



WENDOVER PARISH COUNCIL

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

AMENITIES COMMITTEE AGENDA

Tuesday 17th March 2026 at 7:10pm

Wendover Community Library, High Street, Wendover HP22 6DU

Committee Membership: Councillors Stephen Worth, Mark Standen, Jennifer Ballantine, Diane Washington, Heather Thornton, George Atwell, Bob Mackinlay 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.

AGENDA

1) APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

2) DECLARATIONS OF INTEREST

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

3) MINUTES – page 3

To confirm the minutes of the meeting of 20th January 2026.

4) PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

5) FINANCE

To consider the list of payments.

6) UPDATE REPORT FROM THE CLERK – page 5

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

7) OPEN SPACES AND HAMPDEN POND

a) Litter Bin Replacement – page 7

To consider accepting the cost to replace two litter bins in Witchell car park.

b) Borehole Additional Costs – page 9

To consider approving additional works to ensure there is a suitable electrical connection that will also be useful for events.

8) OTHER MATTERS

a) Devolved Services – page 11

To consider the future of undertaking devolved services including adding Princess Mary Gate.

9) PLANNING APPLICATIONS

PL/26/01089/FA 13 Haglis Drive Wendover Buckinghamshire HP22 6LY

Single storey rear extension and conversion of the existing garage to habitable accommodation, together with the construction of a new pitched roof and associated internal alterations.

10) ITEMS FOR NEXT AGENDA

11) DATE OF NEXT MEETING

The next scheduled meeting of the Amenities Committee is 21st April 2026.

12) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 12th March 2026

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting 20th January 2026 at 7:40pm

Wendover Community Library, High Street, Wendover HP22 6DU

Present: Councillors Worth (Chair), Washington, Ballantine, Gallagher, Mackinlay, Thornton and Atwell.

Clerk & Minutes: Phoebe Sharps

Members of Public: 0

APOLOGIES FOR ABSENCE

A25.098 Apologies were received and **ACCEPTED** from Cllrs Standen and Porter.

DECLARATIONS OF INTEREST

A25.099 None.

MINUTES

A25.100 The minutes of the meeting of 16th December 2025 as amended were **RESOLVED** as a true record to be signed by the Chair.

PUBLIC PARTICIPATION

A25.101 None.

FINANCE

A25.102 The payments to consider totalling £16,283.48 were **RESOLVED** and signed.

UPDATE REPORT FROM THE CLERK

A25.103 The report was noted.

OPEN SPACES AND HAMPDEN POND

Health and Safety Tree Works

A25.104 It was **RESOLVED** to waive the financial regulations requiring three quotes due to the urgent need of this health and safety tree work.

A25.105 It was **RESOLVED** to approve the quotes totalling £4,980 and instruct the contractor to complete the works as quoted.

OTHER MATTERS

Estates and Grounds Team Mobile Phone

A25.106 It **RESOLVED** to authorise the expenditure of up to £200 for the purchase of a second-hand mobile phone.

A25.107 It was **RESOLVED** to authorise the office to purchase the second-hand mobile phone.

A25.108 It was **RESOLVED** to authorise the office to enter into a £5 a month phone contract.

2026 Events Programme

- A25.109** It was **RESOLVED** to delegate the organisation of 2026 events and engagement in line with this paper to the Estates and Events Manager.
- A25.110** It was **RESOLVED** to authorise the expenditure up to the budgets listed in this paper.
- A25.111** It was **RESOLVED** to authorise the office to proceed in implementing these events and make the appropriate bookings.
- A25.112** It was **RESOLVED** to enter competitions appropriate for a local authority listed in the paper.

c) Coffee Grounds Scheme

- A25.113** It was **RESOLVED** to start a coffee grounds scheme.
- A25.114** It was **RESOLVED** to accept the quote totalling £413 + VAT for the items listed in the paper to start the scheme.
- A25.115** It was **RESOLVED** to authorise the office to proceed with the order the items.
- A25.116** It was noted that there will be a dedicated page on the Council website for this scheme and it will be advertised in Wendover News and on the Welcome to Wendover newsletter.

d) Tring Road Bus Shelter

- A25.117** It was **RESOLVED** to no longer progress a bus shelter at that location.

PLANNING APPLICATIONS

- A25.118** **PL/25/5434/FA 7 Coombe Avenue Wendover Buckinghamshire HP22 6BX**
Single storey rear extension, internal alterations and changes to fenestration.
It was **RESOLVED** to support this application.
- A25.119** **PL/25/6645/FA 9 Castle Park Road Wendover Buckinghamshire HP22 6AE**
Proposed single storey rear extension
It was **RESOLVED** to support this application.

10. ITEMS FOR NEXT AGENDA

- A25.120** None presented, but it was noted to send items for the next agenda to the Estates and Events Manager by Monday 9th March 2026.

DATE OF NEXT MEETING

- A25.121** The next scheduled meeting of the Amenities Committee is 17th March 2026.

CLOSURE OF MEETING

- A25.122** As all business was transacted the meeting was closed at 7.54pm.

Signed by
Chair to the Amenities Committee

Date:



ITEM 6 – CLERKS REPORT

Estates Work Update

The Council have been sent updates via email from the Senior Estates and Grounds Person regarding works they have completed over the last few months.

Wendover PROW

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

John Deere Mower

The John Deere mower was serviced Tuesday 3rd March, after this service the mower was deemed non-operational, the contractor has since collected the mower (11/03/2026) to take to their depot and complete the works needed to make it operational (16/03/2026). They will also be investigating a potential axle problem whilst it is at the depot. We could be without the mower for a total of 3+ weeks, starting from Tuesday 3rd March.

Borehole

The borehole install has been completed and tested, now we are waiting for the electrical connection to be approved and completed, timings on this TBC.

Upcoming Engagement & Events

Easter Egg Hunt -

At the March Local Produce Market, 21st March, we are holding an Easter Egg Hunt, free activity for families with a prize for everyone.

Market stallholders will each be displaying a numbered egg. As they explore the market, they will match each number to the correct stall name and write the answers on the entry form.

Once they've found them all, they return the completed form to the Wendover Parish Council stall - and receive a prize. Everyone gets a prize, so it's free family fun for all ages.

Entry forms can be collected from the WPC stall on the day.

With thanks to Rumsey's Chocolaterie for the delicious chocolate prizes, generously supporting their 2026 Charity Partner, Youth Concern.

Annual Parish Meeting, Community Showcase and Business Event –

The Council is holding their Annual Parish Meeting on Thursday 16th April at Wendover Community Library, see all details below:

Community Showcase (6–7pm)

The evening will begin with a Community Showcase from 6pm to 7pm.

This informal event brings together local groups, charities and organisations in one place, giving residents the chance to discover the wide range of activities, volunteering opportunities and support available in Wendover. It's a great opportunity to meet the people behind local initiatives and find out how you can get involved in community life.



Wendover Business Networking Event (6-7pm)

Alongside the showcase, local businesses are invited to attend a networking event organised in partnership with Buckinghamshire Business First. This provides an opportunity for businesses to connect with other local organisations and strengthen links within the Wendover community.

Further information about the networking event can be found here: <https://bbf.uk.com/event/wendover-business-networking-april-2026>

Annual Parish Meeting and Community Awards (from 7.30pm)

The formal Annual Parish Meeting will begin at 7.30pm.

During the meeting, residents will hear updates from the Parish Council and presentations on key local matters. The evening will also include the presentation of the Wendover Community Awards, recognising individuals and groups who have made a positive contribution to the community.

Recycled Coffee Grounds Scheme -

The Estates and Events Manager has gone out to cafes, pubs and restaurants in Wendover about the recycled coffee grounds scheme the Council are starting, so far we have 4 businesses signed up. The scheme should start in April, once the pouches have been produced and collected.

There will be a page on the website about this, listing businesses who are part of the scheme, and to explain the scheme and the benefits.



ITEM 7a – Litter Bin Replacement

BROUGHT BY

Amenities Committee

SUMMARY

To consider accepting the cost to replace two litter bins in Witchell car park.

PARISH COUNCIL BACKGROUND

In May 2025 a litter bin in the extension of Witchell car park was damaged and then removed by the Estates and Grounds Team, this was noted in the Clerks report for the June 2025 Amenities Committee meeting.

DETAILS

The Estates and Grounds Team have identified that two bins need replacing in Witchell car park, see details below:

Car park entrance bin –

This bin is too small for the litter produced; therefore, it is usually full/overflowing, the office and estates team believe that residents are putting household waste into this bin which contributes to the litter produced. There is no way the team can monitor and regulate the household waste; therefore, a larger bin will help mitigate the issue.

As well as this the locking mechanism on the bin is broken, and the insert has rusted through.



Car park extension bin –

As stated above this bin was removed due to damage, the team decided to monitor the litter to determine whether the bin needed to be replaced. The estates and grounds team would now recommend that the Council replace this bin due to the litter being produced and collected by the team in the extension of the car park.



Details –

There are concrete bases in both locations, so this reduces the costs.

We are proposing the brown recycled plastic bins that we have in our open spaces, to make our street furniture consistent throughout our open spaces and as we know they are good quality.

Proposal –

2 x Origin Curve 110 Litter Bin – Brown Recycled Plastic, metal liner, Firexpire safety device* and concrete paving fixing kit, £604.55 ex VAT each.

Total for two bins - £1,209.10 ex VAT (free delivery).

* The Firexpire® Safety Device is an effective low-cost auxiliary fire extinguishing system designed for litter bins. Firexpire extinguishing plate: When a fire occurs, it drops onto the liner, starving the fire of oxygen.

FINANCIAL CONSIDERATIONS

- This will come out of the 26/27 4405 Maintenance Fences, Gates & Hedges budget line, which has £13,000.

LEGAL AND OTHER IMPLICATIONS

- This will reduce the amount of litter on Council owned and managed land.

PROPOSAL

To resolve to:

- To approve the cost of two bins and authorise the office to place the order and install.



ITEM 7b – Borehole Additional Costs

BROUGHT BY

Office

SUMMARY

To consider approving additional works to ensure there is a suitable electrical connection that will also be useful for events.

PARISH COUNCIL BACKGROUND

EO Parish Council 26th Jan 2026

a) Hampden Pond Borehole

PC25/374 A member of the public noted that the Council had been sent some information from Natural England regarding boreholes and suggested that it contradicted the report the Council had received.

PC25/375 A member of the public suggested that they believe there is defect in the pond from previous works that is causing a leak.

PC25/376 A member of the public presented details on the borehole project and the aquifer, including the challenges that the pond has with water levels as well as the effect of climate change.

PC25/377 The Council discussed whether there would be any impact on wildlife, in terms of the drilling and installation. A member of the public connected to the project stated that due to the location of the borehole the installation should not impact the wildlife, the works would be carried out immediately if resolved to be completed before bird nesting season. It was also stated that a consistent water level would increase the water quality and oxygen levels this would be positive for the wildlife.

PC25/378 The Council discussed that the borehole could add assets that can be used for future projects and for maintenance at Council open spaces, as there would be a water source available and potential for a power supply to be installed into Hampden Meadow in the future.

PC25/379 It was **RESOLVED** to approve the creation of a borehole using methodology indicated in the papers that keeps a level volume of water in the Hampden Pond.

PC25/380 It was **RESOLVED** to award the contract from the quotes provided to Contractor One and ask them to start works in line with their timetable.

DETAILS

Introduction

- The Parish Council agreed to install a borehole and pump system to maintain a stable water level in the pond.
- The total value of the borehole works is £20,000 + VAT
- The budget allowed for the installation of a power supply but unfortunately, we were denied permission to draw electricity from our streetlights to power the pump. We have had to have a brand-new metered supply provided by UK Power Networks (UKPN) at a higher cost than was budgeted.
- We are limited in who can come in and undertake the works as most of the work has to be done by UKPN
- However, this new connection allows us to add a socket that will be used for events on the Hampden Meadow for limited marginal extra cost (£255).
- The total cost for the additional works come to £6,810 + VAT. Taking us over the agreed budget and funding from HS2 by £1,810



- HS2 are exploring if they can increase the grant to cover this amount. But the Parish Council could be liable for the amount which is not budgeted for.

FINANCIAL CONSIDERATIONS

Discussed above, the new project total should come to full council for consideration and note

LEGAL AND OTHER IMPLICATIONS

- At this stage it would be a waste of money and time if we did not complete the project and link in with a power supply.
- However, there is a reputational issue in that we requested the borehole project on the basis of it being net zero cost to the Council

PROPOSAL

To resolve to:

- To authorise the contractor to proceed with the electrical connection on the understanding that the maximum cost to the Council will be £1,810 to be funded by the Hampden Pond EMR
- To waive the financial regulations requiring 3 quotes as the main work required can only be undertaken by UKPN at a standard cost.
- To instruct the electrical contractor to initiate works with UKPN
- To authorise the office to negotiate with HS2 to claim additional funds to cover the costs



ITEM 8a – Devolved Services

BROUGHT BY

Office

SUMMARY

To consider the future of undertaking devolved services including adding Princess Mary Gate.

PARISH COUNCIL BACKGROUND

Amenities Committee have discussed devolved services over a number of years. At all discussions it is accepted that we subsidise the devolved services work to maintain a better standard for Wendover residents. The four year deal offer mentioned below was withdrawn by Buckinghamshire Council and we are currently on a one year deal.

FULL COUNCIL – 1st APRIL 2025.

a) **Devolved Services**

PC24/439 It was noted that the financial situation at Buckinghamshire Council meant that there was not as much money for devolved services and that an error in the formula meant we had been overpaid for 3 years. It was further noted that Buckinghamshire Council accepted that Parish Councils should be given an indicative figure of what the devolved services would pay at the time they are setting their budgets and that a 4 year deal was available.

PC24/440 It was **RESOLVED** to enter into a 4 year deal based on the terms offered and seen by Council

PC24/441 It was **RESOLVED** to continue discussions on the Princess Mary Gate estate to try and work together to improve the issues residents face with regards to the maintenance of the grounds.

DETAILS

Introduction

- The Parish Council undertakes work on behalf of Buckinghamshire Council – these are called devolved services
- The work requires cutting grass verges and other land on the highways, maintaining rights of way, maintaining high priority footways, issuing hedge enforcement letters to overgrown hedge owners, “siding out” when plants/soil encroach on priority footways, cleaning road signs, flyposting enforcement, trees and bushes on the highways that need minor pruning.
- In return we get a payment from Bucks Council. In 2022/23 this was £17,613 in 2023/24/25 it was £19,198.20 but they discovered a formula error on our payment and in 2025/26 it was £17,452 in future years it will be about the £16k amount
- We tried to enter a four year deal last year so that we had financial certainty. Unfortunately, at the very last minute, the offer of a four year contract was withdrawn and so we are once again on an annual agreement.
- We do not currently undertake any works on Princess Mary Gate but have been asked to add that into our schedule.

Benefits of undertaking devolved services

- **Greater Local Control and Responsiveness**
 - Enables the Parish Council to set service standards that reflect local expectations, rather than relying on minimum statutory levels.



- Issues can be acted on more quickly, improving resident satisfaction.
- Provides flexibility to tailor services seasonally or to specific hotspots.

- **Improved Quality of the Local Environment**
 - Better-quality maintenance, resulting in visibly improved public spaces. for example, if Bucks Council were to undertake the work the verges would get cut twice a year and be full of litter and dog waste
 - We can integrate the work with wider parish initiatives such as biodiversity enhancement, such as some of our wildflower verges.

- **Enhanced Community Identity and Engagement**
 - Residents see direct action from their Parish Council, strengthening community pride and trust.
 - Clearer ownership of public-realm issues reduces confusion over responsibilities and improves communication with residents.

- **Increased Local Accountability**
 - Service performance becomes transparent and people can pick up the phone and talk to a human in the clock tower
 - Allows councillors to shape service priorities in line with community feedback and Neighbourhood Plan objectives.

- **Builds Organisational Capacity**
 - Enhances the council's capability as it allows the council to employ two staff instead of one
 - Motivates staff through a sense of pride in the parish they work
 - Puts the council in a stronger position to take on further delegated powers or funding opportunities in the future.

- **Strengthened Strategic Influence**
 - Managing frontline services increases the council's leverage in discussions with Buckinghamshire Council.

Cost of devolved services

If you analyse the direct costs of devolved services, we are spending more to complete the works than the income we get from Buckinghamshire Council. This has been discussed multiple times by Amenities and Council; both committees have always concluded that it is better to have control over the quality of the work to make Wendover look the best it can.

There are additional problems for the Parish Council as we are on an annual contract with Buckinghamshire Council with agreements and financial settlements not being offered until March, with contracts starting on 1st April. These offers are well after we have considered and submitted our budget requests. This brings uncertainty every single year.



DEVOLVED SERVICES - Cost centred approach				
MONTH:	11			
Forecast made on current YTD figures for month 11				
	Actual		Dev Svcs Cost	
	Last Yr	YTD	YTD	EOY
100 Amenities Income				
1035 BCC Devolved Footpaths Income	19,198.00	17,452.00	17,452.00	17,452.00
TOTAL	19,198.00	17,452.00	17,452.00	17,452.00
	Actual		Dev Svcs Cost	
	Last Yr	YTD	YTD	EOY
Expenditure				
4406 Maintenance - footpaths	-	1,445.00	144.50	144.50
4425 Capital Expenditure (asset pur	922.00	38,307.00	3,830.70	3,830.70
4426 Estates vehicle lease	4,415.00	490.00	49.00	49.00
4430 Mower Maintenance	3,117.00	959.00	479.50	3,500.00
4455 Premises - SiteSafe Electrics	463.00	348.00	34.80	36.00
4465 Premises - SiteSafe Water, etc	111.00	163.00	16.30	20.00
4475 Misc - Fuel	3,688.00	2,214.00	1,107.00	1,300.00
4480 Misc - Materials & Tools	1,748.00	3,262.00	978.60	1,050.00
4481 Machinery/Tool Service Repair	384.00	212.00	63.60	600.00
4485 Misc - Protective Clothing	1,049.00	555.00	166.50	225.00
4800 Staffing - Amenities - Wages	73,317.00	62,712.00	18,813.60	18,814.50
4801 Staffing - Amenities - NIC	6,959.00	7,571.00	2,271.30	2,272.50
4802 Staffing - Amenities-Pension	8,171.00	2,515.00	754.50	754.50
4810 Staffing - F&G - Wages	86,336.00	92,811.00	4,640.55	4,640.55
4811 Staffing - F&G - NIC	8,974.00	11,929.00	596.45	596.50
4812 Staffing - F&G - Pension	4,568.00	4,298.00	214.90	215.00
TOTAL	204,222.00	229,791.00	34,161.80	38,048.75
PROJECTED ANNUAL COST				
DEV SERVICES INCOME		17,452		
DEV SERVICE DIRECT COSTS		38,049		
NET SURPLUS/(SUBSIDY)		(20,597)		

Princess Mary Gate (PMG)

We have been asked to take on additional work to cover grass spaces on the estate that Buckinghamshire Council currently cut. They identify that there is 1698.5m² of grass to cut which based on their formula will be an additional £200 to £500 a year in payment.

Why would we take on this additional work?

- The estate suffers from a lot of issues with maintenance of communal areas, and it would be nice to do our bit for the residents.
- It would improve some of the communal spaces in the area.



Issues with adopting the PMG grass

- This offer is purely for the grass verges, many of the issues of the state of vegetation in communal spaces (which is the real issue) will not be solved by this agreement.
- The grass to be cut is awkward, narrow and includes some difficult slopes. The work will be disproportionately higher on manual labour than existing cuts and would require new equipment to be able to undertake effectively.
- It is estimated by the grounds team that each cut would take 2-3 days (approx 4-6 days per staff). This is currently how long it takes us to complete all other cuts in the contract.
- Rather than improving relationships with PMG residents it could cause further conflict as we will not be tackling the real issues with vegetation management on the site. We would be raising expectations.
- We have been trying to work with the devolved services team at Buckinghamshire Council to effectively map out the area and identify the organisations that are responsible so we can signpost resident and hold some of the management companies accountable. The acceptance of the grass cutting may muddy that water.

Options

It is unrealistic to expect the situation with Buckinghamshire Council to change. They will continue to face funding challenges and there is no reason to believe that devolved services will face a sudden “windfall” and that all contracts will be properly funded and with access to capital grants for new equipment.

Any option that requires reductions to our staff team will be highly disruptive and will significantly be impactful on morale. Going down to a single member of staff will also limit some of the works we could do on our grounds as many jobs require 2 people from a H&S perspective.

The current options for council are:

- Continue with our current devolved services contract on the understanding that there will be reducing payments for the work over the forthcoming years.
- Withdraw from devolved services and look at making necessary changes (including staff) to stay within budget
- Accept the PMG contract on the understanding we can not match the numbers of cuts of other spaces and make changes that are required to improve the grounds for the residents.
- Reject the PMG contract but continue to try and identify responsibilities on the site for residents.

Further options

- We should seek to find out the experience of other local councils and see if there are opportunities to share equipment/staff to better facilitate the provision of devolved services

FINANCIAL CONSIDERATIONS

Discussed above.

LEGAL AND OTHER IMPLICATIONS

Discussed above.



PROPOSAL

To resolve to:

- To recommend to full Council that we continue to undertake devolved services for 2026/27 at the amount offered by Buckinghamshire Council
- To recommend to full Council that we reject any offer to undertake grass cutting at PMG and request a more considered proposal for the estate.
- To authorise the office to seek opportunities from working with other local parishes that will make devolved services work more efficient.