.





**Cesspit Replacement Ashbrook Park –**

The cesspit replacement was installed on Thursday 20<sup>th</sup> April 2023 and the ground was left tidy after the installation, the Estates and Grounds Team have not reported or noticed any problems with the new cesspit.

**Health and Safety Tree Inspection Report –**

The office received the reports and plans from the Health and Safety Tree Inspection this was shared with the Amenities Committee in an email on Thursday 15<sup>th</sup> June 2023.

**Witchell Signage Update –**

The office has found a company to produce a vinyl sticker to update the sign at Witchell Meadow to replace the skatepark information with the Wendover Wildbelt, the office has contacted CLAW to provide a picture and wording, this will then be sent to Marley Design to create the artwork.

**Damage and Vandalism in Open Spaces–**

There has unfortunately been damage and vandalism in some of the Councils open spaces in the last few months. Hampden Meadow shelter has been the focus with fires being set, bricks being damaged and removed, the office is keeping a log of the damage, the police are aware. There have also been reports of damage and vandalism in Witchell Meadow with fires being set on top of bins and picnic tables, a picnic table was also lifted from the ground and damaged this is now no longer in use because of the damage, and a branch was ripped off a tree. In Ashbrook open space there has been a fire set and a post removed between the park and the track/private road behind Castle Park Road, the post has been replaced by the Estates and Grounds Team. See pictures below:



**Streetlight missing Manor Crescent –**

The office had a streetlight report submitted on 26<sup>th</sup> March 2023 about a missing streetlight down Manor Crescent, after reporting to our contractor they told us that they believed it was removed due to Thames Water works on a leak, the office was not made aware of this. The office managed to discuss this with Thames Water in May, they confirmed that the streetlight was removed due to a leak and that they got permission to have it removed and that Thames Water cannot remove the



light themselves so someone else did it, they could not tell the office who granted permission and who removed the light. The office is continuing to ask Bucks Council and Thames Water for more information about this as a Wendover Parish Council asset has been removed and a new column needs to be paid for.

**Open Spaces Working Group –**

They have been successful in obtaining another £15k towards the pot for the skatepark with another application for £10k in for consideration. So that takes them up to £55k. They have been advised by the National Lottery that in order make a successful application to the to their Community Fund we need to have been granted planning permission.

**Local Produce Market April 2023 –**

Due to reports of disruption to trade caused by a stall holder at the April LPM 2023 the office offered the next pitch free as an apology to any stall holder who attended the April LPM. Most of the free pitches were claimed at the May LPM, but two stalls couldn't make it so they got a free pitch at the June 2023 market.

**RAF Halton Freedom of Buckinghamshire Parade 2023 –**

On Sunday 25th June 2023 the troops from RAF Halton will exercise their right to march through the village of Wendover bearing arms, flying the King's Colour for RAF Halton and led by a full military band. The Parade will start at 10.50am from the junction of Wharf Road and Aylesbury Road and up the High Street to Manor Waste. There will be a short ceremony at Manor Waste. The parade will then continue up the High Street and turn into Dobbins Lane where the RAF will reform before retracing their route back to the junction of Wharf Road/Aylesbury Road for 11.40am.

**Road Closure details –**

High Street and Back Street – 10am – 12.30pm (Full Closure)

Aylesbury Road (from Wharf Road roundabout), Tring Road (bottom of High Street roundabout) and St Anne's Close – 10.25am Closed, will be reopened once the Parade has gone through the High Street on RAF Police call. Closed again on return from 11.20am on RAF Police Call and reopened when safe.

Dobbins Lane (High Street end) to Vinetrees – 11.15am – 11.35am re-opened on RAF Police call once turnaround complete.



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## ITEM 8a – ASHBROOK PLAY PARK INSPECTION

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### BROUGHT BY

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Office

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### SUMMARY

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To note the remedial work required on Ashbrook Play Park as identified by the inspection and consider approving the contractor to undertake the work.

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### PARISH COUNCIL BACKGROUND

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An inspection on Hampden Meadow and Ashbrook play parks took place in October 2022, the inspection documents were sent to the Amenities Committee in an email on 12<sup>th</sup> December 2022.

This is only quote, as we have not been able to obtain anymore after contacting other contractors and businesses.

Hampden Meadow Play Park Inspection was brought to the Amenities Committee on the 21<sup>st</sup> March 2023 and where it was RESOLVED to agree the cost of £454.20 for the contractor to undertake the work on the balance beam and the sea saw surface.

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### DETAILS

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There were no amber or red risk level items on the inspection for Ashbrook Play Park, however it is not just about risk but about making it the best public amenity for the residents that we can, so the office would suggest we get all the works done in Ashbrook Play Park, as we have a bigger budget this year due to Haddington, but that won't need any work doing to it for 2-3 years all being well.

The office and the Estates and Grounds Team have agreed that out of all 3 of the play parks, Ashbrook is the one that needs most attention.

The inspection findings and the costings for the works can be found in this pack, they have been redacted due to it being commercially sensitive information.

The total for all works needed in Ashbrook is £5,142.48 including VAT.

Total costs for both parks would be £5,596.68 including VAT, leaving £2,403.32 in the budget for the rest of the year.

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### FINANCIAL CONSIDERATIONS

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- This will come out of 4440, Play Equipment – Repairs and Maintenance
  - If left for a longer period the cost to repair will rise, along with any new or more recent damage or deterioration.
  - If there is any significant damage to play parks we have insurance that can cover this.
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### LEGAL AND OTHER IMPLICATIONS

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- Potential Health and Safety implications if work not completed.
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### PROPOSAL

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To resolve to:

- Accept the cost and agree for the contractor to undertake the work.



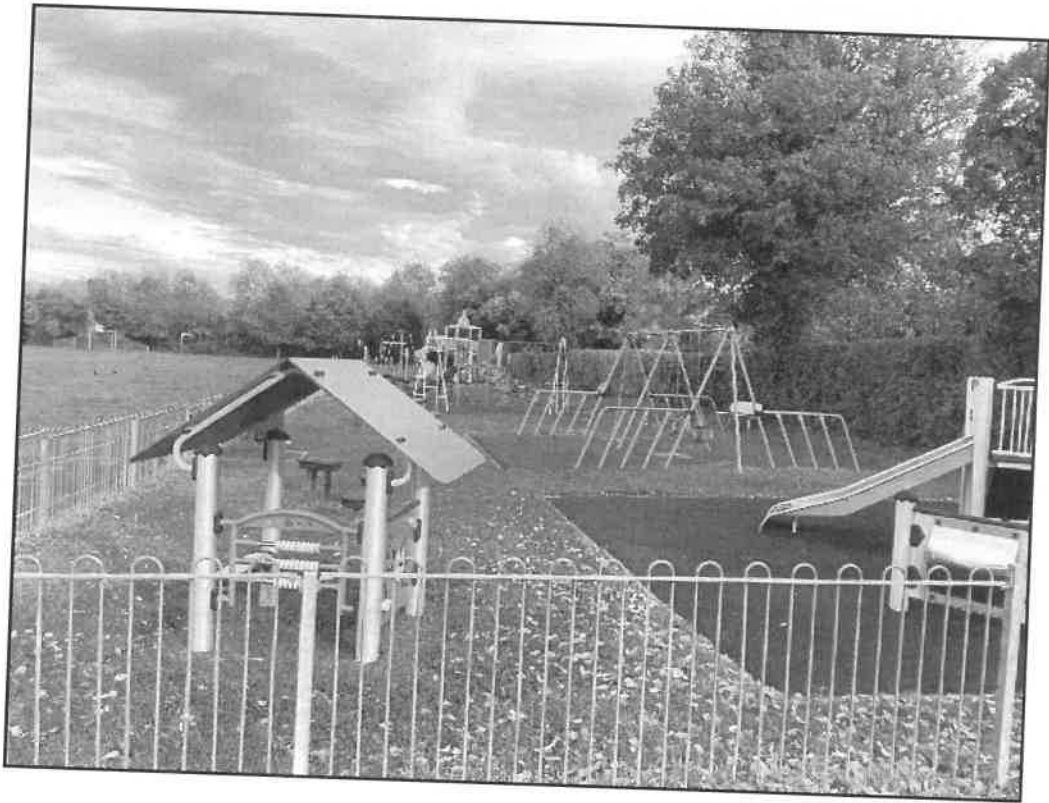
[REDACTED]

# Ashbrook Open Space

[REDACTED]

[REDACTED]

Risk Assessment: 10 Low Risk



**8 - Low Risk**

**Item:** Goalmouth and Basketball Post  
**Manufacturer:** Owner/Operator  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 3

**Finding 1**

There is or are fixings missing on the item - Replace all missing fixings

**Finding 2**

The weld(s) on this item have failed - Repair item part is now removed

**Finding 3**

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

**5 - Very Low Risk**

**Item:** Basketball Post  
**Manufacturer:** Owner/Operator  
**Surface Type:** Tarmac  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

This item is satisfactory - no work required -

**8 - Low Risk**

**Item:** Pendulum Swing  
**Manufacturer:** Owner/Operator  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

Shackle wear - Replace damaged parts

**10 - Low Risk**

**Item:** Cable Runway  
**Manufacturer:** Owner/Operator  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 3

**Finding 1**

We recommend that the main cable is thoroughly inspected at least once every 2 years this; will involve either removing the cable or gaining access by ladders and/or steps to inspect for damage or internal rusting, this will help to ensure the continued safe use of the equipment - Inspect cable every 24 months

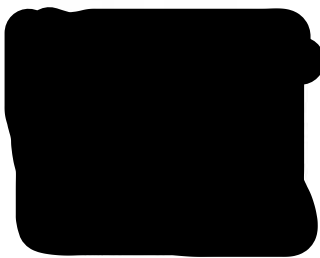
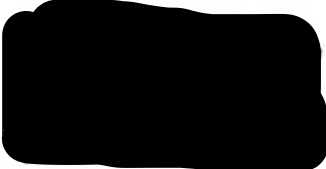
**Finding 2**

The nylon inserts are worn or missing at the point the cable enters the traveller - Replace worn or missing inserts as required

**Finding 3**

Seat travels to close to uprights - Adjust to comply





**6 - Low Risk**

**Item:** Fence - Bow Top  
**Manufacturer:** Owner/Operator  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**  
 A number of fixing(s) have worked loose - Secure all loose fixings

**6 - Low Risk**

**Item:** Gate - Self Closing  
**Manufacturer:** Owner/Operator  
**Surface Type:** Tarmac  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**  
 Gap around closing post less than 12mm - Adjust to comply

**4 - Very Low Risk**

**Item:** Parallel Bars  
**Manufacturer:** Fenland Leisure Products  
**Surface Type:** Artificial Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**  
The safety surface under or around this unit has been damaged - Monitor for any further deterioration and repair as required

**5 - Very Low Risk**

**Item:** Ab Station  
**Manufacturer:** Fenland Leisure Products  
**Surface Type:** Artificial Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**  
This item is satisfactory - no work required -

**5 - Very Low Risk**

**Item:** Step Up Station  
**Manufacturer:** Fenland Leisure Products  
**Surface Type:** Artificial Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

This item is satisfactory - no work required -

**6 - Low Risk**

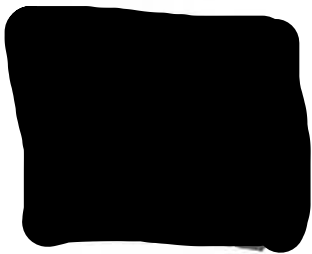
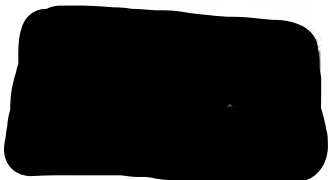
**Item:** Dip Station  
**Manufacturer:** Fenland Leisure Products  
**Surface Type:** Artificial Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

This item is satisfactory - no work required -



**6 - Low Risk**

**Item:** Multi Play (Senior)  
**Manufacturer:** Owner/Operator  
**Surface Type:** Bonded Rubber Mulch  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 3

**Finding 1**

The plywood has delaminated in some places - Remove all rough or splintered edges.

**Finding 2**

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

**Finding 3**

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

**4 - Very Low Risk**

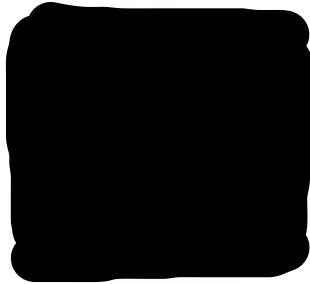
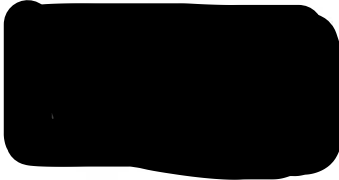
**Item:** Hammock Swing  
**Manufacturer:** Huck Nets (UK) Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

The safety surface under or around this unit has been damaged - Monitor for any further deterioration and repair as required



**8 - Low Risk**

**Item:** Dish Roundabout  
**Manufacturer:** Owner/Operator  
**Surface Type:** Wet Pour  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A

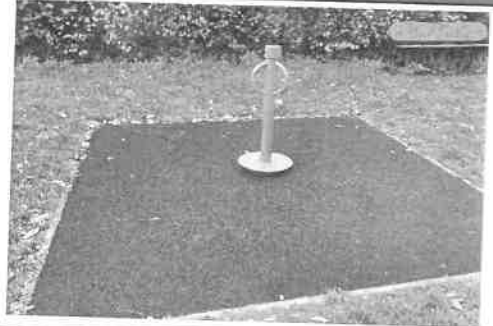


**Total Findings:** 1

**Finding 1**  
 The surfacing around the item is damaged - Repair the damaged areas of surfacing

**6 - Low Risk**

**Item:** Low Rotator  
**Manufacturer:** Wicksteed Playgrounds  
**Surface Type:** Wet Pour  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**  
 The bearing is worn - Replace the bearing as required

**8 - Low Risk**

**Item:** Spring Bike  
**Manufacturer:** Ledon  
**Surface Type:** Rubber Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

**8 - Low Risk**

**Item:** Spring Horse  
**Manufacturer:** Ledon  
**Surface Type:** Rubber Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 2

**Finding 1**

A number of fixing(s) have worked loose - Secure all loose fixings

**Finding 2**

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

**8 - Low Risk**

**Item:** Multi Play (Junior)  
**Manufacturer:** Owner/Operator  
**Surface Type:** Wet Pour  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

The surfacing around the item is damaged - Repair the damaged areas of surfacing

**4 - Very Low Risk**

**Item:** 2 Bay 2 Flat 2 Cradle  
**Manufacturer:** Wicksteed Playgrounds  
**Surface Type:** Wet Pour  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

The bushes are showing signs of wear - Monitor for any further deterioration and replace as required



**8 - Low Risk**

**Item:** Multi Play (Junior)  
**Manufacturer:** Sutcliffe Play Limited  
**Surface Type:** Wet Pour  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

Covers damaged - Replace damaged parts

**8 - Low Risk**

**Item:** Playhouse  
**Manufacturer:** Sutcliffe Play Limited  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A

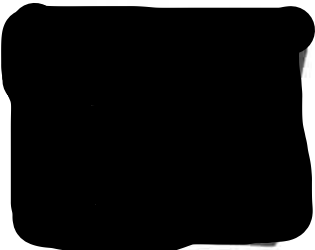
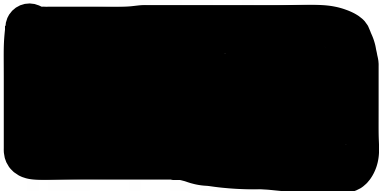


**Total Findings:** 1

**Finding 1**

Edge protection missing - Replace missing parts





**5 - Very Low Risk**

**Item:** Stepping Posts Rubber  
**Manufacturer:** Sutcliffe Play Limited  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1



**Finding 1**

This item is satisfactory - no work required -

## Findings information

6 - Low Risk (Finding 1)			
<b>Item:</b>	Multi Use Games Area - Goalmouth and Basketball Post	<b>Risk Level:</b>	L - Low Risk
<b>Manufacturer:</b>	Owner/Operator	<b>Surface:</b>	Grass Matrix Tiles
			
<b>Finding:</b> There is or are fixings missing on the item		<b>Action:</b> Replace all missing fixings	



8 - Low Risk (Finding 2)

**Item:** Multi Use Games Area - Goalmouth and Basketball Post  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk

**Surface:** Grass Matrix Tiles



**Finding:** The weld(s) on this item have failed

**Action:** Repair item part is now removed

**6 - Low Risk (Finding 3)**

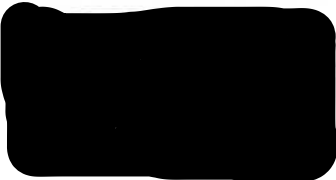
**Item:** Multi Use Games Area - Goalmouth and Basketball Post  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** There is/are bolt cap covers missing or damaged on the item

**Action:** Replace missing or damaged bolt cap covers



**8 - Low Risk (Finding 1)**

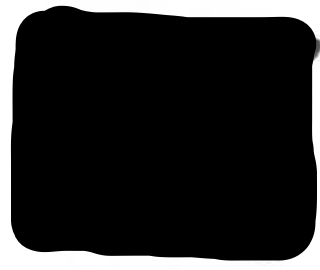
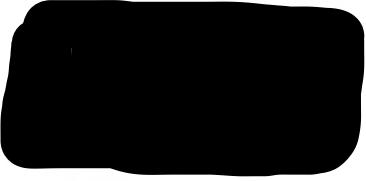
**Item:** Swings - Pendulum Swing  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** Shackle wear

**Action:** Replace damaged parts



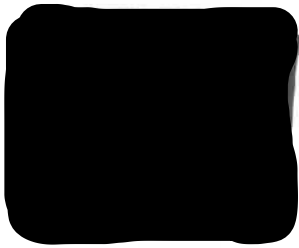
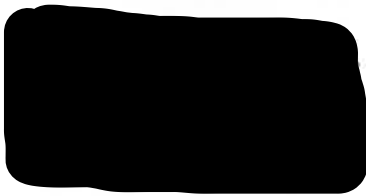
**10 - Low Risk (Finding 1)**

**Item:** Other - Cable Runway  
**Manufacturer:** Owner/Operator  
**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** We recommend that the main cable is thoroughly inspected at least once every 2 years this; will involve either removing the cable or gaining access by ladders and/or steps to inspect for damage or internal rusting, this will help to ensure the continued safe use of the equipment

**Action:** Inspect cable every 24 months



**5 - Very Low Risk (Finding 2)**

**Item:** Other - Cable Runway  
**Manufacturer:** Owner/Operator

**Risk Level:** V - Very Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** The nylon inserts are worn or missing at the point the cable enters the traveller  
**Action:** Replace worn or missing inserts as required

**8 - Low Risk (Finding 3)**

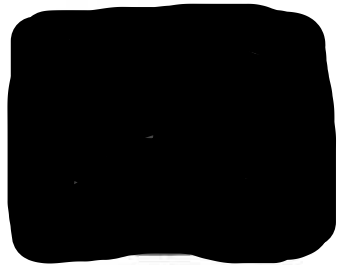
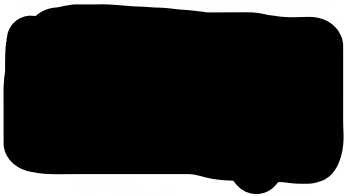
**Item:** Other - Cable Runway  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** Seat travels to close to uprights  
**Action:** Adjust to comply





**6 - Low Risk (Finding 1)**

<b>Item:</b>	Fences - Fence - Bow Top	<b>Risk Level:</b>	L - Low Risk
<b>Manufacturer:</b>	Owner/Operator	<b>Surface:</b>	Grass

**Finding:** A number of fixing(s) have worked loose

**Action:** Secure all loose fixings





6 - Low Risk (Finding 1)

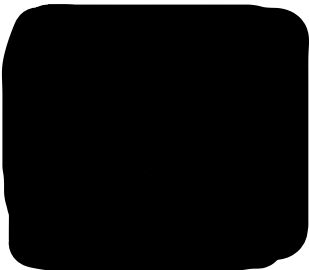
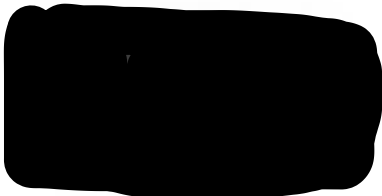
**Item:** Gates - Gate - Self Closing  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Tarmac



**Finding:** Gap around closing post less than 12mm

**Action:** Adjust to comply



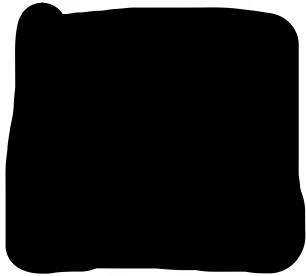
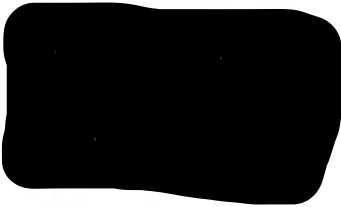
4 - Very Low Risk (Finding 1)

<b>Item:</b>	Outdoor Fitness Equipment - Parallel Bars	<b>Risk Level:</b>	V - Very Low Risk
<b>Manufacturer:</b>	Fenland Leisure Products	<b>Surface:</b>	Artificial Grass



**Finding:** The safety surface under or around this unit has been damaged

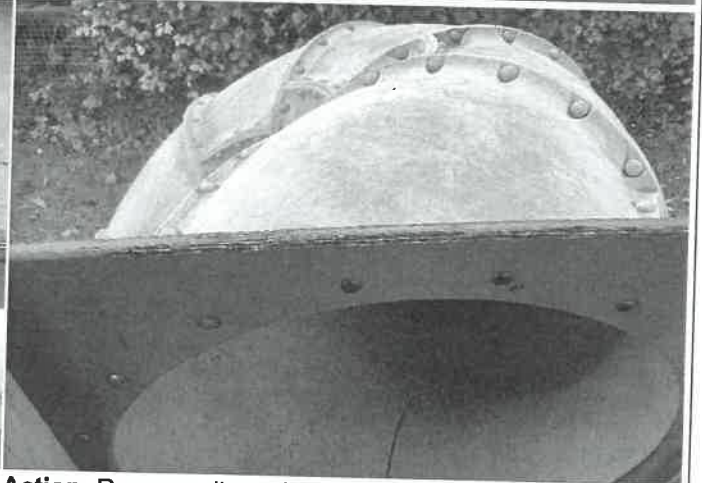
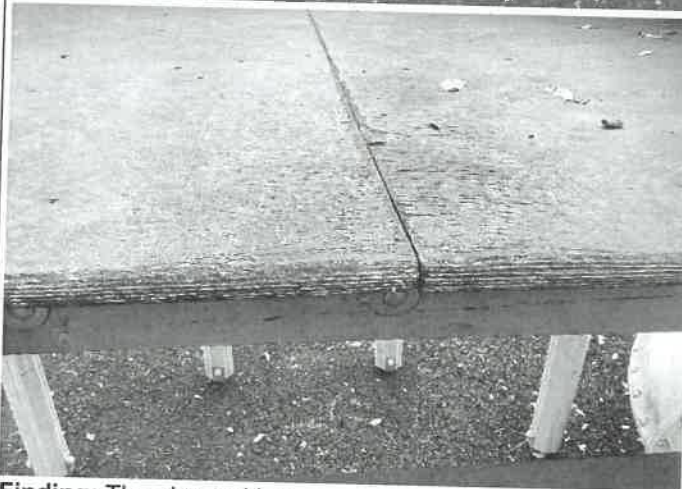
**Action:** Monitor for any further deterioration and repair as required



6 - Low Risk (Finding 1)

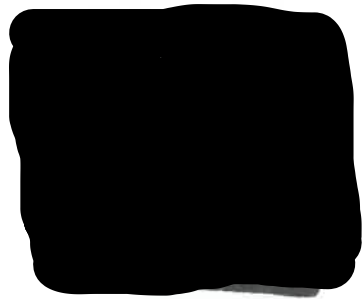
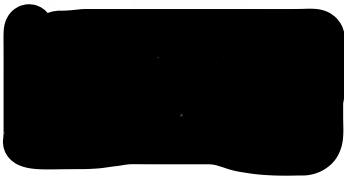
**Item:** Activity Equipment - Multi Play (Senior)  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Bonded Rubber Mulch



**Finding:** The plywood has delaminated in some places

**Action:** Remove all rough or splintered edges.



6 - Low Risk (Finding 2)

**Item:** Activity Equipment - Multi Play (Senior)  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Bonded Rubber Mulch



**Finding:** There is/are bolt cap covers missing or damaged on the item

**Action:** Replace missing or damaged bolt cap covers

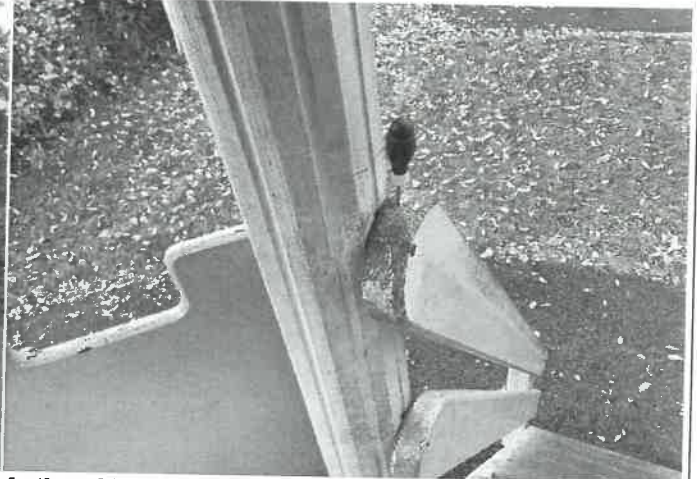




6 - Low Risk (Finding 3)

**Item:** Activity Equipment - Multi Play (Senior)  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Bonded Rubber Mulch



**Finding:** There is some evidence of rot in the timber

**Action:** Monitor for any further deterioration and replace as required



4 - Very Low Risk (Finding 1)

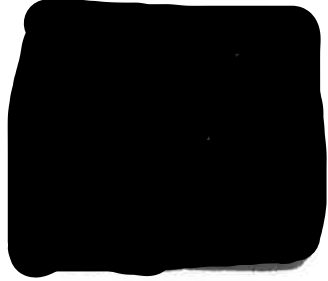
**Item:** Swings - Hammock Swing  
**Manufacturer:** Huck Nets (UK) Ltd

**Risk Level:** V - Very Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** The safety surface under or around this unit has been damaged

**Action:** Monitor for any further deterioration and repair as required



**8 - Low Risk (Finding 1)**

**Item:** Rotor Play - Dish Roundabout  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Wet Pour



**Finding:** The surfacing around the item is damaged

**Action:** Repair the damaged areas of surfacing

6 - Low Risk (Finding 1)

**Item:** Rotor Play - Low Rotator  
**Manufacturer:** Wicksteed Playgrounds

**Risk Level:** L - Low Risk  
**Surface:** Wet Pour



**Finding:** The bearing is worn

**Action:** Replace the bearing as required

6 - Low Risk (Finding 1)

**Item:** Rocking Equipment - Spring Bike  
**Manufacturer:** Ledon

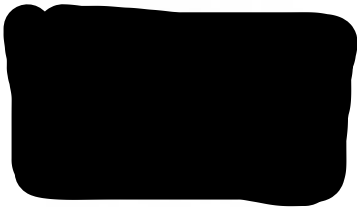
**Risk Level:** L - Low Risk  
**Surface:** Rubber Tiles



**Finding:** The item is slightly loose in its foundations

**Action:** Monitor for any further deterioration and repair as required





**6 - Low Risk (Finding 1)**

**Item:** Rocking Equipment - Spring Horse  
**Manufacturer:** Ledon  
**Risk Level:** L - Low Risk  
**Surface:** Rubber Tiles



**Finding:** A number of fixing(s) have worked loose  
**Action:** Secure all loose fixings

**6 - Low Risk (Finding 2)**

**Item:** Rocking Equipment - Spring Horse  
**Manufacturer:** Ledon  
**Risk Level:** L - Low Risk  
**Surface:** Rubber Tiles



**Finding:** The item is slightly loose in its foundations  
**Action:** Monitor for any further deterioration and repair as required



**8 - Low Risk (Finding 1)**

**Item:** Activity Equipment - Multi Play (Junior)      **Risk Level:** L - Low Risk  
**Manufacturer:** Owner/Operator                              **Surface:** Wet Pour

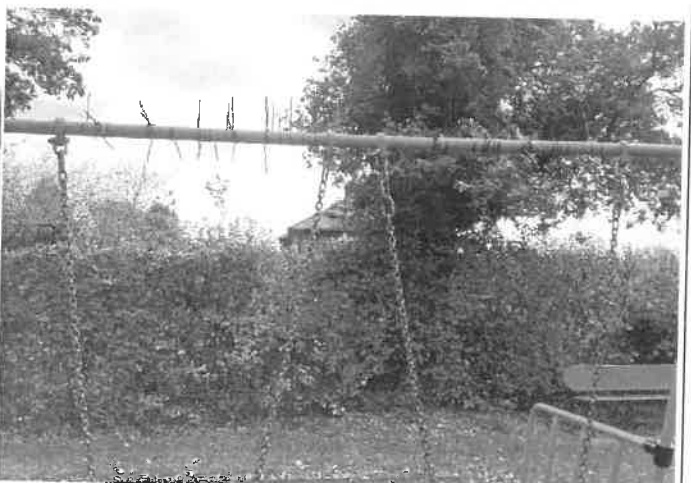


**Finding:** The surfacing around the item is damaged

**Action:** Repair the damaged areas of surfacing

**4 - Very Low Risk (Finding 1)**

**Item:** Swings - 2 Bay 2 Flat 2 Cradle                              **Risk Level:** V - Very Low Risk  
**Manufacturer:** Wicksteed Playgrounds                              **Surface:** Wet Pour



**Finding:** The bushes are showing signs of wear

**Action:** Monitor for any further deterioration and replace as required

**i** 8 - Low Risk (Finding 1)

**Item:** Activity Equipment - Multi Play (Junior)  
**Manufacturer:** Sutcliffe Play Limited

**Risk Level:** L - Low Risk  
**Surface:** Wet Pour



**Finding:** Covers damaged

**Action:** Replace damaged parts

**i** 8 - Low Risk (Finding 1)

**Item:** Activity Equipment - Playhouse  
**Manufacturer:** Sutcliffe Play Limited

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** Edge protection missing

**Action:** Replace missing parts

Phoebe Sharps  
 Wendover Parish Council  
 The Clock Tower  
 High street  
 Wendover  
 Buckinghamshire  
 HP22 6DU



Dear Phoebe

**Playground Maintenance Estimate for Ashbrooke Open Space**

Thank you for your enquiry regarding our maintenance services, we now have pleasure in enclosing our estimate for this work as requested.

All our maintenance work is carried out to the European Playground Standards of EN1176 and EN1177. OLP is accredited to both ISO9001:2015 (Quality Assurance), ISO 45001:2018 (Health and Safety Systems) and all our inspectors / field engineers also hold DBS certificates so you can be assured your repairs will be carried out to the highest possible standards providing both in terms of quality and safety.

**Maintenance Estimate No.: 57930**

Goalmouth				
Code	Product	Qty	Each	Value
COMA2THRM10	F83 - M10 Threaded Rod in A2 Stainless Steel 1m Lengths *350mm*	5	9.50	£4.75
COMHARCON0002	R3-RE - End to End Connectors Red c/w 4 No 25mm Screws	2	3.00	£6.00
COMPLACAP0028	F14 - M12 / M10 Do Nut Cap - BK	6	0.90	£5.40
COMPLACAP0028	F14 - M12 / M10 Do Nut Cap - BK	2	0.90	£1.80
Subtotal:				£17.95

Pendulum Swings				
Code	Product	Qty	Each	Value
COMSWISHA0002	SW14-8 - Shackles 8/16/32 - S-STEE 8mm dia, 16mm jaw, 32mm length	4	2.80	£11.20
Subtotal:				£11.20

Cableway				
Code	Product	Qty	Each	Value
DESLAINS006	Re-tension Aerial Cableway and re-commission including access equipment (working at heights HSE - regulation 2005) excluding travel to site)	1	395.00	£395.00



COMCAB0009	AC3B Finger Protection Guard For R T Stainless Cableway Trolley (sold per pair)	1	12.00	£12.00
COMCAB0013	AC7-51 - 51M Cableway Cable	1	192.00	£192.00
<b>Subtotal:</b>				<b>£599.00</b>

<b>Gate adjustment</b>				
Code	Product	Qty	Each	Value
BASE36	To breakout existing post and foundation, prepare foundation hole and re-concrete. - Each	1	170.00	£170.00
PRELIM-04	To carry out maintenance work and fit parts as described above including all consumables. All work carried out to EN1176 and EN1177	1	60.00	£60.00
DESLAINS010	To carryout minor tightening of fixings or sanding on an item of playground or fitness equipment. 1/2 hour Labour	1	27.50	£27.50
<b>Subtotal:</b>				<b>£257.50</b>

<b>Fencing</b>				
Code	Product	Qty	Each	Value
DESLAINS010	To carryout minor tightening of fixings on an item of playground or fitness equipment. 1/2 hour Labour	1	27.50	£27.50
<b>Subtotal:</b>				<b>£27.50</b>

<b>Multiplay Senior</b>				
Code	Product	Qty	Each	Value
DESLAINS010	To carryout sanding on an item of playground or fitness equipment 1/2 hour Labour	1	27.50	£27.50
DESC	HDPE cap - yellow - routed on all edges	1	5.00	£5.00
COMA2WS6X100	F79 - 100mm x 6 Torx Woodscrew in A2 Stainless Steel	1	0.55	£0.55
<b>Subtotal:</b>				<b>£33.05</b>

<b>Dish Roundabout surfacing</b>				
Code	Product	Qty	Each	Value
BASE35	Removal of Wetpour per m2 including priming of all exposed edges in preparation to receive new wetpour per m2	2.5	24.00	£60.00
BASE25-M	To dispose of rubber waste from preparation of wetpour repairs.	2.5	17.00	£42.50

	All waste is transferred to a registered recycling for further processing.			
WET50	50mm Blue wetpour consisting of a 30mm SBR impact base layer and a 20mm EPDM wearing course providing a 1.4m critical fall height.	2.5	114.00	£285.00
<b>Subtotal:</b>				<b>£387.50</b>

<b>Low Rotator</b>				
Code	Product	Qty	Each	Value
BASE36	To breakout existing post and foundation, prepare foundation hole and re-concrete. - Each	1	170.00	£170.00
MROUND21	MROUND21 Pole Spinner manufactured from galvanised and powder coated steel with a polyethylene foot plate - 0.300m Diameter	1	680.00	£680.00
INSTALL004	Installation 004	1	300.00	£300.00
BASE25-M	To dispose of rubber waste from preparation of wetpour repairs. All waste is transferred to a registered recycling for further processing.	1	17.00	£17.00
WET03FLP	50mm Black Wetpour consisting of a 30mm SBR impact base layer and a 20mm EPDM wearing course providing a 1.4m critical fall height.	1	78.00	£78.00
<b>Subtotal:</b>				<b>£1,245.00</b>

<b>Spring Horse</b>				
Code	Product	Qty	Each	Value
DESLAINS010	To carryout minor tightening of fixings on an item of playground or fitness equipment 1/2 hour Labour	1	27.50	£27.50
<b>Subtotal:</b>				<b>£27.50</b>

<b>Multiplay</b>				
Code	Product	Qty	Each	Value
BASE35	Removal of Wetpour per m2 including priming of all exposed edges in preparation to receive new wetpour per m2	2	24.00	£48.00

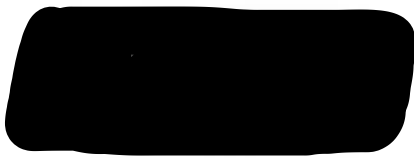
BASE25-M	To dispose of rubber waste from preparation of wetpour repairs. All waste is transferred to a registered recycling for further processing.	2	17.00	£34.00
WETM2	2m2 of Black Wetpour Safety surfacing repair including 20mm EDPM wearing course and SBR base course. Suitable for all surfaces upto 100mm deep.	1	211.00	£211.00
<b>Subtotal:</b>				<b>£293.00</b>

<b>Multiplay Junior</b>				
Code	Product	Qty	Each	Value
DZS030	Straight Rubber Edge Capping 290mm Long.	1	13.50	£13.50
<b>Subtotal:</b>				<b>£13.50</b>

<b>Playhouse</b>				
Code	Product	Qty	Each	Value
DZS035	Corner Panel Edging.	4	11.50	£46.00
COMADH0011	ADH150 Glue - Delta CYNO1200 High Viscosity Cyanoacrylate Adhesive - 50g	2	25.00	£50.00
DZS030	Straight Rubber Edge Capping 290mm Long.	8	13.50	£108.00
<b>Subtotal:</b>				<b>£204.00</b>

<b>Site Preliminaries</b>				
Code	Product	Qty	Each	Value
PRELIM-03	To travel to site with up to 3 staff members per vehicle including mileage cost.	173	1.90	£328.70
PRELIM-02	To carry out site set up and preliminaries including setting up area, marking up for installation and accommodation due to maximum working hours being exceeded	1	465.00	£465.00
PRELIM-04	To carry out maintenance work and fit parts as described above including all consumables. All work carried out to EN1176 and EN1177	4	60.00	£240.00
PRELIM-05	To prepare maintenance works risk assessments and method statements covering playground repairs works.	1	30.00	£30.00
PRELIM-09	Environmental disposal of waste generated from maintenance work. Waste License No:CBDU124380	1	35.00	£35.00





PRELIM-13	To hire, erect and remove fencing per panel including blocks, feet and clips - per panel. (3.5m)	5	14.00	£70.00
<b>Subtotal:</b>				<b>£1,168.70</b>

<b>Net Total</b>	<b>£4,285.40</b>
<b>VAT</b>	<b>£857.08</b>
<b>Gross Total</b>	<b>£5,142.48</b>

**Wetpour Rubber Surfacing**



Wetpour Rubber is a hard wearing all weather safer surfacing which can be used for a wide range of applications including play areas, pathways, sports surfacing and other all-weather applications. It is available in a wide range of colours and can be designed with unique graphics layouts. Wetpour is usually installed onto an engineered subbase, retained by a kerb edging and is laid in 2 parts – A base course of recycled rubber and a fine 20mm topping of EPDM rubber. Our surfacing has undergone and continues to undergo extensive independent testing to ensure that our Wetpour surfacing complies with all current British and European Standards of Surfacing EN1177.

The following assumptions have been made regarding this estimate:

- Good access will be available to the site.

**Our Terms & Conditions**

- Estimate or Quotation? Whilst we endeavor to provide fixed prices for all maintenance and repair works sometimes additional issues are discovered during the works. When this occurs, the client will be advised of the discovered problem and the additional cost of the repair before the further work is carried out.
- All equipment and surfacing repairs comply to EN1176 and EN1177.
- Once the equipment and or the surfacing has been installed and handed over, we take no responsibility for any damage through abuse / vandalism or acts of god that may occur.
- Our quotation is open for acceptance for **30 days** from the quotation date.
- All materials and guarantees are referred to in our product specification.
- Security fencing can be supplied and erected at extra cost if deemed necessary by the customer.
- We will accept NO responsibility for detecting services or I.T cables etc. These should be clearly marked by others before any installation work commences.

- Suspension bridges, Burma bridges, single ropes and access nets are designed for a maximum of 1 person crossing at any one time; however additional people can be waiting to cross on the timber structures.
- Guarantees:
  - Timbers cannot be guaranteed against rot and decay when installed into loose fill wood product surfacing.
  - The bond between old and new rubber on wetpour edge repairs is excluded from guarantees due to the un-known nature of the existing rubber
  - In the case of Black Wetpour surfacing, colour fastness cannot be guaranteed, and some colour leakage may occur.
  - The colour of our Fibrefall surfacing will darken after a period of time as the vibrancy of the colour coating diminishes.
  - 1 Year on all moving and flexible parts including ropes and nets. 1 Year on all installation work (*Malicious damage, vandalism and acts of god are not covered*)
- Ownership of goods remains the property of [REDACTED] until invoice is paid in full.
- All the enclosed prices are subject to VAT at the standard rate.
- Please visit our website [REDACTED] view our full terms and conditions.

### Ordering Is Easy .....

- [REDACTED]
- [REDACTED]

### Payment and Delivery Terms

Payment: **Total invoice payable within 28 days of completion and Hand-over**

Delivery:

Depending on the nature of the maintenance work involved we categories response / delivery as follows:

- **Urgent Maintenance** (making safe only) – Within 7 - 14 working days
- **Corrective Maintenance** (where parts are repaired or replaced after wear \*\*) – 4 to 6 weeks
- **Preventive Maintenance** (planned routine): 6-8 weeks

**Please discuss your requirements with us at time of placing your order**

\*\* All delivery times are from receipt of official order subject to seasonal demand. The delivery times of "genuine spares" unless in stock is unfortunately beyond our control and in some cases can be up to 8 weeks for manufacturers.

We trust the above quotation meets with your approval and look forward to receiving your further valued instructions soon. If in the meantime you need any further information or changes making to this proposal, please don't hesitate to contact me.

Yours Sincerely

[REDACTED]





## **ITEM 9a – REVIEW 10 YEAR FIXED INDEX CHARGE DOCUMENT**

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### **BROUGHT BY**

Office

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### **SUMMARY**

To consider any changes needed to this document.

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### **PARISH COUNCIL BACKGROUND**

A business owner has questioned some of the prices in this document.

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### **DETAILS**

The current 10 Year Fixed Index Charge document can be found in this pack for reference.

The office has noted three areas that could need changing on this document, please see the below areas and recommendations:

#### Local Produce Market –

The office asked the market stall at the start of 2023 to pay their stall fee by BACS payment for the safety of the office staff, reducing/stopping them carrying cash. There are still some stall holders that pay cash, the office would suggest the below to encourage BACS payments:

Change from September 2023 (to provide a notice period for stalls) and continue price difference in future years.

BACS payment – stays at £17.50 per month

Cash payment – increased to £20 per month

#### Manor Waste Hire & Market Charge –

Someone who is interested in running a market on the Manor Waste has questioned the difference in price between the hire of Manor Waste for events (£55) and the price for running a market (£205 per week).

The £205 includes the market fees of £90 a month and any electricity use by stall holders.

Council needs to consider the difference in pricing and set out reasons why there is a difference.

The office would recommend the below increase over 4 years to the hire of Manor Waste due to increased running costs, this would be for new bookings any confirmed bookings will be charged at £55 in 23/24:

2023/24 - £70 (increase of £15)

2024/25 - £80 (increase of £20)

2025/26 - £90 (increase of £30)

2026/27 - £100 (increase of £40)

We will email the regular businesses and organisations that hire Manor Waste to inform them of the increase.



Allotments (no change to price recommended) –

This year there has been an increased amount of money spent on clearing plots at Hogtrough allotment, however the office believes this extra cost is unlikely to be repeated next year, so no increase in rent or deposit is needed for now but will have to be monitored.

As well as this the Parish Council has a legal right to charge allotment tenants the difference in price for any clearances needed, therefore a review of the tenancy agreement to make this clear is needed.

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**FINANCIAL CONSIDERATIONS**

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- The increases might change some future bookings but is unlikely based on discussions.

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**LEGAL AND OTHER IMPLICATIONS**

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None

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**PROPOSAL**

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To resolve to:

- Agree to the price changes for pitch fees at the Local Produce Market and take to Full Council for approval.
- Agree to the price changes for the hire of Manor Waste for events and take to the Full Council for approval.
- Consider the difference in pricing on Manor Waste for events and markets and set out reasons why there is a difference.



## Wendover Parish Council – 10 Year Fixed Index Charge

Service	Hire Ashbrook HP22 6LX	Hire Manor Waste HP22 6DU	Local Produce Market Pitch	Allotment Rent (Deposit held for same value)	Weekly Market	Comments
Charge when Policy was adopted 2018/19	£45 non- operational day, £90 operational day	£45 per day	£15 per 3x3 pitch	Hogtrough Lane £40 per full plot £20 per half plot  London Road £36 per full plot £18 per half plot	£200 per week	Adopted May 2018 Minute: A18/013
2019/20	£50/£95	£50	£15 (Price increased by £5 in 2017/18)	£40/£20 (Price increased in 2017/18)	£200 – (Price increased in 2017/18)	
2020/21	£50/£95	£50	£15	£40/£20 £36/£18	£200	Reviewed June 2020 Minute: P20/056 No Changes  January 2021 Cancel the £5.00 weekly market increase for the period 21/22 due to COVID Minute: P20/258
2021/22	£50/£95	£50	£15	£40/£20 £36/£18	£200*	* See comment above

<b>2022/23</b>	£55/£100	£55	£17.50	£45/£25 £41/£23	£205	
<b>2023/24</b>	£55/£100	£55	£17.50	£45/£25 £41/£23	£205	
<b>2024/25</b>	£55/£100	£55	£17.50	£45/£25 £41/£23	£210	
<b>2025/26</b>	£60/£105	£60	£20	£50/£30 £46/£28	£210	
<b>2026/27</b>	£60/£105	£60	£20	£50/£30 £46/£28	£210	
<b>2027/28</b>	£60/£105	£60	£20	£50/£30 £46/£28	£215	
<b>2028/29</b>	£60/£105	£60	£22.50	£50/£30 £46/£28	£215	



## WENDOVER PARISH COUNCIL

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Aylesbury, Buckinghamshire HP22 6DU  
Telephone: 01296 623056 Fax: 0871 236 1550  
Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

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# Tree Policy

## Introduction

This policy sets out Wendover Parish Council's approach to the management of trees on land owned by Wendover Parish Council only. Other Councils, organisations, companies and private individuals may need to be contacted if a tree(s) is located on their land.

This document has been created to provide guidance for the public, Councillors and Council employees to ensure a clear and consistent approach is adhered to regarding management of trees by Wendover Parish Council.

If a tree falls and causes injury or damage, the relevant landowner could be held negligent if they have failed to take sufficient care of the tree. Therefore, as a landowner, the Council has a duty of care to ensure that all trees on Parish Council-owned land are kept in an acceptable condition and do not put people or property at unreasonable risk.

The Council is responsible for over 175 trees on land within the park and open spaces it owns. These areas are identified as Ashbrook Open Space, Witchell Open Space, Hampden Meadow, Hampden Pond.

Trees situated within the public highway, adjacent to the road or on a roadside verge, are generally the responsibility of Buckinghamshire Council. Please refer to: <https://www.buckinghamshire.gov.uk/>

## The Benefits of Trees

Trees have many benefits, for example they:

- Provide valuable habitat for wildlife
- Provide pleasant green settings in which we work and live
- Filter atmospheric pollution and release oxygen
- Stabilise Soil – particularly important on site adjacent to water bodies
- Provide shelter from the sun, wind and rain
- Provide a barrier to noise and screening poor views
- Soften the impact of development
- Commemorate or celebrate individuals, events and communities.

## Inspections

Wendover Parish Council uses two levels of inspection to identify the level of risk associated with trees dependant on the circumstances.

### 1) Non-Specialist Survey

Members of the grounds team report trees that are observed through their daily work activities. Low risk/low level maintenance tasks will be conducted by the grounds team. If a more detailed inspection is required, the contracted WPC Tree Surgeon will be instructed to inspect.



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### 2) Detailed Arboricultural Inspection

A comprehensive inspection by an Arboricultural Consultant will be conducted every three years. The inspection will assess:

- Age – from Immature through to Dying/Dead
- Risk Zone – lightly used area, regularly but not intensively used area, close to main public areas
- Category Indication – from trees requiring no work in the foreseeable future to trees that require urgent attention.

Other than low risk/low level work resulting from inspections works will be carried out by the contracted WPC Tree Surgeon or other specialist services contractors.

Notable inspections dates and outcomes will be shared with the Amenities Committee and minuted accordingly.

### Maintenance

The Council has adopted a proactive approach to tree maintenance. However, only essential/minimal works will be undertaken in order to manage a tree because the Council supports a policy of tree preservation.

Regular inspections will be carried out to identify issues at the earliest juncture, so that preventive action can be taken where possible. Areas close to roads, buildings and with high public usage will be prioritised

As a guide, tree works will be undertaken in the following circumstances:

- Where an inspection has identified the tree as potentially hazardous or an immediate danger
- If the works are vital to the tree's long-term survival. Dead, dying or diseased trees will only be fully removed when there is no other option.
- To abate an actionable nuisance where branches are touching buildings e.g. physical contact with walls, windows, gutters.
- When previous maintenance regimes have determined future works are of the same specification for that specimen e.g. pollarding, crown reduction

### Wildlife Impact and Replacement Planting

The impact on local wildlife of all tree works, specifically felling and pruning, will always be thoroughly considered, with the impact minimised where possible.

If tree works are required in the bird nesting season (March- August) trees will be examined for evidence of nesting. Where a bird's nest is found, tree works will be delayed until the end of the nesting season, unless there is a serious safety concern.

No tree works will be undertaken on trees where there is potential to impact upon protected species such as bats and badgers until consultation has been undertaken with appropriate external consultants.





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Where appropriate, dead and fallen wood will be left on site unless there are sound conservation or safety reasons for its removal.

To help maintain the continuity of tree cover on WPC land, the Council will undertake the planting of new trees where suitable opportunities arise. If a tree inspection results in a tree removal, the Council will ensure a new tree is planted as a replacement. Replacement trees will be substantial in size; however the replanting location cannot be guaranteed.

The Council will select trees that are appropriate for their location and the anticipated maintenance need throughout the life of the tree.

### Protected Trees

A Tree Preservation Order (TPO) prevents cutting down, uprooting, topping, lopping, wilful damage or destruction of trees (including cutting roots) without permission.

It is an offence to cut down, lop, top, uproot or wilfully damage or destroy a tree in a Conservation Area without giving prior written notice to Aylesbury Vale District Council (AVDC).

WPC will seek additional approval from the Tree Officer and Planning Department at AVDC for trees on which there is a TPO or from the Conservation Officer, if located in the Conservation area.

### Requests for Tree Work

Whilst the Council will consider the impact of trees in each case on individual merit, the Council will not fell or prune trees on Parish Council-owned land if it is for any of the following non-arboricultural reasons:

- Solely to alleviate problems caused by natural and/or seasonal phenomena e.g. falling leaves, fruit, seeds/berries, bird droppings, pollen
- Solely for reasons of increasing sunlight/views to properties and gardens.
- Solely for the reason that the tree(s) is causing interference with television or satellite reception. In most cases the problem can be resolved by relocating the aerial or satellite dish. Residents are advised to contact their satellite or TV provider for specialist advice.

Tree roots in gardens are a natural occurrence and root presence is unlikely to be affected by tree pruning or removal. Tree felling and branch pruning in response to root invasion in gardens would not normally be appropriate as such works are likely to worsen the problem.

The encroachment of roots into adjoining land is not considered to amount to actionable nuisance. Adjacent landowners have a common law right to prune back tree roots to their boundary, providing that this would not lead to tree death and providing that the tree in question is not protected by a TPO or situated within a Conservation Area.

Landowners are reminded that if access to Council-owned land is required to carry out pruning you will require written permission from the Parish Council before carrying out such works.

The Parish Council will consider formal applications for tree works on its land, but these must be in writing, either by letter or email to:



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- Wendover Parish Council, The Clock Tower, High Street, Wendover, HP22 6DU  
or
  - [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)
- 

**Document History**

Drafted by Deputy Clerk	01/03/2019	(version 1)
Review by Amenities Committee	19/03/2019 & 16/04/2019	(version 2)
Final draft agreed by Amenities Committee	16/04/2019	(version 2)
Adopted by Parish Council	07/05/2019	(version 2)
Reviewed by Amenities Committee	15/06/2021	(version 2)



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## OPEN SPACES BOOKING FORM

*Please post or email this form using the above details.  
We will let you know if charges apply to your event before confirming your booking.*

Event Type	Charge
Daily Event	£16 for 2hrs plus an additional £16 for subsequent 2hr periods or part thereof.
Multi Day	Set up and removal £50 per 24hr period. Active £95 per 24hr period.
Charitable / Fitness Classes	No charge

Title ..... First name ..... Surname .....

Name of organisation if applicable .....

Address .....

..... Postcode.....

Daytime Telephone Number.....

Alternative Daytime Telephone Number (eg mobile) .....

Email address .....

Please provide a brief description of your activity .....

Name of space to be hired .....



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**Requested dates/times of hire**

Date:

Time:

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Signed .....

Date .....



**WENDOVER PARISH COUNCIL**  
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[clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

## INDEMNITY FORM

Organisation / Club: .....

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

1. Wendover Parish Council will not be liable for the death or injury of any person attending the site/facility for the subject of hiring, or for the losses, expenses or other costs incurred by the hirer except where such death, injury or loss is due solely to the negligence of the Council or anyone authorised on its behalf.
2. Wendover Parish Council will not in any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought to or left at the site / facility either by the hirer or by any other person, unless this is due to the negligence of Wendover Parish Council.
3. The hirer is not to cause any damage to be done to the site / facility and – except to the extent that the Council may be indemnified by insurance – the hirer is to make good and pay for such damage caused by any act or neglect of the hirer; or anyone the hirer is responsible for; or of anyone permitted by the hirer to enter the site / facility.
4. The hirer shall be responsible for any losses, expenses or other costs mentioned in the above clauses and shall maintain a policy of Public Liability Insurance in the minimum sum of £5m in respect of any one incident to cover such liability.
5. The hirer will, on request by the Council, immediately produce to the Council a certified copy of its insurance policy taken out for the purposes of this Indemnity and satisfactory evidence that the premium has been paid and is up to date.

### Agreed & Signed by Hirer:

Name:	
Address:	
Contact Number:	
Signed:	Date:

### For Office Use Only:

Insurance seen:		Policy Number:	
Indemnity Limit:	£:	Renewal Date:	
Name & Address of insurance company:			



# Community Emergency Response Plan

## Plan Ownership & Maintenance Details:

All enquires relating to this document should be sent to:

Andy Smith  
Parish Clerk  
Wendover Parish Council  
The Clock Tower  
High Street  
Wendover  
HP22 6DU  
Telephone: 01296 623056  
E-mail: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

Last updated May 2023



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# Part One - PREPARE

(Activities to be done BEFORE an incident occurs)

## 1 INTRODUCTION

This plan has been developed to provide resilience for the community in Wendover Parish in the pre-event phase or early stages of an emergency. It has been developed to align with Thames Valley Resilience Forum, the Buckinghamshire Council Emergency Plan and the overall legislative framework as defined by the Civil Contingencies Act 2004.

The structure and content reflect the importance of Wendover as a major village, a designated service centre and particularly its location on a major Transport Route (A413).

The Wendover Parish Community Emergency Management Team, CEMT, has been formed to assist the activation of this plan and to assist the emergency services wherever possible, prior to, during and after an emergency event.

If, in the event of an emergency, the Emergency Services or Buckinghamshire Council are delayed because of the scope or nature of a county-wide emergency, this plan provides a framework of incident specific action cards to enable the CEMT to identify the immediate self-help actions they should consider. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received. The actions complement the plans of responding Emergency Services.

The emergency response plan has these main parts:

### PART ONE - PREPARE

- Define Objectives
- Identify risks
- Define Roles & Responsibilities

### PART TWO - RESPOND

- In the event of an emergency, follow the process flow chart; and
- Follow the relevant Incident Action Card / Supporting Plan (eg Flood or Snow & Ice)
- Undertake a lessons learned review

### PART THREE - RESTRICTED REFERENCE

- Appendices with personal information. Note for GDPR compliance, this part is only held by key roles.

Each part has its own Appendices.

## 2 OBJECTIVES

The objectives of this emergency response plan are to:

- Identify the risks to the community and relevant preparatory actions
- Identify vulnerable people / groups / establishments in the community
- Identify steady state monitoring and alert levels
- Identify community resources available to assist during an emergency - personnel, equipment and emergency accommodation
- To give an overview of roles and responsibilities

- Identify relevant steps to mitigate and respond to emergency situations, including warning the community as required
- Provide key contact details for the CEMT, Key Community Resources, the Emergency Services and Local Authorities
- To detail cascade call out arrangements [see APPENDIX E]

### 3. PREPARE - ASSUMPTIONS

- The scope of this document includes the entire area of Wendover Parish.
- The Emergency Services (Police, Fire & Rescue, Ambulance) have prime responsibility for all emergencies and are the first point of contact in an emergency (Tel: 999). The Police have overall responsibility for control and coordination in an emergency situation.
- Buckinghamshire Council has specific responsibilities, which include establishing emergency centres, providing temporary accommodation for those made homeless and managing the longer term recovery phase.
- The Social Action, Responsibility and Heroism Act 2015 (SARAH) does provide reassurance that if something goes wrong when people are acting for the benefit of society or intervening to help someone in an emergency, the courts will take into account the context of their actions in the event they are sued for negligence.
- Wendover Parish Council 'WPC' will support development of Wendover's capability to respond to emergencies.
- The relevant statutory authorities eg Buckinghamshire Council, Thames Valley Resilience Forum, Environment Agency etc will review and approve this document
- Health and Safety - It is recognised that those named or recognised in this plan are not trained or resourced to carry out any functions of the Emergency Services. The response will be confined to supporting the welfare of the people in the community and helping them to maintain a normal community life. No-one is obliged to carry out any function and all duties are done solely on a voluntary basis.
- Data Protection - It is assumed that the Emergency co-ordinator retains the title of data controller and therefore must ensure that all persons' details included are asked whether they agree to their details being shared with the other community members and with representatives of the Emergency Services or Council. Any emergency plans sent to external bodies will be stripped of all contact details (other than that of the Emergency coordinator). To help achieve this, sections containing personal details have been placed in Appendices in a separate restricted access document.
- Whilst Wendover Parish Council has made very attempt to ensure the accuracy and reliability of the information contained in this document, it should not be relied upon as a substitute for formal advice from professional bodies. Wendover Parish Council will not be responsible for any loss, however arising from the use of, or reliance on, this information.

### 4 PREPARE - EMERGENCY DEFINITION

Under the Civil Contingencies Act 2004 an emergency is defined as 'An event or situation which threatens serious damage to:

- Human welfare
- The environment
- Security of the United Kingdom.'

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot wholly be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

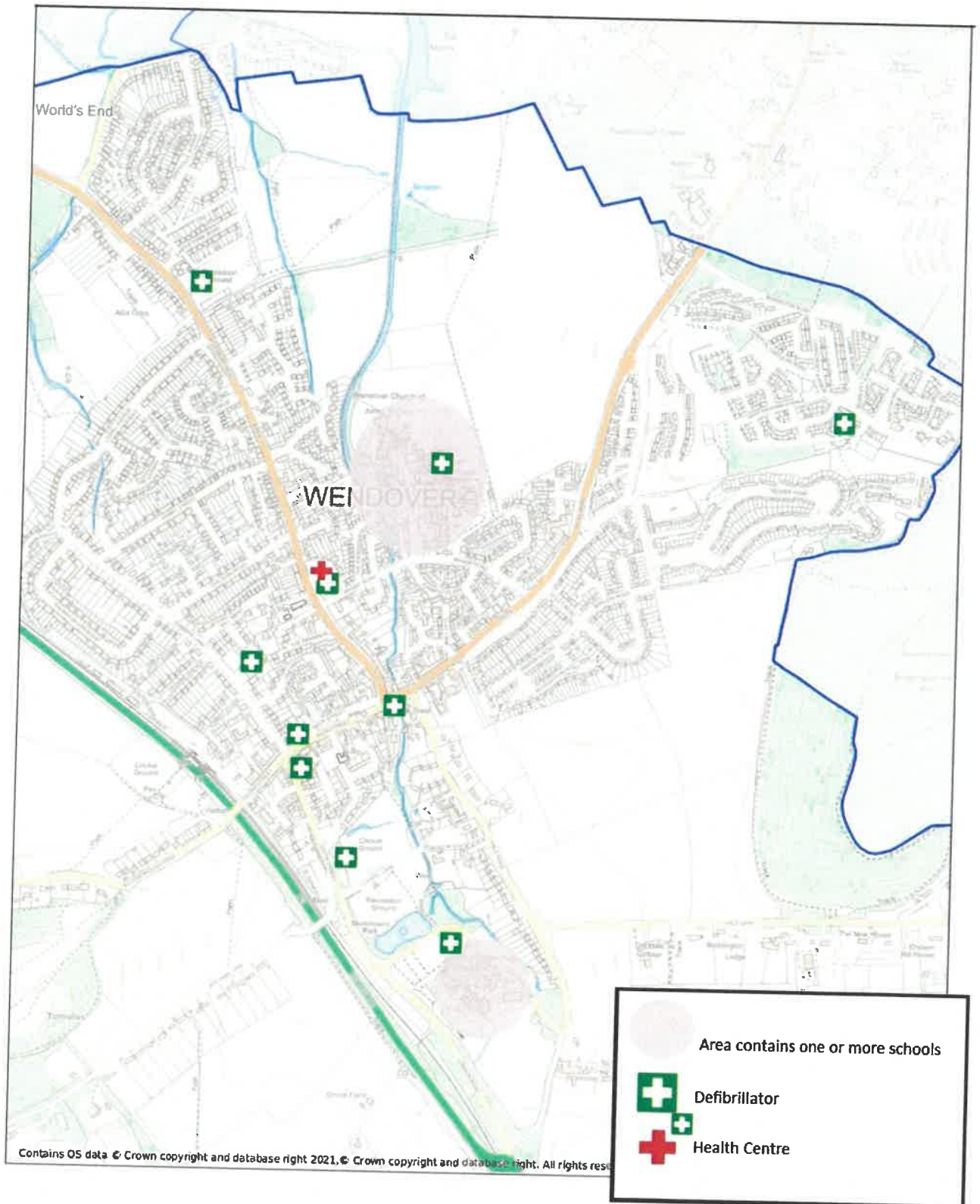
## 5 PREPARE - RISKS & TYPES OF INCIDENTS

Type of Incident	Impact on Community
Animal Health	Access Issues. Footpath closure.
Flooding Surface Water/Ground Water	Disruption to utilities Potential evacuation School closures Psychological and health impacts Impact on local businesses and economy
Snow/Ice	Priority areas: Manor Waste (WPC) Railway Station Side of Pound Street from Dobbins Lane to the Shoulder of Mutton. (WPC) Areas surrounding schools  Heating supplies for local residents
Pandemic (including flu)	Increased demand on health services Reduced levels of emergency services cover Staff shortages at many/all businesses Disruption to the economy Residents require access to medication
Loss of Utilities – Electricity, Water, Sewage, Phone, Gas	Residents lose heat, light, water or cooking facilities Disruption to essential services and activities Life endangerment to vulnerable individuals Financial impact to some businesses Travel disruption
Storm/Water	Trees down Landslip Failure of utilities
Fuel Disruption	Reduction or loss of private transport Increased dependence on volunteer support by vulnerable residents Reduced heating supplies
Heatwave	Increased demand on health services Increased dependence on volunteer support by vulnerable residents Transportation issues caused by melting roads Increased pollution Risk of wildfires Water shortages
Major Incident – fire/aircraft crash / vehicle crash / industrial fire / pollution incident (air or water borne). Act of Terrorism	This is a 'catch-all' incident for all other major incidents that could occur in the parish.

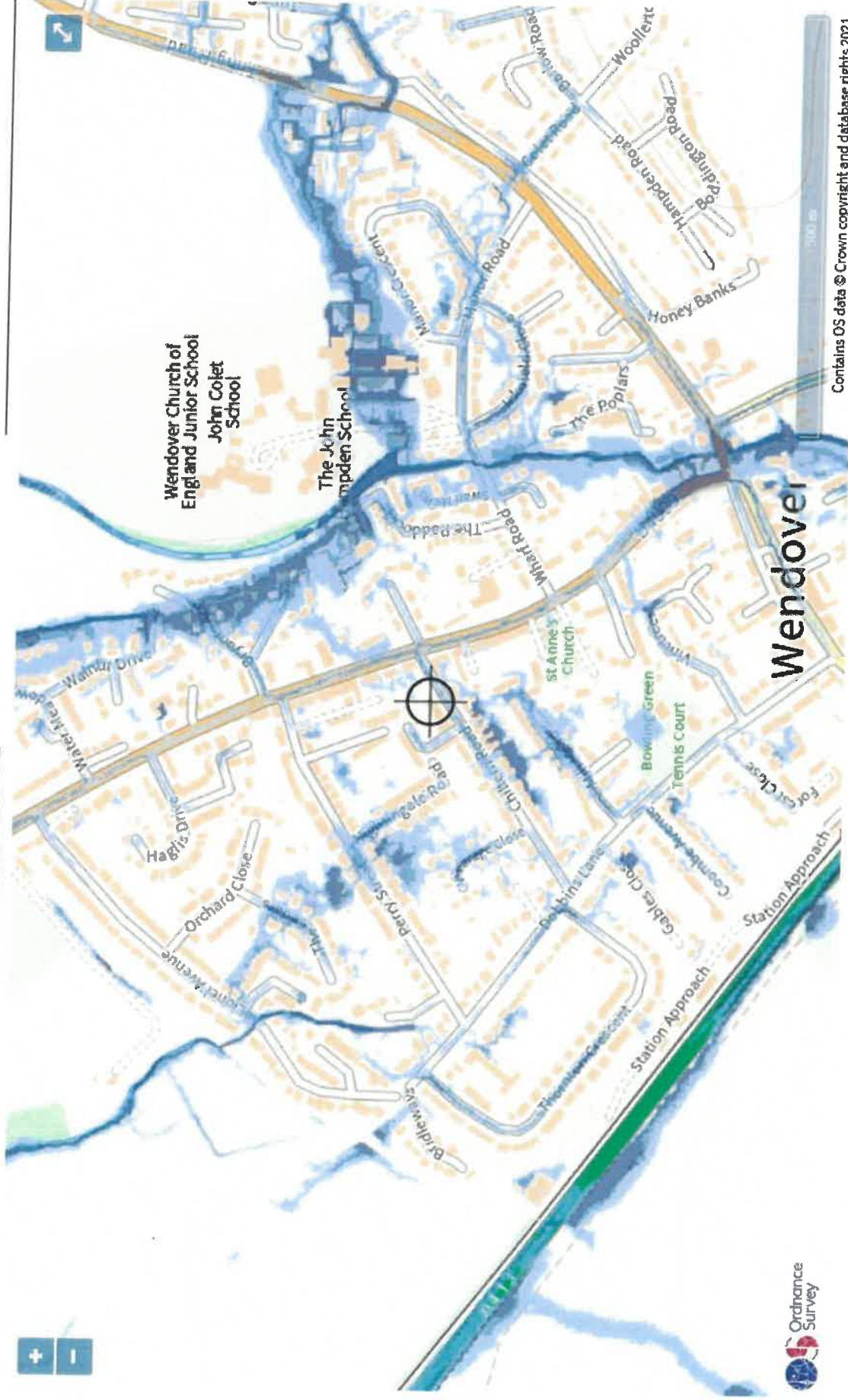


## 6 PREPARE - LOCAL MAPS

The map below shows the main settlement area within Wendover Parish, it is important to note that more rural homes may not be included.



## LOCAL FLOODING MAP



Contains OS data © Crown copyright and database rights 2021



## 7 Local Risk Assessment

What is the hazard?	Where is it?	Where is it affecting?	What are the consequences / impact?	What can we do to mitigate the impact before an incident?	What can we do to mitigate the impact after an incident?
Heavy Snow	Could affect entire area	Could affect entire area	Movement around community; residents house bound; getting food and medication from shops, attending medical appointments. Canceled/delayed buses and trains.	Share Thames Valley – Are you Ready? Preparing for Emergencies booklet, with community. Advise they have personal resilience plans / spare food/ stay in one room to keep warm.	Consider and if resources allow coordinate visits to identified vulnerable people; organize food delivery; liaise with voluntary groups; clear footpaths; keep community informed. Ask residents to look out for neighbours.
Heavy Rain/Surface Flooding	Could affect entire area	Could affect entire area	Difficult driving conditions and aquaplaning. Surface water flooding affecting properties. Movement around community. Impact on minor roads and some A roads and trunk roads impassable for a time. Rail line and Station could be affected.	Move possessions to a higher level. Protect doorways and air-vents with sandbags or floodboards.	If home or business is flooded turn off gas, electricity and water supplies. Move upstairs if possible. If trapped in deep flooding stay by a window and call for help. When water recedes do not switch gas etc back on until systems are inspected. Throw away food that has been in contact with flood water
Gales / Storms	Could affect entire area	Could affect entire area	Some trees uprooted, and tiles, slates and chimneys dislodged from some buildings. High-sided vehicles at risk of being blown over. Potential damage to	Secure outdoor items. Bring pets indoors. Close doors and windows.	Stay indoors until storm passes. Check for damage, make safe where possible. Beware of fallen

			buildings; some buildings collapse.				<p>cables, weakened trees, loose masonry etc.</p> <p>Report concerns to local authority – i.e Highway Tree damage to Bucks CC</p>
Heatwave	Entire Area	Entire Area	Prolonged period without rainfall leading to depletion of stored water reserves. Restrictions placed on usage of water. Likely to result in increased heat related illness stretching resources.		<p>Draw curtains in case of flying glass.</p> <p>Check on vulnerable neighbours.</p> <p>Monitor TV / radio weather warnings.</p> <p>Park cars in garage or well away from trees, fences etc.</p> <p>Do not carry out repairs whilst storm is in progress.</p> <p>Don't drive unless journey is essential.</p> <p>Plan to avoid being out during the hottest part of the day.</p> <p>Consider purchasing fans/mobile aircon units.</p> <p>Close curtains in rooms with lots of sun.</p> <p>Wear hats and loose fitted clothing.</p> <p>Review care for animals/pets.</p>	<p>Keep out of the heat of the day</p> <p>Stay cool</p> <p>Drink plenty of fluids</p> <p>Seek medical advice if concerned</p> <p>Close curtains in rooms with lots of sun</p> <p>Take cool showers</p>	
Fire/Explosion	Anywhere	Anywhere	Severe impact in immediate area of incident. Impact could affect life/property/environment.		<p>There is little that can be done in preparation for a fire or explosion other than minimising the use of flammable material and ensure hazardous items are stored, processed and used correctly.</p>	<p>Evacuate immediate/wider area.</p> <p>Assist with emergency reception centres.</p>	

<p>Transport Accident – Wendover Train Station</p>	<p>Wendover Train Station</p>	<p>Station, approaching roads including High Street and bypass</p>	<p>Major disruption to rail network. Possible impact on local road network. Major impact on premises and environment immediately adjacent to line.</p>	<p>There is little that can be done in preparation for a rail incident.</p>	<p>Follow guidance of emergency services and specialist personnel and offer assistance where appropriate i.e. use off/contact details for reception centres.</p>
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## 8 PREPARE - KEY ROLES & RESPONSIBILITIES

The Parish Council has appointed an individual to the role of Emergency Co-ordinator who leads the response to an incident. They are supported by Community Emergency Wardens and together form the Community Emergency Management Team (CEMT). The Community Emergency Management Team is responsible for organising all emergency activity within the parish, under the direction of the emergency services if appropriate. The CEMT will operate from the Emergency Control Centre (ECC).

As emergencies can occur at any time, it is not possible to guarantee that the Emergency Co-ordinator will be available; therefore a pool of Parish Councillors shall be familiar with the plan and can act as the temporary Emergency Co-ordinator in their absence.

A key element is the individual Good Neighbour Scheme Wardens who will be the main contact for each defined area. They will co-ordinate local needs, in communication with the Emergency Control Centre (ECC).

The tasks for key roles are as follows:

### Parish Clerk

- Ensure that the Community Emergency Response Plan (CERP) is regularly reviewed and updated.
- To liaise with Buckinghamshire Council's Emergency Planning & Resilience Officer to identify suitable training that may be available to emergency volunteers.
- To liaise with the Emergency Services when the CERP is updated and establish contact points
- Have sufficient knowledge of the plan to act as Co-ordinator in their absence.
- Have a copy of the full Plan

### Emergency Co-ordinator

Although this role will have someone nominated (this may be done on a rota basis) to fulfil it, during an incident the role will need to be filled by several individuals, mainly Parish Councillors, working to a rota.

- To advise and help local community preparations for the response to an emergency.
- Act as the main contact point for Unitary Council and emergency services, to ensure two-way communication is maintained.
- Ensure that CEMT are aware of relevant WPC Policies eg Working Group Protocol, Volunteer Protocol, Freedom of Information etc
- Delegate specific roles to others on the CEMT.
- Activate resources as required and delegate tasks to team members as appropriate.
- The Co-ordinator should ensure that all team members are engaged in the planning and response processes.
- Coordinate the community response.
- Ensure Health and safety is adhered too.
- Liaise with relevant emergency services/organisation/council.
- Ensure actions and decisions are logged [**See Appendix B – Logging Sheet**]
- Act as a focal point for the community in the response to an emergency
- Recommended to install useful Apps and bookmark key sites.
- To maintain the Community Emergency Resource Register with the aid of the Councillors.
- To ensure that Councillors are aware of their role should an emergency occur.
- To ensure the local community is aware of the Parish Council's CERP and that residents are aware of the relevant contact details.
- To ensure that all those involved in the cascade call out [**see Appendix E**] are aware of what action they have to take.
- Ensure that the appropriate individuals are notified.
- Have a copy of the full Plan

### Community Emergency Wardens (GNS Wardens)

- Identify vulnerable local residents such as the elderly who may require assistance.
- Review the Community Emergency Response Plan.
- Ensure the vulnerable are provided with additional assurance during an emergency.
- Reside in the community with good local knowledge.
- Have a copy of Parts 1 & 2 of this Plan
- Be able to activate the support of the community and speak on behalf of the community.
- Ensure communications are maintained within the community and Buckinghamshire Council.
- Ensure Confidentiality is maintained where necessary.
- Maintain his / her own action log in the event of an emergency [See Appendix B – Logging Sheet]
- Create a ‘grab bag’ containing the plan and any appropriate clothing / equipment which may be required
- To determine the capabilities of the community to care for itself during an emergency in the absence of support from the emergency services and county authorities.
- To provide local knowledge to the emergency services or other organisations, as and when they are able to respond to the incident.
- Communicate important messages to the community.
- Help with community tasks.
- Collect community information.
- Help disseminate information.
- Assist in incident response (sand bagging, flood monitoring etc).
- Recommended to install useful Apps and bookmark key sites.






### Councillors

- Have sufficient knowledge of the plan to act as Co-ordinator in their absence.
- To assist the Parish Emergency Co-ordinator in identifying other community volunteers.
- To assist the Parish Council in dealing with any emergency which may affect the community.
- Recommended to install useful Apps and bookmark key sites

### Members of the parish

- Recommended to install useful Apps and bookmark key sites

## 9 PREPARE - USEFUL SMARTPHONE APPS

App Icon	Name	Features
	Citizen Aid	HMG advice for major incidents including Ride/Hide/Tell. Emergency medical treatment
	British Red Cross	Medical
	WhatsApp	Backup comms for key members
	What3Words	Share your location
	Nextdoor	Neighbourhood Communities

## 10 PREPARE - REVIEW, UPDATE & DISTRIBUTION

The CEMT will meet to discuss the community's resilience arrangements at least on an annual basis or when new facilities or information become available which affects trigger points, e.g. installation of engineering solutions, and after any events, e.g. flooding, where the plan has been utilised. A full review of the plan by the CEMT should be carried out annually to ensure that the contact numbers are still correct.

Date	Page Number	Reason for Amendment	Changed by

Copies of the entire plan are held by the Emergency Co-ordinator, Clerk, Chair, and Vice Chair. Copies of Part 2 – RESPOND are held by all Community Emergency Wardens and by the wider emergency stakeholders listed below:

Copy	Role	Holder



## PREPARE APPENDIX A - EMERGENCY CONTROL CENTRE

The Emergency Command Centre is in the Clock Tower.

Clock Tower Key Holders:

- Cllr Julie Williams (Councillor)
- Cllr Clive Gallagher (Councillor)
- Andy Smith (Clerk)
- Phoebe Sharps (Estates and Events Manager)
- Andy Dunn (Groundsman)
- Stefan Ziolkowski (Groundsman)

The alternative locations are:

Wendover Library

High Street, Wendover

Contact details: Ron Melville m: 07834 221187

[ron.melville@btinternet.com](mailto:ron.melville@btinternet.com)

Or

St Anne's Hall

Aylesbury Road, Wendover

Contact details: Angela German m: 07423 266713

[stanneshallwendover@hotmail.co.uk](mailto:stanneshallwendover@hotmail.co.uk)

Keys for the Library and St Anne's Hall are also available at the Clock Tower.  
(Attached to green meeting bag)

# Part Two - RESPOND

(Activities to be done WHEN an incident occurs)

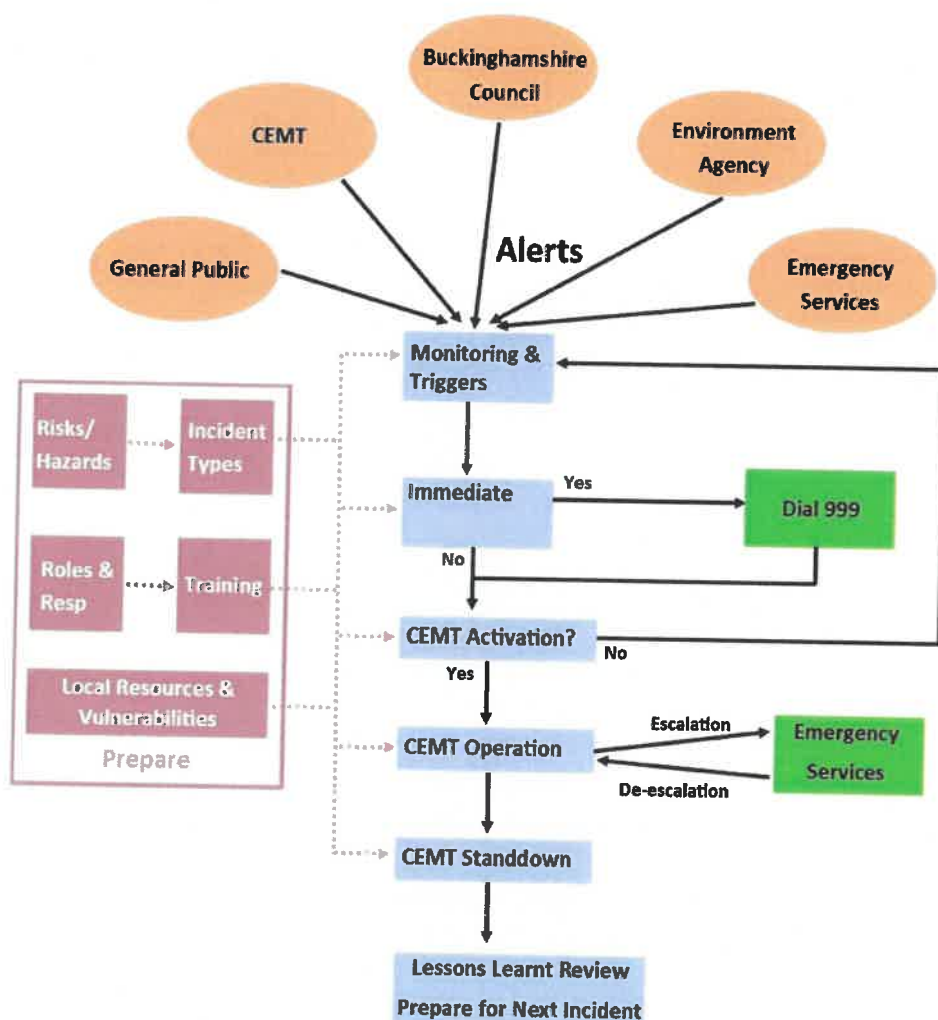
## 12 RESPOND - INTRODUCTION

This is the second part of the Emergency Response plan – it details the procedure to be followed before, during and after an incident. It also has specific details for common types of incident – Incident Action Cards which can be found in Appendix D

Key roles that work together to respond to an incident are the Emergency Co-ordinator who with many Community Emergency Wardens (CEW) who are allocated to specific areas form the Community Emergency Management Team (CEMT).

## 13 RESPOND - FLOW CHART

**UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS**



## 13.1 Monitoring & Triggers

Where an emergency is possible or anticipated, CEMT are to monitor the situation.

Each of the type of incident has its own arrangements for steady state monitoring of the situation (eg weather warnings / water level gauges) and means of alerting of an imminent incident. These are detailed on the Incident Action Cards.

During this phase, one or more of the following tasks are performed:

- Warn members of community as appropriate
- Be prepared to respond urgently
- Start using the relevant Incident Action Card
- If necessary, call a community meeting but ensure the venue is safe and people can get there safely
- Should you be the first to arrive at the scene of an incident, it is imperative you do not attempt to help without first assessing the scene and providing relevant information to the Emergency Co-ordinator / Emergency Services

## 13.2 Activation

The need for a village response to an emergency could be triggered by a request from Buckinghamshire Council or from the Emergency Services. Additionally members of the community might identify a requirement and the Parish Council might itself determine the need to take action.

The first person on the scene (eg Emergency Co-ordinator, CEW or member of the public) is to assess the incident (using the Situation Report part of the CEMT Agenda – see APPENDIX G) and report back to the Emergency Co-ordinator.

In each case the Community Emergency Management Team is alerted and would meet to take one or more actions:

1. Discuss the situation report – follow incident agenda [see APPENDIX G]
2. If required Emergency Co-ordinator to dial 999 and ensure the emergency services are aware of the emergency and follow any advice given.
3. Emergency Co-ordinator to record details on the Log Sheet [See Appendix B – Logging Sheet] including:
  - Any decisions made and why
  - Actions taken
  - Who was spoken to and what was said (Including contact numbers)
  - Any information received
4. Contact other members of the community that need to be alerted by agreed method eg
  - Community Emergency Wardens;
  - Households affected;
  - The Parish Council via the Parish Clerk;
  - Volunteers and key holders as appropriate;
5. Decide whether to activate Emergency Management Plan including:
  - Call 101 and ask for the CEMT Coordinators contact details to be forwarded onto Silver Command as a point of contact
  - Contact and inform Buckinghamshire Council (See Key Contacts)
  - Setup Emergency Control Centre.

6. If the Plan is not to be fully invoked (possibly on the advice of the emergency services) but some level of support is required, assemble the CEMT to decide how to provide the required support. (Note: The requirement may be to provide information to the community or for the provision of an incident information centre / Rest Centre.)

**UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASK**

### 13.3 Operation

Having established the Emergency Control Centre (ECC) as part of the Activation the following steps outline the basic method of operation:

- i. The ECC will assess the incident considering its type, severity and location and implement one or more of the following actions, using the incident action cards [see **Appendix A**] as required:
  1. Decide to set up an exclusion zone / instigate road closure;
  2. Review decision on what emergency services are required eg Police, Fire, Ambulance etc. NB only ECC are to contact the emergency Services or relevant contractors/utility services.
  3. Decide on what resources to deploy where;
  4. Decide if a review of the surrounding areas will be made by the CEWs;
  5. Decide on what needs to be communicated to the community and how eg radio, social media
  6. Maintain the Incident Log [See Appendix B – Logging Sheet]
  7. Consider whether it is appropriate to set up the Evacuation Assembly Point for welfare purposes. This is likely to depend on the extent of the emergency incident. The need for an Evacuation Assembly Point may occur later.
  8. Confirm whether there are any injuries to persons. Arrange for local persons with medical skills to attend, if appropriate (see Skills list).
  9. Check vulnerable persons and re-check periodically. [See Vulnerable Persons Appendix]
  10. Make contact with the emergency services on site if they have already arrived or call them to check likely arrival time. Check that they are fully aware of the emergency and its extent and any injured persons. Understand how they are dealing with the emergency and check if they need information, equipment etc.
- ii. The CEW where the incident is located will manage the resources they are sent ensuring that the incident is dealt with in the correct manner. Also assisting the emergency services staff in controlling the incident.
- iii. The hazard will be regularly assessed by the relevant CEW and ECC advised. Step i. above will be repeated as required as additional information is provided.
- iv. Note: Apart from the normal 'blue light' emergency services, it may be essential for electricity and gas utilities engineers to attend to make their supply safe in the first instance and then to restore their supply to residents.
- v. Check whether local schools, pre-schools or nurseries are affected by the incident, if appropriate. If necessary, contact heads or principals and check their proposed actions.
- vi. Advise businesses (e.g. garage, pubs, farms, farm shop) as necessary.
- vii. Allocate tasks to volunteers (e.g. assistance to residents, tree clearing, road clearing).
- viii. Arrange for use of appropriate resources (e.g. vehicles, equipment).
- ix. Establish need for supplies and arrange for their acquisition.
- x. Organise refreshments for Emergency Team, emergency services, volunteers and persons directly affected by the emergency.
- xi. Listen to local radio for relevant information and announcements.
- xii. Minors unable to get home should be asked to go to the Evacuation Assembly Point where they must be documented and supervised until re-united with their parents.
- xiii. Consider if there is a requirement to consider evacuation / accommodation of Pets and or Livestock.

### 13.4 On site Emergency Services

Once emergency services are on-site they will assume overall control of the incident.

### 13.5 Stand Down

Recovery phase shall commence once the CEMT are satisfied that the incident is complete and the area is safe to return to.

Return all materials into the Emergency Centre box, including any registers created during the emergency.

Emergency Co-ordinator to collate all logs, forms and other relevant paperwork for any subsequent debrief, enquiry or investigation. Collated information to be handed over to Parish Clerk.

Ensure that the Emergency Control Centre is returned to its original state and left clean and tidy with all tables, chairs etc put away.

Dispose of any surplus perishable supplies.

### 13.6 Lessons Learnt – Review and Prepare for Next Incident

With all parties hold a Lessons Learnt Review and update documents, agreements and details

Setup for Next Emergency – review level of stock/supplies and re-order as required

## 14 RESPOND - COMMUNICATION

Communications are vital before, during and after an emergency in order to ensure that warnings and information are received and passed on, responses co-ordinated with emergency services and actions by volunteers within the community co-ordinated 'on the ground'.

Note that the mobiles/telephones which rely on an electricity supply might be cut off during a power cut. This reduction in the ability to communicate is a risk for the Plan and the establishment of a means of communication will be an immediate requirement of the ECC once an emergency is declared.

The processes for communicating within and outside the community before and during an emergency are as follows:

- if necessary, emergency services will be contacted by the first person on the scene;
- other contact with other statutory authorities (receiving warnings, discussion of the situation) or media will be through the Emergency Co-ordinator; the Emergency Co-ordinator, in consultation with other members of the CEMT, will establish a means of communication both within and outside the emergency area. This will depend on the local availability of telephones and mobile phone reception;
- Emergency Services - It is important to remain in regular touch with the emergency services, particularly if they are in attendance, to ensure that they have all the information they require and all the support and resources that the parish can provide. The Emergency Services will normally provide most of the initial response. They will be supported by the local authorities (Unitary Councils), Environment Agency, utility (Gas, water and electricity) companies and voluntary organisations. The emergency services' main role will most frequently be to save life. If there is any risk to life at all contact 999. The Fire and Rescue Service is responsible for rescuing survivors. The Ambulance service is responsible for treating casualties and taking them to hospital. The Police will co-ordinate this work



## 14.1 Within Parish

- The CEMT holds telephone, email and address details for members of the team and volunteers as not all forms of communication may be available in an emergency. This information is in a restricted document containing the relevant Appendices.
- Residents - Communication with residents will be difficult. Those directly involved in the Emergency must be contacted immediately. The remainder of the residents can be told by word of mouth. People with resources of use in the Emergency can be contacted by telephone (if working) or by a 'runner'.

## 14.2 Outside Parish

- The timing of the incident may be important as people may be at work or on holiday and children may be at school. Their return to their homes may be problematic or their family may have been evacuated. Communication is key telephone calls to schools, announcements on local radio, notices at railway stations, roadside notices. Liaise with the ECC who have established lines of communication with broadcasters, schools etc.
- Neighbouring Parishes - It may be appropriate to contact the Emergency Co-ordinator or Parish Clerk of neighbouring parishes, who may or may not be involved in the same incident. If not, they may have resources which could be made available to this parish (particularly in the event of evacuation).
- The police may request the appropriate local radio stations to issue warning and advice messages.

## 14.3 List of local radio & TV stations

- Digital TV and Radio is available via terrestrial and satellite broadcasts; and cable and internet service providers. The local BBC is London & South East
- The following are the radio frequencies that cover Buckinghamshire:
  - Bucks Radio - Listen online [www.bucksradio](http://www.bucksradio)
  - BBC Oxford - 95.2 MHzFM
  - 3 Counties Radio - 95.5 – 103.8 MHzFM
  - Herts & Beds - 97.6 MHzFM

## 15 RESPOND - APPENDICES

RESPOND APPENDIX B - CERT LOGGING SHEET

RESPOND APPENDIX C - CERT MEETING AGENDA

RESPOND APPENDIX D – INCIDENT ACTION CARDS

- Flooding / Surface Water
- Snow / Ice
- Pandemic
- Loss Of Utilities
- Storm / Weather
- Animal Health
- Fuel Disruption
- Heatwave
- Major Emergency including Pollution Incident – Air / Water Borne and Act Of Terrorism



## RESPOND APPENDIX C - CERT MEETING AGENDA

<b>Date:</b>
<b>Time:</b>
<b>Location:</b>
<b>Attendees:</b>
<b>1. Situation Report - CHALETS</b>
<b>C CASUALTIES</b> Numbers and severity / Potential for these
<b>H HAZARDS</b> Fire, leaks, etc
<b>A ACCESS</b> Safe route for the emergency services
<b>L LOCATION</b> Exact location required eg using What3Words
<b>E EMERGENCY SERVICES</b> Are they present or required
<b>T TYPE</b> Road crash, air crash, explosion, major fire
<b>S SAFETY</b> Of all personnel
<b>2. Assess Situation</b>
<ul style="list-style-type: none"> <li>• Location of the emergency. Is it near a school / vulnerable area / main access route ?</li> <li>• Has electricity, gas or water been affected?</li> <li>• Are there any vulnerable people involved? Elderly / Families with children /</li> <li>• What resources do we need? Eg Food / Off-road vehicles / Blankets / shelter</li> </ul>
<b>3. Establishing contact with the emergency services</b>
<b>4. How can we support the emergency services?</b>
<b>5. What actions can safely be taken?</b>
<b>6. Who is going to take the lead for the agreed actions?</b>
<b>7. Any other issues?</b>

## **RESPOND APPENDIX D – INCIDENT ACTION CARDS**

The following cards provide incident specific details, guidance for each of the major types of incidents:

- Flooding / Surface Water
- Snow / Ice
- Pandemic
- Loss Of Utilities
- Storm / Weather
- Animal Health
- Fuel Disruption
- Major Emergency including Pollution Incident – Air / Water Borne and Act Of Terrorism

## FLOOD/SURFACE WATER INCIDENT ACTION CARD

### 1. STEADY STATE MONITORING

Weather, continued or heavy rainfall. River and groundwater levels.

2. **TRIGGER:** Official notification of flood risk or visual indicators.

### 3. DETAILS

Many agencies are involved in responding to floods. Different agencies are best equipped to deal with a specific type of flood. For example, Buckinghamshire Council can manage flooding on a public highway, while the local water company would deal with a burst water main. Flooding from groundwater can happen when the level of water within rock or soil that makes up the land surface (known as the water table) rises. The level of the water table changes with the seasons due to variations in long term rainfall and water abstraction. When the water table rises and reaches round level, water starts to emerge on the surface and flooding can happen. Flooding will usually occur days or even weeks after heavy or prolonged rainfall, flooding may occur for a long time, often lasting several weeks.

**RISK IMPACTS** The predicted impacts could include:

- risk to life (people and animals)
- damage to property, businesses, agricultural land, roads, structures and infrastructure
- pollution and contamination of local environments
- long-term damage to tourism, businesses and agriculture
- damage to national critical infrastructure

**CONSEQUENCES** The consequences could include:

- disruption to utilities
- flooding of properties
- evacuation of residents
- provision of accommodation for those whose homes are flooded
- unrecoverable damage to businesses
- long-term psychological and health impacts
- long-term restoration and recovery issues for homes and businesses

### 4. CONTACT DETAILS

The Environment Agency is the main place for information on past floods, flood maps, checking on flood risk to your property, river levels, registering to receive flood warning messages and guides on protecting your home during a flood event. You can access these services and more by visiting the Environment Agency pages on [www.gov.uk](http://www.gov.uk)

### 5. PREPARATORY WORK

- Identification of what areas could be affected by flood water and who is at risk.
- Development of ways and means of alerting the public as early as possible when there is a significant flood risk.
- Developing flood rescue and assistance for those who become isolated by flooding

### 6. DURING FLOOD/SURFACE WATER

- CEW to check on all known vulnerable residents that may be cut off by flood water
- Support to be given if required to effected businesses

### 7. AFTER FLOOD/SURFACE WATER

- Report any damage to highways to Buckinghamshire Council
- Arrange to have any fallen trees removed
- Offer support to residents dealing with receding flood waters and contamination

## SNOW/ICE INCIDENT ACTION CARD

### 1. STEADY STATE MONITORING

Weather forecasts

**2. TRIGGER:** Met Office operate National Severe Weather Warning Service.

### 3. DETAILS

The alerts are based on the level of disruption as opposed to the level of risk that snow or icy conditions will occur, these are described as follows;

Yellow alert: minimum amount of disruption/any disruption will be transient

Amber alert: disruption can be expected to last for some time

Red alert: significant disruption can be expected to last for some time.

The details of duration and any specific considerations such as loss of infrastructure (e.g. power) will be included in the narrative of the alert.

### 4. CONTACT DETAILS

Snow clearance on local roads is the job of Transport for Bucks, details of the routes can be seen here:

[www.buckscc.gov.uk/services/transport-and-roads/road-maintenance-and-repairs/winter-maintenance/](http://www.buckscc.gov.uk/services/transport-and-roads/road-maintenance-and-repairs/winter-maintenance/)

Wendover Road can be seen on routes GL5 and GL6

### 5. PREPARATORY WORK

Ensure adequate stocks of salt and grit are available for local use.

### 6. DURING SNOW/ICE

**Priority routes for snow/ice clearance will be the Manor Waste and the Railway Station side of Pound Street from Dobbins Lane to the Shoulder of Mutton.**

#### Public Advice

Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves.

Follow the advice below to make sure you clear the pathway safely and effectively, don't believe the myths - it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully.

Clear the snow and ice early in the day. It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Pay extra attention to clearing snow and ice from steps and steep pathways - you might need to use more salt on these areas. Use salt or sand - not water. Don't make the pathways more dangerous by causing them to refreeze. If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery. You can melt snow or prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Don't use the salt found in salting bins - this will be needed to keep the roads clear. Be careful not to spread salt on plants or grass as it may damage them.



## PANDEMIC INCIDENT ACTION CARD

### 1. STEADY STATE MONITORING

Indicators are likely to be in national media and in the form of an official health warning

**2. TRIGGER:** Pandemic declared by World Health Organisation / direction or advice from Buckinghamshire Council

### 3. DETAILS

Pandemic flu is the UK's highest risk. The impact of the Covid-19 Pandemic was wide reaching and life changing for so many.

### 4. CONTACT DETAILS

Volunteers who can collect and drop-off prescriptions, collect food, etc.  
Wendover Good Neighbour Scheme wardens, also known in this plan as Community Emergency Wardens (CEW)

- Local surgery: Wendover Health Centre
- Local pharmacy Wendover Pharmacy

### 5. PREPARATORY WORK

- Identify volunteers who can collect and deliver medicines for people who are vulnerable / self isolating
- Support any temporary vaccination scheme.
- Publicise NHS posters.
- Promote awareness campaigns
- In Autumn, distribute information about 'flu jabs' on website, social media and in the village Newsletters
- Share plans with the community

### 6. DURING PANDEMIC

Form a Pandemic Committee. Include health care professionals if possible. Make this committee larger than others, since during a full pandemic up to half the committee could become ill. The Pandemic Committee will:

- Seek volunteers to help people living alone/self isolating to collect and deliver prescriptions and food, look after pets etc.
- Co-ordinate with local volunteers to provide transport for residents in need.
- Co-ordinate with local volunteers to keep in touch with infected people through email / phone
- Review lists of local vulnerable people and update to reflect HMG/NHS advice
- Coordinate with the Health Centre/Pharmacy and any temporary vaccination scheme.
- Support the distribution of NHS posters and printed advice.

Consider cancelling public gatherings and meetings, as advised by the NHS and HM Government.

## LOSS OF UTILITIES INCIDENT ACTION CARD

### 1. STEADY STATE MONITORING

None undertaken, review of supplier web sites but typically the incident arises suddenly, ie without warning.

### 2. TRIGGER: Loss of supply

### 3. DETAILS

A prolonged outage is likely to require action from the CEMT. The actions open to them include:

- Seeking to open a community shelter or rest centre.
- Coordinating with voluntary groups for support to vulnerable residents.
- Posting of information to the website / social media feeds.

### 4. PREPARATORY WORK

Parish Council

- Obtain agreements with those premises suitable as a safe place and shelter for vulnerable residents.
- Alert Buckinghamshire Council to vulnerable people.
- Promote keeping torches and wind-up radios
- Encourage vulnerable people to register with their suppliers Priority Service Register – see <https://www.saveonenergy.com/uk/guides/priority-services-register/> for general details

### 5. DURING OUTAGE

Contact voluntary groups and CEW to check welfare of vulnerable people during an outage.

Utility companies will deal with outages

## **STORM / WEATHER INCIDENT ACTION CARD**

### **1. STEADY STATE MONITORING**

Weather forecasts

Met Office operate National Severe Weather Warning Service

### **2. TRIGGER**

As above

### **3. DETAILS**

There are many ways a storm can damage buildings:

- Roof tiles blown off in heavy winds
- Damage to the buildings from lightning, possibly leading to fire
- Damage from fallen trees and debris
- Water damage due to heavy rainfall

### **4. CONTACT DETAILS**

Buckinghamshire fallen trees etc:  
<https://fixmystreet.buckscc.gov.uk>

Meteorological Office Weather Warnings  
<http://www.metoffice.gov.uk/public/weather/warnings>

### **5. PREPARATORY WORK**

- Met Office operate National Severe Weather Warning Service which aims to give advance notice of severe gales.
- Buckinghamshire Council Weather alerts on social media.

### **6. DURING STORM / WEATHER**

Monitor the situation and react to anything life threatening, report road blockages as needed.

### **7. AFTER STORM / WEATHER**

Arrange to have fallen down trees removed

CEW check for storm damage

CEW to check vulnerable people

## ANIMAL HEALTH INCIDENT ACTION CARD

### 1. STEADY STATE MONITORING

National Information / Local vets

Animal and Plant Health Agency alerting service: <https://www.gov.uk/guidance/apha-alert-subscription-service>

### 2. TRIGGER

Notification of infected premises

### 3. DETAILS

The risks of disease being spread by those seeking recreational access to the countryside are very small, and can be reduced further by avoiding direct contact with animals.

In the event of a disease outbreak, there will be a presumption in favour of access to the countryside, subject to veterinary risk assessment.

These diseases have a serious economic impact for the farmer and will cause fluctuations in price of the meat, and animal products.

There may be restrictions put on movement around the infected premises in zones.

- i. Diseases that affect only the animals eg Foot and Mouth, Blue Tongue and Classical Swine Fever, etc. Key response would be to control access to and from infected flocks/herds to isolate the disease by stop human carrying the disease between fields.
- ii. Zoonotic Diseases ie diseases that can pass from animals to humans such as Avian Influenza, E.Coli, Salmonella, etc. Key response would be to control access to the area and to animals will be restricted for infection control – ie to stop humans spreading the disease and also prevent humans from catching it.

However, restriction in the movement of animals, people and vehicles on and around infected site/premises may be put in place.

There may be disinfectants that need to be applied when entering / leaving affected premises.

### 4. PREPARATORY WORK

- Ensure map of local footpaths is up to date
- Establish contact with relevant authorities

### 5. DURING ANIMAL HEALTH INCIDENT

1. Obtain up to date information from:
  - Department for Environment, Food and Rural Affairs.  
<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>
  - Animal and Plant Health Agency  
<https://www.gov.uk/government/organisations/animal-and-plant-health-agency>
2. Liaise with Buckinghamshire Council as needed
3. Provide information to community about closed footpaths and bridleways.
4. Provide information about alternative public byeways which are suitable for exercising dogs, horses, etc
5. Check that public warning and information signage remains in place, report to Buckinghamshire Council if signs are tampered with or removed
6. Maintain contact with the affected farmer's family and check their welfare.

## **FUEL DISRUPTION INCIDENT ACTION CARD**

### **1. STEADY STATE MONITORING**

National news

### **2. TRIGGER**

Government Direction and Media Reporting.

### **3. DETAILS**

Fuel disruption can cause severe hardship in rural areas where we rely on vehicles to get supplies, including food and medication. Disruption of fuel supplies will be a national or at least regional emergency and, at the village level, the focus can only be on trying to mitigate the effect on the community.

### **4. CONTACT DETAILS FOR:**

Nearest filling stations

- B P Service Station H K S Wendover, Aylesbury Road, Wendover.
- Total Service Station, 62-64 Aylesbury Road, Wendover
- Murco, South Street, Aylesbury
- Harvest Energy Service Station, London Road, Aylesbury
- Esso, Wendover Road, Aylesbury

Nearest fuel suppliers

- Lovell Fuels Ltd, Oil Depot, Bicester Road, Aylesbury
- Speedy Fuels & Lubricants, Yard 31, Thorney Business Park, Iver
- Aslanol Ltd, 25 Heathfield, Milton Keynes
- Butler Fuels, Building 212a, Avenue B, Westcott Venture Park, Aylesbury
- Watson Petroleum Ltd, Watling Street, Milton Keynes
- Source Right, 5 Hertford Place, Milton Keynes
- GE Stevens, Ruskin Buildings, Oakridge Road, High Wycombe

### **5. DURING FUEL DISRUPTION**

Use the websites and Social Media to repeat advice to the community to conserve fuel. Reduce use of private vehicles (walk to shops, school, etc). Encourage the use of public transport

Use online shopping, where available.

If heating oil supplies are restricted consider opening (heated) community buildings.

Identify priority workers in the community who will have preferential access to fuel. Can they offer lifts, or do shopping for neighbours.

Check on the needs of vulnerable people in the community.

Report to Buckinghamshire Council on that which cannot be managed locally.

Stress that to stockpiling fuel can be very dangerous.

## HEATWAVE

### 1. STEADY STATE MONITORING

The following systems are in place:

- A heat-health watch alert system operates from 1 June to 15 September, based on Met Office forecasts and data. This will trigger levels of response from the NHS, government and public health system, and communicate risks.
- Advice and information for the public and for health and social care professionals, particularly those working with at-risk groups. This includes both general preparation for hot weather and more specific advice when a severe heatwave is forecast.

### 2. TRIGGER

24.5°C is the temperature at which any excess deaths may first become apparent. Heatwave warnings will be colour-coded to indicate more easily the National Severe Weather Warning Service (NSWWS) regions affected by a change from one Heatwave Warning level to another (eg from Level 2 to Level 3) – this will help responders to clarify what actions in turn need to be taken.

### 3. DETAILS

The climate is changing and current analysis in the national UK climate change risk assessment suggests that summers are going to get hotter in the future.

The main risks posed by a heatwave are:

- Not drinking enough water (dehydration)
- Overheating, which can make symptoms worse for people who already have problems with their heart or breathing.
- Heat exhaustion and heatstroke.

### 4. PREPARATORY WORK

Issue NHS/Gov guidelines and promotion as soon as it become available and apparent that a heatwave is imminent.

### 5. DURING HEATWAVE

- Look out for those who may struggle to keep themselves cool and hydrated – older people, those with underlying health conditions and those who live alone are particularly at risk.
- Offer continued public advice in line with NHS/Gov guidance.
- Offer public advice on never leaving anyone in a closed, parked vehicle, especially infants, young children or animals.



## **MAJOR EMERGENCY (Not covered elsewhere)**

### **1. STEADY STATE MONITORING**

National News

### **2. TRIGGER**

Plane crash, serious road traffic collision, explosion, chemical spill, etc. Air / water borne pollution. Act of terrorism

Locally determined when it happens

### **3. CONTACT DETAILS**

- Local Radio
- Social Media

### **4. PREPARATORY WORK**

- None

### **5. RESPONSE**

- The CEMT should keep in contact. If the emergency services need our assistance, they will contact Wendover using the contact details in this plan.
- Situation Report. The CEMT should prepare a Situation Report and consider opening safe places and shelters.
- The actions the community might take will depend on the nature of an incident. Reduce risk by waiting for accurate information and specific instructions.

Share message with the community

- Information on the disaster will be shared with the community. Depending on the nature and location of the disaster the ECC will be opened to provide a central point for information dissemination. Social media will be used to help provide information

#### **GO IN**

- Avoid vapour and smoke hazards. Go indoors, close doors and windows and shut down ventilation systems if it is safe to do so. Unless there is an obvious risk to the property this will give you good short-term protection against the vast majority of hazards.

#### **STAY IN**

- Stay indoors until you know more about the situation and the appropriate action you need to take to protect yourself further. The action you should take will be different depending on the nature of an incident so you could put yourself at more risk by not waiting for further instructions.

#### **TUNE IN**

- Tune in to local radio and television to find out more about what is happening. If there is a major emergency radio and TV companies will interrupt programming to give the public safety advice and information about the incident.

## PLAN EVACUATION

- Consider putting the local place of safety on standby and activating the volunteer networks
- Consider setting up the ECC to provide a Rest Centre for the members of the emergency services

# PART THREE

# RESTRICTED

# REFERENCE

Note those Appendixes marked Restricted are in a separate document held by the Emergency Co-ordinator, Clerk, Admin Officer, Chair, Vice-chair.

RESTRICTED APPENDIX E – PERSONAL CONTACT DETAILS

RESTRICTED APPENDIX F – USEFUL CONTACT DETAILS

RESTRICTED APPENDIX G – PARISH VULNERABLE PEOPLE & SITES

RESTRICTED APPENDIX H – KEY LOCAL SKILLS & RESOURCES

RESTRICTED APPENDIX I - CASCADE TELEPHONE TREE

**RESTRICTED APPENDIX E – PERSONAL CONTACT DETAILS****Community Emergency Management Team**

<b>Wendover Parish Council</b>			
<b>Name</b>	<b>Title</b>	<b>24 / 7 contact information</b>	<b>Home Address / Email address</b>
Andy Smith	Clerk <b>Emergency Management Team Leader</b>	H: M: 07890973006	4 Jusons Glebe, Wendover, HP22 6PF <a href="mailto:clerk@wendover-pc.gov.uk">clerk@wendover-pc.gov.uk</a>
Julie Williams	Chair Parish Council <b>Emergency Management Co Team Leader</b>	H: M: 07801 295462	63 Lionel Avenue Wendover, HP22 6LS <a href="mailto:julie.williams@wendover-pc.gov.uk">julie.williams@wendover-pc.gov.uk</a>
Stephen Worth	Councillor (Amenities & Finance Chair)	H: 01296 623405 M: 07429 324144	10 Manor Crescent, Wendover, Bucks, HP22 6HH <a href="mailto:stephen.worth@wendover-pc.gov.uk">stephen.worth@wendover-pc.gov.uk</a>
Jennifer Ballantine	Councillor (Planning Chair)	H: 01296 622483 M:	Bally Hoo, 41 Witchell, Wendover, Bucks, HP22 6EG <a href="mailto:jennifer.ballantine@wendover-pc.gov.uk">jennifer.ballantine@wendover-pc.gov.uk</a>
Diane Washington	Councillor	H: M: 07749 274022	10 Pound Street Wendover, HP22 6EJ <a href="mailto:diane.washington@wendover-pc.gov.uk">diane.washington@wendover-pc.gov.uk</a>
Mark Standen	Councillor	H: M: 07876 341402	17 Stanhope Close Wendover, HP22 6AH <a href="mailto:Mark.standen@wendover-pc.gov.uk">Mark.standen@wendover-pc.gov.uk</a>
Sam Walker	Councillor	H: M: 07581 388628	3 South Street Wendover, HP22 6EF <a href="mailto:sam.walker@wendover-pc.gov.uk">sam.walker@wendover-pc.gov.uk</a>
Clive Gallagher	Councillor	H: M: 07775 546206	5 Mercers Meadow, Wendover HP22 6RU <a href="mailto:clive.gallagher@wendover-pc.gov.uk">clive.gallagher@wendover-pc.gov.uk</a>
Julie Lloyd-Evans	Councillor	H: 01296 437044 M:	12 Halton Lane, Wendover HP22 6AR <a href="mailto:julie.lloyd-evans@wendover-pc.gov.uk">julie.lloyd-evans@wendover-pc.gov.uk</a>
Robert Goodall	Councillor	H: M: 07729 201403	2 Chiltern Road, Wendover, Buckinghamshire, HP22 6DE <a href="mailto:robert.goodall@wendover-pc.gov.uk">robert.goodall@wendover-pc.gov.uk</a>

## RESTRICTED APPENDIX F – USEFUL CONTACT DETAILS

### Survivor Reception Centres

Building Name	Address	Facilities available	Key holder Contact details
St Anne's Hall	Aylesbury Road, Wendover	Hall, Kitchen, Toilets, Car Parking	Angela German 07423 266713 <a href="mailto:stanneshallwendover@hotmail.co.uk">stanneshallwendover@hotmail.co.uk</a>
Memorial Hall	Wharf Road, Wendover	Hall, Kitchen, Toilets, Car Parking	Angela German 07804 671445 <a href="mailto:angelawmh@aol.co.uk">angelawmh@aol.co.uk</a>
Library	High Street, Wendover	Large Meeting Room, Toilets, Kitchen, IT Facilities, Public Car Parking	Ron Melville 07834 221187 <a href="mailto:ron.melville@btinternet.com">ron.melville@btinternet.com</a>
John Colet School	Wharf Road, Wendover	Toilets, Kitchen, IT Facilities, Parking, Hall	01296 623348 <a href="mailto:office@johncolet.co.uk">office@johncolet.co.uk</a>
Wendover Junior School	Wharf Road, Wendover	Toilets, Kitchen, IT Facilities, Parking, Hall	01296 696822 <a href="mailto:admin@wendoverjunior.co.uk">admin@wendoverjunior.co.uk</a>
Chiltern Way Academy	Church Lane, Wendover	Toilets, Kitchen, IT Facilities, Parking, Hall	01296 622157 <a href="mailto:PCoffey@chilternway.org">PCoffey@chilternway.org</a>

### Useful Numbers

Name	Organization	Tel Number
Thames Valley Police	Emergency Services	999/101
Fire Service	Emergency Services	999
Ambulance	Emergency Services	999
NHS Direct	Non-Emergency	111
Environment Agency	Flood Line Incident Line	0845 988 1188 0800 80 70 60
Thames Water	Utilities/Water	0845 9200888
Power Cut	UK Power Networks	105
Gas or Carbon Monoxide	National Grid	0800 111 999
British Telecom	Telecommunications	0800 800150
RAYNET-UK	Emergency Comms	030 30 40 10 80

Wendover Parish Council Community Emergency Plan

Anti-Terrorist Hotline	Emergency Hotline	0800 789 321
Buckinghamshire Council	Unitary Council	01296 395000 (Main Switchboard)
BC Resilience Team	Unitary Council	01296 383228
BC Social Care – Emergency Duty Team	Unitary Council	0800 999 7677
BC Communications Team – Duty Officer	Unitary Council	07825 430978
Transport for Bucks – Duty Engineer	TFB	01296 486630
Transport for Bucks – Highways on Call	TFB	0845 230 2882
Cllr Stephen Bowles	Buckinghamshire Councillor	07770 380627
Cllr Peter Strachan	Buckinghamshire Councillor	07747 634397
Cllr Richard Newcombe	Buckinghamshire Councillor	07557 857221
Bucks and Oxon 4x4 Response Group (BORG)	Volunteer Group	<a href="http://www.4x4response.info/?pid=groupreplist">www.4x4response.info/?pid=groupreplist</a> Send Message via above site
Wendover Health Centre	Medical Assistance	01296 623452
Stoke Mandeville Hospital	Hospital	01296 315000
Wendover Train Station	Chiltern Railways	03456 005 165
Arriva Buses	Public Transport	0344 800 4411
RAF Halton	MOD	01296 656725
BBC Three Counties (95.5fm and 103.85fm)	County Radio	01582 636963
Halton Parish Council	Neighbouring PC	01296 620463
Weston Turville Parish Council	Neighbouring PC	01296531432
Aston Clinton Parish Council	Neighbouring PC	01296 631269
Ellesborough Parish Council	Neighbouring PC	01296 615821
Wendover Heights	Vets	01296 623439
Wendover Community Car	Mini Bus/Transport	01296 317769



## RESTRICTED APPENDIX G – PARISH VULNERABLE PEOPLE & SITES

### LIST OF COMMUNITY ORGANISATIONS / GROUPS CARING/HELPING THE VULNERABLE

Name	Telephone	Email address	Address
Lindengate	01296 622443 / 07837 239328	<a href="mailto:info@lindengate.org.uk">info@lindengate.org.uk</a>	The Old Allotment site, next to Wyevale Garden Centre, Aylesbury Road, Wendover, HP22 6BD
MS Chilterns Centre	01296 696133	<a href="mailto:info@chilternsmcentre.org">info@chilternsmcentre.org</a>	Oakwood Close, Wendover, HP22 5LX.
Home Start – support and Friendship for Families	01296 485615	<a href="mailto:home-start-aylesbury@talktalkbusiness.net">home-start-aylesbury@talktalkbusiness.net</a>	8 Temple Square Aylesbury, HP20 2QH
Abbeyfieds Retirement Living	01296 625537		Abbeyfield House Dobbins Lane, Wendover HP22 6BP
Cherry Tree House Residential Care	01296 623350	<a href="mailto:CTHenquiries@salveocare.co.uk">CTHenquiries@salveocare.co.uk</a>	49 Dobbins Lane, Wendover HP22 6DH.
Leonard Pulham Nursing Home	01296 625188	<a href="mailto:enquiries@leonardpulham.co.uk">enquiries@leonardpulham.co.uk</a>	Tring Road, Halton Aylesbury, HP22 5PN

**RESTRICTED APPENDIX H – KEY LOCAL SKILLS & FACILITIES****LOCAL SKILLS**

<b>Skill/resource</b>	<b>Who?</b>	<b>Contact details</b>	<b>Location</b>
<i>4x4 owner/driver</i>	Tony (AJ Automatics)	07780 463870	Wendover Resident
<i>Chainsaw Owner (tree surgeon)</i>	P Kernan Tree Surgery Ltd	01296 330 501 07763 073 663	94 Tring Road, Wendover, Buckinghamshire, HP22 6NX
<i>Doctor</i>	Wendover Health Centre	01296 623452	Aylesbury Road, Wendover, HP22 6LD
<i>Nurse</i>	Wendover Health Centre	01296 623452	Aylesbury Road, Wendover, HP22 6LD
<i>Plumber</i>	Gregory Howard Plumbing	07496 301 819	Aylesbury
<i>Electrician</i>	GJ Electrical Services	07971 166793	110 Tring Road, Wendover, HP22 6NX
<i>Caterer</i>	Hungry Bear	07878 229434	Manor Road, Wendover
<i>Vets</i>	Wendover Heights Veterinary Centre	01296 623439	Tring Road, Halton, Bucks, HP22 5PN
<i>Farmers</i>	Mogford A E & Son	01296 623159	Bank Farm, Aylesbury HP22 6NE

**LOCAL RESOURCES**

<b>Resource</b>	<b>Who?</b>	<b>Contact details</b>	<b>Location</b>
Water/Food supplies	Budgens	01296 625864	41 High St, Wendover, Aylesbury HP22 6EP
Water/Food supplies	Tesco Express	0345 026 9071	55 Tring Rd, Wendover, Aylesbury HP22 6NU
Water/Food supplies	Premier Shop (PMG)	01296 706161	10 Cruickshank Dr, Halton Camp, Aylesbury HP22 5FB
Pharmacy/Chemist/ First Aid	Lloyd Chemist	01296 622166	28 High St, Wendover, Aylesbury HP22 6EA
Fuel	BP	01296 621400	Aylesbury Rd, Wendover, Aylesbury HP22 6LB
Hardware Items	Wendover Hardware	01296 696144	28 High St, Wendover, Aylesbury HP22 6EA
Tractors/Trailers/ 4x4/Generators/Water Pumps/Fuel Stocks	Bank Farm Mogford and Son	01296 623159	Tring Road, Wendover

Wendover Parish Council Community Emergency Plan

Plant Hire including Generators and Lighting	Helpful Hiring's	01296 484384	9-40 Rabans Close, Aylesbury HP19 8RS
Tools and Fixings	CH Morgan	01296 434878	Unit 1, Clifton Business Park, Chamberlain Road, Aylesbury, HP19 8DY
Tool and Plant Hire, Building and Electrical Supplies	SRBE	01296 431000	11 Townsend Piece, Aylesbury, HP19 8BQ
Street Lighting, Electrical and Lighting Services	SparkX	01494 956392	Wellhead Farm Hale Road, Wendover, HP22 6NJ

LOCAL COMPANIES FACILITIES / CONTACTS

Company	Type of Business	Contact	Availability	Other facilities
Wendover Post Office & Stores	PO & Stationary	01296 623378	Mon-Fri 9:00am-5:30PM Sat 9:00-4:00PM	
Red Lion	Local Public House	01296 622266	Daily 7:00am – 11:00pm	Hotel and Restaurant
George and Dragon	Local Public House	01296 625089	Daily 12:00-11:00PM	Restaurant
King and Queen	Local Public House	01296 696872	Daily 11:00am- 11:00pm	Restaurant
Wendover News	Community Magazine	01296 624270	Mon-Fri 9:00am – 5:00pm	Good knowledge local groups/issues
Wendover Library	Library and Room Hire	01296 382415	Closed – Monday, Wednesday and Sunday	IT Facilities



## ITEM 9b iv) – WITCHELL CAR PARK POLICY

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### BROUGHT BY

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Clerk/Estates Team

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### SUMMARY

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To note the current situation with the Witchell Car Park and recommend a parking policy that can be displayed in the car park and published.

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### PARISH COUNCIL BACKGROUND

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At the December Parish Council the Witchell Car Park Policy was approved on the understanding that Amenities would undertake a thorough review in light of how the Car Park is being used and some of the issues.

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### DETAILS

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The original car park policy highlighted: *“The 1967 Covenant states that the Witchell Open Space should be used as a recreation ground and park which benefits the inhabitants of Wendover. The Car Park is therefore available and designated for those visiting and enjoying the open spaces of Witchell, Hampden Meadow, Hampden Pond, the Ridgeway and the local amenities of the historic High Street.”*

The restrictive covenants on the land are as follows:

above written.

THE FIRST SCHEDULE above referred to

1. Not use or allow the land hereby Conveyed to be used for any purpose other than as and for a recreation ground or park or both for the benefit of the inhabitants of Wendover.
2. Not to erect on the land hereby conveyed any erection of any kind except such shelters conveniences tool sheds or other erections as shall be necessary and consistent with the use of the said land for the purposes mentioned in Clause number One above.
3. Not to erect or construct or commence the erection of any building on the property hereby conveyed until plans drawings and elevations of the type of building together with a specification of the materials to be used shall have been supplied to the Vendor or his surveyors or architects for approval (which approval shall not be unreasonably withheld) and no work of any kind shall be commenced until such plans drawings elevations and specifications shall have been previously approved in writing by the Vendor or his surveyors or architects and the appropriate Planning Authority and the fees of the Vendors surveyors or architects for approving the same shall have been paid by the Council. The Council shall upon submitting such plans drawings elevations and specifications deposit with the Vendor or his surveyors or architects a duplicate set thereof to be retained by the Vendor or his surveyors or architects. The said surveyors or architects



The legal basis to manage car parks

The current arrangement with the car park under the current policy supports that covenant and is lawful in open spaces, currently under the Local Government (Miscellaneous Provisions) Act 1976 s19 provided that the land does not exceed the lesser of one-eighth of the total area of 800 sq feet.

The Council has the Power to provide and maintain suitable off-road car parking places in the council's area to relieve or prevent traffic congestion or to preserve local amenities (Road Traffic Regulations Act 1984, s.57(1)(b)) Further we do have a right to run this as a normal car park with a charge (Road Traffic Regulation Act 1984, ss.59(3), 35(1))

Current issues

Since the extension of the Witchell car park to support visitors using the open spaces and shopping in Wendover it is clear the car park is being used for many different purposes and not just those set out in the original proposals. It is also being used by residents on South Street and commuters using the local train service, as expected this has declined after covid but is on the rise again.

We have also encountered recent issues with cars being parked whilst on a SORN or cars that are clearly not roadworthy being parked. Further we have evidence of people parking their cars and using it for drug related activities. In instances with a car that was leaking oil or drug activities we report this to the police and they have to decide on their priorities as to if it is dealt with or not.

The current legal situation is that since the Protection of Freedoms Act 2012 private landowners cannot lawfully clamp or remove vehicles but can stop unauthorised parking by ticketing and signs which demonstrate parking charges which will be incurred for trespassers parking without authorisation.

Finally, there is no signage at all in the car park – not even a liability waiver for the Council.

Key issues

- There is a lack of car parking in Wendover and this is a valuable space that has many benefits to visitors and the local community.
- There is nothing in the car park to indicate to those parking vehicles who owns it and what it should be used for.
- It is being used by residents (particularly South Street) as overspill, this is against the covenants for the use of the ground. Despite that it does benefit Wendover residents and removes some of the parking issues along South Street which poses real risk to residents and drivers.
- We could seek to modify the covenants, however, the last time the Council investigated regarding the extension of the car park the legal situation was complicated. When the Council investigated amending the car park to include offices and include a community building this faced stiff opposition from residents, the Barlow family (who gifted the land) and the Cricket Club.
- As a part of the exploration of the above the legal question the issue of handing the car park to a third party to manage as a standard pay to park (AVDC) was explored - again this was fraught with issues. The advice at the time was that any long-term lease to AVDC for a car park could be viewed as a disposal of an asset gifted to the Parish.



### Next Steps

Council are asked to consider the role of the car park within the local community and the parameters within which it operates. Currently, Amenities are asked to consider the proposed policy in line with our current policy and approving a budget of £1000 for signage around the car park.

Council are also asked to consider the future role of the car park and give authorisation for the office to undertake further exploratory work on:

- Exploring if we could modify the covenants to allow a parking scheme for a limited number of spaces for South Street Residents on the basis it would be in the spirit of the gift of the land.
- Offer the car park to a company for management to introduce fines for cars that breach the car park policy.
- Explore charging for the spaces (with exemptions for the cricket club).

The proposed policy is shown in Appendix A

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### FINANCIAL CONSIDERATIONS

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- This should be a cost neutral policy other than the signage but further considerations may have a cost

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### LEGAL AND OTHER IMPLICATIONS

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- These have been explored in the details of the proposal

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### PROPOSAL

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To resolve to:

- Adopt the Witchell Car Park Policy as set out in Appendix A
- Approve expenditure of up to £1000 for signage around the car park that displays the policy as set out and also includes an address for the car park and contact point for any questions.
- Authorise the office to bring back further information on the following options:
  - Modify or relax the covenants to allow a parking scheme for a limited number of spaces for South Street Residents.
  - Offer the car park to a company for management to introduce fines for cars that breach the car park policy and potentially charging for spaces at the same rate as the Library Car Park





## Appendix A – Witchell Car Park Policy

### Conditions of Use

This car park is provided by Wendover Parish Council. It is for the use of visitors and residents who wish to enjoy the open spaces of Witchell, Hampden Meadow, Hampden Pond, the Ridgeway, the historic High Street and local shops and businesses.

1. Vehicles are left entirely at the owner's own risk. The Council accepts no liability for any loss or damage to the vehicle or property within the vehicle.
2. You should park as efficiently as you can to allow as many vehicles to park as possible, whilst considering other people using the car park.
  - a. Maximum speed in the car park is 5mph
  - b. Drivers shall stop the engine as soon as the vehicle is safely parked. Under no circumstances shall any person allow a vehicle to idle unnecessary whilst stationary.
  - c. No person parking any vehicle shall park in such a manner or position that shall cause an obstruction to any other users of the Car Park.
  - d. The entrance/exit must be always kept clear.
  - e. Parking is not permitted on the green verges or any pavements or kerbs.
3. No person shall use the car park for any of the following:
  - a. For sleeping or camping purposes
  - b. For cooking purposes
  - c. For vehicle servicing and or repairing other than to enable the vehicle to be driven from the car park onto the main highway.
  - d. For changing, emptying and or refilling any vehicle fuel tank or oil reservoir.
  - e. For any other purpose than parking the permitted vehicle.
  - f. For parking any vehicle that contains flammable and or explosive substances, other than the fuel in the vehicles tank.
  - g. For parking any vehicle that does not have a current policy of insurance and MOT that complies with current Road Traffic Regulations.
4. This car park is a short stay car park for the use set out above.
  - a. No overnight parking without prior agreement.
  - b. Max stay 6 hours without prior arrangement
  - c. Any vehicle left in situ for a period of 14 days without Council permission will be classed as abandoned and will be removed at cost to the owner.
  - d. ALL vehicles without Tax/MOT will be reported to DVLA.
5. All litter should be placed in the bins provided or taken home. Fly posting is not permitted anywhere in the car park, including advertising flyers being left on vehicles.
6. Owners of other vehicles other than passenger vehicles (up to 8 seats) and motorcycles must have permission to park from the Parish Council.
7. Traders of the Weekly Market or Monthly Local Produce Market who have 'Goods Vehicles' are permitted to park at the Car Park on market days. Access to the car park will be arranged for those vehicles.
8. Nothing in these conditions shall prevent the Council by notice, sign, barrier or other suitable means from closing any part of the Car Park for any period deemed reasonable by the Council.



9. All persons using the Car Park shall abide by the terms and conditions of this document. Contravention of the terms and conditions may lead to enforcement and fines.
  10. The Parish Council may change the conditions of use if the changes are considered to be in the best interests of the community and the latest terms and conditions will be posted online.
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### Document History

Drafted by Deputy Clerk	03/08/2018	(Version 1)
Adopted by Parish Council	04/09/2018	(Version 1)
Reviewed by Amenities Committee	15/12/2020	(Version 2)
Reviewed by Parish Council (to be updated by Amenities Committee in the new year)	13/12/2022	(Version 2)
Updated by Amenities Committee	20/06/2023	(Version 3)



## ITEM 9c – EQUIPMENT REPLACEMENT POLICY

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### BROUGHT BY

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Clerk/Estates Team

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### SUMMARY

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To note the current situation with equipment replacement and consider a replacement policy.

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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We have had two significant equipment failures at just the wrong time of year that has prompted a review of this issue. The main strimmer completely broke and failed and our grass cutting deck flails (we have flails rather than blades as they are normally more robust) needed replacing. Both bits of equipment were about 5 years old and the issues would not be considered exceptional for their age and amount of use. The failure of both has led to unexpected expenditure and delay in being able to complete our grass cut schedule. Fortunately, in this instance replacement equipment was in stock and we were able to accommodate in the budgets.

Most organisations have an accounting system that runs depreciation which means a bit of kit can be charged into the accounts over the expected lifetime of that equipment. This effectively spreads the cost in the accounts over multiple years rather than our cash accounting system which charges all of the cost in the year you bought it. So, for example, if you buy a strimmer for £1000 and expect it to last 5 years you would see a depreciation charge of £200 for each of those years in the accounts. In our accounts you see the full £1000 in the first year. Depreciation makes it easy to have a replacement policy as you spread the costs.

Currently, we replace on expiration and with some equipment that does not pose any logistical issues for the Council. However, there are key pieces of equipment that if they do fail will cause significant issues for the Council in the completion of our devolved service contracts. Some equipment, such as the mower, also has a lead time between order and delivery – currently estimated at 6-8 months.

At this time any equipment failure that could not be replaced would need the Council to hire in replacements during the interim period. Currently for a like for like mower this would be between £2k-£3k a month.

The estates team have identified the following key equipment:

John Deere 1570 (ride on)  
Stihl fs560 (brush cutter)  
Stihl fs411 c (trimmer)  
Msa battery chainsaw  
Stihl petrol angle grinder  
K m 131 kombi hedge cutter / pole saw  
Br 600 backpack blower  
Bg 86 hand blower  
JD pedestrian mower  
Etasia av 51 rough ground mower



Hs45 small hedge cutter  
Dewalt sds battery drill  
Dewalt battery drill small

The ride on mower is currently relatively low mileage and has been regularly serviced but it is still the main workhorse of our grounds work and is the current concern if it fails. All of the equipment is well maintained with some used so infrequently that it can last safely for a good number of years longer.

It is proposed that we set a replacement policy that means each item of equipment is replaced after an agreed number of years or an agreed amount of money has been spent on maintenance. All disposed items should be used as trade in for the new items or sold unless they are broken beyond repair.

Industry standard for this equipment is 5 years.

There are financial considerations of a blanket policy of 5 years - Our current mower cost (with financing) was around £25,000 5 years ago. The latest estimate is that a like for like replacement will be £37,500 plus any financing costs. Over a five year period this will mean it effectively costs £7500 a year. This cost is within range of a long term lease hire agreement but does not take into account the trade in costs.

Therefore, we propose two categories of replacement terms – 5 year replacements, 7 year replacements for significant capital items and a casual replacement process based on inspection and maintenance required for other items. Currently anything with a 7 year replacement cycle would most likely need to be ordered for replacement in Year 6 to ensure delivery on time, with the current situation being that we would need to place an order in April 2024.

Since moving over to battery operated equipment, it is also important to note that the batteries being used have a certain number of charge cycles. When they reach the limit then they are beyond their usable life and we will need to replace batteries if that happens. We currently show them as being on a 5 year cycle.

The proposed policy is shown in Appendix A

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## FINANCIAL CONSIDERATIONS

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- This should be a cost neutral policy as what is spent on purchasing new equipment should be saved in the repair and maintenance budget but it would have to be monitored.

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## LEGAL AND OTHER IMPLICATIONS

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- n/a

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## PROPOSAL

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To resolve to:  
Adopt the equipment repair policy as set out in Appendix A



## Appendix A – Proposed Equipment Replacement Policy

### Policy Statement

Wendover Parish Council recognises the importance of ensuring the equipment used by the estates team is well maintained and fit for purpose. This policy is designed to ensure that the equipment is safe and ready to use.

This policy sets out the equipment replacement policy for the Estates and Grounds Team and does not cover office equipment or any vehicles

### Details

1. All equipment should be serviced at the required intervals as set out in their manuals, at least annually.
2. Each piece of equipment shall be assigned a replacement plan (set out in point 3). The decision on which plan each item is under will be based on:
  - a. Value of item.
  - b. Number of hours use.
  - c. Is it used in vital H&S works around the Parish.
  - d. How essential it is to delivering our devolved services.
3. which shall be one of the following:
  - a. 7 Years – replace every 7 years
  - b. 5 Years – replace every 5 years
  - c. On Inspection – inspect on each use and make a judgement as to the remaining lifetime based on performance.
4. In addition to the replacement schedule all equipment will be subject to an economic repair test. Should the actual cost or projected cost of repairs and maintenance within a 12 month period come to more than 66% of the value of a replacement then the Council should replace the item immediately.
5. Whenever an item is replaced then the old item should ideally be used as trade in towards the new purchase. Where that is not an option the Parish Council should seek to sell the equipment through a dealer. If neither is possible then the equipment should be disposed of and not kept on site. Wendover Parish Council should not seek to do private sales through local media/social media or websites such as ebay.
6. The asset register shall hold details of the replacement plans and when equipment is purchased it will be added to the asset list along with its designated replacement plan. The Amenities Committee shall review the list along with replacement dates every 12 months.
7. This policy will be reviewed every 2 years, or if there are significant changes to our grounds work/devolved services.



Current equipment list

Equipment	Replacement Policy	Purchase Date	Renewal Date
John Deere Commercial Mower 1580	7 years	Apr 2018	Apr 2025
Cutting deck with flail for JD1580	On inspection	Apr 2018	N/a
Trailer	On inspection	Apr 2019	N/a
Estasia AV51 Rough Ground Mower	On inspection	2003	N/a
Cut off saw Stihl TS 410 12"	On inspection	Nov 2008	N/a
PPSTIHL KM131R Engine kombi 1.4kw	5 years	Apr 2019	Apr 2024
Bowser Endurmaxx 400L	On inspection	May 2019	N/a
Dinghy Boat - Hampden Pond	On inspection	Mar 2010	N/a
Stihl HS45 Hand Held Hedge Cutter	5 years	Apr 2019	Apr 2024
Stihl FS560 Strimmer and Brush Cutter	7 years	Apr 2019	Apr 2024
John Deere JS63V Walk Behind Mower	5 Years	Jul 2020	Jul 2025
Honda GX Pressure Washer	On inspection	Feb 2022	N/a
Stihl MSA 220 14" Battery Chain Saw	5 Years	Nov 2022	Nov 2027
Stihl AP500S Battery* and AL301 quick charger	5 Years	Nov 2022	Nov 2027
Stihl BR 600 Blower	5 Years	Nov 2022	Nov 2027
Bema Sweeper Grobylight plate brush carrier	On Inspection	Nov 2022	N/a
Maxxis TA23/10.5x12 + Wanda TA18/850x10 SPARE TYRE	On inspection	Nov 2022	N/a
Stihl Strimmer FS411 C-EM	5 years	May 2023	May 2028

\*It is important to note that the batteries being used have a certain number of charge cycles. When they reach the limit then they are beyond their usable life and we will need to replace batteries immediately if that happens.





## **ITEM 9d – LOCAL PRODUCE MARKET ENTERTAINMENT**

### **BROUGHT BY**

Estates and Events Manager

### **SUMMARY**

To consider authorising the office to book entertainment at the Local Produce Market.

### **PARISH COUNCIL BACKGROUND**

The Parish Council provides entertainment at the December LPM with a band playing Christmas carols.

The Estates and Events Manager wants to develop the LPM and believes that providing entertainment for residents and visitors throughout the year will encourage more people to attend.

### **DETAILS**

The office would investigate the below options and would be open to recommendations and feedback on the entertainment that could be offered:

- Face painters
- Balloon Artists
- Live Music
- Treasure Hunts, with the stalls providing an item for a hamper as a prize.

Specific events/months for entertainment –

- Easter
- Summer holidays (August)
- Mothers and Father's Day (depending on when they fall in the month).
- Halloween
- Christmas

### **FINANCIAL CONSIDERATIONS**

- This would come out of 4110, Entertainment and Events or 4122 Markets – Local Produce (Promotion).
- This could potentially attract more stalls to attend the LPM, increasing income.

### **LEGAL AND OTHER IMPLICATIONS**

- To ensure all relevant licences are applied for.
- To ensure all companies and entertainers have Public Liability Insurance.

### **PROPOSAL OR UPDATE**

To resolve to:

- Agree to authorise the office to book entertainment at the Local Produce Market based on any feedback or recommendations.



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## **ITEM 9e – WENDOVER WILDBELT GATE**

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### **BROUGHT BY**

Office/CLAW

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### **SUMMARY**

To consider the design of the gate for Wendover Wildbelt.

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### **PARISH COUNCIL BACKGROUND**

Climate Action Wendover are the tenant for the Wendover Wildbelt formally the old skatepark on London Road. They have received funding from the Community Board for the gate.

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### **DETAILS**

Please see the quote request document they will be sending out to potential suppliers and contractors for the gate in the pack below, this includes proposed designs and dimensions.

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### **FINANCIAL CONSIDERATIONS**

None.

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### **LEGAL AND OTHER IMPLICATIONS**

- The Council would need to see risk assessments and detailed plans

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### **PROPOSAL OR UPDATE**

To resolve to:

- Agree to the proposed gate design for Wendover Wildbelt.

## Request quotation for new access gates

Climate Action Wendover (CLAW) are planning to install new access gates for the small area south of Wendover opposite Hampden Meadow and Pond. This area was once used as a skate park but now CLAW are renting the area from Wendover Parish Council to create a Food Forest. The area has been renamed the 'Wendover Wildbelt.' It's location can be found here

Wendover Wildbelt <https://goo.gl/maps/2exFDGFYCMpLeDsv8>

The objective is to provide vehicle, pedestrian and disabled access to the area from the north end of the Wildbelt which is currently closed off by a wooden fence. See photo below



CLAW would like quotations for the provision and installation of the gate.

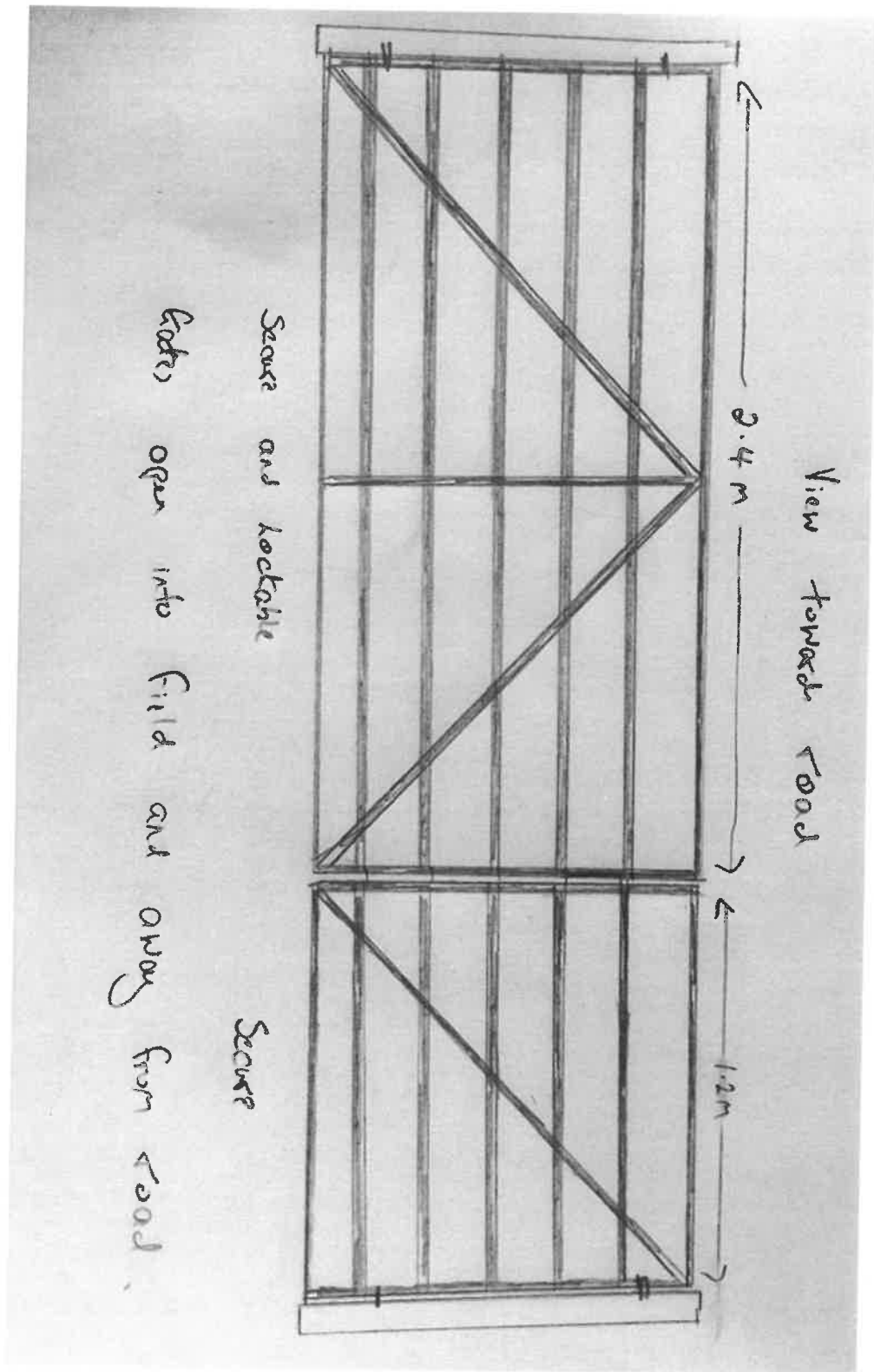
Please provide details of your quote broken down into as much detail as possible with a clear total cost and any reasons that this cost may vary if you/your company is selected for the work.

A member of CLAW will meet you at the site of the proposed gate to answer any questions

Can you also please provide two references for similar work that we can contact as part of the decision process.

### Specification

1. The double gate should be metal and in similar style to those already installed elsewhere around Wendover. See photos below
2. The gate should have two components. See diagram below. One to provide pedestrian and disabled access that will not require any locking but will require ability to secure shut. The second, which when used in conjunction with the pedestrian gate, will allow vehicles to enter the field and will need to be secured and lockable in some way. NB There can therefore be no permanent post between the two gates and the supplier is asked how they will secure the two gates. The supplier should explain how they will do this.
3. The gates should open into the field and away from the road.
4. The gates will need to be secured temporarily when opened.
5. As much of the existing wooden fence as possible should be retained.
6. Dimensions are to be roughly 1.2 metres wide for the pedestrian/disabled access and 2.4 metres wide for the second gate. Height should be the same for each gate and proportionate. The supplier should make their own measurements.



Approximate diagram of gates

Example of existing gates nearby



The supplier should specify the following

1. How the gates will be secured and locked when shut and secured in the open position.
2. Any variations to the specification above.
3. The cost of all material including locking mechanisms broken down into component costs.
4. The cost of Labour
5. Any other costs
6. An overall firm total cost and any reasons this cost might vary
7. All costs should include VAT if applicable
8. When the work could be completed assuming decision by TBA?
9. 2 references for similar work

Our Contacts are



Many thanks

Climate Action Wendover



## ITEM 9f – LATF FUND APPLICATION

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### BROUGHT BY

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Clerk/CLAW

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### SUMMARY

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To note that CLAW has applied for funding for a tree planting project around Wendover and consider being a partner with CLAW on this project.

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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Buckinghamshire Council have opened a tree planting fund which CLAW would like to take the opportunity to progress their tree planting in the area. Because of the timeframe for applications, one has been submitted already. This paper is for the Parish Council to note the proposal and consider if it would like to partner with CLAW to deliver its objectives.

CLAW is aware that the locations for the tree planting are up for negotiation and will need to be confirmed with the Parish Council. The bid is for 64 trees, with some additional hedging being acquired in the autumn for free from the Woodland Trust.

The bid covers maintenance for the first three years of planting so it will reduce tree failures and includes a request for all the posts and fencing, a contractor to undertake the maintenance (local gardener) and a sum of money for any equipment we need to buy to support the project – I have provisionally allowed for a larger bowser that can be used by the contractor to keep the trees well watered.

The bid also covers a sum of money to map all the trees we planted (I would suggest as a layer on Parish Online), some carbon reduction calculations and hopefully some mapping of the tree canopy before and after.

We have factored in a Parish Council Staff Costs as a benefit in kind to the project which we ask the Amenities Committee to consider if this is a reasonable use of Parish Council resources.

Enclosed with this proposal is:

- The Application form
- An initial proposal of the number of trees and planting locations
- A breakdown of volunteer hours, additional costs and other labour costs required
- Maps with initial thoughts on planting locations

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### FINANCIAL CONSIDERATIONS

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- This will largely be a self-financing project if it receives the funding, but clearly will not progress if there is no funding.





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## LEGAL AND OTHER IMPLICATIONS

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- n/a

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## PROPOSAL

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To note the application

If the bid is successful – the Parish Council resolves to support the bid with CLAW by

- Identify locations for planting.
- Support the purchase of any equipment needed which will be used in the project.
- Purchase equipment that will remain the property of the Parish Council but will be required by the project.



Author: Climate Response Team, Planning, Growth and Sustainability

Date: May 2023

## Buckinghamshire Council 23/24 LATF application form for delivery partners

**Name of Organisation:** Wendover Parish Council in partnership with Climate Action Wendover (CLAW)  
**Address:** The Clock Tower, High Street, Wendover HP22 6DU  
**Contact Name:** Andy Smith  
**Email Address:** clerk@wendover-pc.gov.uk  
**Landline:** 01296 623506  
**Mobile:** [REDACTED]

### TYPES OF PROJECTS

*Please choose one of three types for your planned project*

Tree Planting	Miyawaki Method: 'Tiny Forest'	Natural Colonisation
y		



## **PROJECT DELIVERY**

*Please describe how you plan to deliver your project e.g. Plans to survey, cultivate, and prepare ground, and methods to plant trees; the capability and resource available to you for project delivery; demonstration of the skills required for establishment and maintenance*

*This will be a collaborative effort between Parish Council, local volunteers and professional support where required. The project manager for this work will be CLAW.*

- *Area maps will be produced with proposed planting and assessed by Parish and Bucks Council for feasibility.*
- *The planting will be done after agreement at the Parish Council with CLAW co-ordinating the local volunteers who will undertake the work (who have experience of planting and working alongside the Parish Council and Bucks Council.)*
- *The local community will be engaged for their ideas and support.*
- *Essential maintenance will be added into current workload such as watering but equipment to facilitate that is needed. The planting will include mulching and fencing to reduce any ongoing maintenance required.*
- *Professional support will be employed to create a tree map of the area and estimate of canopy cover.*

## **TREE DETAILS**

*Species and quantities*

***Please fill out Annex 1 and return with this application***

<b>Estimated Volunteer Contributions (Number of people, hours)</b>	<i>Over a three year period there will be approximately 80 people involved contributing 664 hours. Annex 1 Other Costs and Volunteers details the breakdown</i>
<b>Additional Contributions (Monetary and/or in-kind)</b>	<i>Over a three year period there will be contributory costs totalling £2655 - Annex 1 Other Costs and Volunteers details the breakdown</i>

**FOR INTERNAL USE ONLY**

		Date
Officer Assigned		
Date of receipt		
Confirmation sent to Applicant		
Application checked		
All clarifications resolved		





Volunteer Hours	Total trees	Yr1	Hours	Yr 2	Hours	Yr 3	Hours
Hedge/Whips - volunteer	400 mtrs	1 hr mtr hedge	400	n/a	0	0.5 hr mtr hedge	200
Standard/Feather - volunteer	64 trees	1 hr per tree	64	n/a	0	hr per tree	0
CLAW management/coordination			30		10		10
<b>TOTAL VOLUNTEER HOURS</b>			<b>494</b>		<b>10</b>		<b>210</b>

714.00

Other Labour Costs	Total	Costs	Costs	Costs
Standard/Feather WPC grounds staff	64 trees	87.9	878.72	878.72
Local Gardener	28 visits to water/check	12 watering/check	900	600
			988	1478.72
				1478.72

1,845.31  
2,100.00  
3,945.31

Average Hourly Rate: 13.73

Cost per gardener visit/casual labour 75

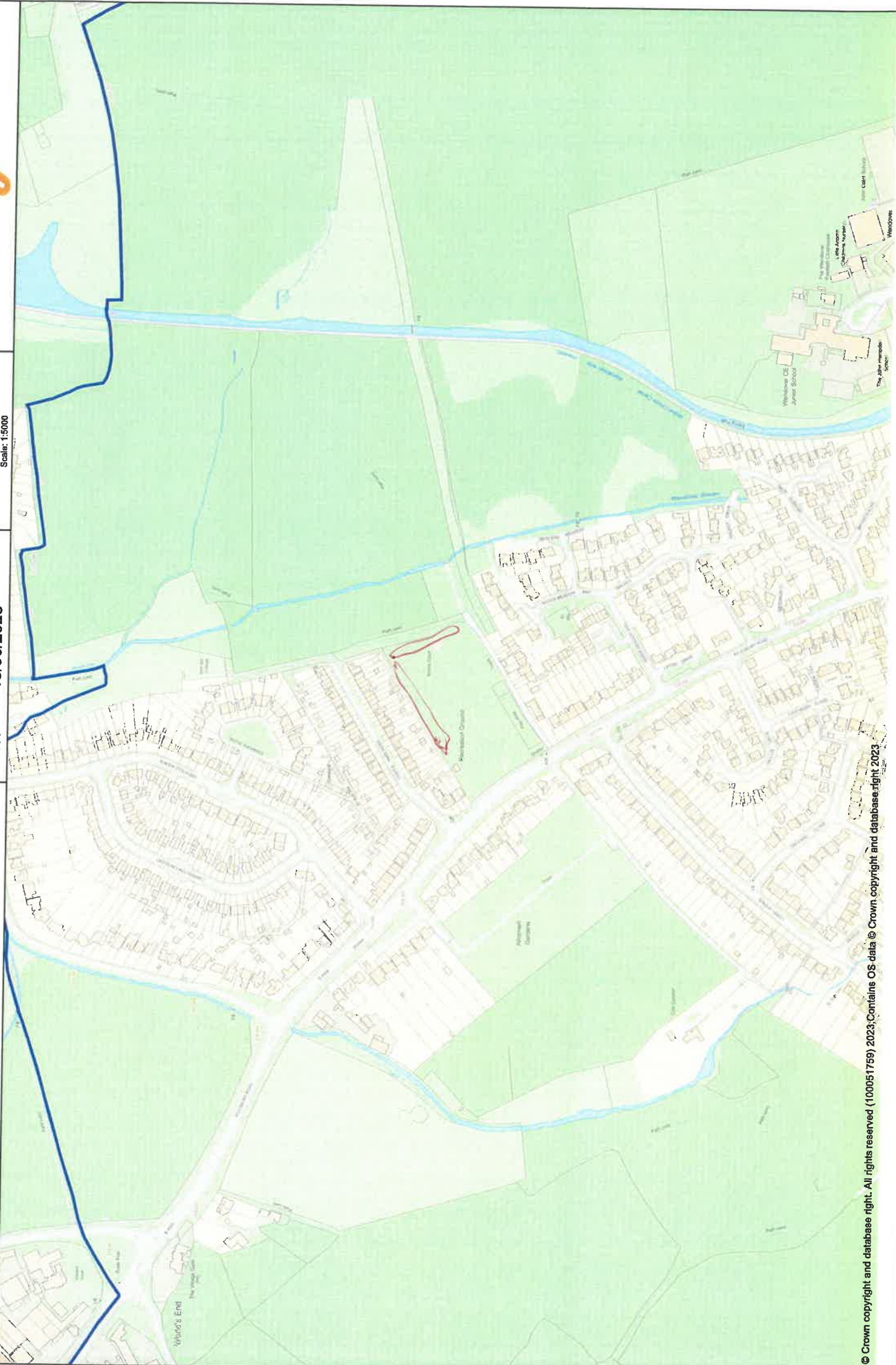
**TOTAL ADDITIONAL COSTS**

New Bowser (2000l)	5,000.00	In order to be self sufficient with the watering in at multiple locations
Tree irrigation pipes	960.00	
Wooden Stakes	800.00	
Wire mesh	700.00	
Strapping	100.00	
Contracted in work	2,100.00	
Support for mapping and audit	1,500.00	Estimated 5 days work at £300 per day
<b>TOTAL ADDITIONAL COSTS</b>	<b>11,160.00</b>	

**CONTRIBUTOR FUNDING FROM WPC**

WPC Grounds staff additional work	1,845.31
Project management staff costs	350.00 estimated 3 days work yr1
Office support	460.00 estimated 5 days work yr 1

**TOTAL CONTRIBUTORY COSTS 2,655.31**





Tree Planting Map 1

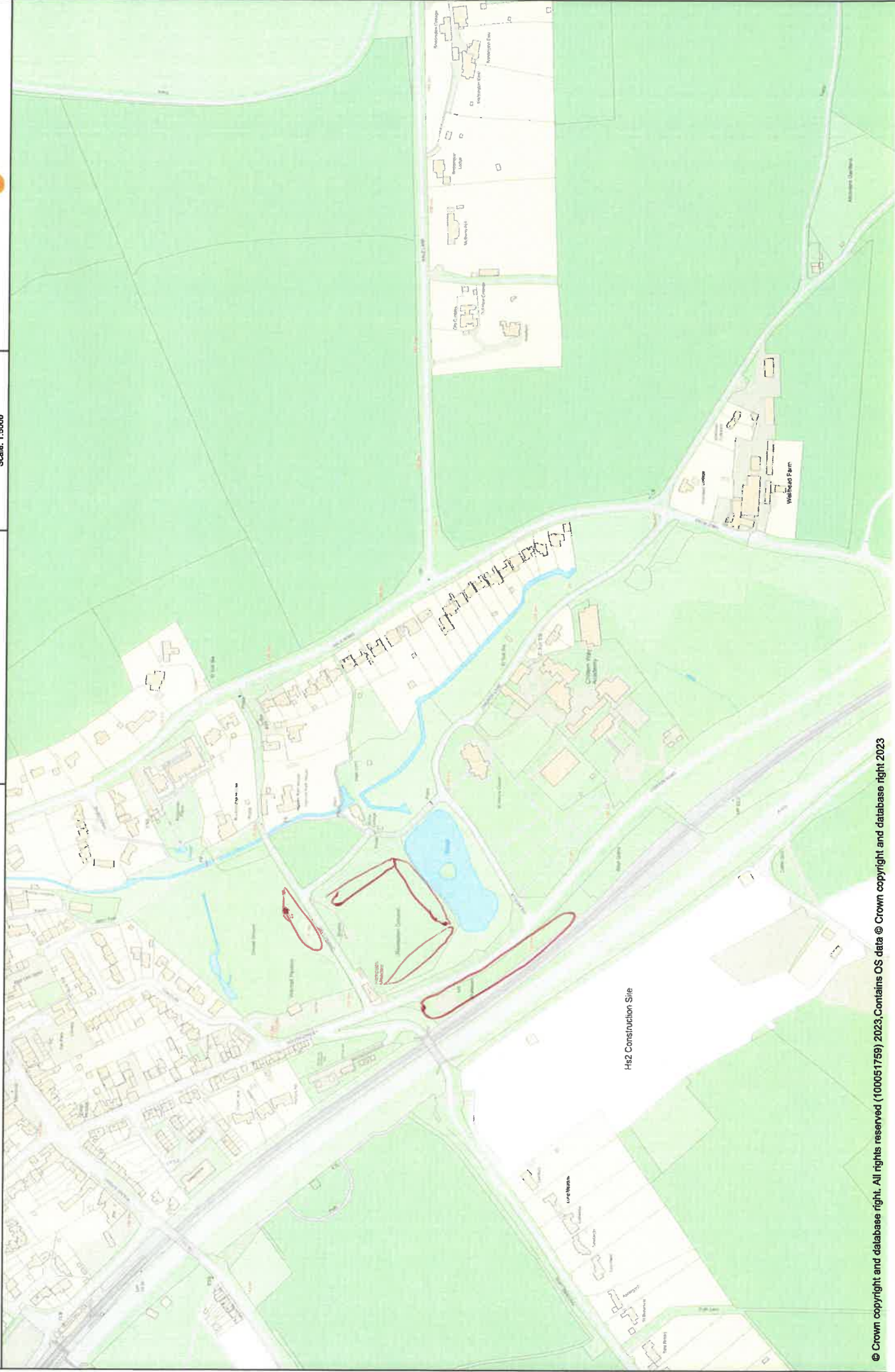
Hampden/Witchell/Wildbelt

TBC

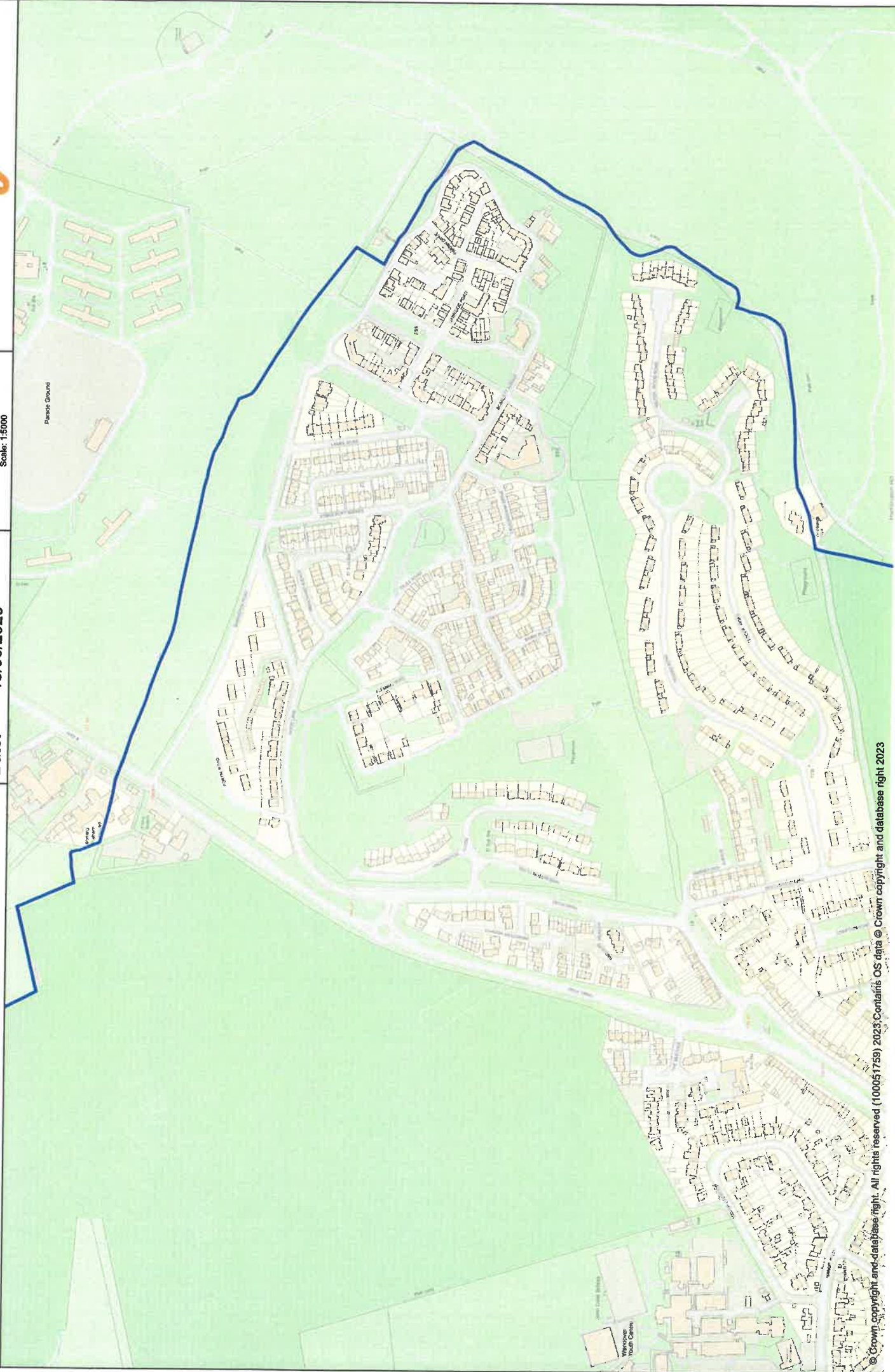
Wendover

Author:

Date: 13/06/2023









## ITEM 9g – MANOR WASTE POLICY

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### BROUGHT BY

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CAP Working Group

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### SUMMARY

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The policy was discussed at the May meeting and Council felt it was not ready to approve the policy. The CAP working group would like Amenities to consider the policy in detail before representing to full Council and if agreed delegate to the Open Spaces Working Group.

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### PARISH COUNCIL BACKGROUND

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- PC23/001** The proposal from the working group was considered and it was felt that the right balance and tone needed to be struck as the Manor Waste was not a business. There was further concern about structural changes such as the lighting and café seating. It was noted that the questionnaire was a consultation and not a referendum and that there was no need to rush into any changes. Again, it was reaffirmed that we should honour the local history, including the name “Manor Waste” as it is unique and adds to the character. The working group would consider next steps before bringing back to Council.

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### DETAILS

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It is noted that the questionnaire and paper presented to the meeting could have caused misunderstanding as to what the actual aims were of the CAP working group. The policy needs a second consideration as at its core it sets out a series of 5 principles of how the Manor Waste is to be used. The policy does give guidance but does not commit the Council to any capital expenditure projects or physical alterations, making it clear that these would be discussed through the normal route on a case by case basis.

These principles have been noted and discussed by Council on previous occasions.

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### FINANCIAL CONSIDERATIONS

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- There is nothing in this policy that needs a separate financial consideration

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### LEGAL AND OTHER IMPLICATIONS

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- After checking with the Solicitor dealing with the Title Absolute, whilst this has not yet been concerned this does not prevent us from implementing this policy.

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### PROPOSAL

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To resolve to adopt the Manor Waste Policy shown in Appendix A and delegate to the open spaces working group along with the Clock Tower team to implement.

If the Amenities Committee does not resolve as above, then it is asked to resolve to renew the current policy as set out in Appendix B



## Appendix A – Manor Waste Policy

### Policy Statement

The manor waste plays a significant role in delivering on the Parish Council Mission. The space should be managed according to the following 5 principles:

- 1. The Manor Waste space should be welcoming for everyone to meet, chat, socialize and where they feel safe.**
- 2. The Council supports the development of a series of vibrant markets that are loved by locals and visitors.**
- 3. The Manor Waste should be fully utilized on market days & seasonal events to maximise its community potential.**
- 4. The Manor Waste should be a flexible space for community activities and a creative space for everyone to enjoy throughout the year.**
- 5. The Manor Waste is for everyone, and the Council must ensure transparency and fairness in its use, ensuring everyone is welcome to be part of the community space.**

### Guidance and implementation of the 5 principles

This guidance is to support the Council in adhering to the 5 principles. Where there is no specific guidance then it is the spirit of the principles that apply to any decision that is made.

The Community Action Plan Working Group, Clock Tower Office Staff and Amenities Committee will set out and actions required to implement this policy and progress will be monitored by the Parish Council.

#### **1. The Manor Waste space should be welcoming for everyone to meet, chat, socialize and where they feel safe.**

Council should take into consideration:

- A review of the lighting of the space, particularly on dark nights to ensure it is a safe space with lighting that is sensitive to local residents.
- Seating and meeting areas
- Local and tourist information
- Promotion of the history around the name 'Manor Waste'
- Flexible use of the space by local businesses

Projects to improve the space in line with this guidance will be managed by the office team, approved by Amenities and reported to full Council.

#### **2. The Council supports the development of a series of vibrant markets that are loved by locals and visitors.**

- Markets are arranged and organised by the Estates and Events Manager and monitored by Amenities.
- Council should seek to develop the market provisions within the Charters, including a Sunday Artisan Market
- Thursday markets:
  - Any market trader can directly or indirectly compete with the existing businesses in the town, however where possible, market traders should seek to bring alternative options within their trade than what is currently available from permanent businesses in the town
  - There can be more than one trader in a defined category on the market at any time at the discretion of the market manager





- Local Produce Markets:
  - Should ensure that there is local provenance to the goods wherever possible
  - There can be more than one trader in a defined category on the market at any time at the discretion of the market manager
- The markets will be permitted within the areas edged by the bollards. The primary paths through the markets will be kept to a minimum width of 1.5m (5 feet) to allow disabled access. Markets must not obstruct the doors to premises and must leave the paved area free between the market and the buildings abutting the main part of the Manor Waste.
- The War Memorial area can only be partially obstructed by protective covering of 2 of the 4 seats.
- The BCC highways team (Highways Buckinghamshire) are responsible for the public path alongside the High Street and markets are reminded that Highways Bucks would expect a minimum 1.2m (4 feet) clear of even temporary obstructions.
- All Markets and Fair rents will be reviewed annually by the Amenities Committee (subject to contract) and recommended to Council.
- All traders must hold the relevant Public Liability Insurance and comply with relevant Health and Safety and Food Standards regulations.
- Any event using the Manor Waste must consider the residents in the adjacent premises. Generators must be sited along the main road with some shielding for residents unless power points are used.

**3. The Manor Waste should be fully utilised for markets and events to maximise its community potential**

- An annual market and events program should be curated at the discretion of the Events Manager and noted by Amenities Committee. These shall be based on the needs and suggestions of the local community and events happening in and around the areas.
- The calendar of events should include school terms, public holidays and all religious holidays.
- Rental proceeds must be re-invested into further events, activities to be held on the Manor Waste.
- The Charter Fair can be held on the specified Saints days, plus the vigil and the morrow of each (3 days each) and may not be varied. The Charter Market and the Local Produce Market days take precedence if the Saints Day conflicts, in which case the Charter Fair can be held on the vigil and/or the morrow only. Saints Days for the Charter Fairs are: -
  - St Philips/James day – 1<sup>st</sup> May
  - St Barnabas Day – 11<sup>th</sup> June
  - St John the Baptist Day – 24<sup>th</sup> June
  - St Matthews Day – 21<sup>st</sup> September
- The Full Council have resolved not to allow any applications for permanent catering outlets to trade on the Manor Waste. It is felt the siting of an outlet would not be in keeping with the character of the area and that it would unnecessarily conflict with catering outlets already established within the village.
- Any entertainment will be noted by the Amenities Committee and checks will be made for insurance and any licences that are required.

**4. The Manor Waste should be a flexible space for community activities and a creative space for everyone to enjoy throughout the year**

The following should be allowed to take place on the Manor Waste:

- Events / Competitions / Concerts
- Exhibitions / Information stands
- Demonstrations (non-political) / speeches & talks (at the discretion of the Clerk)



- Temporary art or creative installations
- Voluntary and/or charity activities / events / promotions

Other events will be at the discretion of the Estates and Events Manager and Amenities Committee.

**5. The Manor Waste is for everyone, and the Council must ensure transparency and fairness in its use, ensuring everyone is welcome to be part of the community space**

- The Council will host the event calendar on WPC-run 'Welcome to Wendover' website.
- There will be social media presence and advertising across neighbouring villages for all planned events
- The Council will look into fundraising/sponsorships to maintain the activities & curation of exhibitions. Sponsors will be noted by the Amenities Committee and should not impact on the reputation of the Parish Council.
- The Estates and Events Manager will look at using different providers/stall holders for each event to allow different suppliers access to our events.

**6. General Maintenance of the Space**

- Access – the space should be accessible to all users, so flat surfaces should be maintained, trip hazards dealt with, and the space kept clear of vehicles unless specifically required for an event or market. This requires keeping the space clear and clean and ensuring the bollards are in good repair.
- General amenity – the space should be kept in good order with the planters regularly maintained and the seating clean and maintained. The war memorial needs specific care and maintenance and should not be used for anything other than the purpose it was intended.
- Users who have rights of access should have that access maintained unless given specific consent otherwise.
- Cold Weather – The space shall be kept clear of snow and ice as best as is possible in the cold conditions.
- Should any item be placed on the Manor Waste, without the prior authorisation of the Clerk, the Council will instruct the grounds staff to remove the item(s) which will then be taken to a secure unit. Wendover Parish Council will make reasonable efforts to ascertain the ownership of the articles and advise the owners in writing of the whereabouts of their items, giving 30 clear days to apply for a return of such goods. A charge will be levied for storage of £5 per day. If no response is received the good will be disposed of. Should the owners not be known the goods will be placed with the local police station to be treated as lost property.

**7. Review**

- This policy shall be reviewed on an annual basis to ensure it remains flexible to changes.

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Document History

Drafted by Parish Clerk	03/11/2016	(version 1)
Review Amenities Committee	22/11/2016	(version 1)
Approved	22/11/2016	(version 2)
Reviewed by Amenities	20/03/2018	(version 3)
Updated and reviewed by Amenities	21/05/2019	(version 4)
Reviewed by Amenities	15/06/2021	(version 5)
Reviewed by Amenities	20/06/2023	(version 6)



## Appendix B – Current Manor Waste Policy

### Management Protocol – Manor Waste

#### Objectives

The objective of this document is to define the best practice, guidelines, and targets for the management of Manor Waste.

The protocol is managed and agreed by the Amenities Committee and implemented by the Clerk and Groundsmen.

The following guidelines were followed on 2016 construction and will be retained.

1. The paving slabs provide easier walkways, for disadvantaged users.
2. The standard of ground preparation is now designed for market or fairground vehicles.
3. The area that crosses the Manor Waste (between the bollards) was replaced to allow the agreed permitted car and lorry access only (as at 2016 levels)
4. Bollards are provided to designate the permitted access road and to discourage parking on the Manor Waste general access.
5. Drop down bollards will be maintained for access.
6. Power points can be made available for use by the Groundsmen
7. Seating and planters around the War Memorial.
8. Slabs replaced cobbles.
9. Drainage improved by channel down the centre.

#### Maintenance

1. Authorisation for the repair of any trip hazards, or other such urgent works, will be undertaken by the Clerk using delegated powers under Health and Safety, in consultation with the Chairman of the Amenities Committee or Chairman of the Parish Council.
2. All new works must comply with current legislation for Common Land.
3. Repair and replacement will be on like-for-like basis.
4. Care will be taken to keep open walkways for pedestrian and disabled access to premises land locked by the Common Land.
5. General and non-urgent maintenance will be authorised by the Amenities Committee.
6. To provide winter maintenance of the surface as appropriate
7. Surface cleaning and stain removal.
8. Planting Maintenance.

#### Parking

1. Parking for all motorised vehicles will not be allowed on any part of the Manor Waste (including the access road), except following specific authorisation from the Council or Clerk. This will generally be granted for: -
  - a) Essential access and building repairs for adjoining premises,
  - b) The set-up and clearance for markets and events,
  - c) Refrigeration units to ensure food safety
  - d) Fairground equipment



- e) Emergency Service Vehicles
2. Disabled buggy parking is always permitted for access to adjoining businesses
3. Bicycle parking points have been provided

## Markets and Fairs

1. The markets will be permitted within the areas edged by the bollards. The primary paths through the markets will be kept to a minimum width of 1.5m (5 feet) to allow disabled access. Markets must not obstruct the doors to premises and must leave the paved area free between the market and the buildings abutting the main part of the Manor Waste.
2. The War Memorial area can only be partially obstructed by protective covering of 2 of the 4 seats.
3. Fairs and events will be organised by the Clerk to allow appropriate and similar access.
4. The BCC highways team (TfB) are responsible for the public path alongside the High Street and markets are reminded that BCC would expect a minimum 1.2m (4 feet) clear of even temporary obstructions.
5. The Charter Market is held every Thursday and may not be varied except by agreement of the Amenities Committee.
6. The Charter Fair can be held on the specified Saints days, plus the vigil and the morrow of each (3 days each) and may not be varied. The Charter Market and the Local Produce Market days take precedence if the Saints Day conflicts, in which case the Charter Fair can be held on the vigil and/or the morrow only. Saints Days for the Charter Fairs are: -
  - St Philips/James day – 1<sup>st</sup> May
  - St Barnabas Day – 11<sup>th</sup> June
  - St John the Baptist Day – 24<sup>th</sup> June
  - St Matthews Day – 21<sup>st</sup> September
7. The Local Produce Market will be held on the third Saturday of each calendar month.
8. All Markets and Fair rents will be reviewed annually by the Amenities Committee (subject to contract) and recommended to Council.
9. All traders must hold the relevant Public Liability Insurance and comply with relevant Health and Safety and Food Standards regulations.
10. Any event using the Manor Waste must consider the residents in the adjacent premises. Generators must be sited along the main road with some shielding for residents unless power points are used.

## Entertainment

1. All entertainments will be authorised by the Parish Council Amenities Committee except where the Clerk has delegated powers
2. All entertainers must hold the relevant Public Liability Insurance and Performance Licences
3. The Clerk will issue this protocol to event organisers to ensure that they are aware of the Council's requirements.

## Permanent Catering Request

The Full Council have resolved not to allow any applications for permanent catering outlets to trade on the Manor Waste. It is felt the siting of an outlet would not be in keeping with the character of the area and that it would unnecessarily conflict with catering outlets already established within the village.



## General Users

It is Council Policy that the Manor Waste may be used by others (not events or fairs) with the approval of the Clerk, however, when that use includes the erection of a table/stall/tent or other items that may fall or present a trip hazard or other safety issue, then the User must provide Public Liability Insurance and ensure that the Council is in no respect liable.

## Items Left Without Prior Authorisation

Should any item be placed on the Manor Waste, without the prior authorisation of the Clerk, the Council will instruct the grounds staff to remove the item(s) which will then be taken to a secure unit. Wendover Parish Council will make reasonable efforts to ascertain the ownership of the articles and advise the owners in writing of the whereabouts of their items, giving 30 clear days to apply for a return of such goods. A charge will be levied for storage of £5 per day. If no response is received the good will be disposed of. Should the owners not be known the goods will be placed with the local police station to be treated as lost property.

## Communications

The Clerk will advise the Amenities Committee of urgent repair work that has been carried out or of work that is required.

## Advertising

Any advertising on Manor Waste may only be displayed if written permission has been granted by Wendover Parish Council. Generally, permission will not be given to advertising benefiting business or private interests, this includes but not limited to, A frame advertising boards, banners or posters.

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## Document History

Drafted by Parish Clerk	03/11/2016	(version 1)
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