

LONGWICK PARISH COUNCIL

To: Cllr Smith (Chair), Cllr Livingston (Vice Chair), Cllr Van Apeldoorn, Cllr Ayre, Cllr Gummer, Cllr Pennell, Cllr Greengrass and Cllr Atkinson

You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall on Tuesday 16th December 2025 at 7.30pm.

AGENDA

Public Forum – The first ten minutes are available for the public to express their view or ask questions on matters on the following agenda. The formal meeting will commence at the end of the public forum or at 7.45pm, whichever is earlier.

- 156. Welcome and Apologies for Absence
- 157. To Receive any Declarations of Interest
- 158. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 18th November 2025
- 159. Update from Buckinghamshire Councillors
- 160. To consider actions from previous meeting
- 161. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
- 162. To approve payments in accordance with the budget
- 163. To note that the quarter 2 accounts have been approved
- 164. To consider and approve the draft budget for 2026-2027
- 165. To consider and approve the Precept for 2026-2027 (subject to receiving precept calculator from Buckinghamshire Council)
- 166. To consider and approve an IT Policy
- 167. To consider the inspection of all kissing gates within the parish and to approve the associated quotation
- 168. To consider extending the “all weather path” to include LCI/5/2 and BCS/6/1, increasing the width by approx. 16” of both sections. by scraping away all overgrowth
- 169. To reconsider and finalise the decision taken under minute ref 11 on the 15th April 2025 regarding additional playground equipment and an extended footpath around playing field. Funding from Buckinghamshire Council has now been approved
- 170. To consider installation of speed survey monitors to provide data to form part of Neighbourhood plan and to support action on speed calming measures in the Village
- 171. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
- 172. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
- 173. To confirm the dates and times of the next Parish Council Meeting: The next Parish Council meeting will be on Tuesday 20th January 2026 at 7.30pm at Longwick Village Hall.



Tracey Martin



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
PARISH COUNCIL MEETING HELD ON
TUESDAY 18TH NOVEMBER 2025 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT: Cllr Smith (Chairman), Cllr Livingston (Vice-Chair), Cllr van Apeldoorn, Cllr Gummer, Cllr Greengrass, Cllr Atkinson, Cllr Ayre and Cllr Pennell
Buckinghamshire Councillors: Matthew Walsh
15 members of the public present at the start of the meeting

- A resident requested an update on the traffic calming measures. Cllr Smith reported that himself and Cllr Walsh will be meeting next week to discuss traffic calming measures. Residents will be consulted as the plan is developed.
- Thames Water, in the minutes (116e) it states small margin of capacity. Cllr Walsh will pick up on this under the update from Buckinghamshire Councillors.
- It was reported that the speed indicator device coming from Thame is still not working. Cllr Smith responded that the Parish Council are following this up with Buckinghamshire Council as it is their asset.
- A resident stated that there is a large horsebox in the layby which residents believe is being occupied. The Parish Council will follow this up. **Action: Clerk**
- A resident asked for an update on the weight restriction in Chestnut Way. Cllr Walsh will report on this.

135. WELCOME AND APOLOGIES FOR ABSENCE: Cllr Smith welcomed all to the meeting. Apologies were received from Buckinghamshire Councillor Cllr Hall.

136. DECLARATIONS OF INTEREST: No interests were declared.

137. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 21ST OCTOBER 2025: It was proposed by Cllr Pennell seconded by Cllr Ayres and it was **resolved** by all those present to approve the minutes and the minutes were signed.

138. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:

- a. Speed reductions: A meeting will be taking place between the Chairman and Buckinghamshire Councillors to discuss proposals. Cllr Walsh is also discussing with the Officer who was involved in the original Transport Proposal.
- b. The Police and Crime Commissioner will be attending Longwick, Cllr Walsh will send the date through to Cllr Smith who will also be invited along.
- c. Local Plan: Cllr Walsh thanked the Parish Council and residents for their submissions.
- d. S.106: Cllr Walsh has sent through details of s.106 funds being held by Buckinghamshire Council.
- e. Bus service requested at last meeting: No update
- f. Linking of the playing field to Wickfields park: No update
- g. Risborough Relief Road: Buckinghamshire Council will no longer be delivering the Risborough Relief Road. Responsibility for funding and construction will now lie with the developers involved in the expansion. The road has not been cancelled, but its future delivery will depend entirely on developer contributions. Cllr Smith raised concerns about the potential increase in traffic through Longwick as a result of the Risborough Expansion.
- h. Remembrance Service: Cllr Walsh thanked all those involved in organising the Remembrance Service.
- i. Budget: Cllr Walsh stated that Council Tax is currently a big concern increases residents should be aware of.
- j. Thames Water: No response has been received. Cllr Walsh asked for the Parish Council to write to MP Gregg Smith. **Action: Clerk**
- k. Broken Speed Indicator Devices: Cllr Walsh asked for residents to report this on FixMyStreet and also for the Clerk to highlight residents concerns to the Local Area Technician. **Action: Clerk**
Cllr Walsh left the meeting at 7.49pm

139. TO CONSIDER ACTIONS FROM PREVIOUS MEETING:

- a. Proposals for speed reduction measures to be sent through to Buckinghamshire Councillors (116f): Cllr Smith has sent through details of speed reductions measures to Buckinghamshire Councillors.
- b. Linking of Longwick Playing Field and Wickfield Play Area (83c): Clerk has made enquiries with the management company and they raised the following questions:
 - * Would this require planning
 - * Would the S106 agreement permit this?

Clerk contacted Bucks Cllrs and they offered to make enquiries with regards to the s106 agreement but planning would need an official enquiry. Awaiting response from Cllr Walsh. **Action: Cllr Walsh**

- c. Local Plan comment to be submitted (119): Cllr Smith confirmed the comment has been submitted.
- d. Plan and rules for photography competition (123): Cllr Livingston has been away but will produce by the next meeting. **Action: Cllr Livingston**
- e. Creation of a public consultation on amenities (125): Cllr Gummer and the Clerk have been working on this but it is still to be finalised. **Action: Cllr Gummer**

140. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

APP/K0425/W/25/3374665 (Appeal against non-determination): Saddleback Barn Lower Icknield Way Longwick: No further comment required to original no objection.

CHANGE OF STATUS:

APP/K0425/D/25/3369335: Mulberry House Meadle Village Road Meadle: Appeal allowed subject to conditions.

PL/25/2881/CONDA: Rose Farm Thame Road Longwick: Condition accepted.

141. PAYMENTS FOR APPROVAL NOVEMBER 2025:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£888.94		£888.94	Clerk Salary
HMRC	£145.34		£145.34	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Blades Turfcare	£1,050.00	£210.00	£1,260.00	Field Aeration
Robertsons of Risborough	£60.00	£12.00	£72.00	Remembrance Service Signs
Longwick Village Hall	£325.00		£325.00	Hall Hire Apr-Dec 25
Lightfoots LLP	£2,360.00	£472.00	£2,832.00	Owlswick VG - Costs incurred so far

Following a proposal by Cllr Gummer seconded by Cllr Greengrass it was **resolved** to approve the payments.

Directs Debits, Standing orders & Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
EDF	£45.83	£2.17	£48.00	Electricity
Nest	£57.24		£57.24	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge

- 142. TO CONSIDER THE DRAFT BUDGET FOR 2026-2027:** Councillors discussed the draft budget in detail. It was suggested that the precept be increased by approximately 4%, resulting in only a marginal rise for Band D properties. This approach was considered a way to avoid more substantial increases in future years. The Clerk will revise the draft budget accordingly, and it will be presented for approval at the December meeting.

Action: Clerk

143. TO CONSIDER SETTING UP A STANDING ORDER FOR THE CLERKS SALARY AND HOME ALLOWANCE:

Following a proposal by Cllr Greengrass, seconded by Cllr Pennell it was **resolved** to approve the following:

- a. A standing order to be set up for the sum of £700, payable on 16th December 2025, with any remaining balance to be paid following the Parish Council meeting.
- b. A standing order to be set up for the monthly home working allowance of £26.

144. TO CONSIDER AND APPROVE THE FOLLOWING POLICIES:

- a. **IT Policy:** This will be deferred to the December meeting due to a couple of amendments being required. Clerk will amend and add to agenda. **Action: Clerk**
- b. **Document Retention Policy:** Following a proposal by Cllr Livingston, seconded by Cllr Ayre it was **resolved** to adopt the policy.

145. TO CONSIDER PURCHASING A DEFIBRILLATOR FOR MEADLE TO BE SITUATED ON THE PUMPING STATION:

Following discussions it was proposed by Cllr Ayre seconded by Cllr Atkinson and it was **resolved** to approve the purchase of a defibrillator at a cost of £1295 + VAT. It was noted that the ongoing costs would be for battery replacement every 4 years at £275 and pad replacements every 2 years at a cost of £75. It was agreed to add a line to the budget for these of £1,000.

Action: Clerk

146. **TO CONSIDER ALLOCATING A BUDGET OF £500 TO PURCHASE A NEW LAPTOP FOR THE CLERK:** It was reported that the laptop is now 7 years old and not fit for purpose. Following discussions, it was proposed by Cllr Pennell and seconded by Cllr Greengrass and it was **resolved** to approve the purchase of a new laptop for the Clerk at a cost of £500.
147. **TO CONSIDER THE CREATION AND COSTS OF AN 'ALL WEATHER' PATH FROM LONGWICK AT THE END OF WALNUT TREE LANE TO THE PHOENIX WAY ALONG BRIDLE WAY - PATH LCI/5/1 TO LINK UP WITH BLEDLOW PATH & BLEDLOW MILL:** Following discussion, and a proposal by Cllr Pennell seconded by Cllr Gummer, it was resolved to approve the works to Bridleway 5/1 at a cost of £36,350 + VAT. The contractor appointed is John Lee Construction. The works are expected to take approximately 2–3 weeks, subject to weather conditions. Quotes have also been received for works to footpaths LCI/5/2 and BCS/6/1, approximately £12,000. The Clerk will confirm with the Rights of Way team that they are content for these works to proceed. Subject to confirmation, the quotes will be brought to the December meeting for consideration. **Action: Clerk** Cllr van Apeldoorn was thanked for the work he had undertaken in obtaining the quotes.
148. **TO CONSIDER AND DECIDE ON PROVIDING FOOTBALL FACILITIES ON THE PLAYING FIELD:** Following a proposal by Cllr van Apeldoorn, seconded by Cllr Gummer, it was resolved to approve the purchase of goal posts at a cost of £1,500–£1,800. It was also agreed that the playing field will be marked for football pitches, with an initial marking cost of £180 and ongoing marking at £180 twice monthly. Cllr Smith noted that this decision does not commit the playing field to formal or exclusive use for football.
149. **TO CONSIDER A GRANT APPLICATION FROM LONGWICK LITTERPICKERS:** Following a proposal by Cllr Atkinson seconded by Cllr Smith discussions were had and it was **resolved** to approve a grant of £30. Councillors queried whether a hall will be required to hold the thank you to volunteers and therefore also approved hall hire if required at an additional £30.
150. **TO CONSIDER A GRANT APPLICATION FROM LONGWICK EVENING WI FOR THE CAROL SINGALONG:** Following a proposal by Cllr Livingston seconded by Cllr Ayre discussions were had and it was **resolved** to approve a grant of £80. Receipts will be submitted and then payment made.
151. **TO CONSIDER ARRANGEMENT FOR A CHRISTMAS TREE ON THE PLAYING FIELD:** Cllr Smith had made enquiries and the tree will be kindly donated and delivered on Monday 24th November. Cllr Smith will arrange for a stand and Councillors have volunteered to assist in decorating of the tree. **Action: Cllr Smith**
152. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND/OR ISSUED BY THE PARISH COUNCIL:**
- The Clerk had received an email suggesting a table tennis provision at the Village Hall which would require storage for the tables which the Village Hall cannot currently offer. Councillors discussed the email. The Parish Council is very supportive of this initiative however, as the Village Hall lacks the required storage any proposal must be initiated by the Village Hall Committee as the Parish Council has no authority over the management of the Village Hall but would be open to considering a request for support should the Village Hall Committee wish to pursue the idea. Cllr Smith thanked the resident for their constructive suggestions. Clerk will respond to the resident. **Action: Clerk**
 - It was highlighted by Cllr Livingston that a dance which was scheduled for December has had to be cancelled due to the delay in receiving confirmation of hall availability.
153. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** None attended.
154. **TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING:** The next Parish Council meeting will be on Tuesday 16th December 2025 at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 9pm

Chair..... Date.....

TO CONSIDER ACTIONS FROM PREVIOUS MEETINGS

Date	Min Ref	Details	Whom	Progress	Status
16/09/25	83c	Linking of Longwick Playing Field to Wickfields Play Area	Clerk	Clerk has made enquiries with the Management Company and they raised the following questions: * Would this require planning * Would the S106 agreement permit this? Clerk contacted Bucks Cllrs and they kindly offered to make enquiries with regards to the s106 agreement but planning would need an official enquiry	Awaiting response from Cllr Walsh
21/10/25	123	Plans and rules for the photography competition to be produced	Cllr Livingston		
18/11/25	PP	Report of Horsebox in layby, Clerk to report	Clerk	Clerk reported on FixMyStreet on 19/11/25 and followed up with the LAT on 09/12/25	
18/11/25	138j	Parish Council to write to MP regarding Thames Water	Clerk	Clerk has written to MP	✓
18/11/25	138k	Broken speed indicator device, Clerk to contact LAT	Clerk	Clerk has contacted LAT and the response was: "The VAS units are being worked on as we speak. Several of them have been reported by our contractors as having the wiring stolen! Some others are beyond repair. We are awaiting the remainder of the survey to be completed, and we will then be in touch if it is a unit that can't be repaired. We would then discuss with the Town or Parish if it is something you wish to replace"	✓
18/11/25	139e	Creation of public consultation for amenities	Cllr Gummer	The consultation has been produced awaiting response from Cllr Gummer as to when to send	
18/11/25	142	Draft budget 2026-2027	Clerk	Revised draft budget	✓
18/11/25	143a	IT Policy – review	Clerk	Awaiting information from Cllr Livingston	
18/11/25	145	Purchase of Defib for Meadle	Clerk	This has been purchased and installed	✓
18/11/25	147	ROW – Clerk to check they are happy for works to LCI/5/2 and BCS/6/1	Clerk	ROW are happy for the Parish Council to proceed based on specs	✓
18/11/25	151	Christmas Tree on Playing Field	Cllr Smith	Tree is now in place	✓
18/11/25	152a	Table tennis provision at Village Hall, Clerk to respond to resident	Clerk	Responded and resident has engaged with the Village Hall	✓

PAYMENTS FOR APPROVAL NOVEMBER 2025

Payee	Net	VAT	Gross	Comment
Tracey Martin	£60.99		£60.99	Clerk Salary
HMRC	£111.20		£111.20	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Longwick Litterpickers	£30.00		£30.00	Grant
Longwick Evening WI	£80.00		£80.00	Grant - Awaiting receipts for final amount
J Greengrass	£21.00		£21.00	Planter Expenses
BMKALC	£50.00		£50.00	Training - TM, Data Protection
BMKALC	£110.00		£110.00	Training - Cllr Livingston, Futureproof Planning
Wel Medical	£1,295.00	£259.00	£1,554.00	Defib Meadle (CiL)
The Chiltern Society	£653.80		£653.80	Cutting Footpaths Devolved
BMKALC	£35.00		£35.00	Procurement Training – TM

Directs Debits, Standing orders & Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Amazon	£413.79	£82.76	£496.55	Laptop – Clerk
EDF	£45.54	£2.46	£48.00	Electricity
Nest	£48.26		£48.26	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge
Tracey Martin	£700.00		£700.00	Clerk Salary – S/O
Tracey Martin	£26.00		£26.00	Home Allowance – S/O

Transfer

From Lloyds Account to Zempler	£500	In order to purchase laptop
--------------------------------	------	-----------------------------

LONGWICK CUM ILMER PARISH COUNCIL

Email: clerk@longwickcumilmer.org.uk
Website: www.longwickcumilmer.org.uk

IT POLICY

1. Introduction

Longwick cum Ilmer Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Longwick cum Ilmer Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Longwick cum Ilmer Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Longwick cum Ilmer Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Longwick cum Ilmer Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Longwick cum Ilmer Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Longwick cum Ilmer Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Longwick cum Ilmer Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others under normal circumstances.

Where operational necessity arises—such as responding to a Freedom of Information request or ensuring business continuity—temporary access may be granted to the Clerk, provided that:

- The access is time-limited and proportionate to the task
- Passwords are changed immediately after access is no longer required.

Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Longwick cum Ilmer Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Longwick cum Ilmer Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

Longwick cum Ilmer Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will have the opportunity to attend training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk on clerk@longwickcumilmer.org.uk

All staff and councillors are responsible for the safety and security of Longwick cum Ilmer Parish Council's IT and email systems. By adhering to this IT and Email Policy, Longwick cum Ilmer Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Policy Adopted Date: XXXXXXXXXXXX

TO CONSIDER THE INSPECTION OF ALL KISSING GATES WITHIN THE PARISH AND TO APPROVE THE ASSOCIATED QUOTATION

Name of Councillor Requesting:	Rolf van Apeldoorn
Background and Supporting Information:	A maintenance check on all kissing gates within the Parish Council area is considered necessary to ensure that all the gates are in full working order.
Quote:	Kissing Gate Inspection: £350
Please describe the benefit to residents / local area:	Residents have complained that gates require addressing loose posts and locking systems not working correctly.

EXTENDING THE “ALL WEATHER PATH” TO INCLUDE LCI/5/2 AND BCS/6/1, INCREASING THE WIDTH BY APPROX. 16” OF BOTH SECTIONS. BY SCRAPING AWAY ALL OVERGROWTH

Background and Supporting Information:	Both sections of these sections are very narrow. In order to facilitate users with push chairs & children all the overgrowth will be scraped away, a hardcore foundation to be laid and road plannings compacted, which is suitable for people, horses and wildlife. This work to be undertaken after the first section (LCI/5/1&2) has been completed.
Quote:	£ 12,000.00 excluding VAT. (see below)
Timescales for the project:	2-3 weeks
Please describe the benefit to residents / local area:	The benefit for Bledlow is that Longwick cum Ilmer will be funding the work and the cost of their footpath
Any other supporting documents or information:	Notice boards stating “footpaths closed” at both ends required.

QUOTATION FOR LONGWICK BRIDAL PATH.

- 1, To excavate the bridle path using using a 2.6 tonne excavator scraping away all overgrowth and leaving ground.
- 2, Supply and installing a hardcore foundation and compacting using a 1.5 tonne ride on roller.
- 3, Supply and install road plannings (which is very soft and suitable when installed for people and horses most importantly wildlife) and compacted using a 1.5 tonne ride on roller.

QUOTATION PRICE £8000.00

QUOTATION PRICE INCLUDES VAT AND ALL MATERIALS TO COMPLETE THE PROJECT AND DISPOSE OF ALL WASTE CREATED THE TOTAL PROJECT WILL BE COMPLETED WITHIN ONE WORKING WEEK .
(TERMS & CONDITIONS OF GARDENSURE LTD)

IF QUOTATION IS EXPECTED A 40% DEPOSIT PAYMENT WILL BE REQUIRED PROMPTLY SO ALL MATERIALS CAN BE PLACED ON ORDER (DUE TO CONSENT PRICE INCREASES ON MATERIALS) AND THE OUTSTANDING BALANCE TO BE PAID WHEN THE WORK IS COMPLETED THIS QUOTATION IS VALID FOR ONE MONTH ONLY.

QUOTATION FOR BEDLOW BRIDLE PATHWAY.

- 1, To excavate the bridle path using using a 2.6 tonne excavator scraping away all overgrowth and leaving ground.
- 2, Supply and installing a hardcore foundation and compacting using a 1.5 tonne ride on roller.
- 3, Supply and install road plannings (which is very soft and suitable when installed for people and horses most importantly wildlife) and compacted using a 1.5 tonne ride on roller.

QUOTATION PRICE £4000.00

QUOTATION PRICE INCLUDES VAT AND ALL MATERIALS TO COMPLETE THE PROJECT AND DISPOSE OF ALL WASTE CREATED THE TOTAL PROJECT WILL BE COMPLETED WITHIN ONE WORKING WEEK .
(TERMS & CONDITIONS OF GARDENSURE LTD)

IF QUOTATION IS EXPECTED A 40% DEPOSIT PAYMENT WILL BE REQUIRED PROMPTLY SO ALL MATERIALS CAN BE PLACED ON ORDER (DUE TO CONSENT PRICE INCREASES ON MATERIALS) AND THE OUTSTANDING BALANCE TO BE PAID WHEN THE WORK IS COMPLETED THIS QUOTATION IS VALID FOR ONE MONTH ONLY.

TO CONSIDER INSTALLATION OF SPEED SURVEY MONITORS TO PROVIDE DATA TO FORM PART OF NEIGHBOURHOOD PLAN AND TO SUPPORT ACTION ON SPEED CALMING MEASURES IN THE VILLAGE

Name of Councillor Requesting:	Alan Livingston
Meeting Date you will like the motion to be considered:	16 th December (to allow dates for installation to be considered early in the new year)
Agenda item title: (this wording will be used on the agenda e.g. To consider, to note:	To consider installation of speed survey monitors to provide data to form part of Neighbourhood plan and to support action on speed calming measures in the Village
Background and Supporting Information:	<p>During a recent meeting with Councillor Walsh to discuss our Neighbourhood plan and potential options for traffic calming in the village, councillor Walsh suggested the installation of speed recording strips to provide us with much needed evidence.</p> <p>These speed strips take the form of small rubber tubes laid across the road at defined distances to measure elapsed time and hence speed can be calculated. They are installed by Buckinghamshire Council</p> <p>Installation of these strips for a period will give us data on</p> <ul style="list-style-type: none"> • Traffic speed through the village • Traffic volumes through the Village • Peak times for traffic flow • Peak times for speeding <p>Standard Duration (for automatic Counts): Best practice suggests a continuous recording period of at least 7 days (one week) to capture daily variations (weekdays vs. weekends) and provide a statistically reliable sample.</p> <p>These data will be invaluable in providing evidence to support arguments we wish to put forward in both the upcoming neighbourhood plan and to provide evidence to support our wish for traffic calming measures in the village.</p>
Estimated Costs:	<p>£824.60 for each location (including VAT) – as listed on the Buckinghamshire Council Website.</p> <p>We should consider 2 locations initially along the Thame Road at either end of the village – exact locations to be agreed by Council</p> <p>Total cost for 2 locations £1,649.20</p> <p>It is my understanding that this money can be taken from CIL monies and will not impact the general admin funds for the council</p>
Are quotes attached:	<p>https://www.buckinghamshire.gov.uk/parking-roads-and-transport/road-safety/managing-speed/change-a-speed-limit/</p> <p>Note we are not proposing to change the speed limit, merely to get speed data to support multiple projects.</p>
Timescales for the project:	<p>Installation to be considered for February / March timeframe for a period of 1 week for each location, ensuring it doesn't fall during school holidays or public holidays.</p> <p>On analysis of the data we can consider performing a similar survey through Meadle to provide evidence to support traffic calming within Meadle.</p>

<p>Please describe the benefit to residents / local area:</p>	<p>The benefit to the local area is that it will provide the council with evidence of actual speeds within the Village. Evidence-based arguments will carry much more weight in both our upcoming Neighbourhood plan development and when providing Bucks council and Thames Valley Police with arguments to install traffic calming measures within the village.</p> <p>Furthermore it will provide traffic volume data which can be incorporated into the neighbourhood plan. It will also reveal peak time flows within the village which will help to provide data to support the provision of additional safe road crossings within the village.</p> <p>Finally as Planning authorities take into account actual speeds when determining applications rather than just the legal limit these data could be used when considering individual planning applications that come before council</p>
<p>Any other supporting documents or information:</p>	<p>https://www.buckinghamshire.gov.uk/parking-roads-and-transport/transport-policies-strategies-and-plans/highway-policies/network-safety-policy/managing-speed/</p>

CORRESPONDENCE:

The Clerk has received the following correspondence:

1. We would like to wholeheartedly thank the new Councillors for their enthusiasm and highly commendable sterling efforts on all the projects and proposals for Longwick and the Parishes since their inauguration. One item on the agenda which causes us a small concern is Minute 147. We often walk across the fields to Ilmer, Bledlow and Towersey via the Walnut Tree Road bridlepath route and love the rustic nature of our walking which is close to home without having to use transport. Most of the very few people we encounter are walkers, equestrians, runners, dog walkers and farmers who seem to cope with the “pastoral” conditions. We feel it would be detrimental to the environment to put a hard surface in this area. However, one area of dereliction we do encounter if we walk to Ilmer via the Thame Road is the footpath from Longwick to the Ilmer turn on Thame Road. This path was laid some years ago and was partially refurbished after a few years. However, it is now in a very sorry state and difficult for one person to manoeuvre let alone a couple trying to avoid all the tripping-traps and grass taking over the on the path. We have seen many people trying to navigate this path and feel that this path needs more attention and restoration than the proposal for the new walking path to Ilmer via Walnut Tree Lane. Also, we are also concerned that this new footpath proposal via Walnut Tree Lane will also easily fall into dereliction as has the aforementioned path and should it go ahead, plans for upkeep should be a fixture in any future budget. Again, we appreciate all the hard work and dedication of the Councillors and thank them unreservedly.
2. Council I refer to item 147 from the agenda of the meeting on Tuesday 18th November 2025. My concern relates to the background of the proposed “all weather” footpath between Walnut Tree Lane [WTL] and Bledlow Mill. At the meeting it was not clear as to the costs for the work, either Phase 1 [WTL to the path linking to Ilmer] mentioned at £36,000 or Phases 1 and 2, £44,000 [WTL to the Parish boundary]. The reasons for my concern are: ☐ In Phase 1, what is the intended width of the path? ☐ Has the LPC written a specification for the work, taking into consideration: filling in of potholes, soft spots, drainage, edging and what is the final surface to be? ☐ Are the contractors blading the existing surface? ☐ Has any consideration been given to the current usage of the bridleway, which includes vehicles from: Railtrack, Thames Water, Tractors with laden trailers and finally private cars are often seen parked by the bridge? ☐ Has the proposal gone to open tender or has the contract been negotiated with John Lee Construction? The parish length of the bridleway was, I believe, “resurfaced” and laid some years ago when the bridge was strengthened by Railtrack. Due to lack of maintenance the full width of the narrow path is now reduced to a bicycle tyre width. Note: the Clerk has responded to each of the points raised clarifying what was approved at the November meeting, what is on the agenda for the December meeting and the materials and specification used.
3. I am writing on behalf of the Friends of Longwick School PTA with an enquiry about a future event. We are in the early stages of investigating the possibility of holding a fireworks display or a laser display in November 2026. We'd like to understand if the Parish Council would be interested in working together to plan this as a community event either at the school or on the playing field for a bigger potential audience. Please let me know if you would like to explore this as a possibility in the first instance. We will start planning in earnest in the new year, so feel free to get back to me before then.