



WENDOVER PARISH COUNCIL

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AMENITIES COMMITTEE AGENDA

Tuesday 21st March 2023 at 7:30pm

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

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

To all Committee Members:

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

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

AGENDA

1) APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

2) DECLARATIONS OF INTEREST

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

3) MINUTES

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

4) PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

5) UPDATE REPORT FROM THE CLERK

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

6) FINANCE

To consider the list of payments.

7) OPEN SPACES AND HAMPDEN POND

a) Tree Health and Safety Inspection

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

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.

c) Flower Displays 2023

To note the revised quotes, including additional works for flower displays in 2023 and consider approving that work.

- 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.
- 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.

8) OTHER MATTERS

- a) **Dog Bins – Princess Mary Gate**
To note a request from a member of the public highlighting issues of dog mess around PMG and consider the installation of two dog bins.
- 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.
- c) **Event and Open Space Hire**
To consider the hire requests.
- 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.
- e) **Site Safe Insulation**
To note the quotes for the insulation of the site safe and consider appointing a contractor to undertake the work.
- f) **Wendover Shed Proposal for Extensions**
To consider the proposal for extensions to current usage of Hogtrough Lane site.
- g) **Community Service**
To note the options of Community Service Projects for Wendover Parish Council and consider approving a trial project.

9) ITEMS FOR NEXT AGENDA

10) DATE OF NEXT MEETING

The next scheduled meeting of the Amenities Committee is 18th April 2023.

11) CONFIDENTIAL ITEMS

The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.

- a) **To resolve to go into confidential business**
- b) **To approve the award of the Tender for the Skate Park (commercially sensitive information)**
To consider the tender documents and award the tender based on the scoring grids.

12) CLOSURE OF MEETING

Signed by *Phoebe Sharps*
Estates and Events Manager

Date: 16th March 2023.

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

17th January 2023 at 7:30pm

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

Present: Councillors Stephen Worth (Chair), Sheila Bulpett, Julie Williams, Mark Standen, Sam Walker and Jennifer Ballantine.

Absent: Councillor Julie Lloyd-Evans

Clerk: Phoebe Sharps

Members of Public: 1

1. APOLOGIES FOR ABSENCE

A22.093 Apologies were received from Councillor Diane Washington and were **ACCEPTED**.

2. DECLARATIONS OF INTEREST

A22.094 None.

3. MINUTES

A22.095 The minutes of the meeting of 20th December 2022 were **RESOLVED** as a true record and were signed by the Chair.

4. PUBLIC PARTICIPATION

A22.096 None.

5. UPDATE REPORT FROM THE CLERK

A22.097 The report presented by the Clerk was **NOTED**. The Council received an update on the pond railing, the grounds team will be adding a lower railing for the safety on small children this was **NOTED**. A question was asked by the Council about why the extra fire extinguishers could not be used by the Council it was **NOTED** that the grounds team had confirmed that there was no need for extra fire extinguishers and no space to store them, there would also be a cost for servicing the fire extinguishers as they have expired. The Council asked if there were alternatives to Contract Finder due to the difficulties slowing down the process, the chair of the open spaces working group asked for updates from the office. It was **NOTED** that a site visit has taken place regarding the cesspit, a quote will be sent through, and the office will get the correct number of quotes for the work, it was advised that work could not start until March due to the condition of the ground. It was also **NOTED** that the office will investigate the option to claim for the faulty cesspit. It was **NOTED** that the council asked if the office and grounds team can cost up staining the site safe.

6. FINANCE

To consider the list of payments and sign cheques

A22.098 – The payments to consider totalling £10,402.96 were **RESOLVED** and signed.

7. OPEN SPACES AND HAMPDEN POND

a) Old Skatepark and London Road Allotments Clean-Up

To consider the quotes to hire equipment for the old Skatepark and London Road Allotments clean-up.
A22.099 – The Council questioned the need for the digger, it was NOTED that the large quantities of green waste and the old metal shed required a digger to ensure the work is completed efficiently. It was NOTED that the office will make the London Road Allotment tenants aware of the work. It was **RESOLVED** to carry out work with the equipment required from quote 1.

b) Flower Displays 2023

To consider the quote for flower displays in 2023.

A22.100 – It was NOTED that the office is going to get a quote for the 4 planters on Manor Waste, the office has been in contact with a community group in Wendover asking their interest in assisting with the planting. It was **RESOLVED** to accept the quote for flower displays for Summer and Winter 2023.

c) Tree Maintenance

To note issues with the award of the tree tender and revise decision accordingly.

A22.101 – It was NOTED that the contractor has been the councils preferred contractor but there is no official document stating this, and this was a verbal agreement. It was NOTED that the office will look into drawing up a service level agreement for contractors who completed work for the council, this will be brought back to a future meeting. It was **RESOLVED** to accept the quote from the original contractor and schedule the works.

8. OTHER MATTERS

a) 2023 Event Dates

To consider dates for 2023 events.

A22.102 –

It was **RESOLVED** to:

- Continue Annual Quiz in the same format.
- Delegate the organisation of, the Easter competition, Annual Parish Meeting, Annual Quiz and Halloween competition to the Estates and Events Manager.
- To agree to competition prize amounts.
- Hold Carols Around the Tree on Friday 15th December 2023, hire a band and organise new carol sheets.
- To hire a band for December LPM on 16th December 2023.
- Enter Buckinghamshire Vest Kept Village Competition.

It was NOTED to notify the bands that use of the council's gazebo will be weather dependant. It was NOTED that the council have asked the grounds team to clean bus shelters for the end of May. It was NOTED that the office will ask the grounds team about the large gazebo that has previously been used by the council to find out who owns this.

b) Wendover Shed Tenancy Agreement

To consider the tenancy agreement and approve.

A22.103 – It was NOTED that the Council received an update on the new proposed location of the shipping container. It was NOTED that the Rifle Club tenancy agreement has a 5-year review period, the first review will be in October 2023 during this time the proposition of the car park being shared with Wendover Shed will be discussed. It was NOTED to ensure Wendover Shed have the access code to Hogtrough Allotments. It was **RESOLVED** to approve the contract for use with Wendover Shed, the contract was signed by both parties at the meeting.

c) Family Fun Quiz/Quiz Launch Night

To consider new quiz event.

A22.104 – It was NOTED that Friday might be an ideal day for this event, the office will contact Wendover Youth Centre as they hold youth clubs on Fridays, it was also NOTED to ask if they want to be involved in the quiz. It was **RESOLVED** to authorise the office to explore and cost up different options for the quiz.

9. ITEMS FOR NEXT AGENDA

A22.105 None

10. DATE OF NEXT MEETING

A22.106 The next scheduled meeting of the Amenities Committee is 21st March 2023.

11. CLOSURE OF MEETING

A22.107 As all business was transacted the meeting was closed at 8:17pm

Signed by
Chair to the Amenities Committee

Date: 17th January 2023



ITEM 5 – CLERKS REPORT

Dog Mess Witchell Meadow -

We have had a report from a resident about the amount of dog mess on Witchell Meadow increasing over the last few years, the office put a Facebook post out about this reminding people to pick up after their dog. The Parish Council provide dog bins, the responsibility is for the dog owners.

Allotment Tenant Feedback -

An allotment tenant came into The Clock Tower in January, their husband had walked up to the allotments and saw the Estates Team clearing the area for the Wendover Shed shipping container at Hogtrough Allotments. They assumed it was for more plots, the office did not think to inform the allotment tenants of what was going on up there which is poor communication. The office then sent out an email retrospectively and gave the tenants an update regarding Wendover Shed.

They also had a few comments on other issues such the water supply especially in the Summer last year, and security and commented that people will leave as other private allotments are cheaper and have better facilities. After a discussion with the Estates Team and looking at Hogtrough Allotments, the office concluded that the security issue is not something we can do much about, as Muntjac and various other wildlife enter the allotments if we had other fencing styles the animals would not be able to escape. Regarding the issue of water, the water tanks we have up there 5 are full, and the 2 on the water shed are half full.

Car Vandalism, Witchell Car Park -

We received the below email from a resident regarding vandalism in Witchell Car Park:

I thought you might like to know that our car was vandalised recently in the Witchell Car park and in a very specific way. I'm letting you know this for information only and appreciate we park there completely at our own risk.

Someone had used a screwdriver in an attempt to force off the car's locked petrol cap. They failed but managed to make the cap unusable and we are having to get it bored out just to be able to fill the car up with petrol again. This could have happened at any time in the last month as we only discovered it when at the garage yesterday about to fill petrol tank up. This may also have happened to other cars in the car park?

Our thinking is that this may be linked to the fires you have recently reported with those involved looking for inflammable liquid to feed their fires or maybe even worse!! This is of course only a theory as we cannot imagine someone would want to steal petrol for money unless of course their own car had run out?

We have not reported it to the police yet ... will it help you if we do?

The office has not received any other reports about this vandalism in the Witchell Car Park.

The resident informed the police, but they responded saying they will not take it any further due to lack of information on possible suspects. But they will keep the incident on their records.



Hedge Witchell Car Park -

The Estates Team took 1m off the top of the Beech Hedge at the Witchell Car Park, we hope this will help with the regrow of the Hedge, and we hope with visibility into Witchell Car Park from South Street will help to deter any criminal or anti-social behaviour.



Wendover PROW -

The office received the reports for WENDOVER PROW EAST as of 31ST DECEMBER 2022, this was shared with the Amenities Committee in an email on Thursday 16th March 2023.

Notice Board Witchell Car Park -

The notice board in the Witchell Car Park mentions the skatepark on London Road, the office will be looking into the options and costs for covering this and/or updating this section of the sign, not the whole sign.



Siding Out South Street -

Residents have given feedback about the narrow path on South Street, Witchell Car Park side. The path is too narrow for the Estates Team to use the weed brush, they completed the siding out by hand last week and we have received emails of thanks from residents.





Car leaking oil in Witchell Car Park -

For the last 2 weeks there has been a car parked in the extension in Witchell Car Park that has been leaking substantial amounts of oil every day, it is not parked overnight and on weekends. We put out a Facebook post asking the owner to contact us, we also contacted the Police, who are now dealing with it.

Potholes road to library and Bucks Car Park -

The potholes and road surface conditions has been reported to the office twice by residents, one reported it on Fix My Street, however Bucks Council confirmed it is not their responsibility to maintain. The office is investigating as it is responsible and will make contact about the poor road surface condition.

Christmas Event Working Group Update -

The working group had the first meeting on Monday 13th March, the group members are Cllr Washington, Cllr Thornton, the Estates and Events Manager, and Ana Brown. There was an update from the Estates and Events Manager about the progress they have made regarding the Christmas decorations/lights, they have been in contact with companies who will be providing quotes and designs for hire options. The Christmas Celebration/Light Switch On date, timings and event type was discussed, see recommendations in Item 8b on the agenda. The group will be getting in contact with Budgens, to ask about using the Budgens Car Park for event extension to create more space on Manor Waste and counter the overcrowding.

Repeat Events Confirmed -

The office has confirmed the below events, as they are repeat events that have taken place before:

Manor Waste:

Wendover Library	Public Engagement Day	29th April	10am - 3pm
No 2	Summer on The Manor	8th July	All Day
No 2	Christmas on The Manor	24th November	All Day

Ashbrook Park:

Wendover Youth Club	Youth Festival	21st July	8am - 6pm
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Dog mess bins -

As noted by full council - In October the Parish Council instructed Bucks Council to install and new dog mess collection bin. Despite this being confirmed we had a communication into the office informing us it hasn't yet been installed despite assurances in Oct. There is an update in that the bin has now been installed and invoiced. The cost of a single bin install plus emptying for a year is £334.16 for the install and £97 for the emptying, this is useful to note for the paper in the Amenities meeting.



Drink Vendor Coronation Event -

There was an email from a drink vendor to the admin email address referencing the Coronation Event and previous communication about their attendance as a drink vendor with the old admin assistant for the Council and asking for confirmation that they will still be attending. The Estates and Events Manager has had no contact with this drink vendor regarding the Coronation Event.

The Estates and Events Manager replied to the email and stating that there has been no correspondence about them attending the event and that the event is at full capacity for food and drink vendors, therefore they cannot attend. In another reply the Estates and Events manager confirmed that the old admin assistant is no longer working for the Council, and that they were not involved in the organisation of the Coronation Event, and no information was passed onto the Estates and Events Manager. It was also stated in the response that the office is looking into expanding the food and drink vendor types and wanting to work with a range of local providers to spread the opportunities at community events run by Wendover Parish Council.

Based on feedback from the Jubilee Event in 2022 about the lack of food and drink vendors and the lack of variety the Estates and Events Manager has taken this feedback on and provided a range of local businesses for the Coronation Event.

Wendover Coronation Big Lunch Update -

The planning is well underway, we have portaloos booked, a bar that sells a full range of alcohol, a Korean Street Food Van, a coffee supplier, a vegan street food van, a food vendor selling toasties and crepes. The food and drink vendors are all new and different they did not attend the Jubilee event last year, the idea is use different vendors to see what business and opportunities there are for future community events, all of the businesses are local to the area. We have one community stall booked in for a free fundraising pitch, more local organisations and charities have been contacted. The Estates and Events is looking into entertainment, a bouncy castle, music etc.

Contingency Plan Coronation Event -

The office has decided that the best contingency plan for the Coronation event, in case of force majeure including bad weather is to cancel the event on the Friday 5th May 2023. The office will monitor the weather forecast during the weeks leading up to the event.

Community Board Fund Watersheds -

The office has received confirmation that the Wendover and Villages Community Board has approved the £1,724.90 towards the Wildbelt Watersheds, 1 watershed for the London Road Allotments and 1 for CLAW at the Wendover Wildbelt.



ITEM 7a – TREE HEALTH AND SAFETY INSPECTION

BROUGHT BY

Estates and Events Manager

SUMMARY

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

PARISH COUNCIL BACKGROUND

Wendover Parish Council have the responsibility of maintaining trees in their open spaces. The last tree health and safety inspection was in 2019.

DETAILS

Quote 1

H&S Tree Survey

£ 1,290 + VAT (+ £5.00 + VAT per extra tree/group)

This company can also offer the following:

Digital Ordnance Survey plan of the site in .dwg format to use for tree mapping (recharged at cost) - £180 +VAT

18 monthly site walkover, dead, dying or dangerous trees identified, data, plans and management recommendations updates - £780 +VAT

Quote 2

H&S Tree Survey

£790.00 + VAT

Quote 3

H&S Tree Survey

£1,680.00 + VAT

Office recommendation – Quote 3 as they are recommended by Bucks Council, and they have a track record of working well with Wendover Parish Council

FINANCIAL CONSIDERATIONS

The cost will come out of 4418, Maintenance Tree Inspections 23/24 budget.

LEGAL AND OTHER IMPLICATIONS

- Potential Health and Safety implications if the survey is not completed.

PROPOSAL

To resolve to:

- Accept quote 3 for the work.



ITEM 7b – DISABLED ACCESS TO WITCHELL MEADOW

BROUGHT BY

Estates and Events Manager

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

At a meeting between Wendover Cricket Club, the Estates and Events Manager and the Estates and Grounds Team it was noted that there is limited disabled access to Witchell Meadow from the car park for elderly and disabled residents and visitors.

FINANCIAL CONSIDERATIONS

- The office would look at getting funding to cover or help towards costs.
- Budget line 4410 Maintenance Groundworks could be used.

LEGAL AND OTHER IMPLICATIONS

- Disability access rights come under the Equality Act 2010.

PROPOSAL OR UPDATE

To resolve to:

- Authorise the office to explore the costs and different options.



ITEM 7c – FLOWER DISPLAYS 2023

BROUGHT BY

Estates and Events Manager

SUMMARY

To consider the revised and additional quotes for flower displays in 2023.

PARISH COUNCIL BACKGROUND

The Amenities Committee resolved to accept the quote for flower displays for Summer and Winter 2023 in the January Amenities Committee meeting. Since then, the office has discussed the ongoing HS2 work which impacts on Ellesborough Road it was suggested to take the welcome sign on Ellesborough road off the quote, so it has been reduced it to 3 for this year.

The planters built into the seating on the Manor Waste have previously been maintained and planted by the Estates and Grounds Team, however I have obtained a quote from our contractor for the planters.

DETAILS

Please see the below information we received from HS2 regarding the road closures on Ellesborough Road:

We will be closing Ellesborough Road in May for a few weeks to divert the utilities in that location, there will be open excavations in the carriageway so a full closure is unavoidable.

The temporarily diverted road will come into operation around July/August, there will be further full closures around that time to knit the new road into the current road.

The revised and additional quote for displays for Wendover for Summer and Winter 2023 are below:

Columns in High Street

Rental inclusive of maintenance of **fifteen 450mm** Hanging Baskets for the Summer 2023 period only

£91.00 nett each or £1365.00 nett for the fifteen

Rental inclusive of maintenance of **fifteen 450mm** Hanging Baskets for the Winter 2023 period only

£91.00 nett each or £1365.00 nett for the fifteen

Note one of these baskets goes above the main window in the clock tower on the High Street.



Windowboxes Securely Strapped to Welcome Signs (Elleborough Road Planter Removed due to HS2 Works for Summer and Winter 2023)

Plant and maintain for Summer 2023 period only **three existing** 1200mm long x 250mm wide x 250mm high black fibreglass windowboxes securely fixed below the signs

£155.00 nett each or £465.00 nett for the three

Plant and maintain for Winter 2021 period only **three existing** 1200mm long x 250mm wide x 250mm high black fibreglass windowboxes securely fixed below the signs

£155.00 nett each or £455.00 nett for the three

Total Charge Summer 2023 - £1820.00 nett

Total Charge Winter 2023 - £1820.00 nett

Built in Planters with Integrated Seating - Outside Lloyds Pharmacy, High Street

Planting and fully maintaining for the Summer 2023 period only

£92.50 nett each or £370.00 nett for the four

Planting and fully maintaining for the Summer 2023 period only

£92.50 nett each or £370.00 nett for the four

Total Charge Summer 2023 - £370.00 nett

Total Charge Winter 2023 - £370.00 nett

Total Charge for Summer and Winter 2023 - £4,380

FINANCIAL CONSIDERATIONS

4112 Floral Displays

LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL OR UPDATE

To resolve to:

- Accept the revised quote for 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.



ITEM 7d – CESS POOL INSTALLATION

BROUGHT BY

Office

SUMMARY

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.

PARISH COUNCIL BACKGROUND

The Cess Pool on Ashbrook Park has a fault, it is filling up frequently, it had to be emptied twice in the space of 2 weeks in 2022. According to the details we have from original installation it should only need to be emptied once every 6 months.

These are the only 2 quotes we have been able to obtain in the last three months of contacting contractors and businesses.

DETAILS

Quote 1

1. To supply and install a **825 Gallon Cess Pool** in accordance with the manufacturer's specification. The said unit will be installed in the area as agreed.
2. Carry out all earthworks to suit the said plant, this includes sheeting, shoring and pumping.
3. To supply and encase in shingle all pipework in association with the said unit. This will come from a new 90° bend down to the tank 6metres away.
4. To carry out all electrical connections at the landlord's supply and at the unit with adequate protection. This would only be needed if you have a high-level alarm.
5. To dispose of all excess spoil OFF site as discussed. The finish around the top of the tank shall be laid to earth.

Total Cost: £6,000 + VAT

The quote covers the decommissioning of the old tank, it will be emptied and infilled with arisings from the dig, tracked over and compacted.

EXTRAS:

- **Muck away from site - £350 + VAT per 8-wheel grab**
- **Building Control approval – AT COST**



Quote 2

- Supply and install a new 825 gallon cesspool.
- Replace the existing drainage run for a single continual pipe to prevent water ingress and backfill.
- The existing septic tanks will be emptied via a vacuum tanker and de-commissioned and back filled.
- The tank comes with a battery-operated high-level alarm which we can either install within the building or on an outer wall.
- All spoil will be removed from site.
- All areas where digging will be completed will be cat scanned before work commences.
- All turf will be removed where possible and returned as we found it to minimis damage to garden. Boards will also be used for digger movements

Total £5,950.00 +VAT

Office Recommendation – Quote 1, the estates team know that they are reputable company.

FINANCIAL CONSIDERATIONS

- There is an EMR of £10,000 for this work.

LEGAL AND OTHER IMPLICATIONS

- Potential Health and Safety implications if the Cess Pool keeps filling quickly.

PROPOSAL

To resolve to:

- Accept quote 1 for the work in principle.
- Take to Full Council for approval.



ITEM 7e – HAMPDEN MEADOW PLAY PARK INSPECTION

BROUGHT BY

Office

SUMMARY


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.

PARISH COUNCIL BACKGROUND

An inspection on Hampden Meadow and Ashbrook play parks took place in October 2022, see the inspection findings for Hampden Meadow Play Park below this item in the pack. The inspection documents were sent to the Amenities Committee in an email on 12th December 2022.

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

12 - Moderate Risk	
Item:	2 Bay 4 Seat (Flat)
Manufacturer:	Wicksteed Playgrounds
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	2



Finding 1	Finding 2
The seat is severely damaged and requires replacing - Replace damaged seat	The safety surface under or around this unit has been damaged - Monitor for any further deterioration and repair as required


The damaged seat in the above finding 1 has been replaced by the Estates Team.

Ashbrook Play Park Inspection will be brought to the Amenities Committee on the 18th April 2023.

DETAILS

Please see the below amber level work: Hampden Meadow -

12 - Moderate Risk	
Item:	Balance Beam
Manufacturer:	A.E.Evans
Surface Type:	Grass Matrix Tiles
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	2



Finding 1	Finding 2
There is some strimmer damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required	There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers


Subtotal- £124.20



Additional works – The office recommends getting the below work completed to combat future damage and increased costs.

Hampden Meadow –


4 - Very Low Risk	
Item:	Gate - Self Closing
Manufacturer:	Owner/Operator
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1



Finding 1
The gate is not operating correctly - Take effective action to ensure the gate closes between 4 and 8 seconds

Subtotal - £2,320.00

8 - Low Risk	
Item:	See Saw
Manufacturer:	Wicksteed Playgrounds
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	2



Finding 1	Finding 2
The seat has minor damage or wear - Monitor for any further deterioration and replace as required	There are gaps opening between the surfacing and the edging and a dip has appeared next to - Repair damaged area

Subtotal - £333.00

Site Preliminaries (risk assessments, method statements, setting up areas, travel time) – **additional cost**

Total - £2,777.20 +VAT

FINANCIAL CONSIDERATIONS

- This will come out of the 22/23 budget 4440, Play Equipment – Repairs and Maintenance

LEGAL AND OTHER IMPLICATIONS

- Potential Health and Safety implications if work not completed.

PROPOSAL

To resolve to:

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



ITEM 8a – DOG BINS – PRINCESS MARY GATE

BROUGHT BY

Office

SUMMARY

To note a request from a member of the public highlighting issues of dog mess around PMG and consider the installation of two dog bins.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

The office received a call from a resident of Princess Mary Gate, the resident shared their opinion that there should be more dog bins at PMG, please see the follow up email the Clerk sent to the resident:
Thanks for your call – it was good to discuss the issues around responsible dog ownership and the need for bins on the PMG estate.

Gary,

Thanks for getting in touch and discussing the issues you are facing with dog mess.

As we noted there are bins on there which are managed by Bucks Council (around the MS Centre) but we are not sure who would be responsible for additional bins that are required.

We identified 2 locations that would help to have bins:

*Babington Rd – North side opposite junction with Longcroft Ave where a path goes into the woods.
What3words reference: <https://what3words.com/panthers.oblique.qiants>*

*Mcindoe drive – on grass to west of junction of Cruikshank and Mcindoe Drive. What3words reference:
<https://what3words.com/expansion.shops.island>*

Whilst both patches of land (I think) are owned by Bucks Council we will investigate who should be responsible for installing the bins and the costs if it is us, then we can send that straight to Council otherwise we can still discuss if we want to see if we are able and agree to fund the work (through the Amenities Committee).

I think that covers the relevant actions we talked about – please let me know if I have missed anything.

We will report back when we know more.

Andy



Buckinghamshire Council confirmed with the office that the Parish Council is responsible for the cost of supplying and installing dog waste bins, and that we have already agreed to the Service Level Agreement.

Cost for 2 dog bins –

Supply and install - £688.32 (344.16 per bin)

Emptying - £201.76 (£100.88 per bin)

Proposed locations –

Babington Rd – North side opposite junction with Longcroft Ave where a path goes into the woods.
What3words reference: <https://what3words.com/panthers.oblige.giants>

Mcindoe drive – on grass to west of junction of Cruikshank and Mcindoe Drive. What3words reference:
<https://what3words.com/expansion.shops.island>

FINANCIAL CONSIDERATIONS

- 4400 Dog Bins

LEGAL AND OTHER IMPLICATIONS

None.

PROPOSAL OR UPDATE

To resolve to:

- Approve the installation of two dog bins in the specified locations in Princess Mary Gate.



ITEM 8b – 2023 EVENT DATES

BROUGHT BY

Estates and Events Manager

SUMMARY

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.

PARISH COUNCIL BACKGROUND

Please see the below minutes from the January 2023 Amenities Committee.

A22.102

- Hold Carols Around the Tree on Friday 15th December 2023, hire a band and organise new carol sheets.
- To hire a band for December LPM on 16th December 2023.

Please see the below minutes from the December 2022 Amenities Committee.

A22.084

It was NOTED that a question was asked by the Council about why the event is held on a weekday not a weekend, this will be discussed by the working group. It was **RESOLVED** to create a Christmas event working group that will investigate decoration options and a full proposal and recommendations for the Christmas event.

DETAILS

Carols Around the Tree - The office is concerned that the Carols Around the Tree event and the band at the LPM are too close to each other, this could result in a lower turnout for either event, and we should think about spreading the events, either on Friday 8th December or Friday 22nd December, or combining the events.

Option 1 – Combining Carols Around the Tree and the December LPM to be held on Saturday 16th December 2023.

Option 2 – Moving the date of Carols Around the Tree, a week earlier or later than the December LPM.

Christmas Celebration/Light Switch On

After the meeting on Monday 13th March the Christmas Event Working Group have recommendations for the event date and time, and the structure/type of event.

The group discussed that holding the event on a weekday if it is as busy as 2022 it could be a health and safety risk as there is rush hour traffic, it is also after work and school which means residents are rushing to get to the event, and some people would not be able to attend.

The Christmas Event Working Group have suggested the below:

Date: Saturday 2nd December 2023

Timings: 1pm – 7pm or 4pm – 7pm



Saturday 2nd December 2023 is Small Business Saturday UK, which is a grassroots, non-commercial campaign, which highlights small business success and encourages consumers to 'shop local' and support small businesses in their communities. See more here <https://smallbusinesssaturdayuk.com/about-us>.

1pm – 7pm – a longer event, with the focus as a market day, gift buying opportunities at the event and on the High Street, with more entertainment and crafting activities. This will also give children more time to see Santa at the grotto as there is always a big queue.

4pm – 7pm – normal event timings for the Christmas Event, being on a weekend will mean less rushing after school and work for residents.

Considerations – budget, the budget allocated is for the standard 3-hour event.

Crafting activities could be run and funded by local organisations for fundraising options.

Christmas Event Working Group recommendation – Saturday 2nd December 2023, 1pm – 7pm.

FINANCIAL CONSIDERATIONS

- 4132, Christmas Celebration Event.

LEGAL AND OTHER IMPLICATIONS

None.

PROPOSAL OR UPDATE

To resolve to:

- Authorise the office to make a decision on the Carols Around the Tree date and event type based on the Councils comments.
- Authorise the office to make a decision on the Christmas Celebration/Light Switch On event date and timings based on the Councils comments.



ITEM 8c – EVENT AND OPEN SPACE HIRE

BROUGHT BY

Office

SUMMARY

To consider the hire requests.

PARISH COUNCIL BACKGROUND

The Council does not charge for open space hire if it is a charity event or fitness class.

DETAILS

Fitness Class request – Hampden Meadow or Witchell Meadow

Please see the completed form at the bottom of this paper, the public liability insurance document has been received by the office - the proposed free trial date would need to be rescheduled.

River Thame Conservation Trust – Witchell Meadow

Please see the below email we received from the River Thame Conservation Trust:

I am a Project Officer with the River Thame Conservation Trust and I wanted to inform you that we intend to run a volunteer training event on 2nd April 2023 using the Witchell Meadow. This event will train volunteers to become citizen scientists monitoring the health of rivers through the Riverfly scheme, which is a nationally recognised project where certified monitors sample pollution-sensitive aquatic invertebrates each month to calculate a "health score" for the waterway and monitor for pollution incidents. The event will be risk assessed, organised by myself (a full-time staff member at the Trust) and led by a certified Riverfly trainer. The first half of the event will take place at the Wendover Community Library, but the practical outdoor part will take place in Witchell Meadow from 2pm - 3:30pm. We still have places available on the training and would like to get as many local people involved, so please do let me know if you could help us advertise the event.

They will ask the attendees to park in the library parking lot and their activities will be off the cricket pitch, see the map highlighting the area they will be working in below:





FINANCIAL CONSIDERATIONS

None.

LEGAL AND OTHER IMPLICATIONS

- Risk assessments and PL insurances needed.

PROPOSAL OR UPDATE

To resolve to:

- Approve the fitness class hire request, and suggest it is held in Hampden Meadow.
- Approve the River Thames Conservation Trust event request.



Fitness Class request – Completed form



WENDOVER PARISH COUNCIL
The Clock Tower, High Street, Wendover, Aylesbury,
Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
e1e1k@wendover-pc.gov.uk

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 MISS First name AGATA Surname GRUSZCZYNSKA

Name of organisation if applicable AGMA FITNESS

Address 60 MARSTON ROAD

Postcode OX93Y6

Daytime Telephone Number 07534164651

Alternative Daytime Telephone Number (eg mobile)

Email address AGATA.GRU93@GMAIL.COM

Please provide a brief description of your activity FITNESS CLASSES /

BOOTCAMP

Name of space to be hired HAMPDEN MEADOW / WITCHELL PARK



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INDEMNITY FORM

Organisation / Club: AGMA FITNESS

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:	AGATA GRUSZCZYŃSKA / NATEUSZ URBANEK	
Address:	60 MARSTON ROAD OX9 3Y6	
Contact Number:	07534164651	
Signed:	A. Gruszcyńska / M. Urbanek	Date: 12/01/2023

For Office Use Only:

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



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Requested dates/times of hire

Date:

Time:

04/02/23 FREE TRIAL

1:00 pm

WEDNESDAYS

6:30 am

6:30 pm

SATURDAYS

9:00 am

Signed Agata Gmorszynska

Date 18/01/2023



ITEM 8d – CORONATION EVENT - FUNDRAISING

BROUGHT BY

Estates and Events Manager

SUMMARY

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.

PARISH COUNCIL BACKGROUND

The Wendover Coronation Big Lunch is being held on Sunday 7th May 2023 at Witchell Meadow.

The pitch fees and the donations from food vendors are given to the chosen charity or local organisation at the Christmas Celebration.

DETAILS

The office think it should be considered to offer the food and drink vendors a free stall to attend the Wendover Coronation Big Lunch provided they give 5% of their takings from the event to a chosen organisation.

The organisation the office believe it should be is the Wendover Cricket Club, they cannot open their bar in the Pavilion on the event day to get revenue, this is due to the hard standing at the Pavilion being used as the entertainment area, this is area is determined because of the electrical supply.

The three vendors we already have booked in to attend the event have agreed in principle to donate the 5% of takings to a local organisation.

FINANCIAL CONSIDERATIONS

- Loss of £17.50 per food and drink vendor.
- The stall pitch fee would cover costs from the event.
- There is enough budget without needing this income.

LEGAL AND OTHER IMPLICATIONS

None.

PROPOSAL OR UPDATE

To resolve to:

- Agree to free pitches for food and drink vendors for a 5% donation of the days takings to Wendover Cricket Club.



ITEM 8e – SITE SAFE INSULATION

BROUGHT BY

Office

SUMMARY

To note the quotes for the insulation of the site safe and consider appointing a contractor to undertake the work.

PARISH COUNCIL BACKGROUND

The need for insulation in the site safe on Ashbrook Park was highlighted in the Clerks report at the January Amenities Committee meeting, saying that the temperature went down to -14 degrees late last year and the condensation once the weather warmed up meant minor damage to some equipment in the site safe.

Cleveland Site Safe, the supplier of the site safe suggested closed cell spray foam.

These are the only 2 quotes we have been able to obtain in the last three months of contacting contractors and businesses.

The office has decided to access the benefits of the insulation before looking into rubber matting for the site safe.

DETAILS

Insulation -

Quote 1

Closed cell spray foam, on walls, roof and back of doors - 45-50mm

Total £6,200.00

Quote 2

All figures are plus VAT (0% residential or 20% commercial) and are for "supply and fit" of the product:

Total area of roof and walls: 187m² (including 2.5% for very slight pitch and 15% for profile):

1) 25mm of Closed Cell insulation. We can install this for £18 per m² plus VAT. **Total: £3,366 plus VAT.** – This will completely prevent surface condensation and provide some thermal performance (1-day installation)
OR

2) 50mm of Closed Cell insulation. We can install this for £24 per m² plus VAT. **Total: £4,488 plus VAT.** – This will completely prevent surface condensation and provide great thermal performance (1-day installation)

- We would just add the caveat that any extra meterage would be charged at the applicable per m² rate.
- The installation will be guaranteed by ourselves for 25 years.
- The above figures do not include any access equipment that may be required. A tower is usually in the region of £250 plus VAT and a cherry picker is around £500 plus VAT for 1 weeks hire.



Shipping container for site safe storage –

20ft shipping container - 1 week hire, delivery, and collection.

Quote 1

Total £914.00 + VAT

Quote 2

Total £886.00 + VAT

Quote 3

Total £880.00 + VAT

Office recommendation –

Insulation – Quote 2, 50mm of Closed Cell insulation, Total: £4,488 plus VAT. The communication with the office has been helpful, this company has provided a full specification and advice for the insulation.

Shipping container – Quote 2, the communication with the office has been efficient, and I can see from reviews that they are experienced.

Full job total - £6,136.00 + VAT including potential extra costs for machinery.

FINANCIAL CONSIDERATIONS

- There is an EMR of £6,500 for this work.
- If the work is not completed there could be damage to tools and equipment which would need to be replaced.

LEGAL AND OTHER IMPLICATIONS

- Potential Health and Safety implications if work not complete, with extreme temperatures.

PROPOSAL

To resolve to:

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



ITEM 8f – WENDOVER SHED PROPOSAL FOR EXTENSIONS

BROUGHT BY

Office

SUMMARY

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

PARISH COUNCIL BACKGROUND

Wendover Shed has a temporary shipping container they use as a base “The Hog” at Hogtrough Allotments.

DETAILS

Please see the full proposal from Wendover Shed under this item in the pack.

Summary of proposal –

Our request is for permission to utilise a wider area around The Hog. We would like to create the outdoor space reaching out 3-4 metres in front of the unit, plus use a 3 metres area to the left of The Hog for our “garden shed”. We would also like to establish the toilet facility between The Hog and The Stables. Our initial request for use of The Stables is for storage, with permission to secure the door of the building. Longer term, we would like to propose a sympathetic restoration of this wonderful space, but we would present a separate proposal for this activity.

A question was asked about the proposal, please see the question and the answer below:
Would the allotment holders be able to use the compost toilet? *Yes, most certainly and they would be able to use the compost on their allotments – but that’s probably quite a way down the line.*

FINANCIAL CONSIDERATIONS

None.

LEGAL AND OTHER IMPLICATIONS

- The Council would need to see risk assessments and detailed plans
- The lease would need to change, as the lease is limited to the container and a 1m surround.

PROPOSAL OR UPDATE

To resolve to:

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



Wendover Shed

Proposal for Extensions to Current Usage of Hogtrough Lane Site

Wendover Parish Council Amenities Meeting – 21, March 2023

What is Wendover Shed?

Wendover Shed is a community project to set up a shared space where people can meet to create and share practical projects, with access to working facilities, tools, and each other's help and experience. The goal is to promote health and well-being through social interaction and practical activities.

We established our starter shed, The Hog, on 17 February with the delivery of a 30ft x 8ft Groundhog Welfare Unit donated by GE Healthcare from their decommissioning of the Grove Centre site in Amersham.



We currently have 5 committee members, plus 12 additional active members, all known as “Shedders”. We have established an active website, Instagram and Facebook presence, with over 100 followers on each platform. We had our official open day on 4 March with around 30 people in attendance.

Our first shed sessions started on 7 March, with Coffee and Natter meet-ups three times a week.

None of this would have been possible without the invaluable help and backing of Wendover Parish Council. Their support in helping us find and prepare our home has been incredible. We would especially like to call out the assistance, support and encouragement of the grounds crew, Stefan and Andy. It is fantastic to see such a positive and “can-do” attitude, something we aspire to within Wendover Shed.

Our Vision

Our vision is to provide a “full” shed facility encompassing various practical fields. This will start with basic woodworking and metalworking, but longer term encompass more adventurous activities such as woodturning, a metal lathe and milling, carving, welding and maybe even a simple blacksmith's forge.

The Hog is a perfect starting point for our activities, but we would like to propose a small expansion to our current site usage on Hogtrough Lane. We would like to build an outdoor covered area in front of The Hog to allow us to work in all weathers (and on which to mount our solar panels). We would also like to install a small (8ft x 8ft) traditional garden shed for storage of materials, plus introduce some form of toilet facility. Being next door to the wonderful old stable building, we would also like to sympathetically incorporate this into our overall shed space at some point.

Workshop and Outdoor Space

We are now starting to fit out our workshop and based on information from other UK Men's Shed it is beneficial and safer to have an outdoor area for work involving some power tools. Ideally this outdoor space should be covered to allow shed opening and operation in all weathers.

Wendover Shed would, therefore, like to consider building an outdoor covered area, a temporary wooden structure, in front of The Hog.



We feel that now The Hog is in place next door to The Stables, it looks like it has always been there. The Hog's slightly urban feel oddly blends with the rustic nature of The Stables next door and the surrounding trees. Any outdoor covered area we would create would be carefully designed to keep this blending of styles. We have a shed member working on a design and a costing and can present a detailed proposal in due course.

Off-Grid Electrics

Wendover Shed has always planned to use off-grid power, a mix of solar and wind generated electricity stored in modern Lithium batteries. We have already secured funding for this from the Clare Foundation and the Wendover and Villages Community Board. Our proposed set-up leaves us with some residue funding to build a means of mounting the solar panels.

Given the locational aspect of The Hog, the sun's path mainly tracks behind the unit and the trees to its rear. This is not ideal for solar power generation. We would, therefore, ideally look to mount the solar panels on a raised structure in front of The Hog, moving them slightly away from the trees.

The covered outdoor space would hence serve a dual purpose, an all-weather working area and a mounting structure for our solar panels.

Storage and The Stables

We have been offered a **small garden shed (8ft x 8ft)** which we would like to position **immediately to the left of The Hog** for some storage in the short-term.

However, as mentioned above, we feel that The Stables already feels an integrated part of Wendover Shed, and one day we would like to renovate this, in a sympathetic way, and somehow incorporate it fully into our shed activities.

As a starting point **The Stables would also make a very useful store for materials**, mainly timber, if we could secure the door, something our shed members could easily do.



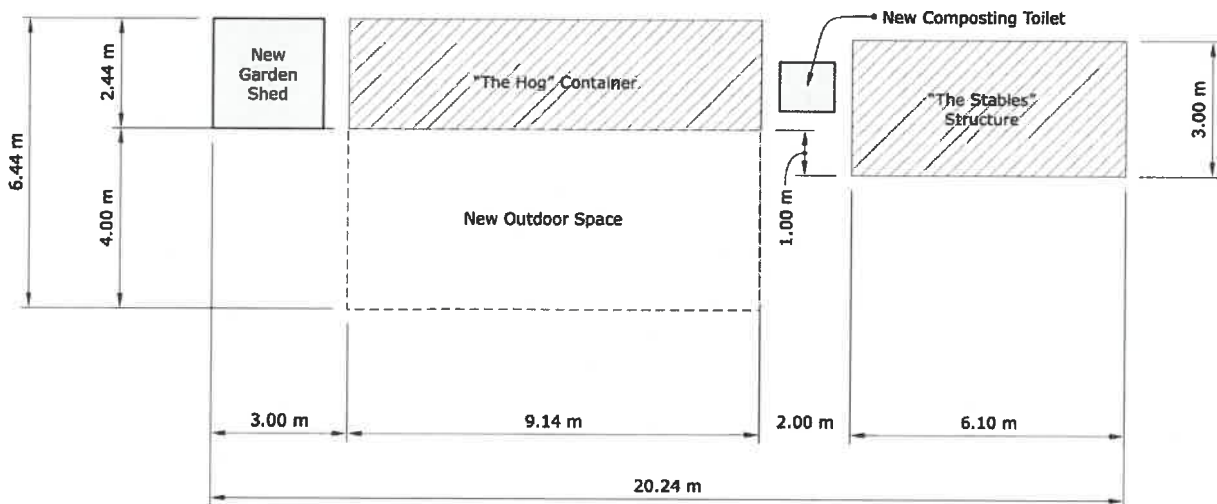
A Toilet

Having a membership which will likely include a number of men of older years, we are likely to need some form of toilet on site. We have been offered a spare chemical toilet by the Rifle Club. Our thought would be to eventually turn this into a **composting toilet, positioned in between The Hog and The Stables, hidden behind some screening.**

Our Request

Our request is for permission to utilise a wider area around The Hog. We would like to create the **outdoor space reaching out 3-4 metres in front of the unit, plus use a 3 metres area to the left of The Hog for our "garden shed"**. We would also like to **establish the toilet facility between The Hog and The Stables.**

Our initial request for use of **The Stables is for storage**, with permission to secure the door of the building. Longer term, we would like to propose a sympathetic restoration of this wonderful space, but we would present a separate proposal for this activity.



Wendover Shed Site Plan





ITEM 8g – COMMUNITY SERVICE

BROUGHT BY

Office

SUMMARY

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

PARISH COUNCIL BACKGROUND

DETAILS

The office was contacted by a Community Payback Placement Co-ordinator from HM Prison and Probation Service, see the below email the office received:

I would like to introduce myself as your local contact for community service projects taking place in Buckinghamshire.

Community Service runs 7 days a week and we continue to support local schools, churches, community centres and any other charitable, non-funded, community based placements.

We are currently on the lookout for new projects for our supervised groups, would this be of interest to you? We can assist with any gardening, painting, clearances, litter picking or any other project you may have in mind as long as it complies with our health and safety limitations. We would arrange a meeting to complete a risk assessment before any work commenced. At present we are looking for placement Monday to Fridays.

Our groups will have up to 8 people on probation with 1 supervisor. We cannot guarantee the numbers attending each session but 8 will be the maximum.

We like to work 9am till 4pm and available 7 days per week.

If you would like to discuss this in more detail or have any questions on projects we can assist with please do not hesitate to contact me.

The Estates Team have listed the below projects/tasks that could be supported by community service groups:

- Staining bus shelters
- Painting over graffiti (Hampden Meadow)
- Litter picking
- Siding out (by hand)

FINANCIAL CONSIDERATIONS

- Any equipment needed for the project, stains or paints would come out of 4480, Materials & Tool Purchase.

LEGAL AND OTHER IMPLICATIONS

- Risk assessment completed by HM Prison and Probation Service.

PROPOSAL OR UPDATE

To resolve to:

- Authorise the office to organise a trial community service project.