



**WENDOVER PARISH COUNCIL**

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**PARISH COUNCIL MEETING AGENDA**  
**Tuesday 6<sup>th</sup> February 2024 at 7:30pm**  
**St Anne's Hall, Aylesbury Road, Wendover HP22 6JG**

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**Committee Membership:** Councillors Ballantine, Gallagher, Goodall, Lloyd-Evans, O'Donnell, Porter, Standen, Thornton, Wales, Walker, Washington, Williams and Worth

**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.**

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**AGENDA**

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- 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 Councillors with declare their interest in relation to this meeting.
- 3) **MINUTES – page 4**  
Consideration of approval of minutes of the meeting on 9<sup>th</sup> January 2024.
- 4) **CHAIR'S ANNOUNCEMENTS**
- 5) **PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**  
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.
- 6) **REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS**
- 7) **CLERKS REPORT & CORRESPONDENCE – page 10**
- 8) **FINANCE AND PAYMENTS – page 14**
  - a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
  - b) To receive the latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - **pages 15, 20 and 21**

9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**

- a) [HS2 Mitigation Action Group](#) – *page 22*
- b) Wendover Business Group
- c) Parish Council Surgeries
- d) Other groups

10) **REPORTS FROM COMMITTEES**

a) **PLANNING**

- i) To note the draft [minutes](#) of the meeting on 9<sup>th</sup> January 2024 – *page 23*
- ii) To consider authorising the office to liaise with local Parish Councils on a combined response, approve the draft response to the [RAF Halton Supplementary Planning Document](#) and authorise the Planning Committee to approve the final version of any feedback by the March deadline– *page 25*

b) **AMENITIES**

- i) To note the draft [minutes](#) of the meeting on 23<sup>rd</sup> January 2024 – *page 33*

11) **REPORTS FROM WORKING GROUPS**

a) **Transport Working Group**

To receive an update from the Transport working group.

b) **Open Spaces Working Group**

To receive an update from the Open Spaces working group.

c) **Sustainability and Biodiversity Group**

To receive an update from the Transport working group.

d) **Strategic Planning Steering Group**

To receive an update from the Open Spaces working group.

12) **OTHER ITEMS**

a) [Wendover Library](#) – *page 36*

To consider the current status of the Library refurbishment project and authorise the office and the Chair to

- i) Enter in negotiations with Buckinghamshire Council to explore options of how the Parish Council can support the Library refurbishment project
- ii) To explore options of moving the Parish Council offices to the Library to support the development of an accessible community hub
- iii) To research how Wendover Parish Council can gain access to financing to support the Library Project and any potential office move and the impacts that may have
- iv) To undertake a public consultation on this issue with a budget of £100

b) [Wendover News](#) – *page 49*

To note the transfer of Wendover News to a Community Interest Company (CIC) and consider a request for startup funding for the new entity.

c) [Rifle Club](#)– *page 64*

To note a request by the Rifle club to create a tree line barrier with central gate on the land they lease from the Parish Council and consider authorising the office to progress a legal agreement that will allow them to install the hedge.

d) [Summer placement roles](#)– *page 68*

To consider approving the office to recruit 2 summer placement roles for project based work

e) [Make Wendover Smile](#)– *page 75*

To consider authorising the events working group to progress the Make Wendover Smile event.

f) [Streetlights](#)– *page 78*

To consider authorising a consultation on turning certain streetlights off in Wendover in the early hours.

**13) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS**

The next Parish Council meeting 7.30pm on Tuesday 6<sup>th</sup> February 2024 at St Annes Hall.

**14) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 1<sup>st</sup> Feb 2024.

# WENDOVER PARISH COUNCIL

## Minutes of the Parish Council Meeting

9<sup>th</sup> January 2024 at 7:30pm

Meeting held at Chilterns Neuro Centre, Oakwood Close, Wendover, Aylesbury, HP22 5LX

**Present:** Councillors Ballantine, Gallagher, Goodall, Lloyd-Evans, Porter, Standen, Thornton, Washington, Williams (Chair) and Worth.

**In attendance:** Buckinghamshire Councillors Newcombe and Strachan

**Clerk:** Andy Smith

**Members of Public:** 3

### APOLOGIES FOR ABSENCE

**PC23/219** Apologies were received and **ACCEPTED** from Cllrs O'Donnell, Wales, Walker and Worth – Apologies were noted from Buckinghamshire Councillors Bowles

### DECLARATIONS OF INTEREST

**PC23/220** Cllr Standen highlighted that the company he works for is one of the companies that are bidding for the work required for the Skate Park surveys. It was noted that he is recommending to not use the company he works for so there is no perception of a conflict of interest and so Cllr Standen would remain as a part of the discussion but not vote.

### MINUTES

**PC23/221** The minutes of the Parish Council of 5<sup>th</sup> December 2023. It was NOTED the report from the Buckinghamshire Councillors did not suggest there was a budget deficit for the next financial year, the wording of the minutes indicates there was. It was **RESOLVED** to amend the minutes to accurately reflect the report from the Buckinghamshire Councillors. The minutes as amended were **RESOLVED** as a true record to be signed by the Chair.

### CHAIRS ANNOUNCEMENTS

**PC23/222** The new year starts with a spend £5 a week in Wendover campaign which Councillors are urged to support. The strategic planning group will be meeting this Friday to discuss next steps which will be a consultation exercise with local groups. Councillors were encouraged to start talking to community groups they are involved with.

### PUBLIC PARTICIPATION

**PC23/223** A member of the public expressed concern about the Wendover Library. The original transformation project, costing c. £475k was announced just before Christmas that there was a completely different project being implemented. It had changed to a refurbishment not a transformation project. The member of the public found it very difficult to understand why the larger project is not possible, and there are no figures to support that change. Libraries are being dramatically cut back but are an important part of the community. The Parish Council were asked to support getting in touch with Buckinghamshire Council about the issue.

### REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC23/224** The budgets are being scrutinised by each portfolio and the challenges in creating a balanced budget are strong, but there is confidence in achieving a balanced budget. Looking at the some of the statutory services: Adult Social Care – looking at more home based care, Childrens Services – there is a shortage of Childrens homes so the Council will be looking to open it's own

homes instead of relying on a market which has short supply. Homelessness – again looking to open more Council owned premises.

**PC23/225** Coombe Lodge is now open and active, but there have been issues. Residents have been turning up at Kings Farm because of lack of signage and clear directions – Coombe Lodge have been pressured to provide better signage and staffing of their building. It should be noted that Bucks Council are not involved with the Lodge it is owned by a private concern and the YMCA are the lead in running the home. The conditions of planning application included having a management plan as to how it is to be operated. All of these are available as a part of the planning application.

#### **CLERKS REPORT AND CORRESPONDANCE**

**PC23/226** The report was noted.

**PC23/227** A question was raised that the consideration for an electric vehicle to replace the HiLux seems to have been discounted. The Clerk highlighted that the current solution seems not to be working, however there is not an obvious solution. Council will be able to review and consider all options, including electric vehicles when we are ready to make the decision. and.

**PC23/228** The report highlights the Hale Lane situation. It was noted that some residents support the new measures but not all residents. The solution seems to have simply moved the problem, with the damage moving further down the road. There is also parking in the passing bays effectively preventing 2-way traffic. The road itself is starting to fail with it breaking up and getting covered in debris. Potential options were discussed and the councillors who are members of the Transport Working Group noted the comments and would discuss the issue at their next meeting.

#### **FINANCE AND PAYMENTS**

##### **a) Payments to consider.**

**PC23/229** The payments to consider, totalling £ £20,033.11, were **RESOLVED** and signed.

##### **b) Latest financial reports**

**PC23/230** The financial reports were noted and the Clerk answered questions from Councillors – The concern over the LPM were noted and it was further noted that the events planning group were looking at how they can support the LPM.

#### **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**

##### **a) HS2 Mitigation Action Group**

**PC23/231** The report was noted.

##### **b) Wendover Business Group**

**PC23/232** Did not meet in December the next meeting date will be confirmed to councillors after the meeting.

c) **Parish Council Surgeries**

**PC23/233** Unfortunately, nobody attended the December Surgery. It was noted that we would continue the surgeries for the next two months and reflect on their use. The next surgery is February 15<sup>th</sup> and Cllr Porter volunteered to attend. Another Councillor was required for the rota.

d) **Other groups**

**PC23/234** No other groups to report.

**REPORTS FROM STANDING COMMITTEES**

a) **PLANNING**

**PC23/235** The draft minutes of the meeting on 19<sup>th</sup> December 2023 were noted.

b) **AMENITIES**

**PC23/236** The draft minutes of the meeting on 19<sup>th</sup> December 2023 were noted.

**Hampden Pond Works**

**PC23/237** Council considered the paper and it was **RESOLVED** that it was correct and appropriate to waive the formal tender process because of the highly specialised nature of the work required and the time that had been spent finding contractors already.

**PC23/238** The Council **RESOLVED** to approve the award for the contract to Aquaserve for each of the following projects:

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

**PC23/239** The Council **RESOLVED** to approve the award for the contract to Aquaserve Management for the report on ongoing management of the pond.

**REPORTS FROM WORKING GROUPS**

a) **Transport Working Group**

**PC23/240** There is nothing to update since the last meeting.

b) **Open Spaces Working Group**

**PC23/241** The Buckinghamshire Council Planning Officer dealing with our case has asked for an ecology survey and noise survey, the request coming the day before the original determination date. Therefore, the determination date has been put back to Jan 23<sup>rd</sup>, which means we need authority to instruct someone to undertake that work. The declarations of interest were also noted. The skate park project management company had presented 2 quotes for each report who could deliver in the timeframe. It was **RESOLVED** to award the work to Contractor 1 (Clear Acoustic Design) for the Noise Impact Assessment and Contractor 4 (Arbtech) for the

Preliminary Ecological Assessment and Biodiversity Net Gain. It was noted that we may need to do additional works and change the skatepark plan because of these reports and any changes will come back to Amenities and Council.

**c) Sustainability and Biodiversity Group**

**PC23/242** It was noted that we have the initial membership of 7. Just now need to set a meeting date, ideally at the end of January.

**d) Strategic Planning Steering Group**

**PC23/243** The group are meeting on Friday 12<sup>th</sup> January – this will be a hybrid meeting online and in the Clock Tower at 2pm.

**OTHER ITEMS**

**a) Dates for the 2024/25 Meetings**

**PC23/244** The date for the Annual Parish Meeting was considered it was noted that it may be easier to secure a venue if the date was changed. It was **RESOLVED** to authorise the Clerk to set the date based on venue availability on either the 17<sup>th</sup> or 18<sup>th</sup> April 2024

**PC23/245** The date for the Annual Council Meeting (AGM) was considered and **RESOLVED** to be held on Tue 7<sup>th</sup> May 2024

**PC23/246** The meetings of the Council and Committees were considered and **RESOLVED** as per the paper

**PC23/247** It was **RESOLVED** to authorise the Clerk to book the venues based on availability for those meetings

**b) Policy Renewal**

**PC23/248** **Policy Renewals** – the policy renewal process and renewal dates were noted.

**PC23/249** **Investment Policy** – The policy was considered and noted that this policy needs annual renewal. It was **RESOLVED** to renew the policy for 12 months.

**PC23/250** **Publication Scheme** – The current policy complete with recommended amendments was considered and it was **RESOLVED** to approve the policy as amended for the next 2 years.

**c) Internal Audit Actions**

**PC23/251** **Bank Signatures** – The current bank signatures were noted and it was **RESOLVED** to continue adding Cllr Goodall as a full power signatory

**PC23/252** **Terms of reference** - The terms of reference as amended for Finance Committee were considered and it was **RESOLVED** to adopt the new terms of reference.

**PC23/253** **Internal audit recommendations report** – the Internal audit report was reviewed and the arising actions were noted. It was further noted that most actions should be completed by the

end of this meeting. It was noted that Finance committee would scrutinise and review any outstanding issues.

**d) Playground inspection training**

**PC23/254** The clerk explained the current inspections regime and the nature of the training which is certified by the recognised lead body for playground inspections. It was noted that including the office staff on the training allowed for the inspections to continue should the grounds staff be unavailable and would minimise any risk in these situations. It was **RESOLVED** to approve this training.

**DATES OF FUTURE MEETINGS**

**PC23/255** To note the next Parish Council meeting **Tuesday 6<sup>th</sup> February 2024**. Agenda items must be with the Clerk strictly by 9am **Monday 29<sup>th</sup> January**.

**CLOSURE OF MEETING**

**PC23/256** As all business was transacted the meeting was closed at 20:53pm

Signed by  
Chair to the Parish Council

Date:



PAYMENTS TO CONSIDER		Jan	Parish Council 09/01/2024
<b>BACS</b>			
Date	To	Amount	Payment for
11/01/2023	Val Mayland	£80.00	Cleaning
11/01/2023	Marley Design	£175.00	Web and communications
11/01/2023	Numbers	£72.00	Payroll Services
11/01/2023	St Annes Hall Hire	£60.00	Hire of hall for meetings
11/01/2023	Salaries	£9,310.45	Monthly Salaries Bill
11/01/2023	LGPS	£945.73	LGPS Pension Costs
11/01/2023	HMRC	£3,587.77	Payroll Tax and NI
11/01/2023	Buckinghamshire Media Ltd	£948.00	Bucks Radio hosting Christmas Event and shop window pri
11/01/2023	IAC	£474.00	Internal Audit
11/01/2023	Online Playgrounds	£108.00	Playground inspections
<b>TOTAL BACS AMOUNT</b>		<b>£15,760.95</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
26/01/2023	Adobe	£19.97	Acrobat Pro plan
16/01/2023	Lebara Mobile	£5.00	Office mobile phone
07/01/2023	Amazon Business EU	£48.28	Paper
08/01/2023	Amazon Business EU	£38.99	A3 Guillatine
05/01/2023	Amazon EU	£96.00	Prime business membership
05/01/2023	Budgens	£13.29	Office supplies
18/12/2023	Amazon Business EU	£16.13	Henry Hoover bags
05/01/2024	Amazon Mkt	£14.83	Whiteboard cleaner
08/01/2024	Engraveitnow	£42.65	Memorial bench plate
08/01/2024	Land Registry	£6.00	Land registry searches for hedge enforcement
<b>TOTAL Debit Card AMOUNT</b>		<b>£301.14</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
3 Jan 2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Jan 2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
6 Jan 2024	BE FUELCARDS LTD	£266.50	BP Fuel Card
7 Jan 2024	SMART PENSION LTD	£26.40	SMART pension admin fee
12 Jan 2024	SMART PENSION LTD	£837.74	SMART pension contributions
15 Jan 2024	BG LITE	£57.14	Manor Waste Electricity
15 Jan 2024	BG LITE	£479.03	Clock Tower Electricity
15 Jan 2024	BG LITE	£53.18	Site Safe Electricity
19 Jan 2024	DRAX ENERGY SOLUTI	£1,271.53	Street Lighting Electricity
1 Feb 202	BUCKS COUNCIL RECE	£82.70	Waste Container emptying
20/12/2023	MICROSOFT	£82.32	Microsoft 365 Licenses
21/12/2023	CASTLE WATER LTD	£16.72	Clock Tower Water
17 Jan 2024	BT GROUP PLC	£128.47	Clock tower phone/broadband
5 Jan 2024	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
<b>TOTAL DD &amp; SO</b>		<b>£3,971.02</b>	
<b>TOTAL PAYMENTS</b>		<b>£20,033.11</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			



## **ITEM 7 – CLERKS REPORT AND CORRESPONDENCE**

**These are the issues and correspondence that have been dealt with by the office and not covered on the agenda. It is a fair statement that the agenda items have certainly occupied most of my time since the last meeting.**

### **Parking at Little Hampden Close**

This is a regular issue with some residents dissatisfied with the current and proposed parking arrangements. I have directed the resident to Buckinghamshire Council and they have contact details. I am chasing the Parking Review implementation (see below)

### **Felling of tree at Community Orchard**

A social media post on a local group highlighted the loss of the cherry tree at the rear of the community orchard. It is a part of the hedge and not the formal orchard. The tree had been struck by lightning and a subsequent tree inspection revealed a large void in the main trunk which would mean the tree would get progressively more dangerous, so it was agreed to remove the tree as high risk. The posts suggested we had no reason to fell the tree and there were other questions as to if the company who said we should fell the tree financially benefitted. Finally a comment was made it was slow progress getting a copy of the tree report just an hour after making the post and with no direct contact with the office. Normally I would advise to not engage with social media posts as it merely adds fuel to a fire, even if the post is untrue. However, as this post had potentially reputational damaging comments we issued two statements to clarify what had actually happened. A like for like replacement tree is being sought as this tree was a beautiful feature but we need to assess the best planting location.

### **Clock annual service**

The clock has had its annual service and is ticking well. We have been advised to install a fly trap up in the mechanism housing because of the risk of flies causing mechanism issues. I have also tried to progress getting a quote for a heater and fan so the electronics don't fail during weather extremes. However it seems that the company don't undertake these works and we should look for a third party provider. I am awaiting the formal report from the clock service to see what is actually recommended.

### **Rubbish from Hogtrough**

The Shed are looking to remove some rubbish from Hogtrough, they are also asking for us to clear our rubbish and when we do just include anything from the shed. We are looking into the volume of rubbish as at the moment we are not sure there is any rubbish from the Council or allotments so need to inspect and check before committing to pay for a clearance.

### **Complaint about yellow lines at Bryants Acre and state of footpaths**

We had a member of the public come into the office with complaints about parking arrangements at Bryants Acre and the state of the footpaths. Sadly, I was not able to satisfy either complaint as they are managed by Buckinghamshire Council. I am already chasing the parking review implementation which did have some changes in that area. I have also reported the pavements to FixMyStreet on behalf of the resident. I have previously asked if there is any way that Buckinghamshire Council can share a schedule of works with Parish Councils, probably through the Local Area Technician (LAT) on a monthly basis, then we can answer questions about works with more confidence. This is something I will pursue again as it would have been great help for the resident in this case.

### **Wendover Canal – official towpath opening event**

I met with a representative from the Wendover Canal Trust to discuss the additional money that was placed in the repair budget to cover any maintenance on the canal towpath. We also discussed the



formal opening event for the towpath. This is now set to be Friday 28<sup>th</sup> June and will be managed in conjunction with the John Colet School who will be undertaking this as a part of their focus week. It will feature guides and attractions across the whole route and they are seeking to use Walnut Tree Meadow to hold some other attractions.

### **Planning enforcements in the Conservation Area**

It seems that the Buckinghamshire Council planning team have done a walk around the Conservation Area and sent out enforcement notices for breaches largely in signage and frontage. The planning committee are seeing a lot of retrospective applications at the moment. Some of the shop owners affected feel that they are being unfairly and specifically targeted. As far as we can tell it seems that a couple of specific complaints has led to a wider inspection of the area; it is just the nature of running a business in a conservation area. However, we will be monitoring the situation.

### **Christmas Decorations and trees– final figure**

We now have a final figure for the decorations and it is a fantastic achievement with £1800 income based on £617 expenditure – which means we have raised £1183 for the skatepark. I will confirm that figure when I get all unsold decorations and stock forms back to the office.

This year we also asked for donations for the mini trees and unfortunately we still have 2 organisations who have not paid. However, it is predicted that our mini tree donations will total £1631

This means that the skate park EMR will be increased by £2814 and I will be asking the Finance Committee to approve making this transfer to the EMR.

### **Engagement with networks**

I find that it is vital to the success of the role that I engage with local networks through BMKALC and the Community Board. Unfortunately, I have to report that the previous 3 networking meetings I have had to miss as it clashed with other diary appointments. I am still very much in the communications loop but conscious that priorities have meant I have missed these meetings.

### **RPII qualifications**

All of the staff team undertook the playground inspection training and it was a positive team building day as well as being a practical course to ensure we can undertake our statutory duties. The practical part of the course and exam took place at our Hampden Playground and some of the observations meant that we have had to escalate maintenance plans on some of the equipment which has deteriorated quicker than expected. This will be worked through and repairs and replacements scheduled with the details going to the Amenities Committee.

### **Appraisals**

Each member of the staff team has undergone their annual appraisal with objectives set for the next 12 months. The staff are currently reviewing the write ups before final sign off – these will be sent to the Staffing Committee who will note the reviews and then decide if the member of staff progresses on their scale if they are not at the top of the scale.

### **Parking Review – follow up with Buckinghamshire Councillors**

The following correspondence was sent with regards to the Parking Review. I have had acknowledgement of receipt.

*As discussed at our meeting last week I would appreciate any update on the works and implementation of the results of the Wendover Parking Review. The works were approved in Feb/Mar 2023 and since then we have received no update as to when the works would be complete. I have lost my contact point with the project manager who has since moved on and have been reliant on information through the Community Board. Please could you chase the implementation of this project and let me have a contact for the project manager so we can be updated on progress.*



*I have been looking through the Parish Council records and it has been a feature of the project that we find it difficult to track decisions and changes in the project. It would be incredibly useful if you knew how we could access when key changes were made, such as changes in budget from being fully funded by the LAF to the payment on £7500 we made in Mar 2023 as it doesn't seem clear from our records this would allow me to complete a project report and formally shut it down.*

### **Devolved Services – follow up with Buckinghamshire Councillors**

The following correspondence was sent with regards to the process of agreeing devolved services. I have had acknowledgement of receipt.

*Further to our conversation last week I forward details of the issues we face with devolved services.*

*In principle we feel that the process means the decision by the Parish Council is a binary “take it or leave it” decision at the end of a process we are not engaged with. This impacts on finance and staff morale and our ability to plan.*

*In previous financial years we have been told that the agreement is a simple 12 month extension of the existing agreements as Devolved Services is undergoing a review. The Parish Council have signed these off on that basis, fully expecting an opportunity to engage with this review. It was not until the 24<sup>th</sup> November 2023 that we received a communication which outlined that there were some clarifications to the devolved services agreement and requesting expressions of interest to undertake the services.*

*This communication included a link to files as an aid to decision making – it included an update on noxious weeds, adding streetlight assets, hedge process and some clarifications to guidance. I think I misunderstood the significance of this communication – I think this was saying the contract for services will stay the same but with these clarifications. I am not the only Clerk who misunderstood what this communication was saying.*

*In this communication there was no details on money other than we would have to wait. The advice was “If your council is currently considering taking on devolution or is currently devolved and feels a financial increase is required to continue to undertake devolved services and cannot postpone budgetary decisions on this matter until after our budgets have been set, then you will need to consider adding this increase as part of your precept.”*

*Expression of interest were then requested by 15<sup>th</sup> January with a hope that the contract (along with the financial package) will be made available to sign late Feb/early Mar.*

*Effectively this puts Parish Councils at significant financial risk. Wendover is probably in a more advantageous position to absorb any budgetary differences, but many of our Parish neighbours are not. We have two full time members of staff whose jobs are dependent on the income from devolved services. Any variation forces the Council to consider changes to staff terms and conditions. These decisions have deep impacts on the staff (including staff morale at the uncertainty of the position even if no changes are made). Further, Parish Councils are not agile enough to make quick and responsive staffing decisions that minimise cost impacts.*

*Devolved Services income has not been tracking recent inflation (particularly fuel and equipment inflation). It also feels like we suffer “shrinkflation” in that we are expected to keep doing more and more for the same income. I am currently reviewing documents communicated to us in late Nov it does seem that the devil is in the detail and what is termed as “clarifications” is placing additional burden on our work. I will be able to provide examples of this after the review.*



*Wendover has for a long time “subsidised” the income from Devolved Services to maintain our area and local spaces to a standard locals expect. In the last financial year, when you appropriately cost out what we delivered, Wendover spent £45k on what was technically devolved services, all with a £20k income. That is a conscious decision by Wendover Parish Council – although some Parish Councillors were shocked by the actual figures. By not having the proposed Devolved Services income in good time the Parish Council cannot make that judgement call on precept money required.*

*The process now leaves us waiting until late Feb/Mar for a legal document that we either sign or don’t sign. There is nothing Parish Council can discuss, engage with or resolve until then. If I refer to my transactional analysis textbooks it feels like Buckinghamshire Council are approaching this like a Parent-Child relationship and not an Adult-Adult relationship.*

*Wendover Parish Council understands the significant cost pressures faced by Buckinghamshire Council; however, the current process is far from satisfactory. Parish Council’s should be engaged in the process, we should be part of a communications group with regular updates, and I certainly would have expected at least one meeting that we could attend and ask questions of the Devolved Services team and forthcoming agreement.*

*The process also needs to be brought forward so that by November we are aware of the proposed offer for the following year, so we can plan accordingly. Parish Councils fully understand that the Nov offer will be provisional and could be subject to change as the budgetary process for Bucks Council continues. This is about empowering Parish Councils to make an informed decision.*

*Please let me know if you need clarification of any of the issues I raise here and again I appreciate your time on this matter.*



## ITEM 8b – FINANCE REPORTS

The finance reports show the situation as at 26/1/2024. It does not include the current payments to consider. However, it does include the Jan Salaries and salary costs, which are scheduled through the bank for a set date and entered onto the finance system in advance for the date they are due to come out (last day of the month).

The story painted by the numbers show that there are some budget line variations but we have managed to make savings to cover overspends so the financial year will come in on target.



29/01/2024

Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 29/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Amenities Income</b>								
1000 Allotment Rent	0	1,743	1,630	(113)			106.9%	
1005 Charter Fair	0	220	220	0			100.0%	
1010 Cricket Club Lease	0	225	300	75			75.0%	
1021 Markets - Local Produce	53	665	2,000	1,335			33.3%	
1022 Markets - Weekly Market	4,442	9,772	10,660	888			91.7%	
1030 Other Rental (Ashbrook)	50	1,148	2,045	898			56.1%	
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			105.8%	
1214 Christmas Trees	30	1,601	2,000	399			80.0%	
1260 Xmas event income	0	1,446	500	(946)			289.1%	
1261 Rifle Club Lease	100	100	100	0			100.0%	
1262 Fundraising income	910	1,710	0	(1,710)			0.0%	
<b>Amenities Income :- Income</b>	<b>5,584</b>	<b>37,827</b>	<b>37,597</b>	<b>(230)</b>			<b>100.6%</b>	<b>0</b>
<b>Net Income</b>	<b>5,584</b>	<b>37,827</b>	<b>37,597</b>	<b>(230)</b>				
<b>125 Events Expenditure</b>								
4100 AnnualParishMeeting excl refs	0	512	500	(12)		(12)	102.5%	
4105 Christmas Decorations	0	3,981	6,000	2,019		2,019	66.4%	
4109 Promo Materials	38	909	500	(409)		(409)	181.9%	
4110 Entertainment & Events	0	1,963	5,000	3,037		3,037	39.3%	
4111 RAF Freedom Parade	0	3,667	0	(3,667)		(3,667)	0.0%	3,667
4112 Floral Display	0	4,400	5,000	600		600	88.0%	
4113 HS2 Public Meeting	0	889	0	(889)		(889)	0.0%	
4122 Markets - Local Produce	0	175	500	325		325	35.0%	
4124 Markets - Business Rates	90	898	1,500	602		602	59.9%	
4125 Markets - Water	0	62	50	(12)		(12)	124.0%	
4126 Markets - Electric	54	344	300	(44)		(44)	114.8%	
4130 Quiz	0	40	100	61		61	39.5%	
4132 Christmas Celebration Event	815	2,679	2,500	(179)		(179)	107.2%	
<b>Events Expenditure :- Indirect Expenditure</b>	<b>997</b>	<b>20,519</b>	<b>21,950</b>	<b>1,431</b>	<b>0</b>	<b>1,431</b>	<b>93.5%</b>	<b>3,667</b>
<b>Net Expenditure</b>	<b>(997)</b>	<b>(20,519)</b>	<b>(21,950)</b>	<b>(1,431)</b>				
6000 plus Transfer From EMR	0	3,667						
<b>Movement to/(from) Gen Reserve</b>	<b>(997)</b>	<b>(16,852)</b>						
<b>130 Highways Expenditure</b>								
4200 Bus Shelters	0	0	750	750		750	0.0%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc)	0	0	500	500		500	0.0%	

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 29/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Street Furniture - Purchase	0	0	2,000	2,000		2,000	0.0%	
Highways Expenditure :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>3,750</u>	<u>3,750</u>	<u>0</u>	<u>3,750</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(3,750)</u></b>	<b><u>(3,750)</u></b>				
<b><u>135 Street Lighting Expenditure</u></b>								
4300 Electricity	1,060	9,400	13,000	3,600		3,600	72.3%	
4305 Maintenance	0	14,872	7,000	(7,872)		(7,872)	212.5%	
4315 New Columns (not LEDs)	0	2,900	7,000	4,100		4,100	41.4%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	<u>1,060</u>	<u>27,172</u>	<u>28,500</u>	<u>1,328</u>	<u>0</u>	<u>1,328</u>	<u>95.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(1,060)</u></b>	<b><u>(27,172)</u></b>	<b><u>(28,500)</u></b>	<b><u>(1,328)</u></b>				
<b><u>140 Recreation Expenditure</u></b>								
4400 Dog Bin Emptying	0	858	2,050	1,192		1,192	41.8%	
4405 Maintenance - Fences, etc	12	1,372	1,500	128		128	91.5%	
4410 Maintenance - Groundworks	36	3,203	5,000	1,797		1,797	64.1%	
4415 Maintenance - Inspections, etc	90	90	1,800	1,710		1,710	5.0%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	4,200	2,500	(1,700)		(1,700)	168.0%	
4418 Tree Inspections	0	1,680	1,800	120		120	93.3%	
4421 Orchard Maintenance	0	721	600	(121)		(121)	120.2%	
4425 Capital Expenditure (asset pur	370	9,019	10,000	981		981	90.2%	
4430 Mower Maintenance	0	2,399	2,000	(399)		(399)	120.0%	
4440 Play Equip - Repairs & Maint	65	4,769	8,000	3,231		3,231	59.6%	
4450 Premises - Garage Rent	135	1,350	1,620	270		270	83.3%	
4455 Premises - SiteSafe Electrics	51	68	200	132		132	34.0%	
4460 Premises - SiteSafe Rates	0	160	0	(160)		(160)	0.0%	
4465 Premises - SiteSafe Water, etc	0	188	300	113		113	62.5%	
4475 Misc - Fuel	222	2,895	3,000	105		105	96.5%	
4480 Misc - Materials & Tools	47	682	2,500	1,818		1,818	27.3%	
4481 Machinery/Tool Service Repair	0	388	3,500	3,112		3,112	11.1%	
4485 Misc - Protective Clothing	0	402	400	(2)		(2)	100.4%	
4490 Misc - Refuse Bins	97	743	1,200	457		457	61.9%	
4495 Misc - Sundries Recreation	0	229	1,000	771		771	22.9%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	<u>1,124</u>	<u>35,416</u>	<u>50,970</u>	<u>15,554</u>	<u>0</u>	<u>15,554</u>	<u>69.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(1,124)</u></b>	<b><u>(35,416)</u></b>	<b><u>(50,970)</u></b>	<b><u>(15,554)</u></b>				

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Detailed Income & Expenditure by Budget Heading 29/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Finance &amp; General Income</b>								
1205 Witcheil Trust Grant	0	195	200	5			97.5%	
1210 Interest Received ex Deposits	0	1,815	2,000	185			90.8%	
1215 Miscellaneous Income	0	562	0	(562)			0.0%	
1250 Precept Received	0	359,078	359,078	0			100.0%	
1266 VAHT Streetlight Income	445	853	600	(253)			142.2%	
<b>Finance &amp; General Income :- Income</b>	<b>445</b>	<b>362,504</b>	<b>361,878</b>	<b>(626)</b>			<b>100.2%</b>	<b>0</b>
<b>Net Income</b>	<b>445</b>	<b>362,504</b>	<b>361,878</b>	<b>(626)</b>				
<b>220 Finance &amp; General Expenditure</b>								
4496 Professional Support (HS2 etc)	0	1,526	2,000	475		475	76.3%	
4550 Communications - Publicity	94	5,438	5,750	312		312	94.6%	
4555 Communications - Website	19	2,247	1,500	(747)		(747)	149.8%	
4560 Financial - Bank Charges	0	451	580	129		129	77.7%	
4565 Financial - Fees - Audit	395	290	2,300	2,010		2,010	12.6%	
4570 Financial - Fees - Legal	0	606	2,000	1,394		1,394	30.3%	
4575 Financial - Insurance	0	7,111	5,940	(1,171)		(1,171)	119.7%	
4580 Financial - Software	0	566	800	234		234	70.8%	
4582 End of Year Support RBS	0	(558)	800	1,358		1,358	(69.8%)	
4615 Office - Broadband/Tel/Fax	112	1,215	1,600	385		385	75.9%	
4620 Office - Copier	117	1,053	1,750	697		697	60.2%	
4621 Office - Equipment - Expend	312	3,142	5,500	2,358		2,358	57.1%	
4625 Office - Equipment Capital	0	450	1,000	550		550	45.0%	
4630 Office - Postage & Stationery	165	318	500	182		182	63.6%	
4640 Office - Testing - Electrical	0	0	75	75		75	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	399	1,875	2,000	125		125	93.7%	
4655 Office - Utilities - Water	0	62	150	88		88	41.6%	
4660 Property Mgt - Clock Tower	89	1,301	2,000	699		699	65.0%	
4665 Property Mgt - Manor Waste	0	20	1,000	980		980	2.0%	
4670 Property Mgt - SiteSafe	0	83	5,000	4,917		4,917	1.7%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	0	1,874	2,000	126		126	93.7%	
4690 Misc - Chairman's Expenses	0	473	1,200	727		727	39.4%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	60	540	1,200	660		660	45.0%	
4700 Misc Sundry Expenses Finance	27	415	500	85		85	83.1%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	0	21	3,000	2,979		2,979	0.7%	
<b>Finance &amp; General Expenditure :- Indirect Expenditure</b>	<b>1,789</b>	<b>30,518</b>	<b>51,245</b>	<b>20,727</b>	<b>0</b>	<b>20,727</b>	<b>59.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,789)</b>	<b>(30,518)</b>	<b>(51,245)</b>	<b>(20,727)</b>				

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Detailed Income & Expenditure by Budget Heading 29/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>230 Grants out - S137</b>								
4585 Grant - Churchyard Care	0	7,000	7,000	0		0	100.0%	
4586 Grant - Wendover Youth Centre	0	7,000	7,000	0		0	100.0%	
4590 Grants Out - Major	0	15,000	15,000	0		0	100.0%	
4611 Grants Out - Minor	0	2,270	5,000	2,730		2,730	45.4%	
Grants out - S137 :- Indirect Expenditure	<b>0</b>	<b>31,270</b>	<b>34,000</b>	<b>2,730</b>	<b>0</b>	<b>2,730</b>	<b>92.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(31,270)</b>	<b>(34,000)</b>	<b>(2,730)</b>				
<b>320 Staffing</b>								
4800 Staffing - Amenities - Wages	5,683	59,472	71,563	12,091		12,091	83.1%	
4801 Staffing - Amenities - NIC	603	5,994	6,580	586		586	91.1%	
4802 Staffing - Amenities-Pension	1,052	7,841	10,193	2,352		2,352	76.9%	
4810 Staffing - F&G - Wages	6,313	63,199	97,586	34,387		34,387	64.8%	
4811 Staffing - F&G - NIC	669	6,757	8,952	2,195		2,195	75.5%	
4812 Staffing - F&G - Pension	312	3,130	6,196	3,066		3,066	50.5%	
4816 Staffing F&G Student Loan	49	401	0	(401)		(401)	0.0%	
4845 Payroll Charges	60	600	750	150		150	80.0%	
4855 HR Consultancy Fees	0	3,383	3,500	117		117	96.6%	
4860 Training Staff & Cllrs	450	3,218	3,000	(218)		(218)	107.3%	
4861 Uniform	0	0	500	500		500	0.0%	
4862 Smart Pension Admin Fee	22	171	240	69		69	71.3%	
Staffing :- Indirect Expenditure	<b>15,214</b>	<b>154,165</b>	<b>209,060</b>	<b>54,895</b>	<b>0</b>	<b>54,895</b>	<b>73.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(15,214)</b>	<b>(154,165)</b>	<b>(209,060)</b>	<b>(54,895)</b>				
<b>980 Amenities EMR projects</b>								
9108 EMR - Skate Park	0	617	0	(617)		(617)	0.0%	617
9110 EMR - Clock Tower Fountain/wal	0	14,096	0	(14,096)		(14,096)	0.0%	14,096
9111 EMR - Site Safe Insulation	0	5,056	0	(5,056)		(5,056)	0.0%	5,056
9115 EMR - HS2 Funded Pond Works	0	9,440	0	(9,440)		(9,440)	0.0%	9,440
9123 EMR - TWG Priorities	0	433	0	(433)		(433)	0.0%	433
9126 EMR - New Cesspit Ashbrook	0	6,350	0	(6,350)		(6,350)	0.0%	6,350
9127 EMR - New Christmas Tree Light	0	8,397	0	(8,397)		(8,397)	0.0%	8,397
Amenities EMR projects :- Indirect Expenditure	<b>0</b>	<b>44,387</b>	<b>0</b>	<b>(44,387)</b>	<b>0</b>	<b>(44,387)</b>		<b>44,387</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(44,387)</b>	<b>0</b>	<b>44,387</b>				
6000 plus Transfer From EMR	0	44,387						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 29/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	6,029	400,331	399,475	(856)			100.2%	
Expenditure	20,183	343,448	399,475	56,027	0	56,027	86.0%	
<b>Net Income over Expenditure</b>	<b>(14,154)</b>	<b>56,883</b>	<b>0</b>	<b>(56,883)</b>				
plus Transfer From EMR	0	48,054						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,154)</b>	<b>104,937</b>						



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**Wendover Parish Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement**

Month 10 Date 29/01/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	811	
200	Current Bank Account	29,834	
202	Flagstone	281,295	
	<b>Total Current Assets</b>		<b>312,142</b>
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,770	
	<b>Total Current Liabilities</b>		<b>1,770</b>
	<b>Net Current Assets</b>		<b>310,373</b>
	<b>Total Assets less Current Liabilities</b>		<b>310,373</b>
	<u>Represented by :-</u>		
300	Current Year Fund	41,083	
310	General Reserves	172,044	
338	Hampden Pond EMR	(1,640)	
339	RAF Freedom Parade EMR	4,333	
346	Clock Tower Fountain and Wall	905	
347	Site Safe Cladding EMR	1,444	
356	LGPS Cessation EMR	50,000	
357	Skate Park EMR	14,384	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
362	New Cesspit Ashbrook	3,650	
363	Christmas Lights EMR	1,603	
364	Climate Action EMR	5,000	
	<b>Total Equity</b>		<b>310,373</b>



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**Wendover Parish Council Current Year  
Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
338 Hampden Pond EMR	0.00	-1,639.99	-1,639.99
339 RAF Freedom Parade EMR	0.00	4,333.17	4,333.17
346 Clock Tower Fountain and Wall	15,000.00	-14,095.50	904.50
347 Site Safe Cladding EMR	6,500.00	-5,056.00	1,444.00
356 LGPS Cessation EMR	50,000.00		50,000.00
357 Skate Park EMR	15,000.00	-616.50	14,383.50
358 Library Extension EMR	8,000.00		8,000.00
359 TWG Priorities	10,000.00	-432.50	9,567.50
362 New Cesspit Ashbrook	10,000.00	-6,350.00	3,650.00
363 Christmas Lights EMR	10,000.00	-8,396.70	1,603.30
364 Climate Action EMR	5,000.00		5,000.00
	<u>129,500.00</u>	<u>-32,254.02</u>	<u>97,245.98</u>



## ITEM 9a – WENDOVER HS2 MAG



### HS2 Monthly Report, January '24

#### Works update

- Ellesborough Road has been closed for three weeks from 29<sup>th</sup> January to allow the diversion road to be brought into service during February.
- The excavation beside Ellesborough Road is now ready for the installation of the “Utility Services Bridge” to carry water pipes over the cutting. This second bridge will need to be completed and the Thames Water pipes diverted before the cutting is created through the road.
- The A413 has been realigned at Small Dean to allow the construction of two viaduct piers between the road and the railway line. The most southerly pier is now ready to receive its “hammerhead”, which is due for delivery in February as an overnight abnormal lorry load.
- Work has restarted on the installation of a water main over Folly Bridge, so there is an expectation that the PRoW between Dobbins Lane and the Station Approach Business Estate may reopen in February.

#### January WPC activity

- WPC and WHS2 wrote to Bucks Council to highlight our concerns about the safety of the sharp bend on the Ellesborough Road diversion; including a request for additional signage. BC will undertake a further formal road safety audit before the diversion is brought into service.
- Discussion has started regarding potential land reuse projects with Councillor Porter.
- A provisional date for a Public Meeting has been identified in May to provide a six month progress update for the points raised at the November event.
- Six public issues were handled in the month.

#### Current Issues

- A review of the water related issues with EKFB is now scheduled for early February, and we are chasing disclosure of the promised monthly groundwater monitoring reports to prepare for the meeting.
- EKFB have changed their Community Engagement team due to the resignation of the local manager and Maternity Leave for the area manager. We now have the Aylesbury advisor also handling our local issues, reporting to a temporary contractor manager. Both need to be brought up to speed with Wendover specific concerns.

30<sup>th</sup> January '24



# WENDOVER PARISH COUNCIL

## Minutes of the Planning Committee Meeting 9<sup>th</sup> January 2024 at 7.00pm

Chilterns Neuro Centre, Oakwood Close, Wendover, Aylesbury, HP22 5LX

**Present:** Councillors Ballantine (Chair), Gallagher, Standen and Williams

**Clerk & Minutes:** Andy Smith

**Chair:** Councillor Ballantine

**Members of Public:** 0

### 1. APOLOGIES FOR ABSENCE

**P23/151** Apologies were received and **ACCEPTED** from Councillors O'Donnell, Walker and Worth.

### 2. DECLARATIONS OF INTEREST

**P23/152** None.

### 3. PUBLIC PARTICIPATION

**P23/153** None.

### 4. MINUTES

**P23/154** The minutes of the Planning Committee Meeting held on 19<sup>th</sup> December 2023 were **RESOLVED** as a true record and the Chair signed the minutes.

### 5. PLANNING DECISIONS

**P23/155** The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 9<sup>th</sup> January 2024 were noted.

### 6. CLERKS REPORT AND CORRESPONDANCE

**P23/156** None to report

### 7. PLANNING APPLICATIONS

**P23/157** **23/03709/AAD 8A High Street Wendover Buckinghamshire**

Display of fascia Sign and stall riser sign (retrospective)

WPC had previously highlighted the conservation area issues with the signage to the Buckinghamshire Council planning enforcement team. On the one hand we want to support local business, but it is important to maintain the character of Wendover as this is what makes it unique. Comments from the heritage officer were noted and guided the discussion. It was **RESOLVED** that the Parish Council object to the application.

**P23/158** **23/03988/ALB King And Queen Ph 17 South Street Wendover Buckinghamshire**

Listed building application for retention of existing building colour (retrospective)

It was noted that the colour did stand out, however the property owner had sought permission in advance. It seems that the colour that was approved in the original planning decision was not available, so a comparable colour had to be used. On a paint chart the colours were imperceptibly different, but we accept over a large space there may be more of a difference. There would be significant cost of changing the colour back to the original



agreed colour if it became available or the previous colours. Comments from the heritage officer were noted and guided the discussion. It was **RESOLVED** to support this application.

**8. OTHER MATTERS**

**a) HS2**

**P23/159** Nothing to report

**b) CLOSURE OF RAF HALTON**

**P23/160** Nothing to report

**9. DATE OF THE NEXT MEETING AND ITEMS FOR THE AGENDA**

**P23/161** The meeting on Tue 23<sup>rd</sup> January 2024 at 7pm was noted. It was further noted that the venue for the meeting is the Chilterns Neuro Centre – Sherling Room.

**10. CLOSURE OF MEETING**

**P23/162** As all business had been transacted the meeting was closed at 7:10pm

Signed by  
Chair to the Planning Committee

Date: 9<sup>th</sup> January 2024

DRAFT





## ITEM 10 a ii) – DRAFT RESPONSE TO HALTON WOOD SPD

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### BROUGHT BY

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Planning Committee

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### SUMMARY

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To consider authorising the office to liaise with local Parish Councils on a combined response, approve the draft response to the RAF Halton Supplementary Planning Document and authorise the Planning Committee to approve the final version of any feedback by the March deadline.

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### PARISH COUNCIL BACKGROUND

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Refer to S6 of the Wendover Neighbourhood Plan and Halton Stakeholder group notes shown in the Appendices.

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### DETAILS

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The Halton consultation documents have been circulated to Councillors and are available online at: [RAF Halton Supplementary Planning Document \(SPD\) consultation - Your Voice Bucks - Citizen Space](#)

### Summary

In summary the SPD focuses on the Halton parish, however it will have significant impact on the Wendover Parish as well as potentially other neighbouring parishes. We feel the direct impact on Wendover is too significant for the SPD to simply stop at the boundary of the VALP D-HAL003. Wendover gets the barest of mentions and we are sure that Aston Clinton would have similar complaint.

### Overall Framework Master Plan

#### Land Use

Wendover Parish Council are pleased at the common-sense approach to use of existing facilities and the land swaps.

Lessons need to be learned from the Princess Mary Gate estate. The SPD should require a single developer and there should be a clear pathway to Buckinghamshire Council adopting common areas as well as highways. If possible, the SPD should outline a clear set of responsibilities for maintenance of any communal grounds.

#### Local Centre/Community Facilities

The SPD offers some thoughts as to what would be available as community assets for Halton Wood, but with all these considered Wendover will still be a central hub for these residents. Local businesses are worried about the precise mix of retail that will be available but in reality, it will prove an opportunity for them. It would be important to Wendover businesses if they are considered in the consultations and that the SPD outlines that engagement with the local business group is one of its local centre development principles to create a joined up local offer.

Whilst the local centre should naturally be the focus of this development as it will support the development of a sense of community other key local community assets should be considered so that Halton Woods is



integrated into the community. For example, the Wendover Community Library should be considered as a key community asset for use by Halton Woods residents and the SPD should reflect this, which would then pave the way for potential s106 developments that benefit the whole community. Further, the relocated Cricket Club also represents an opportunity to be knitted into the development by looking at access through the woodland between Halton Wood and the field where the new club is to be built.

We are painfully aware of how the residents of Princess Mary Gate feel isolated and forgotten and Wendover Parish Council feels we should not be missing the opportunities to knit this new community into the existing area and facilities. The SPD could be key to achieving this ambition.

### **Healthcare Facilities**

The plan mentions that the local centre would house essential units such as Healthcare. It does not specify any further. The local GP surgery is regularly reported in local social media and to the Parish Council as not keeping up with current demand and whilst there may be no legal compulsion for development of this size to have its own GP surgery it is a consideration that will have significant impact. The view of the Parish Council is that we are at a tipping point and that extra houses could render the current services unusable and cause a danger to life. Therefore, not only should additional health services be built on site or developed with the local partnership (such as expanding Wendover or Aston Clinton) It should be built and/or available from first occupation of the development, not something considered when the development is fully built out and maximum occupations achieved.

### **Primary School**

There is consideration for nursery places and primary schools but no consideration for secondary education. Is there any evidence which reflects this decision that could be made available or included in the SPD. If Buckinghamshire Council have done the required socio-economic assessments of capacity of school places to determine whether there is sufficient capacity at all levels of education - and the knock on impacts of sustainable travel to and from these facilities for current and new residents this should be shown here. The SPD does not consider or demand consideration of travel to the local secondary school or other secondary options and so households with secondary age children are going to impact on travel and transport outside of the Halton Wood area and will impact on traffic and parking in and around Wendover.

At the moment the local Wendover Primary and Junior school are working through a “bulge” in numbers, but current intakes are lower. However, this must not be used as an excuse by a developer to abandon the building of a primary school in favour of buildings which attract an income stream. The SPD should reference that there be sufficient incentive and penalty if it is not built.

## **Green and Blue Infrastructure**

### **Landscape Features**

As mentioned in the Land Use ownership and maintenance of open spaces and natural parkland must be clear and where not undertaken with the Council there must be a long-term commitment to maintaining standards in these communal spaces.

### **Sports and Leisure hub**

The sports facilities in Halton are already very attractive to Wendover residents and will become more so after development. The consideration of the attractiveness of these facilities and how people will access the site will need to be addressed within any proposals that come forward. There is a risk that vehicular traffic will be increasing in all directions and again this is a major concern of Wendover Parish Council, when it is likely that Wendover will experience an increase in traffic and the negative consequences of this. Significant improvements to sustainable transport infrastructure will be required to ensure that the site can be accessed at all times of day, which relate to the usage of these facilities (early morning and late evening) so some



consideration of lighting and safety is important to ensure that equitable transport outcomes for all in society are delivered.

Furthermore, the SPD should also set a commitment to keeping reasonable charges for facilities so that there is inclusive, equitable usage and local community groups and Wendover residents are not priced out of the area.

### **Circular Leisure walking and cycling route**

If this proposal is not to be designed or segregated, why include it as a proposal? There is a huge opportunity to create a fantastic leisure route that can be walked, wheeling, cycled and run through for the benefits of all current and future residents. More consideration should be given to formalising this and having a more ambitious requirement to improve health and wellbeing.

### **Heritage**

Wendover Parish Council support the focus on Heritage and the retaining of assets with significant Heritage value. Opening up Halton House for public access is strongly supported.

### **Movement and Access**

The geographical location of the development places it outside of a comfortable walking distance (just over a mile) for many of the Wendover services that local residents are likely to be using including: shops, secondary schools, Health Centre, Pharmacies and Wendover rail station – depending on what is available in the Halton Woods local centre.

This is likely, considering the distances involved, and the lack of quality separated and dedicated walking and cycling infrastructure and the absence of frequent and reliable public transport, place additional pressures on the local road network. This will undoubtedly also put pressure on the main highway routes through, and car parking in and around, Wendover.

The SPD is ambitious in its wording around encouraging walking and cycling from the site to Wendover and local attractors and amenities, however the detail around how this will be achieved in reality is severely lacking.

The mention of linking the station and town centre is encouraging but it would be disappointing if the proposed cycle routes consist of solely white paint down the edge of the main road. High-quality, separated, protected infrastructure will be required in order to deliver the travel behaviour change that will be needed to deliver on the ambitions of the site.

Mixing with general traffic along the B4009 in either direction to Wendover or Tring/Aston Clinton is not an option for anyone other than very experienced cyclists. Other such route such as Halton Village towards Weston Turville are as equally challenging and only attractive currently due to low traffic volumes, which will change as this development comes forward. The SPD should not satisfy itself with the phrase “improved walking and cycling facilities along the B4009” and Wendover Parish Council feels this is a significant missed opportunity and that the wording and requirements for high-quality, dedicated, protected infrastructure should be included.

More details around the transport and movement infrastructure requirement by the SPD will be welcomed. We would further like an acknowledgement that there will be additional vehicles on local roads because of this development and that the SPD sets out further details about off site connections beyond the statements made in 3.5.8. We are pleased to see that the potential rat run has already been identified. Due to HS2 and other local works on the A41 (in which Halton Wood sits in the middle) we feel that traffic behaviour has



changed locally and any specific plans that have been developed should be sense checked against current behaviours.

Further we feel consideration be given to key hot spots in Wendover such as the Manor Rd/Wharf Road, The Health Centre, Tesco Express, South Street and Wendover town centre. The London Road already backs up down Wendover High Street at rush hour doubling journey time. If Halton Wood residents are London commuters, they will be adding to that as they journey to the station. Tring station has equal issues with traffic at peak times and has parking capacity issues so can not be billed as an alternative.

Wendover Parish Council welcome the ambition but much more detailed commitments around Public Transport services, what routes and frequencies, operating hours etc will be provided should be set out. Minimum service requirements should be stipulated in order to truly deliver a sustainable development.

More detail of the design of the street network internal to the site and at key junctions operating within vicinity of the site should be provided. The B4009 provides a significant barrier to movement and despite the current underpass being well provided, surface level crossings and potential traffic calming, in the form of road narrowing and changes to carriageway surface material should be considered for inclusion in the SPD.

### Urban Design and Place Making

It is positive that this is a feature of the SPD. Given the maintenance issues Wendover faces to keep the community looking attractive whilst respecting the heritage, we feel the SPD should directly address this.

However, it would be preferable that houses are offered on a freehold basis not leasehold and that communal grounds be developed in a way that leads to all of them being adopted by Buckinghamshire Council or having a clear point of accountability for their maintenance.

The SPD should be driven by a desire to create inclusive communities through exceptional public realm and place design at appropriate densities that deliver on the ambition to be a sustainable and walkable neighbourhood that should reduce the need to travel to access services.

### Housing mix

The design character and features are very welcome, but they should not compromise the provision of affordable housing. Despite the number and quality of common ground, open space and wooded areas it would be very easy for the layout to create isolated communities within the larger development, pseudo “gated communities” would not help the integration of this development into the existing community.

There is a desperate shortage of lower cost housing for the youth of Wendover and Halton, as referenced in our Neighbourhood Plan. Wendover Parish Council supports the need for a wide variety of housing typologies that range from family housing to single occupancy dwellings that are truly affordable.

### Delivery Strategy

#### Phasing strategy

Wendover is already suffering from the impact of HS2 on transport, noise and water. Any construction work should be sympathetic to that. There is brief reference to this in the SPD but we feel that the SPD should specifically require any development to liaise with HS2 and any other big developments in the area over road closures and diversions and should have clear plans that ensure surface water and existing water courses are not changed in a way that would cause risk further down the line. Again, that would require co-ordination with HS2 and the works they are doing on water courses.



### **Infrastructure requirements**

The SPD sets out a process by which multiple planning applications can be made, resulting in a number of S106 monies. Wendover Parish Council are concerned that this could lead to some piecemeal approaches to some of the bigger strategic infrastructure challenges.

Item 4.3.3 seems to address this issue, but Wendover Parish Council would seek reassurance that this is the case. Again, we assert here that this development will impact more than just the development area and Halton Parish. Wendover, Weston Turville and Aston Clinton as a minimum should also be considered in these infrastructure projects and the SPD should state that. We accept that Buckinghamshire Council should lead on S106 agreements, but we also feel this is an opportunity to consider (as would happen under CIL) that the Parishes are involved, naturally with Halton receiving the much greater share. The SPD should state this clearly so developers are aware of all stakeholders who will be involved in S106 monies.

### **Chiltern Beechwoods**

The Parish Council notes the mitigations specifically relating to Chiltern Beechwoods but as previously mentioned other local amenities should also be mitigated against and specified in the SPD.

### **Viability and deliverability**

Where the Delivery lead is identified as the developer, we would like a reference to how they will be held accountable, particularly when it is the longer timescale.

## **The Planning Application Process**

### **Governance and Engagement expectations**

Wendover Parish Council welcomes the statement on how community assets will be maintained in the long term through the planning process and would be keen to see how developers will be held accountable to the planning statements.

## **Appendix A – Wendover Neighbourhood Plan**

This is an extract from the Wendover Neighbourhood Plan – Section 6 refers to the redevelopment of the RAF Halton Site

### **1. REDEVELOPMENT OF RAF HALTON SITE**

- 1.1 Although not within Wendover Parish, RAF Halton is intrinsically linked to Wendover Parish and Town while Wendover and Halton are part of the same Electoral Ward. The planned closure of the RAF base in 2022, was announced during the early days of the Plan consultation. Consequently, the future redevelopment of the area and the fundamental potential impact on the infrastructure, services and community facilities of Wendover were consistently referred to in the consultation feedback.
- 1.2 Most respondents saw the site redevelopment as the key to meeting future housing needs for Wendover. The public also saw the redevelopment and consequential population increase as an opportunity to improve all aspects of local infrastructure and community facilities.



1.3 The main points made were:

- **Housing** – A strong required emphasis on affordable provision.
- **Transport** – Address all current issues, most notably to improve junctions on B4009 and enhance public parking provision in Wendover centre. Develop the local cycling and pedestrian route network.
- **Education** – Provide new Secondary and Primary provision at Halton.
- **Sport & Leisure** – It is imperative that the excellent sports & leisure facilities should be retained and expanded for the benefit of the Parish, District & Region.
- **Community Facilities** – Provide a new Health Centre and more public meeting rooms.
- **Retail** – Adopt a sympathetic approach to protect and enhance the integrity of Wendover centre, High Street etc.
- **Business & Employment** – Encourage new business development opportunities and, hence, the provision of local jobs.
- **Green Spaces** – It is vital to protect all Halton's current green infrastructure.
- **Heritage** – Retain facilities such as the Trenchard Museum, James McCudden Flight Centre trenches and historic windows in St George's Church.
- **Overall** – As Halton expands, retain Wendover's sense of community and provide a sustainable future for all local people.

1.4 Clearly any development at Halton will impact on Wendover and it is hoped that the Wendover Parish Council will have the opportunity to comment on plans that are developed.

The date for final closure is currently 2025

## Appendix B – Summary of issues from the Stakeholders Group

***This is a summary of issues with any development that were produced by the RAF Halton Stakeholders Group in May 2018***

The feedback from the Launch Events was set out in the Engagement Report of 22nd May 2017 on the WNP Website. (The version is WNP: Feedback report phase 1: on launch events: final JKC 22517) This was seen by Parish Councillors. It is fair to say that most respondents saw RAF Halton's Redevelopment (treating it as a brownfield site) as the key to meeting housing needs for the Wendover area. This was linked to opposition to the development of the Tring Road and Halton Lane sites. The public also saw the redevelopment as an opportunity to get improvements to all aspects of the infrastructure. Since then there has been continuing engagement and some new feedback. Most of the topics on which initial thoughts and other comment were sought have had a Halton element. The main points at the present time are summarised below:-

Any Housing, with a very strong emphasis on affordable provision of all kinds, should go to the Halton Site. Pressure on schools should be relieved by expanding provision at Halton (Secondary as well as Primary). It is imperative that the leisure and sports facilities at Halton should be kept and expanded for the use of residents in the Parish, District and Region. As an example, there was reference to the demand for football





pitches and the severe impacts on the viability of the clubs concerned if Halton facilities were no longer available.

- A need for expanded facilities for local organisations to meet and for social interaction both at Wendover and Halton.
- New health centre and suitable complementary facilities needed which could be located at Halton.
- Existing buildings and heritage assets (such as the Trenchard Museum) should be kept at Halton and used imaginatively, and where possible, to create jobs.
- Expansion of Halton seen as an opportunity to improve and maintain all aspects of transport infrastructure such as the need to improve safety, and, where possible, expand capacity. This is likely to involve a range of measures including, as an example, improving the junction of the B4009 /Tring Hill
- Seek imaginative solutions to parking issues in Wendover, which are perceived by some to affect local businesses, and which will get worse if Halton expands.
- Current traffic flows through the Town from West to East have a significant impact on businesses/ residents /visitors at peak times. Traffic flows are caused by a variety of factors, but are likely to include a significant volume of traffic seeking to access the A41 (M) on the section of the B4009 to the north of the Chestnut Avenue junction. The community is seeking solutions to reduce unnecessary through traffic and Halton's expansion will affect the problem and might lead to solutions.
- Continued need to encourage and promote cycling and walking in Wendover and Halton.
- Need to ensure Wendover's shopping centre/services continue to provide a balanced offer for local people and visitors. This issue will require further discussion within the community, but is likely to involve seeking to keep the existing retail and services offer and, in addition, aiming to develop a greater diversity of provision, based on a distinct USP, and for all future development or changes of use to reflect community needs, and wishes. This will require a sensitive approach in the Halton Master plan.
- Concern over lost jobs and the need to plan for sufficient new jobs/training opportunities as part of the local plan process and Halton Masterplan.
- Need to encourage new businesses through promotion, trying to reduce costs, improve infrastructure, and facilities for tourists and visitors, encourage start- ups, and help small enterprises meet up, and share costs and ideas – across Wendover and Halton
- Halton's green infrastructure is vital and needs to be retained alongside Wendover's green spaces.
- A wish to retain Wendover's distinct sense of community if Halton expands – this is a concern about how new development is integrated (compare Princess Mary Gate).
- A need for a sustainable future for the people of the area.

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#### FINANCIAL CONSIDERATIONS

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n/a

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#### LEGAL AND OTHER IMPLICATIONS

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n/a



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## PROPOSAL

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- To authorise the office to liaise with Halton Parish Council, Weston Turville Parish Council and Aston Clinton Parish Council for the potential of a combined response.
- To consider approving the feedback on the SPD as the basis for submission to the Buckinghamshire Council Planning team
- To authorise the Planning Committee to sign off the final feedback on the SPD at the meeting on the 20<sup>th</sup> February





# WENDOVER PARISH COUNCIL

## Minutes of the Amenities Committee Meeting

23<sup>rd</sup> January 2024 at 7:30pm

Chilterns Neuro Centre, Oakwood Close, Wendover, Aylesbury, HP22 5LX

**Present:** Councillors Stephen Worth, Julie Williams (ex-officio) & Leigh Porter

**Absent:** Cllr Julie Lloyd-Evans

**Apologies:** Cllrs Clive Gallagher, Mark Standen, Jennifer Ballantine, Diane Washington & Sam Walker

**Chair:** Cllr Stephen Worth

**Clerk & Minutes:** Phoebe Sharps

**Members of Public:** 3

### APOLOGIES FOR ABSENCE

**A23/091** Apologies were received and **ACCEPTED** from Cllrs Gallagher, Standen, Ballantine, Washington and Walker.

### DECLARATIONS OF INTEREST

**A23/092** None.

### MINUTES

**A23/093** The minutes of the meeting of 19<sup>th</sup> December 2023 were **RESOLVED** as a true record and were signed by the Chair.

### PUBLIC PARTICIPATION

**A23/094** A resident of Princess Mary Gate spoke about an increase in dog mess and noted the addition of two dog bins has helped, but has asked for signage, the office will work with the resident to put these signs up. They also spoke about adding a bus shelter to the bus stop opposite the vets on Tring Road the office are aware of this proposal and are looking into this. They have spoken to the Royal Mail and the Post Office about getting a post box by Princess Mary Gate stores. The resident also spoke about overgrown vegetation on a footpath from Haddington Playpark to Tedder Road. The office is going to check this and contact the responsible party.

Two representatives from the Wendover Rifle Club produced plans of a proposed traditional native hedgerow and gate for their leased parking area at Hogtrough Allotments, they have been liaising with the Clerk about this proposal going to Council for consideration.

### UPDATE REPORT FROM THE CLERK

**A23/095** The report was NOTED. It was also NOTED that the office has accepted a quote for £780.00 ex VAT from a contractor to conduct safety testing on all 65 tree and flag brackets, the Clerk has signed this off under health and safety with the current weather conditions in mind.

### FINANCE



**A23/096** The payments to consider totalling £1,062.64 were **RESOLVED** and signed.

**OPEN SPACES AND HAMPDEN POND**

a) **A23/097 Flower Displays 2024**

**To consider the quotes for flower displays in 2024.**

It was **RESOLVED** to:

- Accept the quote for flower displays for Summer and Winter 2024.
- Accept the quote for the Built in Planters with Integrated Seating 2024.

**8. OTHER MATTERS**

a) **A23/098 2024 Events**

**To consider the recommendations from the Events and Engagement working group for 2024 events and engagement.**

It was NOTED that the date of the Summer Event listed in the paper as the 20<sup>th</sup> July 2024 will be set to change so it doesn't clash with the July LPM, the Events and Engagement Working Group will discuss this at their next meeting.

It was **RESOLVED** to:

- Delegate the organisation of 2024 events and engagement in line with this paper to the Estates and Events Manager, in partnership with the Events and Engagement Working Group.
- Authorise the expenditure up to the budgets listed in this paper.
- Authorise the office to proceed in implementing these events and make the appropriate bookings.
- Enter Buckinghamshire Best Kept Village Competition.

b) **A23/099 Streetlight Shield**

**To consider the quote for a shield to be fitted on streetlight number 255.**

It was **RESOLVED** to accept the quote for the streetlight shield and award the work to the contractor.

c) **A23/100 Rainwater Harvesting Project**

**To note the completion of the water harvesting project and consider approving moving money from the Climate Action EMR to the Ground Works budget line to cover the contributory costs involved with this project.**

The completion of the project was NOTED by the Amenities Committee.

It was **RESOLVED** to:

- Transfer £482.02 from the Climate Action EMR (364) to the Grounds Works I&E budget 4410

**ITEMS FOR NEXT AGENDA**

**A23/101** It was noted to email any items for the next agenda to the Estates and Events Manager.

**DATE OF NEXT MEETING**



**A23/102** The meeting on Tue 19<sup>th</sup> March 2024 at 7.30pm was noted.

**CLOSURE OF MEETING**

**A23/103** As all business was transacted the meeting was closed at 8.06pm

Signed by  
Chair of the Amenities Committee

Date: 19<sup>th</sup> March 2024

DRAFT



## ITEM 12a – WENDOVER LIBRARY

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### BROUGHT BY

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Clerk/Chair

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### SUMMARY

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To consider the current status of the refurbishment project and authorise the office and the Chair to

- i) Enter in negotiations with Buckinghamshire Council to explore options of how the Parish Council can support the Library refurbishment project
- ii) To explore options of moving the Parish Council offices to the Library to support the development of an accessible community hub
- iii) To research how Wendover Parish Council can gain access to financing to support the Library Project and any potential office move and the impacts that may have
- iv) To undertake a public consultation on this issue

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### PARISH COUNCIL BACKGROUND

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- The Parish Council were invited to be part of the original Library refurbishment project but there was concern at the time that the office accommodation needs would not be addressed, and the discussions did not continue.

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### DETAILS

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#### Introduction

Wendover Community Library is being comprehensively refurbished and re-modelled with new lettable spaces to develop the building as a community hub. The project has been significantly hit by inflation costs, particularly construction costs and so a revised scheme has been developed to ensure that the project can be delivered within the available budget. The revised scheme will deliver a much-improved library, but the proposed extension will not be included and some important enhancements, originally suggested by residents, will also have to be omitted e.g. external landscaping, first floor study room.

This may be an opportunity for the Parish Council to support the project and in return resolve some of the issues faced by working from the Clock Tower at the same time.

#### The concept

Wendover Parish Council would like to explore ways of providing capital funding for the Community Library refurbishment in order for the full ambition of the design to be realised. (see attached drawings)

This could deliver a highly visible landmark community hub for Wendover and also provide improved rent-free accommodation for the Parish Council Office.

This initiative would,

- Create a single point of contact for information and access to local services in Wendover. The library already operates as a Buckinghamshire Council Access Point and with the inclusion of the Parish Council the new hub would ensure that residents are efficiently and conveniently signposted to local services.



- Improve the Parish Council profile and increase access to services.  
The new hub will attract significant footfall and the external landscaping and artwork in the design will enhance the visibility of the library and Parish Council. The hub will be exploring opportunities to increase opening hours, including a Sunday service, and new digital media will also be available to help promote the Parish Council e.g. digital display screens
- Increase exposure of the Parish Council to local community groups and vice versa  
The library meeting room is already well used by an extensive range of groups and societies and new meeting spaces in the hub will generate an increase in social, educational and cultural activities.
- Have access to shared staff resource for when the office team are out.  
The vision for the hub is to deliver integrated and seamless customer facing services and so information on Parish Council services will always be available when Parish Council staff are not in the building.

A design solution has already been found whereby under-used office space on the ground floor can be expanded and made available to the Parish Council. This space will offer disabled access in a building with disabled toilet facilities.

## Process

The library is currently working on plans for a rescaled refurbishment plan that fits within budget, and it is important that the project moves forward quickly because Arts Council funding has to be spent by April 2025. A decision on the confirmed design needs to be in place by mid-March and so, if we are to take advantage of this opportunity, we would need to give the go ahead at the March Parish Council meeting.

Because of the timescales our investment is most likely to be in the form of a loan to the Parish Council which means:

- Parish Council would have to approve this borrowing.
- We would need approval from a public consultation with the Parish.
- We would need to consult with the local association of local councils (BMKALC)
- We would need sign off from the secretary of DLUHC.
- This process can be relatively quick with some Parish Councils getting the money in under 2 weeks, but a full public consultation would probably take 3-4 weeks, however, at the moment the important part of the process would be to get the approval from Council to proceed.

## The Clock Tower

It is important not to forget the Clock Tower, any proposal should include a plan to maintain the Clock Tower and look for a suitable use for the space that preserves a building so close to the heritage of the town.

## Other Considerations

Some of the key issues we need clarity on for the March meeting are as follows.

- Security of office space – we would need an agreement that gave long term security of office location, so for example, in 20 years' time we didn't have to move out of the library and found ourselves homeless.
- The accommodation should address some of the shortfall of the current offices such as accessibility.
- Ability to access the accommodation in the same manner as we currently do weekend and evenings – space for the council vehicle to park and estates teams with “muddy boots” to access their workstation.
- Storage for the events props such as trees, backdrops, banners and flags as well as the required finance and H&S paperwork and archives



## Costs and Funding

Buckinghamshire Council has been successful in securing funding to the value of £458,000.

Source	£000's
Buckinghamshire Council	120
Arts Council England	310
Wendover Parish Council	8
Weston Turville Parish Council	5
Wendover Community Library Trust	15
Total	458

The most recent cost estimate, to deliver the scheme in full, identified a total cost of £608,000 and with £458,000 funding secured the potential budget gap is £150,000.

The only practical way to access funding of this level in the timeframes required would be borrowing through the only scheme open to Parish Councils, the PWLB scheme. Below are two repayment models based on an Equal Instalments of Principal (EIP) model through PWLB paid every 6 months (to sync with our precept payments). One over 15 years and one over 20 years

- Taking a 15 year repayment period the repayments would be £16.7k in year 1, £14.9k by year 5, £12.6k by year 10, £10.2k by year 15
- Taking a 20 year repayment period the repayments would be £14.7k in year 1, 13.3k in year 5, £11.4k in year 10, 9.6k by year 15 and 7.8k by year 20
-



Year	Annual repayment		
	6mth	12 mth	Total
1	8,438.71	8,322.58	16,761.29
2	8,206.45	8,090.32	16,296.77
3	7,974.19	7,858.06	15,832.25
4	7,741.93	7,625.80	15,367.73
5	7,509.67	7,393.54	14,903.21
6	7,277.41	7,161.28	14,438.69
7	7,045.15	6,929.02	13,974.17
8	6,812.89	6,696.76	13,509.65
9	6,580.63	6,464.50	13,045.13
10	6,348.37	6,232.24	12,580.61
11	6,116.11	5,999.98	12,116.09
12	5,883.85	5,767.72	11,651.57
13	5,651.59	5,535.46	11,187.05
14	5,419.33	5,303.20	10,722.53
15	5,187.07	5,070.94	10,258.01
			202,644.75

Year	Annual repayment		
	6mth	12 mth	Total
1	7,401.04	7,309.76	14,710.80
2	7,218.48	7,127.20	14,345.68
3	7,035.92	6,944.64	13,980.56
4	6,853.36	6,762.08	13,615.44
5	6,670.80	6,579.52	13,250.32
6	6,488.24	6,396.96	12,885.20
7	6,305.68	6,214.40	12,520.08
8	6,123.12	6,031.84	12,154.96
9	5,940.56	5,849.28	11,789.84
10	5,758.00	5,666.72	11,424.72
11	5,575.44	5,484.16	11,059.60
12	5,392.88	5,301.60	10,694.48
13	5,210.32	5,119.04	10,329.36
14	5,027.76	4,936.48	9,964.24
15	4,845.20	4,753.92	9,599.12
16	4,662.64	4,571.36	9,234.00
17	4,480.08	4,388.80	8,868.88
18	4,297.52	4,206.24	8,503.76
19	4,114.96	4,023.68	8,138.64
20	3,932.40	3,841.12	7,773.52
			224,843.20

There would be some immediate cost savings from not occupying the Clock Tower full time:

**Annual Cost Savings**

Cleaning	Not required	960.00
Electricity	Reduced to a frost protect and running the clock	2,000.00
Water	practically unused	150.00
Phone and broadband	use library broadband but port across the PC phone number	720.00
	<b>ANNUAL SAVING</b>	<b>3,830.00</b>

This may change as we look into service charges for use of the library spaces covering their heating and bills.

If the repayment was to just be added to next year’s precept the band D annual calculation would increase by £4.80 in the first year. This would reduce over the years but is still a big ask of our Parish. The Council would have to look to absorbing this cost through efficiencies.

**The cost of not doing anything**

This is a big decision for the Parish Council and Community that has to be taken in a short time frame. It is important to recognise that it is a legitimate decision to not progress this option.

We feel that by not at least exploring this option we could be losing out in a once in a lifetime opportunity to create a community hub and focal point. It would also worth noting that we should see this as an ongoing opportunity to work closely with Library Services on services and projects that benefit the Wendover community.



## The Public Consultation

Servicing a loan of this scale over a 15 year period adds pressure to the precept as discussed above. Therefore, we need the Parish to have the opportunity to provide their view on this proposal. This will give a mandate to Parish Council to proceed. Given the timescales we need to keep the consultation brief and to the point. We advise the following questions:

Wendover Community Library is in the process of trying to undertake a refurbishment that develops the space as a community hub. The project has been significantly hit by inflation costs, particularly construction costs and is currently looking at how they can scale back some of the works to fit within the budget.

This may be an opportunity for the Parish Council to support the project and in return resolve some of the issues faced by working from the Clock Tower at the same time. The Parish Council would provide funding so the project could be completed and in return would move into the library space to create a Community Hub and a single point of access to many services.

This would require the Parish Council to borrow money to be repaid over 15 or 20 years.

**Do you agree that Wendover would benefit from the Parish Council moving into the Library? Y/N**

**Would you support the Parish Council finding the funds by entering into a borrowing agreement? Y/N**

**Do you have any other comments?**

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## FINANCIAL CONSIDERATIONS

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Please see above

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## LEGAL AND OTHER IMPLICATIONS

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The Parish Council has the power to undertake this expenditure either under section 133 of the Local Government Act 1972 which is the power to contribute towards the expenses of providing public buildings for public meetings or the power to provide or contribute to a wide range of recreational facilities under the Local Government (Miscellaneous Provisions) Act 1976 s19. Although if we are considering the move of offices the power to do so would come from s111 of the Local Government Act 1972 – the power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions.

It is worth noting that the Localism Act 2011 ss 81-86 gives us the power to submit an interest in running a service provided by a district, county or unitary authority. This is not something we are proposing at this stage.





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**PROPOSAL**

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To consider the current status of the Library refurbishment project and authorise the office and the Chair to

- i) Enter in negotiations with Buckinghamshire Council to explore options of how the Parish Council can support the Library refurbishment project
- ii) To explore options of moving the Parish Council offices to the Library to support the development of an accessible community hub
- iii) To research how Wendover Parish Council can gain access to financing to support the Library Project and any potential office move and the impacts that may have
- iv) To undertake a public consultation on this issue with a budget of £100



# Wendover Community Library Hub

Transforming Wendover Community Library into an inclusive, multi-use community hub that offers a single point of contact for local services in Wendover and provides for a range of social, educational, health and cultural activities.

As a community hub, we want Wendover Library to meet the needs of our current library customers, as well as attract new customers including those from marginalised groups, providing a diverse and inclusive service.

Library services at Wendover Community Library are delivered with the support of Wendover Community Library Trust, a registered charity, who raise funds, organise some of the events and recruit volunteers for the library.



Current exterior

## Aim of the project

- Enable libraries to develop more flexible spaces
- Increase and improve digital access in the community
- Connect libraries to their communities
- Increase potential for transformation
- Increase library use
- Increase sustainability of libraries



Proposed exterior



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# Community Engagement

The concepts we are sharing have been developed based on suggestions and feedback received from residents, staff and volunteers. Books and reading will remain absolutely central to the new library, but the vision is to reinforce the library as the focal point for the community by promoting it as the main point of access to local information and services in Wendover.



128

Residents responded to the survey asking for feedback and ideas for the new library.



2 Community Engagement days

We have held 2 engagement days attended by over 160 people to come and view the plans for the new library and provide feedback.



25 Engagement sessions

Have been held with schools, local community groups, staff, volunteers and residents to ensure they have an opportunity to get involved in shaping the scheme.

## You said, we did

We have conducted 21 engagement sessions with the local community, schools, staff and volunteers.

The engagement activities have resulted in excellent suggestions which have been incorporated into the designs to enhance the scheme.

You said	We did
More creative use of the outdoor space.	Creation of an outdoor community seating area with flower beds and an art installation.
Maintain a comfortable environment at the entrance minimising heat loss from automatic doors.	Feedback will be incorporated into designs to ensure a comfortable environment for staff, volunteers, and customers.
Children's library should be colourful and incorporate equipment for children with special and educational needs.	Children's library will have sensory equipment, visual artwork and versatile furniture, i.e. bean bags, reading cubbies.
Better use of space of the library foyer.	Creation of a tourist and visitors' information space.
Inclusive WC facilities.	WC facilities will be gender neutral.
More flexible spaces.	Creation of work/study pods and collaboration space in the upstairs meeting room.
Temporary library provision.	The interim library will be located onsite. The building works will be phased to accommodate a core library service in the current building whilst works are going on.



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# Improving the Facilities

## The new library will have

- Re-designed interior with new spaces and facilities
- Redesigned exterior with artwork and community seating
- The library will be extended into the courtyard with a new glass entrance and roof to increase natural light
- Creation of Tourist and Visitors Information
- A children's library that will be double the size of the existing children's library, visible from the front of the building
- Additional flexible meeting spaces for community activities or private hire
- Comfortable seating areas for library users for work, study or social interaction



Proposed exterior view



Proposed ground floor layout







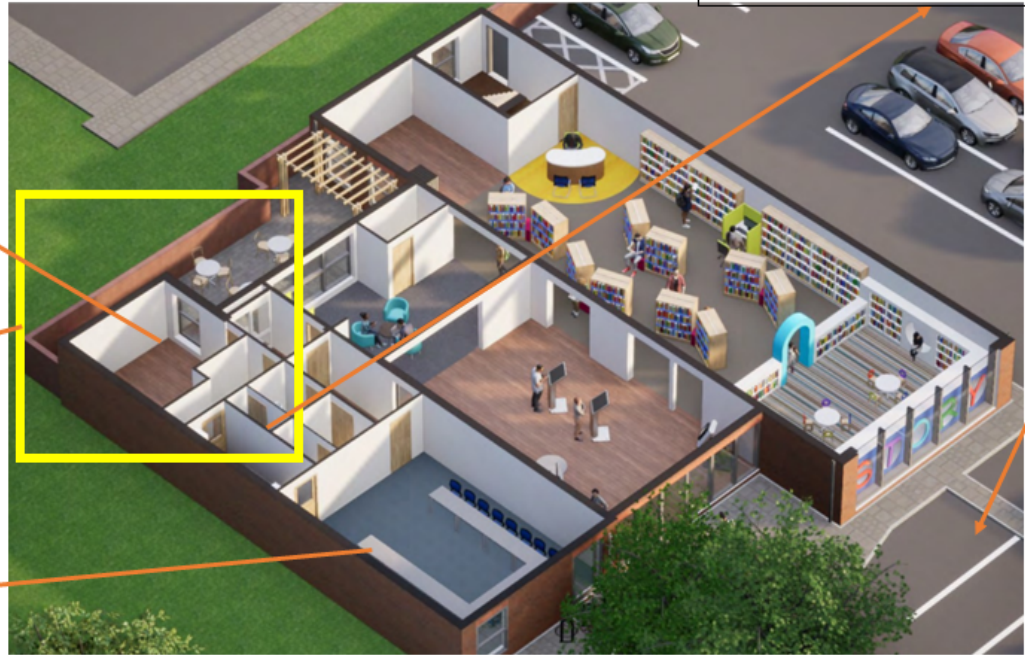
# Proposed WPC office location

Corridor created between WC's to provide access to the kitchen for WPC and library staff. 2 WC's with 1 offering disabled access and baby unit.

Current office space can accommodate 4 work stations. It can be extended into the cleaners area to accommodate storage requirements.

External entrance through the shed/community garden. provides out of hours access if required.

Free use of meeting rooms for Parish Council meetings. Meeting room has its own entrance for out of hours access.



2 car parking spaces, 1 can be reserved for WPC workers.

Library is a CAP, offering WPC residents additional support/ access to council services.



# New Interior

The interior design of the new library will have dementia and autism-friendly colour tones.

## Entrance/Tourist and Visitors Information

Wendover is the gateway to the Chilterns, attracting a lot of walkers and tourists. There is an opportunity for an enhanced offer for tourist and visitors information to help stimulate the local economy. The tourist and visitor information space will:

- Offer local information such as maps, walking routes, attractions, merchandise from local businesses and exhibitions from local artists.
- Support a sustainable library model by increasing footfall, enabling access to more services from the new library.
- Offers opportunities for economic regeneration working in partnership with community groups and local businesses.

## Proposed Adult Section

The main library space will house the majority of book stock. It will also have comfortable seating spaces to use for reading, study or social interaction.

- Study spaces and public PCs will be dispersed in the library to allow flexibility of use.
- The dementia friendly corner will house reminiscence collections, local history, dementia friendly activities and games. It will also have health and wellbeing resources to support carers and patients. Overlooking the community garden, this will be a tranquil space.
- comfortable seating arrangements for work, study or social activities

## Proposed Children’s Library

The new children’s library be twice the size of the current children’s library, relocated to the front of building with a glass exterior will increase visibility into the library. It will have:

- new low level shelving to increase access and use
- sensory equipment
- comfortable seating, i.e. reading pods, sofa, stools and bean bags.



Proposed entrance/tourist and visitor information



Proposed children's library



Adult library area



Proposed work/study pods



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# Art installation

We're very excited to have commissioned the artist Kremena Dimitrova to create a unique art installation for the transformed library. Kremena Dimitrova is a London based illustrator-as-historian, storyteller and lecturer in visual culture and history. She specialises in children's illustration, comics, murals, public art installations, mapmaking/trails, and visual storytelling in the museum and heritage sectors.

### Commission Aim

- To create an installation that complements the architecture of the library building
- Develop a concept that is informed by an aspect of Wendover's identity or heritage
- Include an element of local community, staff or volunteer engagement
- Work with a colour scheme that is complementary to the dementia friendly palette chosen for the library.

The artwork has been designed by Kremena working with local residents and schools in a number of workshops. The 'edutainment' art concepts will celebrate Wendover's times past and present.

### The children's library will have:

- Wendover illustrated alphabet with histories in rhymes and riddles.
- Interactive conceptual tree with a mini exhibition and answers to the rhymes and riddles.
- Wendover legends.

### The main entrance will have:

- Illustrated map of Wendover with historical and contemporary people, places, spaces, architectures, facts, myths and legends.
- Illustration of Wendover woodlands



Proposed locations of art installation



Art engagement sessions with Kremena, Buckinghamshire Archives and residents



Buckinghamshire Council

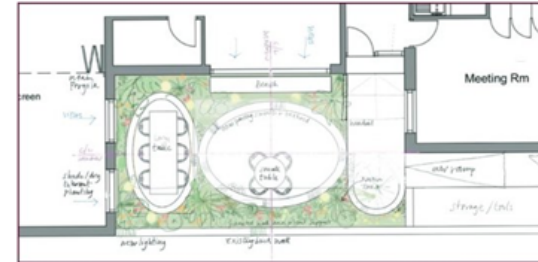


# Community Garden

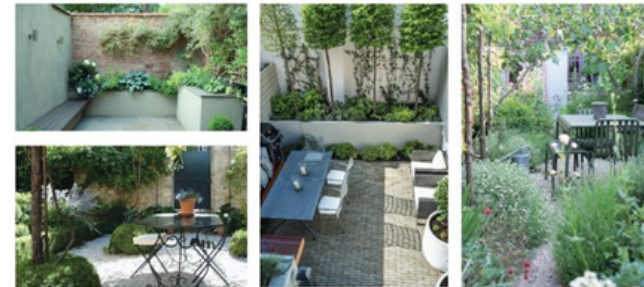
Wendover Community Library Trust will be improving the garden space at the library converting it to an aesthetic garden which can be used by the whole community. Wendover Community Library Trust, a registered charity, who raise funds, organise some of the events and recruit volunteers for the library.

The aim is to make the garden more accessible for all, as well as being an attractive, modern and easily maintained space for relaxation, conversation - and even small meetings during the warmer months!

The new overall design will provide a sightline through the front of the building all the way to the back garden.



Community garden plan



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Council





## ITEM 12b WENDOVER NEWS

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### BROUGHT BY

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Office

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### SUMMARY

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To note the transfer of Wendover News to a Community Interest Company (CIC) and consider a request for startup funding for the new entity.

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### PARISH COUNCIL BACKGROUND

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N/A

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### DETAILS

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#### Introduction

As a part of the transformation to a new legal entity Wendover News finds itself facing an initial cash flow situation which requires a startup grant to continue the print and delivery of the next two editions.

In the long term it is noted in the document that the new CIC will be financially stable and that this is a one off “startup” request.

The Wendover News team are requesting £5000, which will be matched by other funding they have already secured. It should be noted that matched funding will only be paid if we provide the £5k. Full details of the request are outlined in Appendix A

#### Key Considerations

- The Wendover News is a much-cherished community asset and is a number one source of local information for many. The Parish Council uses the publication extensively as a part of its communications strategy.
- This is money to specifically enable the new corporate entity to continue without a break in publications.
- A break in publications would send the wrong message to advertisers and could affect future income streams.
- However, this is a new version of the Wendover News run by a group of new people and as such the Parish Council is bound to undertake due diligence on the new corporate entity. The office has received all the necessary paperwork.
- As this is a cash flow issue the grant would be required almost immediately
- As a significant community asset, it is recommended that if we were to make the funding available; we engage with the board on a regular basis to monitor the ongoing financial viability of the Wendover News.

#### Availability of Parish Council funds

- There is no budget line for this expenditure and all major grants have been agreed and paid for this financial year. Overall, the budget is within expenditure parameters, and we can afford for the grants budget to go over by £5000.



- It is advised that we don't treat this as a prepayment of a 2024/25 grant as other organisations could claim that Wendover News got an unfair advantage in the grant process.

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#### **FINANCIAL CONSIDERATIONS**

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- See above

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#### **LEGAL AND OTHER IMPLICATIONS**

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This is a grant which would have to be paid out of the Free Resource, which will be a payment under S137 of the 1972 Local Government Act. Whilst we don't have any remaining grant budget for this we are well within the legal maximum amount we can spend under S137.

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#### **PROPOSAL**

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- **Parish Council considers the request for a grant for £5000 and approves the grant request with payment made immediately to be accounted for in the S137 Grants budget line.**
- **The Parish Council liaise with the Wendover News Board to support the successful transition.**



## APPENDIX A – Text of request report (previously circulated)

# About Wendover Community News CIC

A Community Interest Company

*Request for Grant aid*

Initial draft: 11 Jan 2024 Richard L Byford FRSA



## Introduction

Wendover Community News CIC (“The CIC”) has been founded to support the community of Wendover and its surrounding villages in the face of profound challenges from HS2 construction, combined with Covid and the change in demographics that will likely happen when RAF Halton closes in a few years time. Businesses have been affected by all these factors and, whilst deprivation, unemployment and loneliness were once rare in the town, they are now beginning to be problematic.

The CIC will address many of these problems by connecting people, charities, institutions, businesses and other organisations together and encouraging collaboration, innovation and cooperation.

The initial focus of the CIC will be the acquisition of the Wendover News magazine with its archive, goodwill and team of over sixty volunteers who distribute over 5,000 copies to local businesses and homes every month.

Using the print publication as a focus (its core ‘business’ process), it will build a supportive and nurturing learning environment for people who want to get back to work and to build the confidence to fully engage with others socially. The operations team is formed and ready to deliver, but as yet, the CIC is unfunded and needs cash to cover production for its startup.

We are looking for £20,000 across 2024, in four tranches of £5,000 and are applying to six different philanthropic or grant awarding foundations. At least £10,000 is needed before the middle of February to guarantee continuity of publication for the magazine described in this document and which is essential to the success of the project. We are very grateful to have been pledged £5,000 in match funding, as at 11 January.



## Background and Purpose

Wendover Community News CIC was formally registered in (24 May 2023) as community interest company, on behalf of the people of Wendover and the surrounding areas, to maintain community cohesion by providing:

- a sense of community and belonging, particularly amongst the elderly, vulnerable and socially disadvantaged;
- rewarding and valuable opportunities for volunteers to learn, socialise, build personal and professional skills and gain confidence;
- work experience for young people, career-changers, work-returners and people with non-clinical mental health issues;
- trusted sources of reliable local news, information and comment;
- basic training in writing for publication and marketing, proofreading, editing, print and online media production, small business administration and management;
- opportunities for the community, local organisations and small businesses to learn from each other;
- a channel for local businesses to connect with potential customers and build reputation.

It will be acquiring the title to the publication 'Wendover News', with all its IP, online resources and an extensive archive of local news, information and resources. Wendover News has been in print and online for over 34 years, accumulating rich and valuable archive resources which would be lost to the community if not adopted and safeguarded by the CIC.

## Local benefits

It will provide a vehicle for community resilience and cohesion by continuing the monthly publication of a free full colour glossy magazine delivered through over 4,500 letterboxes plus another 500 to shop counters, institutions and workplaces in Wendover and five surrounding villages. This will be supported by complementary online publishing.

Wendover News print edition will ideally continue to be paid for by advertising revenues. It will be regulated by IMPRESS as an accredited media organisation.

Using the publishing activities as a focus, we will engage with organisations and individuals in the community to provide a rewarding and enriching experience, build skills, confidence and a safe back-to-work volunteering environment.

## Strengths and recent key achievements



Despite having been formed only six months ago, a team recruited from the community has acquired the people, skills and knowledge to consistently produce the monthly magazine to the standard required by its readers and the Sponsor (the former publisher), for seven consecutive editions. It is run to professional standards, overseen by two career journalists/editors, a publishing consultant and a well qualified Board.

See the attached document 'Wendover News Team Biographies'.

Sixty volunteers (who have been transferred from the previous publisher) have distributed 4,500 copies of the full colour glossy magazines for each of the seven consecutive editions produced by the team and financed by the Sponsor.

Over 95 local advertisers continue to use Wendover News as one of their primary marketing tools. About 50 organisations around Wendover routinely use Wendover News to stay in contact with the community including sports and activity clubs and groups, churches and social support teams, arts and music groups, museums and educational charities, hobby clubs, schools, youth organisations, environmental groups and educators, NHS, welfare groups and (local and national) health charities.

It is the preferred print platform for distributing community information from Wendover Parish Council.

## Main activity and aims

Target beneficiaries are the community of Wendover (population c 8,000) and the surrounding villages (+ another c 5,000). The majority of people in the area have access to the print version (print run 5,000) and everybody with internet access has access to online versions and our other online content.

During 2024 we intend to increase the proportion of content that is provided by community authors, rather than the core volunteers. This will create a sense of community in the readership and give the participants an opportunity to understand the business of publishing, responsibilities of journalists, how editorial decisions are made and, crucially, the importance of factual reporting.

We are documenting the editorial process through from an idea, to 'page ready' copy. This process is well developed and also includes preparation for print using professional print software (InDesign, Photoshop and others) and sales and marketing from initial approach



to acceptance of print-ready advertisements. All these processes are supported by control systems, book-keeping and administration support that you expect from a good small business.

Many tasks of the production process will be undertaken by volunteers, giving selected individuals the opportunity to learn from each other, socialise, build personal and professional skills and gain confidence. Training and mentoring will be made available to provide work experience for young people, career-changers, work-returners and people with non-clinical mental health issues.

## Evidence of need for Wendover Community News

With informal conversations amongst members of the public in social situations, retail and other settings, responses are generally very enthusiastic and any comments, criticism and suggested improvements noted and acted upon.

Anecdotal evidence abounds: deliverers and volunteers (about 60 in number) report conversations in which members of the community express gratitude for the gift of a free magazine which they say makes them feel like part of a vibrant community. Local organisations routinely email in their events and news every month. People isolated during the Covid lockdown or for other reasons claim it is invaluable for finding out what is going on in the area and for helping their transition back to some sort of normality.

A recent parish council meeting to discuss the effects of HS2 on Wendover was attended by 100 members of the public - despite competition from a Christmas Fair being held 200 yards away on the same night. A third of attendees questioned said that they heard about it in Wendover News in print or online.

The CIC intends to implement a rolling program of reader/user feedback as soon as it takes over the publisher role.



## Strategy

Wendover Community News was founded on an ethos of decisions being made by volunteers at the point of action, rather than by a hierarchy of managers. This is constrained by the requirements of legislation, the constitution as a community interest company, and the standards imposed on us by the regulator for small media companies, IMPRESS. Collectively, the volunteers have prepared a Volunteer Charter which sets out the expectations of each volunteer in terms of rights and responsibilities (see attached).

Our governance is entrusted to five Trustees (the 'Directors') the names of whom are listed at Companies House as officials of the company (short biographies of the directors and core volunteers are attached). They will have oversight of policies to ensure that volunteers do not unwittingly or carelessly deviate from standards set out in the paragraph above. All systems, policies, checks and balances will be constantly refined and reviewed to ensure resilience and improve performance against 'the Purpose'.

The focus of activity for the volunteers is the monthly production (including commissioning, authoring, editing content and photographs) and distribution of the Wendover News print publication. This is a full colour glossy magazine, posted through over 4,500 letter-boxes in Wendover and the surrounding villages by a team of more than 60 volunteer deliverers, with another 500 given out via local retailers, institutions and work-places. Acquisition of the Wendover News title and archive represents the start-up cost of Wendover Community News and was negotiated through the adoption of the liabilities for trade creditors to the value of approximately £12,500.

### Short term strategy

The short term strategy – and imperative – is to perpetuate the production and distribution of the monthly magazine and build sufficient reserves to recover the start-up costs. This recovery is expected to be achieved by normal trading within twelve months by the following strategy:

#### Increase the quality and value of content

Over the last eight months, the growing team of volunteers has been working with the former publisher in monthly cycles of 'dummy runs'. It now produces the magazine to a standard which exceeds that which existed before the volunteers were involved. It sources news and other content, and works with members of the community to refine content – from rough notes, to a standard of quality worthy of a national publication.

The production process was initially chaotic, but has gradually been controlled and documented. It is now at the stage where it can be broken down into discrete elements, most of which could be performed by new volunteers with minimal training and supervision. We are confident that the team can already perform to the high standards set by the original publisher.

Further improvements to content quality have been initiated. News sections such as 'Health and Wellbeing' have been included in each of the last six editions and include





expert input from three different general practitioners (including a behavioural change specialist) and a pharmacist. A subset of the volunteer 'editorial panel' for Health and Wellbeing is being established by retired barrister Lorna Archer, with overall direction from executive editor, Stephen Ellis-Jones (another retired barrister).

We have a list of occasional and regular features which include such things as 'Secret Wendover', Music of Wendover, The Rumour Mill (fact checker). Other features are being developed for community contributions, focussed on the history and archaeology of the area, arts, crafts and performance, days out and hobbies.

In the last few editions, whole pages have been given over to community authors, for example a feature about the South Korean jamboree written by a Scout and a similar one for a scout expedition where 46 members travelled from Zagreb to the fjords of Norway using public transport – again, written by a scout. The team is actively engaging with community groups such as Wendover Youth Club, Wendover HS2 Mitigation Action Group and is planning workshops to build stronger involvement with others.

### Increase revenue from advertisers

The Wendover News magazine has been sustained for 34 years by advertising revenues. The original proprietor and her team traded through the economic volatility of the 1990s, the 'crash' of 2008, Covid lockdown and countless social and technological changes. Income from advertising has met all the costs (including staff and overheads ) of the monthly print and distribution cycle and online presence. With the help of volunteers of Wendover Community News, this has continued to be the case for the past year.

The board intend that for the immediate future, this will continue to be the case – with volunteers, and a policy of remote online working, replacing the overhead element and thereby recovering the startup costs. Funding from advertisers may require an increase in prices, but the CIC is conscious that it must stay accessible to start-ups and one-person businesses.

A typical print cycle typically starts with about 80% of advertisements carried forward from the previous edition. Most of these are prepaid and many are accompanied by an instruction to renew by default. The remainder is usually made up of 'seasonal advertisers' and new entrants to replace natural attrition.

Email reminders are sent out every month to remind advertisers and providers of content of impending deadlines. In the past, this has been very much a 'notification' email. We are starting to supplement the traditional emails with a more sales-oriented email, preceding the notification by about a week. This describes forthcoming advertising features, focus spreads ('Get cycling!', 'Plan your planting for spring in your garden', 'Back to School', 'Valentines day' etc). It also asks advertisers to suggest friends, neighbours and nearby



businesses that could take advantage of advertising in the magazine. We intend to run free (or inexpensive) workshops for local businesses on how best to use advertising to promote their business using Wendover News, online and other media.

Editorial content will make it more obvious that the quality and free distribution of the magazine is dependent on advertisers and invite readers and existing advertisers to recruit new ones. A crowd-funding page is being established to elicit financial contributions in the February 2024 edition

The proposition for advertising is currently understated: The fact that every edition is put online and indexed by online search bots, means that advertisers are far more likely to be found on Google, Bing and other search engines. Increasing this benefit is on our development agenda; The previous publisher has always been explicit about the number of copies printed. In addition, we have plans for a project to discover how the magazine and online resources are read – and the profile and location of readers.

We are increasing the extent of collaboration with the local business community. At the moment, the majority of advertisers have a presence on the high street, or are small businesses in the service sector. Engagement with 'run from home' business will benefit them and will probably lead to some increases in advertising.

Wendover News, has a masthead announcing that it is 'available in Wendover and [five other villages]'. In reality, coverage of these other villages is sketchy, both in terms of distribution and content. We plan to recruit both distributors and community correspondents from each of those locations. This is partly for business reasons, but also for community building and inclusion – many of them see Wendover as the centre of their social lives and retail provision.

### Pricing

Under the current proprietor, prices have stayed unchanged since April 2022, despite inflationary pressures and increase in costs, such as printing. We are aware from many conversations with active advertisers that increases in advertising fees are expected and will be tolerated. Having said that, the Board is keen to ensure that advertising remains accessible to sole traders, start-ups and not-for-profit organisations in the area and will temper any potential price increases with these in mind.

### Open up volunteering opportunities to a larger community

We have a core team of volunteers, but also recognise that some people may not wish to commit long-term. In the short term, we are drawing in people for involvement in anticipation that it will be helpful to our strategy and also rewarding to them.

A more strategic programme will continue to focus on recruiting directors and non-executive directors, stand-ins for key production roles and people who can act as mentors, coaches and trainers for various functions. This will allow us to work with a greater number of 'client' volunteers who will benefit from being involved.

More about volunteer management [here](#).

### Resourcing and funding



The Board believes that it would be prudent to hold a contingency reserve to cover at least two months of production costs - about 15% or £12,000 to £15,000. This will include funds set aside as Deferred Revenues, if the decision is made to continue selling pre-paid, discounted, multi-month advertising contracts. Once the startup costs have been recouped and all systems proven to be resilient, surplus funds will be focussed on projects associated with the long-term strategy (community building).

The print edition of Wendover News is a valuable focus for the team and will continue to be so for the foreseeable future. However, many of the aims of the CIC will probably be better met using a wider range of media in the future.

We are considering how best to utilise online technologies and other media to serve the local community. We are lucky to have Lucy Sinclair advising us on this. Lucy was previously Google's Director of Business Analysis, Data and Research; Director of Audiences and Media at the Royal Opera House; Chief Marketing Officer at JPI Media; and Director of Marketing & Audiences at the BBC where she launched BBC iPlayer.

We are in the process of scoping and designing an online platform which will be a single point of contact for local readers, traders, researchers and community organisations. It will eventually replace the current much-accessed WendoverNews.co.uk website and link to the archive which has built up over the 34 year life of its predecessor publisher. We hope to integrate with other organisations in the area, some of which already have excellent online resources.

## Seminars and research collaborations

During 2023, we started preparing material to help stakeholders with their submissions to Wendover News. The first to be published was 'Guidance for Advertisers' which is currently sent out to all advertisers who make enquiries. It is also available online. This will shortly be supplemented with a workshop for advertisers, community authors, aspiring journalists, and representatives from community organisations.

### Proposed workshops

**Getting your news out:** Helping charities, sports clubs, societies, scouts, guides and local institutions to make best use of Wendover News as a resource.

**Getting your name in print:** Everything you need to know to become a published non-fiction author, using Wendover News as a springboard.

**Newshounds and Fact-checkers:** A workshop for all ages aimed at equipping people to contribute authoritative news and general interest content for Wendover News in print and online.

**Getting your advertising right:** How to use Wendover News and other media to inform people and build your market in Wendover and the surrounding area.



## Collaboration and research

In providing informative, trustworthy and entertaining content to our readers, we intend to initiate or participate in locally-relevant research. An example of this would be the planned project to articulate informed speculation about life in the area during various historical periods, based on recent HS2 archaeological finds.

## New media productions

Most of Wendover News's content has previously been via the written word. Several of the current volunteers have expertise in other media, including audio/spoken word, music, and video. We therefore have the ability to publish mixed media content in future.

## Training courses

Much of the training offered to our volunteers will be also useful to other members of the community. We could offer spare spaces to local businesses, community organisations and individuals.

## Continuing (medium- and long-term) strategy

The CIC will only be able to realise its full purpose when it has the team, resources and capabilities to deliver its own 'business as usual' in a resilient manner. Once this is achieved, it will start to explore needs in the community that can effectively be met or mitigated using its resources and expertise.



# Management, resilience and continuity

## Structure and volunteer management

Wendover Community News CIC is owned by the community and operated almost entirely by volunteers (some technical tasks are best performed by contractors and third parties). This is an unusual – but not unique – configuration and we recognise that as well as having benefits, it also has some challenges.

The organisation has 12 **Core Volunteers** who handle governance and technical business management to ensure professional standards, compliance with external regulators and business process resilience. These individuals are typically well qualified and experienced, and act as role-models and mentors. Some additionally are prepared to take coaching and training roles.

Short biographies for the Core team are attached.

A small subset of the Core Volunteers also form a **Board**, and are registered at Companies House as officers of the company and have oversight of all the company's activities. In most respects, they operate in exactly the same way as would the board of directors in most commercial companies.

Whilst there is an appropriate level of commitment and resilience in the cadre of the Core Volunteers, the ethos of the company will be to welcome transitory, short term occasional and 'project based' volunteers who will benefit from their involvement with the company as '**Client volunteers**'. These will include young people and long-term unemployed people seeking documented work experience, mothers returning to work after bringing up children, career-changers wanting to learn new skills, entrepreneurs wanting small-business and start-up experience, students at the early stage of a journalism / communications / media career and people with non-clinical mental health problems who need to build confidence in their ability to work as part of a team. These will be supervised and coached by specially trained and experienced volunteers who we hope to start recruiting in the near future.

A central element of the company's ethos is 'community building'. For this reason membership of the volunteer community is open to all members of the community as '**community authors**' or representatives of local organisations. This blurs the distinction between volunteers and ordinary members of the community – explained by one founding director as giving the Company a 'porous boundary'. Many community members will contribute to the work of the company and also gain benefits without formally joining as volunteers. These will be influenced, but not controlled, by the company. Interaction will be encouraged by inviting them to training workshops and some social events.

Coordination and specialist production roles are **contracted** out to two volunteers via an independent limited company. One was transferred from the former publisher, the other a consultant whose management and professional services have been provided to the former publisher pro bono since before the CIC was formed.



Lastly, the company's previous owner, Wendover News Ltd, built up an impressive community of over 60 individuals in the **Distribution and Delivery Team**. They have happily continued to work in this capacity with the transfer to community ownership and are regarded as one of the greatest assets of the Company.

### The Board

The board is composed of 5 members, who are all volunteers and recruited from the local community. Once the board is up to the desired size, succession-planning measures will be put in place, including recruitment, onboarding, training, coaching and mentoring. Brief biographies of the existing five founding directors are shown in the core team biographies. Since its foundation, the Company has appointed two new Directors and one of the founding directors is likely to stand down.

### Core volunteers

The CIC has been extraordinarily fortunate in the quality of its team of core volunteers. The initial challenge of establishment and building the required production capability has been met and has proved to be resilient. Further volunteers for the Core Team will be recruited as a matter of priority.

### 'Client' volunteers

We are beginning to engage with Client Volunteers in a small way already: We have two young people who have joined us for work experience at the beginning of a planned career in communications and media. One, being a minor, requires parental accompaniment until we have full safeguarding measures in place. These measures are likely to involve recruiting a Core Team member for safeguarding and volunteer development.

### Community authors and volunteers

Most engagement with community authors will be remote, using electronic communications, so safeguarding will not usually be required – though some vulnerable members of the community in other categories may also be vulnerable.

Community volunteers will be invited to participate in training workshops as part of their involvement and may be assigned more experienced mentors who will help get their articles to the 'print-ready' stage.

### Deliverers and distribution

Many – but not all – of our deliverers are retired and enjoy interacting at one of our monthly get-togethers. As well as very kindly doing the 'leg-work' we use them to garner opinion about the content we are producing and sometimes to gather news and general opinions. We are keen to let them know they are loved!



## Resilience and resourcing

The CIC will benefit from the legacy of 34 years of production accrued under the auspices of the former publisher. It is keen that not only does it perpetuate the legacy, but also enhances it and becomes a sustainable force for good in the community. It will do this by prudent and careful management of assets and finances, and by implementing operational systems to ensure resilience when under external stress.

### Resilience - Governance and financial

The Board is well qualified to put policies and practices in place to mitigate any risks to the CIC's work. This will be overseen by a director who has served as the compliance director for a high street bank, another who is co-author of an international Open Standard for assuring the resilience of critical national infrastructure, a semi-retired barrister and another who is a fellow of the Association of Accounting technicians.

We will adhere to standards specified in the Companies Act and those suggested by the Charities Commission for governance and financial reporting.

### Resilience - Digital and physical security

By operating virtually, with minimal physical assets (under a 'bring your own device' policy), the CIC has eliminated most of the equipment requirements associated with other organisations. Residual online and digital risks will be mitigated under the oversight of an experienced software engineer with experience in the financial services technology (FinTech) industry and supported by qualified experts with both the technology and legal backgrounds.

Physical security will be under constant review as the organisation and its activities mature.





## ITEM 12c – RIFLE CLUB REQUEST

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### BROUGHT BY

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Rifle Club

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### SUMMARY

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To note a request by the Rifle club to create a tree line barrier with central gate on the land they lease from the Parish Council and consider authorising the office to progress a legal agreement that will allow them to install the hedge.

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### PARISH COUNCIL BACKGROUND

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#### Parish Council

##### Rifle Club

**PC15/388** It was **RESOLVED** the Council will lease part of the allotment site on Hogtrough Lane to Wendover Rifle Club to allow them to develop their facilities. The Clerk agreed to seek advice from BCC legal and that the Rifle Club should pay any and all legal costs. It was reported the Club has committed to putting in hard standing parking which the allotment holders would be able to use.

#### Amenities

##### To consider terms for the Rifle Club

**A16.70** It was **RESOLVED** to draft an agreement for the Rifle Club using the basic terms from the Cricket Club lease and seek legal advice on the draft agreement.

#### Parish Council

##### To consider costs and terms for the proposed lease of land to the Rifle Club

**16/223** The Rifle Club had requested for the PC to pay the legal fees of £800 for drawing up the lease of part of the land at Hogtrough Lane, for the lease term to be 15 years and for the peppercorn rent to be £100 with 5 yearly reviews. It was **RESOLVED** to accept the requests from the Rifle Club.

#### Parish Council

##### To consider approval or amendment of a draft lease.

**PC17/025** It was **RESOLVED** to accept the draft lease with one amendment to increase the length of the lease from 15 years to 25 years as this would assist the Rifle Club with obtaining grant funding for improvements to the range facilities.

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### DETAILS

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#### Introduction

Wendover Rifle Club is a community amateur Sports Club (CASC) we was founded in 1943 and moved to its present location in 1967. We wish to plant a hedge with a centrally located gate to define the boundary of the leased land and the club.





### Reasons for the request

The club currently has access to our land via our main gate which allows parking for 3 or 4 cars. The land leased of the Parish Council can only be accessed through the allotment gates to allow for parking of other cars. If we put a hedge in and a gate in the hedge (not shown on plan) we can take down the small picket fence that divides the club land and leased land and open it up more for parking.

### Benefits to the Rifle club

This would increase security over a period of time and increase the flow for cars to park with in the club boundary and stop any parking in the lane.

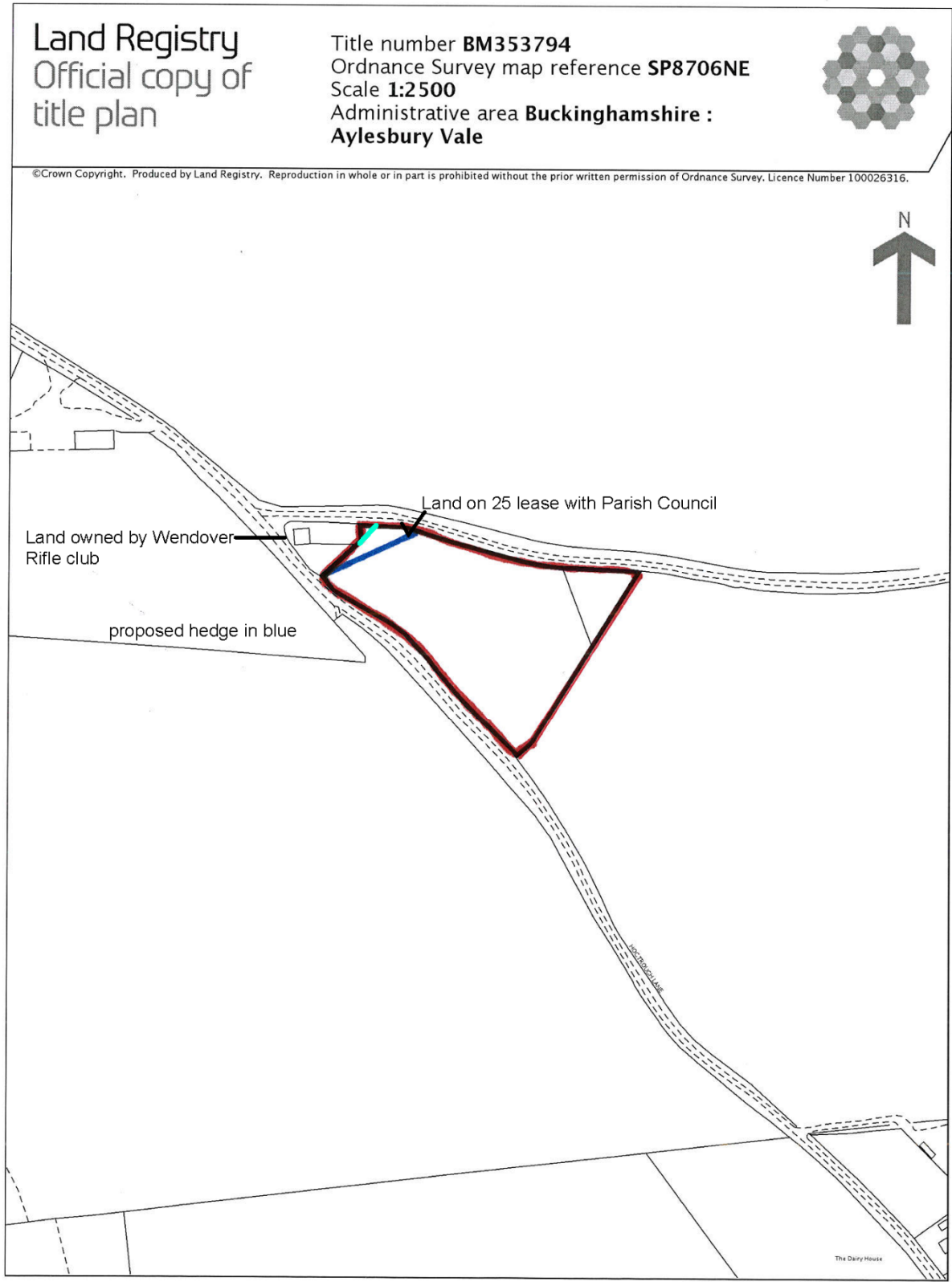
### To be included in the agreement

A supplementary agreement is to be drafted to be attached to the Lease which will outline the following terms and conditions:

- The Tress will be a mix of Traditional English natives (i.e. Hazel blackthorn elder oak etc)
- The maintenance of the entirety of the hedge will be the responsibility of the rifle club and will be carried out during our regular range maintenance days.
- WPC will allow reasonable access for equipment to access the hedge from the Hogtrough allotments, The Rifle Club will allow reasonable access to inspect the land or deal with any maintenance issues.
- If the ground lease was not to be renewed, then the rifle club would be responsible for the removal of the hedge and all costs associated with reinstating the ground should it be required.

### Maps





This official copy is incomplete without the preceding notes page.



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## FINANCIAL CONSIDERATIONS

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- n/a

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## LEGAL AND OTHER IMPLICATIONS

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- an additional agreement will need to be drafted as a part of the current lease

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## PROPOSAL

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Parish Council agrees:

- To progress the proposal to install a hedge and gate based on the terms and conditions set out and authorises the office team to draft the legal agreement.
- The legal agreement will be sent in advance to Councillors before signing by the Clerk as Proper Officer and a representative of the Rifle Club.
- No works shall commence until the agreement is signed



## ITEM 12d - SUMMER PROJECT STAFF

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### BROUGHT BY

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Office/Chair of Staffing

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### SUMMARY

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To consider approving the office to recruit 2 summer placement roles for project based work, to achieve a step change in activity in identified council practices

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### PARISH COUNCIL BACKGROUND

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The budgets for 2024/25 included an amount for summer project staff as recommended by Staffing Committee and Finance Committee and approved by Parish Council on 5<sup>th</sup> December 2023.

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### DETAILS

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#### Introduction

This proposal formalises discussions that have been had in Staffing committee since deciding not to recruit to replace the administrative role. It sets out two 6 week summer projects that would support the Council by increasing capacity and bringing in new ideas.

#### Background

It has been noted that the office staff used to be 3FTE and has since gone down to 2 FTE with outsourcing of web and design work. This model works but the staff have recognised it does create pinch points at certain points of the year. These summer projects would bring in extra capacity and look to long term efficiencies to deal with that issue.

#### Recruitment pack and timescales

These are shown in Appendix A

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### FINANCIAL CONSIDERATIONS

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- There are already laptops available to use but will need some refurbishment work by the IT support company
- There will be some tables required to be purchased so we can house 2 project workers at the same time in the clock tower.
- The direct costs will come out of the staffing budgets as below:



Project Staff Summary				
Staff	Salary	eNIC	ePension	Total cost
Project Staff 1 - Admin	1,743.00	95.64	-	1,838.64
Project Staff 2 - LPM	1,743.00	95.64	-	1,838.64
<b>TOTAL</b>	<b>3,486.00</b>	<b>191.28</b>	<b>-</b>	<b>3,677.28</b>
TOTAL 2024/25 Budget for project staff				10,256.12
<b>Remaining budget</b>				<b>6,578.84</b>
Number of 6 week projects remaining				3.6

**LEGAL AND OTHER IMPLICATIONS**

- n/a

**PROPOSAL**

Parish Council agrees to progress the two project roles and recruit in line with the time scales set out.

## Appendix A- Recruitment Details

### Job Role 1 – Systems review project

**Post Title:** Systems review project leader

**Department:** Office Team

**Location:** Clock Tower, High Street, Wendover HP22 6DU with the role requiring visits to locations around the parish of Wendover

**Accountable to:** Clerk and Responsible Finance Officer

**Hours:** 150 hours – based on 22.5 hrs per week over a 6-week project with additional 2 days if required  
The hours are set on a 3 day a week basis but may change in line with the project and will require some infrequent evening works if required to attend Council meetings.

**Pay and rewards:** SCP 2 £22,366 p.a. – (pro rata £1,744 for the total project) see also section on what we offer



## Project Purpose

This is project-based work with some administrative duties.

This project will support the development of a Council strategy document and a review internal systems and processes. It will include producing a report on the most efficient processes and the development of templates and tools to support those processes. Example tasks include:

- Support the development of a 10-year vision and strategy
- Review the systems and processes followed by the office, for example, in the planning application process, administration of allotments, running markets and other market services.
- Make recommendations of how to improve and/or streamline these systems and develop any necessary spreadsheets/databases/templates that support the new process.
- To prepare materials that inform and update the community

If successful the project will make the office processes more efficient and give the staff the information they need to successfully carry out their duties.

## Project Outcome

The project outcome will be a presentation to the Clerk and Responsible Finance Officer, Estates and Events Manager and selected Councillors of the current process, findings and recommendations and subsequent update to Full Council. It will also include any files, resources or templates required to implement any new processes.

## What we offer

We are a friendly and small staff team working with skilled and motivated Councillors working hard to make the local parish better. The office is based in a charming and characterful building in the centre of Wendover with plenty of open spaces to enjoy.

Whilst this is a summer project-based role the company will ensure the successful candidate gains the following:

- Real world experience with opportunities to build and develop a portfolio of work.
- Experience of supporting and providing guidance in developing strategy in a real-world situation
- Understanding of working in a local government setting with an elected leadership team.
- Career mentorship from the Clerk and Councillors
- Where possible the Councillors and staff would engage with the successful candidate to understand their career aspirations. Using their skills, contacts and experiences they would seek to support the successful candidate to use this opportunity as a key stage in building their career.



## Person Specification

E is essential and D is Desired

<b>Education, Qualifications and Training</b>	
Educated in numeracy, literacy and keyboard skills to a competent level	E
<b>Knowledge</b>	
Strong command of the English language, both formal and informal use	E
Office IT packages and systems	E
Spreadsheet and Database design	D
Systems analysis	D
<b>Experience</b>	
Working to deadlines	E
Managing priorities to meet a project outcome	E
Presenting information	E
Developing IT tools or templates for use in an office setting	D
Using a formal finance system	D
<b>Skills</b>	
IT– an understanding of a wide variety of office software and social media platforms	E
Organisation – organised and efficient with time and schedule	E
Independent working - Able to work independently to set objectives	E
Interpersonal – Able to communicate with a wide variety of stakeholders	E
Attention to detail – able to follow through on all detail to completion	E
<b>Special Requirements</b>	
Integrity, tact and understanding of confidentiality	E
Able to work independently to set objectives	E
Able to work for elected officers in public office	E





## Job Role 2 – Local Produce Market

<b>Post Title:</b>	Local Produce Market developer
<b>Department:</b>	Office Team
<b>Location:</b>	Clock Tower, High Street, Wendover HP22 6DU with the role requiring visits to locations around the parish of Wendover
<b>Accountable to:</b>	Estates and Events Manager
<b>Hours:</b>	150 hours – based on 22.5 hrs per week over a 6-week project with additional 2 days if required The hours are set on a 3 day a week basis but may change in line with the project and will require some infrequent evening works if required to attend Council meetings.
<b>Pay and rewards:</b>	SCP 2 £22,366 p.a. – (pro rata £1,744 for the total project) see also section on what we offer

## Project Purpose

This is project-based work with some administrative duties.

This project will support the development and promotion of the Local Produce Market. Example tasks include:

- Talking to stallholders to find their views on the market
- Engaging with the local community on ideas for the market.
- Looking at the presence of the market on social media and websites
- Advising on events and promotions for the market and setting out an implementation plan to achieve that events plan.
- To undertake advertising and promotion for the market.
- To review the impact of the project on the success of the market

If successful the project will make the market more popular with higher footfall, appreciated by the business group.

## Project Outcome

The project outcome will be a development plan for the market with a 12 month events and promotions plan and a list of any new stalls.

## What we offer

We are a friendly and small staff team working with skilled and motivated Councillors working hard to make the local parish better. The office is based in a charming and characterful building in the centre of Wendover with plenty of open spaces to enjoy.

Whilst this is a summer project-based role the company will ensure the successful candidate gains the following:

- Real world experience with opportunities to build and develop a portfolio of work.





- Experience of supporting and providing guidance in developing strategy in a real-world situation
- Understanding of working in a local government setting with an elected leadership team.
- Career mentorship from the Clerk and Councillors
- Where possible the Councillors and staff would engage with the successful candidate to understand their career aspirations. Using their skills, contacts and experiences they would seek to support the successful candidate to use this opportunity as a key stage in building their career.

## Person Specification

E is essential and D is Desired

<b>Education, Qualifications and Training</b>	
Educated in numeracy, literacy and keyboard skills to a competent level	E
<b>Knowledge</b>	
Strong command of the English language, both formal and informal use	E
Office IT packages and systems	E
Marketing and promotions	D
<b>Experience</b>	
Working to deadlines	E
Managing priorities to meet a project outcome	E
Presenting information	E
Using social media for promotions	D
Promoting and advertising events	D
<b>Skills</b>	
IT– an understanding of a wide variety of office software and social media platforms	E
Organisation – organised and efficient with time and schedule	E
Independent working - Able to work independently to set objectives	E
Interpersonal – Able to communicate with a wide variety of stakeholders	E
<b>Special Requirements</b>	
Integrity, tact and understanding of confidentiality	E
Able to work independently to set objectives	E
Able to work for elected officers in public office	E



## Application Process

Applications are welcome from anyone who feels they match the person specification and can deliver the job description.

We have a staged process for application, which may include

### Summary and timescales

STAGE 1 – Submit CV and produce a 5-minute video and upload to the Council by Friday 22<sup>nd</sup> March. The brief for this video will be sent of receipt of the CV

STAGE 2 - Successful candidates after stage 1 will be invited to and undertake an online task to be completed by Mon 8<sup>th</sup> April

STAGE 3 – Successful candidates will be invited to interview (interview dates to be confirmed) which will be held via Microsoft Teams.

It is envisaged that the successful candidate will be appointed to start early July 2024 with the project completed by early September



## ITEM 12e – MAKE WENDOVER SMILE

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### BROUGHT BY

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Cllr Porter

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### SUMMARY

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To consider authorising the events working group to deliver the Make Wendover Smile campaign.

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### Objective

The aim of this proposal is to enhance the community spirit and aesthetic appeal of Wendover by initiating a "Make Wendover Smile" project, where we intend to cover the village in sunflowers. This project seeks to bring joy and foster community engagement with all ages and abilities through the simple act of planting and enjoying sunflowers.

For our local businesses we would hope this would increase the footfall during this period and help keep our village vibrant and busy.

#### Project Components:

##### 1. Artwork for Social Media and Posters:

- Design visually appealing poster and social media graphics to promote the project.
- Emphasise the visual impact of sunflowers on the community.
- Include key details such as planting instructions and events information.

##### 2. Seed Distribution:

- Order sunflower seeds in bulk for distribution at local markets, the Clock Tower, and other community events and community groups.
- Collaborate with local businesses and community centres to set up seed distribution and engagement.
- Educate participants about the project and encourage them to plant sunflowers in their homes, gardens, allotments, schools and public spaces.

##### 3. Community Engagement:

- Contact schools, community groups, religious and local organisations to promote the project and their own activities for the event.
- Encourage local businesses to participate by planting sunflowers around their establishments where possible and to theme their shop window displays.
- Encourage local art, photography and craft groups to display their work in the library to encourage visits to the library as a hub of the village.



- Use the project as a means of advertising Wendover beyond the local community to encourage visitors from outside the area and in particular visitors who come by train.

#### 4. **Event Coordination:**

- Organise a community event at the height of the flowering period.
- Organise advertising on social media, community newsletters and through various groups.
- Arrange for local artists, musicians, or performers to create a festive atmosphere.
- Provide resources for participants, such as planting guides and tips for sunflower care.
- Coordinate the production/availability of the Wendover Business Map and leaflets.

#### 5. **Monitoring and Documentation:**

- Document the project's progress through social media, local news, and community newsletters.
- Celebrate milestones, showcasing the beauty and positive impact of the initiative and its effects on neighbours, groups, schools and businesses with exhibitions of their achievements to be encouraged at the library or local venues.

### Budget and resources:

For a detailed budget see financial considerations

Given the capacity of the office staff team this would also need to be volunteer support to distribute leaflets and seeds to local community organisations and to help with copy and promotions (photos of local sunflowers) for the website and publications.

Timeline:

- Seed procurement and artwork development: February
- Distribution at markets and events: March/April
- Sowing time: Mid-April to end of May.
- Flowering time is July through to September with peak being August.
- Community engagement and event coordination: March - September
- Monitoring and documentation ongoing: Throughout the project

### Benefits:

1. **Community Bonding:** Enhance community spirit and connection through a shared project.
2. **Aesthetic Improvement:** Transform public spaces into vibrant, sunflower-filled landscapes.
3. **Environment:** Promote the importance of flowers and care for our green spaces.
4. **Positive Publicity:** Generate positive attention for Wendover through media coverage and social media sharing.
5. **Advertising Best Kept Village Award:** Promoting involvement and awareness prior to this year's completion.

### Conclusion

"Make Wendover Smile" is a community-driven initiative aimed at bringing residents together to create a village adorned with the beauty of sunflowers. With careful planning, community engagement, and creative marketing, this project has the potential to positively impact the village's aesthetics, unity, and hopefully



draw tourists to Wendover. By involving local businesses, schools, and organisations, we can collectively make Wendover smile with the radiant glow of sunflowers.

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## FINANCIAL CONSIDERATIONS

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ITEM	COST	NOTES
Seed purchase mixture of 10kg Dwarf and 10kg Giant seeds	240.00	office have contact other suppliers to get best value, have been advised that 10kg in total would be enough
Artwork and design	100.00	design work is cost centred out and not a single central cost
Printing of posters in Clock Tower	-	
Printing of leaflets	90.00	based on 1000 A5 full colour DS
Envelopes for seeds with a sticky label on	50.00	
Sunflower event (to be held on Manor Waste as a part of LPM?)	500.00	includes licensing costs (TENS), artists and attractions
<b>TOTAL</b>	<b>980.00</b>	

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## LEGAL AND OTHER IMPLICATIONS

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- n/a

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## PROPOSAL

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Parish Council authorises the events working group to deliver the project within the budget in this paper.



## ITEM 12f – STREETLIGHTS

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### BROUGHT BY

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Chair

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### SUMMARY

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An ex councillor recently raised the issue of switching off the street lights at night to accomplish a reduction in light pollution at night to help wildlife, save money with reduced electricity usage and reduce crime in Wendover. Cornwall Council and other Parish Councils have successfully adopted this policy.

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### Environmental Impact:

Modern LED street lights are exceptionally bright and it is well known that they are damaging to wildlife. A report by the University of Newcastle has found LED street lights reduce insect populations by 50%. The report states;

‘This is expected to have knock-on effects on other species, including predatory insects, hedgehogs, and songbirds, which need to find hundreds of caterpillars a day to feed themselves and their young.’

#### Social/Criminal Impact:

Further, a report 31<sup>st</sup> March 2022 produced by the NIHR (National Institute for Health and Care Research) has found that street lighting can actually help rather than hinder vehicle crime. This was found by studying detailed police recorded crime from Thames Valley Police between April 2004 and September 2013.

#### Cost Impact:

Cornwall Council is turning off their street lights in an effort to save carbon emissions and costs with their projected savings from this initiative to save £1 million of taxpayer’s money.

Richard Willams-Pears, Cornwall Council portfolio holder for transport said:

“This measure to switch off and save, complements the ongoing project to upgrade 55,000 streetlights with new energy efficient LED light fittings. Replacing them will cut the emissions generated by around 50% by the time the project is complete in 2025 - equivalent to 17,000 round trips by car to London from Truro, or 18.5 round trips to the moon, again by car, and saving around £1 million of Cornish taxpayers' money being spent on energy costs based on current prices.

Wendover has 585 columns

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## FINANCIAL CONSIDERATIONS

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Potential costings of a public consultation but this would be mitigated by a reduction in electricity costs.

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## LEGAL AND OTHER IMPLICATIONS

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## PROPOSAL

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To authorise the office and Chair to

- Identify where lights can potentially be turned off
- conduct a public consultation on Part Night Lighting
- research a unit replacement plan that uses amber LED (below 3000k) for Amenities Committee to consider

## Appendix A

26/01/2024, 07:24 Street lighting may help rather than hinder vehicle crime | NIHR [https://www.nihr.ac.uk/news/street-lighting-may-help-rather-than-hinder-vehicle-crime/30285#:~:text=“Our previous research showed that,street lighting at stre... 1/5](https://www.nihr.ac.uk/news/street-lighting-may-help-rather-than-hinder-vehicle-crime/30285#:~:text=“Our previous research showed that,street lighting at stre...) [Search nihr.ac.uk...](#)

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# Street lighting may help rather than hinder vehicle crime

**Published:** 31 March 2022



Fewer cars are broken into at night on roads with ‘part-night’ lighting (PNL), where street lights are switched off between midnight and 5am, finds new NIHR-funded research.





Researchers, led by the London School of Hygiene & Tropical Medicine (LSHTM) and University College London (UCL), examined detailed police recorded crime data from Thames Valley Police and data on changes to street lighting from April 2004 to September 2013.

The LANTERNS study found that the rate of thefts from cars at night was halved in streets with PNL compared to the same streets before PNL. Car break-ins decreased from an average of 12 per street per month before PNL, to six per street per month after PNL was introduced.

This coincided with a similarly significant 150 per cent increase in vehicle crime on nearby streets where the lighting remained on all night, suggesting some criminals are deciding to move to better-lit streets nearby.

However, fewer crimes were 'displaced' to these nearby locations, meaning an overall net reduction in crime. Vehicle theft was also reduced but this was not statistically significant.

There was no evidence that lighting changes were associated with changes to the levels of violence, robbery or residential burglary.

The results are now published in [the Journal of Quantitative Criminology](#).

Dr Phil Edwards, LANTERNS Project Leader, from LSHTM, said: "Many local authorities in the UK have introduced part-night lighting on quiet, urban residential roads and rural roads, which have very little use after midnight, to save energy costs and reduce carbon emissions. However, safety concerns about this policy have been raised.

"Our previous research showed that switching off street lights at night does not increase crime. This new study suggests switching off street lights between midnight and 6am may actually reduce some types of crime."

The team evaluated the impact on crime from changes to street lighting at In contrast to previous studies, the changes to street lighting street level involved reducing rather than increasing lighting provision. Three different types of lighting changes: PNL, dimming, and white light were examined for five crime categories: residential burglary, robbery, vehicle crime and violence.

The team used crime data from Thames Valley Police, together with data on changes to street lighting in the local authorities in Oxfordshire, Reading, West Berkshire. Over the ten-year study period there were 283,275 crimes, of which 79,000 (28%) were vehicle crimes.

After controlling for the underlying long-term and seasonal trends in crime, the team found theft from vehicles considerably reduced on street segments where street lighting was switched off at midnight.

Dr Edwards added: "We didn't set out to find the reasons for the observed changes, but it is possible that when lighting is switched off after midnight,



offenders consider that the costs of committing a crime, such as using a torch would likely raise suspicion among residents and risk being witnessed, outweigh the benefits.

“When lighting is switched off after midnight the streets are likely to be in near darkness, which means that any would-be offenders may find it challenging to see if there are any valuable goods left unsecured in vehicles, so offenders may choose to move elsewhere to fulfil their intentions.”

The LANTERNS project was funded by NIHR’s [Public Health Research \(PHR\) Programme](#)



Appendix B



# Cornwall to switch off most street lights to save money

By Daily Telegraph Reporter

AROUND 35,000 street lights will be switched off in Cornwall – more than half of the entire lighting in the county.

The cost of lighting Cornwall at night is set to increase by more than £1million a year. So, in an attempt to save money and cut emissions, 670 lights are already being switched off between midnight and 5am, with around 35,000 of the county's 56,000 lights planned to be switched off during those hours within the next few months.

Cornwall council has said the measures will be introduced alongside an ongoing plan to upgrade more than 55,000 street lights with LED fittings by 2025. All lights that remain switched on will be dimmed.

It was revealed at a council meeting this week that the cost to the local authority of street lighting is increasing by £1.3 million a year. A spokesman for the council said: "Street lighting is subject to the effects of considerable energy cost inflation. The prices went up by 92 per cent last October and have changed little since then."

"We are doing what we can to mitigate these increases, including intro-

ducing the LED bulb replacement programme which in turn enables the night-time switch off.

"It allows us to dim the lights that stay on, as well as turning lights on later in the evening, and off earlier in the morning," he said.

Lighting will remain in certain locations throughout the night for safety reasons. Those areas include traffic junctions, subways, pedestrian cross-

### 'Street lighting prices went up by 92 per cent last October and have changed little since then'

ings, parts of town centres, areas with CCTV equipment and entrances to hospitals and police stations.

The authority has said other councils did not see rises in crime or road accidents when adopting similar schemes.

Martyn Alvey, the council's portfolio holder for climate change, said street lighting accounts for about a third of its total carbon emissions.

"Carbon reduction is a primary driver for taking action," he said.

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## Appendix C

# LED streetlights are leading to biodiversity loss

Sep 1<sup>st</sup> 2021

**LED streetlights reduce insect populations by 50%, according to researchers at the University of Newcastle.**

The negative impact that light pollution has on insects is well known. However, this is the first investigation to reveal the negative impacts of ‘eco-friendly’ LED lights.

The researchers found that the abundance of moths and caterpillars in hedgerows under LED street lamps was 52% lower than in nearby unlit areas.

This compared to a 41% lower abundance in hedgerows lit by sodium lighting.

Douglas Boyes from Newcastle University, who led the study, spent more than 400 hours sampling for caterpillars along roadsides at a total of 55 lit and unlit sites in the Thames Valley over the past three years.

He said: ‘The effects observed – on local abundance, development and feeding behaviour – were more pronounced for white LEDs compared to traditional yellow sodium lamps.

‘The rapidly increasing prevalence of LED lights, which are often much brighter as they are so energy-efficient and cheap to run, is likely to increase the negative impacts of light pollution on insects.

‘This is expected to have knock-on effects on other species, including predatory insects, hedgehogs, and songbirds, which need to find hundreds of caterpillars a day to feed themselves and their young.’

Previous research on light pollution has focused on adult insects, but studying caterpillars, which are a lot less mobile, has enabled the researchers to get more precise estimates of the impacts of street lighting on local populations.

Professor Darren Evans of Newcastle University’s School of Natural and Environmental Sciences, a co-author of the study, added: ‘Light pollution is one of the few causes of biodiversity loss that has easy solutions. Ultimately, we need a balance between protecting both public safety and wildlife, by ensuring that lighting is well-designed, away from important habitats and switched on for limited times.’