

BURNHAM PARISH COUNCIL

Minutes of the Policy & Resources Committee held on 16th September 2025 at
6:30pm in Burnham Park Hall.

Committee members present:

Cllr Carol Linton (Chair)

Cllr Judith Foster

Cllr Alexa Collins (part of meeting)

Cllr Terry Gamble (Vice Chair)

Cllr Jackie Slater

Cllr Ekta Kaur Ross (part of meeting)

Officers of the Council:

Adam Killea (Parish Clerk)

Rupinder Gaidhu (Finance Manager)

In attendance:

Cllr Jo Sommer

Cllr Inder Birdi (part of meeting)

Members of the public:

One

PR2526/15 Apologies for Absence

Apologies were received from Cllrs Pasha, Carey and Hammon; and from Cllrs Mummery and Wallis (reserve members).

Apologies for late arrival were received from Cllr Kaur Ross.

It was **NOTED** that Cllr Kelly had not sent apologies.

PR2526/16 Declarations of Interest

No declarations were received.

Cllrs Slater declared an interest in item 13d (minute PR2526/28) as a member of Back Heathrow.

PR2526/17 Public Forum

A member of the public spoke regarding agenda item 9a)iii) - Road Traffic Orders, and specifically in support of the council funding double yellow lines at Jennery Lane.

Cllrs Collins and Birdi joined the meeting during this item.

PR2526/18 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 1st July 2025.

PR2526/19 Items deferred from the previous meeting.

It was **RECOMMENDED** to Full Council to update Financial Regulations to authorise overspends in the relevant budget heading to match additional amounts of funding received, with this to be reported to the Policy and Resources Committee.

It was **RESOLVED** to amend the Elections Reserve Fund to become an accrued revenue fund.

It was **RESOLVED** to pay the invoices from Buckinghamshire Council for the ordinary elections held in May 2025, totalling £3,716, from the Elections Fund.

PR2526/20 Finance

It was **RESOLVED** to accept and approve the 1st quarter accounts and budget monitoring report for the Council.

The end of month 4 and 5 accounts for the Council were **NOTED**.

The following reports from the Clerk regarding actions under delegated authority were **NOTED**:

- a) vires authorised under Standing Order 5.15
 - a. £720 from Office Health and Safety to Outside Spaces Health and Safety to cover the one-off cost of EICR certificates at the GPMG.
 - b. £200 from Pitchside Café Miscellaneous Purchase to Pitchside Café New Equipment to help cover the cost of a new sink.
 - c. £1000 from GPMG Maintenance and Repairs to Public Conveniences Maintenance and Repairs for additional repairs,
- b) The increase in national pay scales by 3.2% for 2025-26, which apply to all staff on national conditions and are backdated to 1st April 2025.

It was **RESOLVED** to make a further vire of £1,000 from Outside Spaces Equipment Purchase and Repairs to Public Conveniences Maintenance and Repairs for additional repairs

The Clerk reported that whilst they had hoped to have made a decision regarding the Council's accounts system it was finely balanced, as the preferred system was significantly more expensive in year 1. They sought a steer as to whether the committee would prefer to consider the matter at Full Council, or for the Clerk to go ahead under delegated authority and to add additional budget provision for year 1 costs. It was **RESOLVED** that the committee was happy for the Clerk to make the decision on the change of accounts system under delegated authority and to add additional budget provision.

PR2526/21 Village Centre Regeneration

Cllr Sommer, as Chair of the ad hoc working group on Village Centre Regeneration, spoke to the written report and meeting notes. The report was **NOTED**.

It was **RECOMMENDED** to Full Council to establish a permanent Village Centre Regeneration working group, with the Clerk to draft terms of reference in consultation with Cllr Sommer.

It was **RESOLVED** to include a budget line for village centre regeneration in the draft budget, under the P&R Committee, the sum to be confirmed in light of other priorities.

PR2526/22 Strategic priorities 2026-27

The report on the Council's strategic priorities for 2026-27 was **NOTED**.

Following discussion, it was **RESOLVED** to hold an informal meeting during the month of October to further discuss priorities and a potential strategic plan.

Cllr Kaur Ross joined the meeting during this item.

Cllr Birdi left the meeting during this item.

PR2526/23 Budget 2026-27

The report on employee pension schemes was **NOTED**. It was **NOTED** that the Council is in the process of completing re-enrolment and redeclaration to the pensions regulator. It was **RESOLVED** to budget an increase in the Employer Contribution to the Scottish Widows pensions scheme from 6% to 10% for pensionable staff from the financial year 2026-27; and **RECOMMENDED** that Full Council approve this increase.

The report on councillor allowances and expenses was **NOTED**. It was **RESOLVED** to instruct the Clerk to draft a members' allowance scheme for 2026-27 which includes allowances for travel and subsistence only, and which has regard to the recommendations on allowances for Parish and Town Councillors from the Buckinghamshire Independent Remuneration Panel.

The report on the costs and practicalities of the Parish Council applying for a Road Traffic Order (deferred to this financial year by the meeting on 19th Nov 2024) was **NOTED**. The petitions to Buckinghamshire Council regarding double yellow lines at Jennery Lane were also **NOTED**. The matter was **DEFERRED** until the next budget cycle.

It was **RESOLVED** to include budget lines for 2026-2027 for Hanging Baskets and Planters (£5,000) and Christmas Lights (£3,500), currently funded from the Land Securities High Street Improvement Fund as recommended by the Recreation and Amenities Committee.

It was **RESOLVED** to budget for 2026/27 on the basis of the updated proposals for fees and charges for the George Pitcher Memorial Ground and Burnham Park Hall, as recommended by the Recreation and Amenities and Burnham Park Management Committees respectively. It was **RECOMMENDED** to Full Council to adopt these schemes of fees and charges.

Agenda items 9avi and 9avii were moved to the end of the meeting by the Chair, to accommodate the confidential session.

The overall draft budget for the Council was **NOTED**. The feeling of the committee was that the overall shape and size of the budget was appropriate, and formed a good basis for a further draft once the end of 2nd quarter budgeting monitoring figures were available.

PR2526/25 Other recommendations from committees

It was **RESOLVED** to approve the funding of the Tree Avenue at Burnham Park, as recommended by the Recreation and Amenities Committee by a vire of revenues received from filming in Burnham to the outside spaces budget:

- i) £500 from Burnham Park Income (from park filming)
- ii) £1500 from P&R Miscellaneous Income (50% of High Street filming – shared with Bucks Council)
- iii) The £500 contingency, if needed, to come from the Outside Spaces budget.

It was **RESOLVED** to suspend Standing Order 3y to allow the meeting to be extended beyond two hours.

PR2526/26 Sustainability, ecology and climate emergency

The updated list of actions was **NOTED**.

PR2526/27 Policies and procedures

It was **RECOMMENDED** to Full Council to formally adopt the Council's Health and Safety policy.

It was **RESOLVED** to adopt a modified Financial Reporting Calendar, based on quarterly budget monitoring reports, with the accounts for the year up to the end of the most recent available month to be noted at each meeting. The Clerk stated that they would produce an updated calendar on this basis to be noted at the next meeting.

PR2526/28 Consultations

It was **NOTED** that the council has submitted a response a consultation from Slough Council on the draft statement of community involvement: ANON-AW8B-QB2N-5

It was **RESOLVED** to delegate authority to the Clerk in consultation with Councillor Linton to make a Council response to the Buckinghamshire Council consultation 'Your Bucks, Your Say' regarding priorities and budget, based on no further cuts to services in Burnham.

It was **RESOLVED** to delegate authority to the Clerk in consultation with Councillor Linton to respond to the Regulation 16 consultation on the Maidenhead Local Plan 2024-2039.

It was **RESOLVED** to submit a brief response to Heathrow Expansion - EIA Scoping and Consultation and Regulation 11 Notification (closes Wednesday 1st October) expressing the council's thanks for being consulted.

PR2526/28 Correspondence

The request from Burnham and District Heritage Society was **NOTED**. It was **RECOMMENDED** to Full Council that the Council formally confirm its willingness to hold assets in trust for Burnham Heritage should the organisation be dissolved until another suitable organisation is available to take them on.

PR2526/29 Further matters regarding the 2026-27 Budget

It was **RESOLVED**:

- a) under The Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972, to exclude the public for confidential business to be considered; on the grounds that the following item included confidential commercial information (agenda item 9avi) and confidential staffing information (agenda item 9avii).
- b) to invite Councillors not on the committee to remain for this item, and to invite the Finance Manager to remain for the first item.

The confidential report on properties rented or leased by the council due to lapse during 2026 was **NOTED**. The Clerk reported that the Council's commercial estate agent had completed an inspection on the pavilion and hoped to send the report this week. It was **RESOLVED** to approve the recommendations in the confidential report.

The Finance Manager left the meeting.

The confidential report on Parish Council Staffing was **NOTED**. It was **RESOLVED** to approve the recommendations in the confidential report.

The meeting closed at 21:19

Date of next meeting: Tuesday 11th November 2025.

(2nd Budget Meeting)

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11,
12, 16

Period To: Month 6, September

Whole Council

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Precept Income	833,147.98	833,147.98	0.00
Income	143,747.25	175,290.44	(31,543.19)
	<u>976,895.23</u>	<u>1,008,438.42</u>	<u>(31,543.19)</u>
Purchases			
Purchases	13,858.12	25,458.27	11,600.15
	<u>13,858.12</u>	<u>25,458.27</u>	<u>11,600.15</u>
Direct Expenses			
Community Entertainment	425.29	1,999.98	1,574.69
Fuel	1,844.91	2,162.50	317.59
Mileage	600.83	649.96	49.13
Clothing	70.48	274.94	204.46
Event Staff	20,176.20	23,749.98	3,573.78
Event Promotion	(485.46)	750.00	1,235.46
Entertainment	2,893.31	6,499.98	3,606.67
Equipment Purchase	1,190.25	999.98	(190.27)
Licences	2,057.41	1,840.00	(217.41)
Equipment Hire	186.19	999.98	813.79
Laundry	203.91	199.98	(3.93)
Grants	66.00	1,500.00	1,434.00
Bunting	979.60	1,750.00	770.40
Wildflower Project	109.16	0.00	(109.16)
The Fairway Wildlife Project	294.00	0.00	(294.00)
	<u>30,612.08</u>	<u>43,377.28</u>	<u>12,765.20</u>
Gross Profit (Loss):	<u>932,425.03</u>	<u>939,602.87</u>	<u>(7,177.84)</u>
Overheads			
Salaries	221,041.72	234,960.98	13,919.26
Pension	384.03	399.98	15.95
Staff Welfare	455.28	725.00	269.72
Training	1,399.73	1,999.92	600.19
Insurance	17,523.30	17,000.00	(523.30)
Legal & Professional	(623.19)	3,699.32	4,322.51
Chairman's Expenses	650.00	750.00	100.00
Twining Expenses	0.00	49.98	49.98
Councillor's Expenses	479.27	375.00	(104.27)
Election Costs	(10,283.98)	(10,283.98)	0.00
Cleaning	2,746.25	2,400.00	(346.25)
Postage	9.29	37.50	28.21
Stationery	1,613.03	1,999.98	386.95
Telephone	2,940.12	2,499.98	(440.14)
Meeting expenses	290.29	300.00	9.71
Advertising	645.68	399.98	(245.70)
Property Maintenance &	48,803.08	52,568.28	3,765.20
Bank Charges	884.50	1,149.96	265.46

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11,
12, 16

Period To: Month 6, September

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Rates & Council Tax	20,722.64	21,500.00	777.36
Refuse	2,095.22	2,449.96	354.74
Utilities	41,521.97	39,674.98	(1,846.99)
Equipment repairs & renewal	19,002.59	19,554.97	552.38
PWLB Loan Repayment	40,881.23	40,897.09	15.86
PWLB Interest Repayment	24,381.27	24,381.27	0.00
Bad Debt Write Off	0.00	49.98	49.98
IT Software	5,875.91	4,999.98	(875.93)
Subscriptions	2,944.57	2,643.24	(301.33)
Health and Safety	3,535.36	3,900.00	364.64
HVAC Repair Fund	(134,535.45)	(130,622.35)	3,913.10
Misc Cafe Purchases etc	12.51	99.98	87.47
GPMG Signage	173.65	499.96	326.31
Neighbourhood Plan	0.00	499.98	499.98
	<u>315,569.87</u>	<u>341,560.92</u>	<u>25,991.05</u>
Net Profit (Loss):	<u>616,855.16</u>	<u>598,041.95</u>	<u>18,813.21</u>

Budget monitoring commentary; end of Q2 2025-2026

Documents enclosed

The enclosed profit and loss sheets show Q1 and 2 expenditure against budget projections across all areas of revenue spending; whilst the reserves sheet shows the status of earmarked and ring-fenced reserves, and of accumulated revenue budgets.

As stated in the previous report, in projecting budgets for 2025-26 we have spread the budget evenly across 12 months, except where there was a clear reason not to do so for individual budget lines. For some other budget lines some variations over the year are to be expected but are not so marked or predictable as to amend the budget projections; it is anticipated that these will broadly even out over the year.

Commentary

The overall profit and loss figures appear to show the Council's budget position for Q1 to be close to £19,000 better than expected. The reality is not as positive as this, as some income has come in early – for example GPMG pitch hire – whilst a number of costs have shifted later in the year than expected particularly in Recreation and Amenities – for example significant tree works following the tree survey, some maintenance costs etc. Nevertheless, a number of points highlighted in the Q1 report – such as a NI rebate to be repaid to HRMC, backdated pay rises, and a settlement with a now former staff member - have now all been processed. Thus the figures at this stage, particularly on salary costs, are rather more accurate than at the end of the last quarter.

There are also some undoubted financial positives to report. We have made savings this quarter from the staff vacancy not yet being replaced (under recruitment) plus an unexpected refund of £3,000 related to consultancy costs last year. In general, staffing costs are well controlled this year, particularly as we budgeted for a small buffer in the salaries budget. Other budgets are also being kept under tighter control, with more spending to budget or slightly under; and we have generated some additional non-budgeted income from filming etc.

That said there are also significant areas where the picture is less positive financially, particularly in the Hall budget due to overly positive budgeting of bar and café income. Costs are also lower here, but the net impact is negative. The same is also true of the Pitchside Café; whilst some maintenance and repairs costs – for example in public toilets and at the pavilion - have been higher than anticipated.

Whilst there is likely to be a significant spend from the Heating, Ventilation and Air Conditioning (HVAC) fund the spend will be covered by funds rolled over from previous years plus this year's budgeted figure; and thus this does not affect the overall picture.

Overall summary

Therefore, it is accurate to say that the council's overall budget position at this stage is roughly even to expectations – neither significantly better nor worse. When this is used to inform a conservative projection for the year end, we are now predicting a loss to budget of around £5,000 for the year – well under 1% of budget. This breaks down as Policy and Resources / Office being about £15,000 better than projected, Burnham Park Hall about £17,000 worse, and Recreation and Amenities about £3,000 worse. In practice even this loss may not materialise, given that we are exercising caution with our projections. In contrast to last year, when the high costs for the locum Clerk and Hall Manager in particular meant a significant overspend, this is a clear positive. It should also be remembered that because the 2024-25 end of year budget position was better than had been predicted, our reserves position at the start of the 2025-26 year was also better than predicted. Further details can be found within the committee commentaries below.

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: 7, 8, 9, 10, 11, 12, 16

Period To: Month 6, September

R & A

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	39,839.45	36,850.46	2,988.99
	<u>39,839.45</u>	<u>36,850.46</u>	<u>2,988.99</u>
Purchases			
Purchases	1,094.25	3,458.31	2,364.06
	<u>1,094.25</u>	<u>3,458.31</u>	<u>2,364.06</u>
Direct Expenses			
Fuel	1,844.91	2,162.50	317.59
Mileage	477.90	525.00	47.10
Clothing	59.99	149.96	89.97
Event Staff	1,249.30	3,000.00	1,750.70
Equipment Purchase	1,190.25	500.00	(690.25)
Licences	429.00	0.00	(429.00)
Bunting	979.60	1,750.00	770.40
Wildflower Project	109.16	0.00	(109.16)
The Fairway Wildlife Project	294.00	0.00	(294.00)
	<u>6,634.11</u>	<u>8,087.46</u>	<u>1,453.35</u>
Gross Profit (Loss):	<u>32,111.09</u>	<u>25,304.69</u>	<u>6,806.40</u>
Overheads			
Salaries	60,313.77	62,776.46	2,462.69
Training	269.67	499.98	230.31
Cleaning	2,691.62	2,400.00	(291.62)
Property Maintenance &	24,680.09	29,458.32	4,778.23
Rates & Council Tax	3,008.14	3,000.00	(8.14)
Refuse	583.80	699.98	116.18
Utilities	14,250.39	13,674.98	(575.41)
Equipment repairs & renewal	18,320.93	17,054.99	(1,265.94)
PWLB Loan Repayment	1,611.14	1,627.00	15.86
PWLB Interest Repayment	15.63	15.63	0.00
Health and Safety	2,166.99	1,500.00	(666.99)
Misc Cafe Purchases etc	12.51	99.98	87.47
GPMG Signage	141.19	499.96	358.77
	<u>128,065.87</u>	<u>133,307.28</u>	<u>5,241.41</u>
Net Profit (Loss):	<u>(95,954.78)</u>	<u>(108,002.59)</u>	<u>12,047.81</u>

Recreation and Amenities Committee (R&A)

Commentary

The overall profit and loss figures appear to show the committee's position to be £12,000 better than expected. However, this is largely due to pitch income coming earlier than expected and to costs that we had anticipated meeting earlier in the year now being shifted later – for example the significant tree work arising from the tree survey, and other grounds maintenance work. Points to note from the committee's accounts are:

- Income appears to be slightly positive, but there are several points beneath this. A significant 'misleading positive' is that we have received payment for GPMG pitch hire earlier than expected from some users. Conversely only 5 monthly rental payments for the pavilion are included due to the due dates – both will even out over the year. Pitchside Café income continues to be much lower than expected, as is parking income (albeit this was largely the off-season, and this is in any case paid directly into the GPMG Improvement Fund). However, a total of £2,500 for R&A from outside filming (some of which will be spent on the 'tree avenue') plus a payment of £2,160 from SSE for delayed lighting works are both positives. Overall, we project R&A income to be slightly down over the year, due mostly to the Pitchside Café.
- Spending on Pitchside Café stock and staffing is also down, albeit overall the cafe is still making a loss.
- Whilst property maintenance is projected to be roughly even overall for the year against budget predictions, there have been overspends against original budgets on the pavilion (mostly for health and safety works) and public conveniences (repairs, in part due to vandalism). These have now been addressed with vires.
- The saving on the CCTV maintenance budget (as those costs are being met by Buckinghamshire Council, who own the cameras) was reported in Q1. This is now being used to fund the tree works arising from the tree survey.
- Utilities costs at the GPMG will be over budget across the year, due to the issues around the contract as reported to P&R Committee in July.

Overall summary and projection

Therefore, it is probably most accurate to say that the overall R&A committee budget position after Q2 **about even** – neither significantly positive nor negative overall relative to expectations for this period in the financial year. We are currently projecting a loss against committee budget of about £3,000 for the year, as delayed works take place, which is a relatively small amount, and is itself based on prudent projections.

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: 2, 3, 4, 5, 6

Period To: Month 6, September

BPMC

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	90,209.42	122,569.98	(32,360.56)
	<u>90,209.42</u>	<u>122,569.98</u>	<u>(32,360.56)</u>
Purchases			
Purchases	12,777.34	21,999.96	9,222.62
	<u>12,777.34</u>	<u>21,999.96</u>	<u>9,222.62</u>
Direct Expenses			
Mileage	0.00	24.98	24.98
Clothing	10.49	124.98	114.49
Event Staff	18,926.90	20,749.98	1,823.08
Event Promotion	(485.46)	750.00	1,235.46
Entertainment	2,893.31	6,499.98	3,606.67
Licences	1,628.41	1,840.00	211.59
Equipment Hire	186.19	999.98	813.79
Laundry	203.91	199.98	(3.93)
	<u>23,363.75</u>	<u>31,189.88</u>	<u>7,826.13</u>
Gross Profit (Loss):	<u>54,068.33</u>	<u>69,380.14</u>	<u>(15,311.81)</u>
Overheads			
Salaries	58,554.02	63,579.00	5,024.98
Training	341.22	499.98	158.76
Cleaning	54.63	0.00	(54.63)
Stationery	37.21	0.00	(37.21)
Property Maintenance &	24,083.39	22,999.98	(1,083.41)
Bank Charges	537.10	874.98	337.88
Rates & Council Tax	17,714.50	18,500.00	785.50
Refuse	1,511.42	1,749.98	238.56
Utilities	27,271.58	26,000.00	(1,271.58)
Equipment repairs & renewal	681.66	2,499.98	1,818.32
PWLB Loan Repayment	2,416.71	2,416.71	0.00
PWLB Interest Repayment	23.44	23.44	0.00
Bad Debt Write Off	0.00	49.98	49.98
Health and Safety	1,270.87	1,500.00	229.13
HVAC Repair Fund	(134,535.45)	(130,622.35)	3,913.10
	<u>(37.70)</u>	<u>10,071.68</u>	<u>10,109.38</u>
Net Profit (Loss):	<u>54,106.03</u>	<u>59,308.46</u>	<u>(5,202.43)</u>

Burnham Park Management Committee (BPMC)

Commentary

The overall profit and loss figures appear to show the committee's position to be about £5,000 worse than expected. The issues previously reported with salaries have now been addressed, and this part of the figures is quite accurate; it is income rather than expenditure that is the challenging aspect, which means that there is indeed a loss against budget on the hall:

- Hall income is significantly down overall, largely because bar and café income are much lower than budgeted; albeit both were better in Q2 than in Q1. It is anticipated that they will continue to underperform over the year. Budgets for these areas next year will be more realistic, and we also hope to increase revenue by a stronger café offer and more realistic bar pricing.
- Expenditure on bar and café is also lower than expected, although not sufficiently to compensate for the above.
- Hall hire in Q2 was not quite as positive as Q1, but it is still a little better than budget over the first half of the year (around £1,000)
- There have been savings on event promotion and entertainment. These costs will rise especially from the Christmas Event, but are still likely to come in under budget for the year.
- Property maintenance and repairs for the hall are currently close to budget, as after a number of works in Q1 we have monitored this area carefully in Q2. Over the year this budget heading is expected to be roughly to budget, especially now that HVAC costs are being taken from a separate budget.
- The HVAC fund is showing a huge income, because the full fund has been transferred from being a capital reserve. This does not affect our projections – we have treated this item as 'even' for that purpose. Details of this fund are available on the reserves sheet.

Overall summary and projection

Therefore, it is probably most accurate to say that the overall BPMC budget position after Q2 is **moderately worse** than expectations, due largely to the performance of the Hall bar and café, and this is expected to be sustained over the year – with a projected annual loss of around £17,000. Again, this is based on conservative estimates and may end up being lower.

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: From '1' to '1' (inclusive)

Period To: Month 6, September

P&R Office

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Precept Income	833,147.98	833,147.98	0.00
Income	13,698.38	15,870.00	(2,171.62)
	<u>846,846.36</u>	<u>849,017.98</u>	<u>(2,171.62)</u>
Purchases			
Purchases	(13.47)	0.00	13.47
	<u>(13.47)</u>	<u>0.00</u>	<u>13.47</u>
Direct Expenses			
Community Entertainment	425.29	1,999.98	1,574.69
Mileage	122.93	99.98	(22.95)
Equipment Purchase	0.00	499.98	499.98
Grants	66.00	1,500.00	1,434.00
	<u>614.22</u>	<u>4,099.94</u>	<u>3,485.72</u>
Gross Profit (Loss):	<u>846,245.61</u>	<u>844,918.04</u>	<u>1,327.57</u>
Overheads			
Salaries	102,173.93	108,605.52	6,431.59
Pension	384.03	399.98	15.95
Staff Welfare	455.28	725.00	269.72
Training	788.84	999.96	211.12
Insurance	17,523.30	17,000.00	(523.30)
Legal & Professional	(623.19)	3,699.32	4,322.51
Chairman's Expenses	650.00	750.00	100.00
Twinning Expenses	0.00	49.98	49.98
Councillor's Expenses	479.27	375.00	(104.27)
Election Costs	(10,283.98)	(10,283.98)	0.00
Postage	9.29	37.50	28.21
Stationery	1,575.82	1,999.98	424.16
Telephone	2,940.12	2,499.98	(440.14)
Meeting expenses	290.29	300.00	9.71
Advertising	645.68	399.98	(245.70)
Property Maintenance &	39.60	109.98	70.38
Bank Charges	347.40	274.98	(72.42)
PWLB Loan Repayment	36,853.38	36,853.38	0.00
PWLB Interest Repayment	24,342.20	24,342.20	0.00
IT Software	5,875.91	4,999.98	(875.93)
Subscriptions	2,944.57	2,643.24	(301.33)
Health and Safety	97.50	900.00	802.50
GPMG Signage	32.46	0.00	(32.46)
Neighbourhood Plan	0.00	499.98	499.98
	<u>187,541.70</u>	<u>198,181.96</u>	<u>10,640.26</u>
Net Profit (Loss):	<u>658,703.91</u>	<u>646,736.08</u>	<u>11,967.83</u>

Burnham Parish Office (P&R)

Commentary

The overall profit and loss figures appear to show the committee's position to be about £12,000 better than expected. The figure is not far away from the genuine picture, as the issues previously reported with salaries have now been addressed, and this part of the figures is quite accurate. Parish Office expenditure is indeed below budget overall:

- There has been a good saving on salaries, despite the additional costs of a settlement and addressing historic pensions issues, because these have been more than compensated for by the savings from the Administration Officer post – the postholder was on maternity leave and the post is now vacant. We also generally budget for a small buffer in staff costs, and staffing is the bulk of costs in the Parish Office.
- The other major positive area is professional fees, which is paradoxically largely due to an error. A £3,000 deposit paid to our locum suppliers in early 2024 was recorded as a bill for services. This sum is now being refunded by the suppliers, and is therefore an additional unexpected saving on that budget heading.
- Income from bank interest is a little lower than expected and this is now expected to persist over the year.
- The grants figure is misleading due to the need to journal some amendments; in reality £600 was spent from this in Q1/2, with another approx. £400 spent at the start of Q3 (not yet in accounts).
- IT software is a little over budget due to some necessary machine replacements – a new laptop for Clerk / meetings, and a new desktop for the finance manager.
- The Community Entertainment Fund currently shows a large underspend and, whilst more will be spent for the Christmas Event, this will very likely be underspent over the year.
- As reported in Q1, Advertising is showing above budget as this was where the walk booklet costs were allocated (the income for sponsorship is shown under R&A).
- Health and Safety is under budget, as risk assessment costs were met from other budgets, so this is now more of a health and safety contingency. Some of this will be spent over the year, but it is likely to come in under budget.
- The Elections fund is showing a large income, because the full fund has been transferred from being a capital reserve. This does not affect our projections – we have treated this item as 'even' for that purpose. Details of this fund are available on the reserves sheet.

Overall summary

Therefore, the overall P&R committee budget position after Q2 is **moderately better** than budget, due to savings in salaries and professional fees, and this is expected to be sustained over the year. We are currently projecting a saving against budget of around £15,000 in P&R Office, although this may vary depending on when the new Communications and Administration Officer post is filled, and on what salary point within the scale (experience dependant).

2025 2nd Quarter:
July 2025 - Sept 2025

Earmarked Reserves	Opening Balance 31.07.25		Income/Accruals 2025/26		Expenditure 2nd Qtr		Balance 30.09.25		Notes	Responsible Committee
GPMG Improvement Fund		£16,987.34		£0.00		£0.00	£16,987.34		Will be topped up with parking income. Up to £2,000 committed to solar insulation.	R & A
Tractor & Mower Fund		£67,219.87		£1,249.98		£0.00	£68,469.85		£5k total accrual for year. No replacements anticipated this year.	R & A
Capital Projects		£5,065.61		£0.00		£0.00	£5,065.61		No top up this year. Expenditure may be needed for Pond.	P&R/FC
Ring Fenced Reserves										
Land Securities High Street Fund		£6,873.04		£0.00		£0.00	£6,873.04		Likely to run out this year, discussion during budget process on ways forward	P&R/FC
Neighbourhood Plan		£0.00		£0.00		£0.00	£0.00		Costs to be funded from CIL, as grant funding now spent	P&R/FC
Burnham Rocks Project		£7.46		£0.00		£0.00	£7.46			BPMC
Playground Fund		£5,787.50		£750.00		£0.00	£6,537.50		£3k total actual for the year	R & A
Community Infra Structure - (CIL)		£78,854.18		£0.00		£0.00	£78,854.18		See below	
Committed / anticipated CIL Spend										
Solar streetlights project		£11,180.00							Likely to be under budget	R&A / ECO
Littlecommon YSI sign grant		£1,000							Costs should not be high, as Bucks pays for examiner and referendum. Estimate £2-3k for consultant advice	FC
Neighbourhood plan costs		tbc								P&R/FC
Accrued revenue account										
HVAC Fund		£139,622.35		£20,000.00			£159,622.35		£20k added from 2025-26 budget; some expenditures from 2025-26 Q1 to be taken out in Q2.	BPMC
Election Fund		£12,999.99		£4,000.00		£3,716.00	£13,283.99		Potentially further large expenditures this year. Moved to an expenditure account as discussed in P&R 16.09.25	P&R/FC

	R&A (1st meeting in cycle)	BPMC	P&R	Full Council (last meeting in cycle)
Special AGAR meeting (if needed, Jun)				* Review internal audit report and recommendations * Approve end of year accounts * Approve AGAR
Cycle 1 (Jun-Jul)	* Review end of year accounts and report (R&A) * Note end of month 2 accounts (R&A) * First quarter accounts and budget monitoring sent out by email when available	* Review end of year accounts and report (BPMC) * Note end of month 2 accounts (BPMC) * First quarter accounts and budget monitoring sent out by email when available	* Review end of year accounts and report (all) * Note end of month 2 accounts (all) * First quarter accounts and budget monitoring sent out by email when available	* May / Jun payments and bank reconciliations
Cycle 2 (Sep)	* Note end of month 4 accounts (R&A) * Review first quarter budget monitoring report (R&A) * Consider budget priorities and review first draft budget (R&A)	* Note end of month 4 accounts (BPMC) * Review first quarter budget monitoring report (BPMC) * Consider budget priorities and review first draft budget (BPMC)	* Review first quarter budget monitoring report (all) * Note end of month 5 accounts (all) * Consider budget priorities and review first draft budget (all)	* Jul / Aug payments and bank reconciliations
Cycle 3 (Oct-Dec)	* Review end of month 6 accounts and second quarter budget monitoring report (R&A) * Review second draft budget (R&A)	* Review end of month 6 accounts and second quarter budget monitoring report (BPMC) * Review second draft budget (BPMC)	* Review second quarter budget monitoring report (R&A) * Note end of month 7 accounts (all) * Review second draft budget and recommend to Full Council if ready (all)	* Sep / Oct payments and bank reconciliations * Review interim audit * Consider final budget if ready
Cycle 4 (Dec-Jan)	* Note end of month 8 accounts (R&A) * Budget review if needed	* Note end of month 8 accounts (BPMC) * Budget review if needed	* Note end of month 8 accounts (all) * Budget review and recommend to Full Council if needed	* Nov / Dec payments and bank reconciliations * Confirm final budget
Cycle 5 (Jan-Mar)	* Review end of month 9 accounts, and third quarter budget monitoring report (R&A)	* Review third quarter budget monitoring report (BPMC) * Note end of month 10 accounts (BPMC)	* Review third quarter budget monitoring report (all) * Note end of month 10 accounts (all)	* Jan / Feb payments, receipts and bank reconciliations
Cycle 6 (Mar-May)	* Note end of month 11 accounts (R&A)	* Note end of month 11 accounts (BPMC)	* Note end of month 11 accounts (all)	Annual council * Readopt / update Finance Regulations and associated documents * Mar / Apr payments and bank reconciliations * Review internal audit report and AGAR / end of year accounts if available

Burnham Parish Council Scheme of Members Allowances

Basis for the scheme

This schemes of allowances has been drawn up in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, and in particular part 5 of those regulations which concerns Parish Councils; and with due regard to the recommendations of the Independent Remuneration Panel of Buckinghamshire Council.

Parish Basic Allowance; and Chair's allowance

Burnham Parish Council has resolved not to pay a Parish Basic Allowance.

Any payment of expenses of office to the Chairman of the Council under Section 15(5) of the Local Government Act, 1972, is separate from this scheme of allowances.

Travelling and subsistence allowance

Travel and subsistence allowance can be paid to elected and co-opted members. Parish and Town Council members are not entitled to claim a dependents' carers allowance.

In accordance with legislation the following allowances are payable in respect of travel, including by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories—

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) the attendance at a meeting of any association of authorities of which the authority is a member;
- (c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- (e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

However, it is not anticipated that Councillors will make claims regarding matters that take place within the Parish of Burnham itself, only where the duties require travel outside of the Parish.

Eligible duties include:

- Attendance at Community Board meetings on behalf of the Parish.
- Attendance at meetings of outside bodies to which the member was appointed by the Council, or is otherwise representing the Council in an official capacity.
- Attendance at training or similar events agreed in advance by the Parish Clerk.
- Travel for research or information gathering purposes connected with the council's business and agreed in advance by the Parish Clerk.
- Other reasonable matters agreed in advance by the Parish Clerk.

There is no obligation to make any claim. However any claim must be made within three months of the claim having taken place, and must be supported by receipts if and as outlined before.

Mileage

These rates are set by His Majesties Revenue and Customs. Should these rates be changed, they shall automatically be paid at the new rate. No receipts shall be required to evidence mileage claims.

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Passenger payments — cars and vans

5p per passenger per business mile for carrying fellow employees in a car or van on journeys which are also work journeys for them.

Meals

Breakfast - £6.50 (more than 4 hours away before 11 a.m.)

Lunch - £9 (business journeys entailing being away between 12 and 2 pm)

Evening Meal - £11.50 (away between 6pm and 8.30pm)

These are not allowances and must be supported by receipts. They do not apply where appropriate refreshments are provided at the meeting or event concerned.

Other costs

Bus/Train Fares and Car Parking Fees: reimbursement of actual costs incurred. These must be supported by receipts.

Records of parish allowances

Under legislation the Council is required to keep a record of the payments made by it in respect of parish travelling and subsistence allowance; with such record to:

- (a) specify the name of the recipient and the amount and nature of each payment;
- (b) be available for inspection on reasonable notice and at no charge, by any local government elector for the area of that authority; and
- (c) be supplied in copy to any person who is entitled to inspect a record under paragraph (b) and who requests a copy and pays to the authority such reasonable fee as it may determine.

Further in accordance with legislation, as soon as reasonably practicable after the end of a year, the Council shall arrange for the publication, for a period of at least 14 days, of a notice in a conspicuous place or places within the Parish stating the total sum paid by it in the year to each member in respect of parish travelling and subsistence allowance.

Conservation Area Plan update

Context

Buckinghamshire Council Heritage Team approached the Parish Council Chair in August to discuss the possibility of the Parish funding an update of the Burnham Conservation Area. The Clerk and Chair agreed that the Clerk would investigate this, and the Clerk and Assistant Clerk met the Heritage and Archaeology Team Leader and the Heritage Projects Officer in September to discuss. This report summarises the costs, potential benefits, and issues of the Parish funding this, and offers two options for consideration.

At the Strategic Priorities meeting on 14th October it was agreed to defer the decision as to whether to make this a high priority for the Council to this meeting, to allow for consideration of the full report.

Summary of proposal from Bucks Council

The Parish would fund an update of the Burnham Conservation Area, which would be managed by the Bucks Council Heritage Projects Officer (HPO), and carried out by consultants. This process would produce an updated Conservation Area Plan, which could include changes to the size of the Conservation Area, and which would be an adopted planning document. This could potentially incorporate the Huntercombe Conservation Area which currently has a designation but not a plan.

Recommendations

To EITHER recommend to Full Council to :

- i. fund an update of the Burnham Conservation Area Plan, also incorporating the Huntercombe Conservation Area, to be managed by Buckinghamshire Council, up to a cost of £15,000 if that can be achieved for both areas, or otherwise up to £12,000 for an update to the Burnham CA only, to be paid from CIL funding, AND
- ii. Delegate authority to the Clerk to approve the contractor in consultation with Buckinghamshire Council and with the Neighbourhood Plan Steering Group;

OR to write to Buckinghamshire Council stating that we are not able to fund this project, and formally requesting them to update the plans under their own statutory responsibilities.

Options considered and not recommended

1. To only look to fund an update of the Burnham Plan, not including Huntercombe: this is an option, and a fallback position, but as Huntercombe has a designated area without a plan it is felt that this would be an opportune moment to combine the two if this can be achieved at reasonable cost, particularly as there should be savings from doing the two together.
2. To recommend funding the update from general taxation. This is an option but would increase the Council budget, and this is considered to a valid use of CIL funds as it relates to

pressures from development (the Bucks Council heritage officers concur with this assessment).

3. To make a firm recommendation one way or the other: no single firm recommendation is made in the report as the Council has not yet made the final decision on the Council's priorities, but rather left it to this meeting to decide on the basis of a full report.

Cost and timescale

The estimated cost to the Parish to update the Burnham CAP would be £11,000-£12,000, of which approximately one third is management of the project by the Bucks Council HPO, and two-thirds is outside consultants to do the detailed evidence gathering and drafting work. There would not be a charge for line management of the HPO, or for the other Bucks Officers who would input during the process. There may be also extra costs if we also incorporate Huntercombe, hence the recommendation for up to £15,000 above if this can be included; the Clerk is seeking a response from Bucks Council as to whether this estimate for an expanded plan is reasonable.

It would take an estimated 9-12 months to complete the process, with an earliest start date of 01/04/2026. Bucks would want a go / no go ideally before Christmas 2025.

Bucks Council rationale

- There are 179 conservation areas in Bucks, of which the vast majority have not been reviewed since 2000.
- Whilst it is a statutory duty (Town and Country Planning Act 1990) of the local planning authority to keep and update conservation areas documents; updates are only required 'from time to time' – which is very vague.
- The heritage team states that it has very little capacity and funding to undertake CAP update work unless it has external funding to do so.
- Six CA Plans are in the process of being updated, funded through local plan funding (i.e. no cost to the town/parish): in Aylesbury, Winslow, Buckingham and Haddeham (24-25 start) and High Wycombe and Chesham (2025-26 start). These were selected by the Local Plan team, and we have not been given a satisfactory rationale as to why. The Heritage Team has said their priorities would not have been the same.
- This is why Bucks are seeking funding from the Parish. Two parishes - Wooburn Green and Stokes Poges – have already agreed to fund updates to their plans currently taking place.
- Burnham's plan was reviewed in 2002 and is therefore, relatively speaking not old. However, the Bucks Heritage Team consider it to be 'not very good' as it is largely descriptive, not detailed on specific planning aspects, and lacks a management plan or design guide. Therefore, it has not been effective in preserving the retail centre. The Bucks Council Heritage Team therefore do consider it to be a priority, grading it as 'red'.
- They further argue that the lack of an effective CA Plan is why Bucks Planning Enforcement are reluctant to take meaningful action in the village centre.

- They state that an updated plan could include a design guide and detailed management plan (covering seating, lighting, solar panels etc) and would provide a much more robust basis for both planning applications and enforcement.
- Regarding the Huntercombe Conservation Area, they have confirmed that “a Conservation Area Appraisal does not exist for Huntercombe, only a map which consists of a red line. This could make it difficult to argue the importance of its special character which could leave the area vulnerable. For this reason it is recorded as high priority on our list of countywide CAs, due to lack of documentation, however it has not made the main focus list that we are currently referring to. I’m assuming this is due to its size, low level development pressures (as far we know) and the lack of in-house, authorised funding.” This could be combined with an update to the main Burnham CA Plan as a single CA; although this would potentially increase the cost.
- The HPO also states that “Looking at the Local Heritage List platform I can see that none of the buildings have been designated or locally listed, so it is quite important to make sure the CA Appraisal is robust enough to protect them. Additionally, within the process of a review, any locally important buildings/archaeology can be nominated for the local list, giving yet another layer of significance.”

Considerations for Burnham

- Funding the process would allow for a more detailed CAP, and potentially an updated/expanded Conservation Area.
- The cost could be paid from CIL, but this is clearly an opportunity cost for other possible CIL expenditures. Alternatively it could be funded from general Council expenditure, albeit this would clearly affect the budget.
- Whilst it is categorically not the legal responsibility of the Parish to fund this matter, we do have the power to do so and it seems clear that it will not otherwise be done – the Heritage Team’s estimate was ‘not for at least ten years’.
- It is clear that an updated Plan would carry more official weight in planning terms. It is not at all clear whether this would have a practical impact on enforcement, as even with a stronger policy basis they will not have any more resource.
- We do need to recognise that whilst there are legitimate concerns about development in the centre / CA, it is not a likely area for significant housing pressure.
- The CA Plan could dovetail with the Neighbourhood Plan; it carries more weight but covers a much more specific aspect / area.
- There is the potential to update the Burnham CA and Huntercombe CA together as a single area; although it’s not yet clear how that would affect cost and timescale.
- The Parish would be involved in the process as a consultee – with walkabout, input etc; and a provider of information (history, contacts etc); and would also potentially facilitate consultation (providing a room or stall space etc). We would not need to ‘line manage’ the process, although we would of course want to ensure that we were getting value for money.
- The Council may also wish to consider the risk of the precedent of paying for services which are the statutory responsibility of Buckinghamshire Council.

Buckinghamshire Council

DRAFT Conservation Appraisal Project Brief

Project Name	Conservation Area Appraisal Project (CAAP)	Project Lead	Lisa Harvey
Conservation Area	Chenies	Project Managers	Eliza Alqassar Jo Horton
Project Deadline	TBC	Project Coordinator	Lisa Harvey

General Information

Project Purpose and Objectives	Purpose: To undertake a programme of review of our existing Conservation Area Appraisal (CAA) documents in order to: • meet our legal obligations to review the county's Conservation Areas (CAs) • to support the work of the Council's Planning Policy Team in preparation of the Local Plan for Buckinghamshire • to provide communities and Council Staff with up to date, accessible and clear guidance for protection of these special places. Objectives: 1. Follow a formulaic approach to the review, production, presentation, and formal adoption of appraisals to allow Conservation Area designations and planning decisions to be made on a more consistent basis, and to be defended with greater confidence. 2. Ensure the formatting, contents and appearance of the documents are consistent across the county. Replacing those that are overly wordy and difficult to navigate, or others that are insufficient to meaningfully support the Council, and parishes, in the exercise of planning control. 3. In the light of recent changes in Policy frameworks placing greater emphasis on localised design guides, the Council is keen to ensure that the Management Plans and design guidance provided within CAAs is clear, specific, robust and rooted in place and considers a wide range of elements from Ridge and Furrow to Tall Building guidance as appropriate. 4. Consider future building development and structural additions when creating the new CA. 5. Obtain information relating to known current development pressures and known issues to ascertain special spaces that require more protection. 6. Where appropriate, involve the relevant town/parish councils in information gathering, potential boundary changes/inclusions, management challenges, and public consultation assistance. 7. Produce a functional template that can be used by the Council to format all future CAA reviews to ensure consistency and to level up the legacy areas. 8. Produce both interactive online webpages in line with the Councils accessibility statement Accessibility statement and printable PDF versions for download.
Project Benefits	Financial: The appraisal will enable better clarity within planning, both for applicants, parish councils, and council officers, leading to better efficiency and informed, defensible decision making. The CAAs will support local identity, wellbeing, and economic growth. The value of buildings situated within CAs is enhanced.

	Non-financial: There will be increased support for conservation of areas of special architectural and historic interest – ensuring local identity and sense of place are preserved and enhanced. The appraisal will become a source of information for homeowners to inform and support better quality applications for consent and improve local knowledge and understanding. The project research will support the Council's work on Buckinghamshire's Local Heritage List ensuring that a single list of NDHAs is maintained and managed. It will enable better control over the way owners can alter or develop their properties, to ensure the preservation of areas that are of special architectural or historic interest.
--	--

Conservation Area Appraisal Review

Proposed Conservation Area

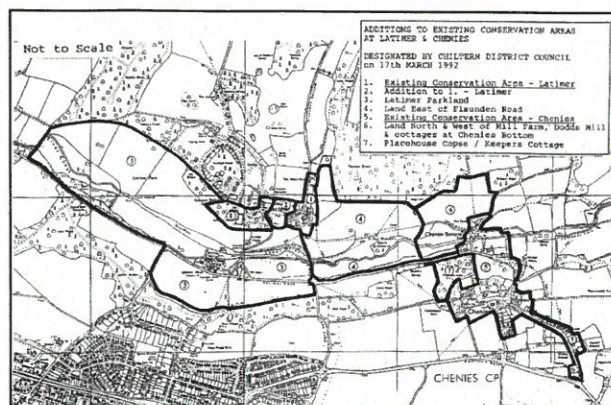
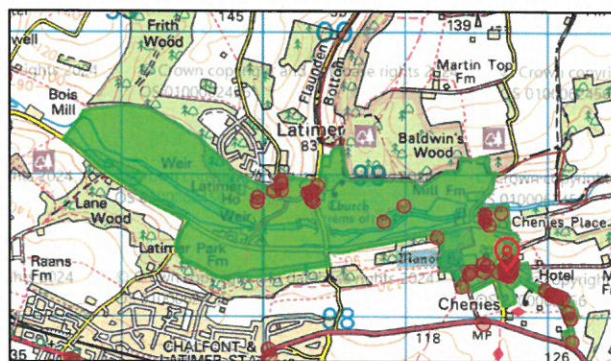
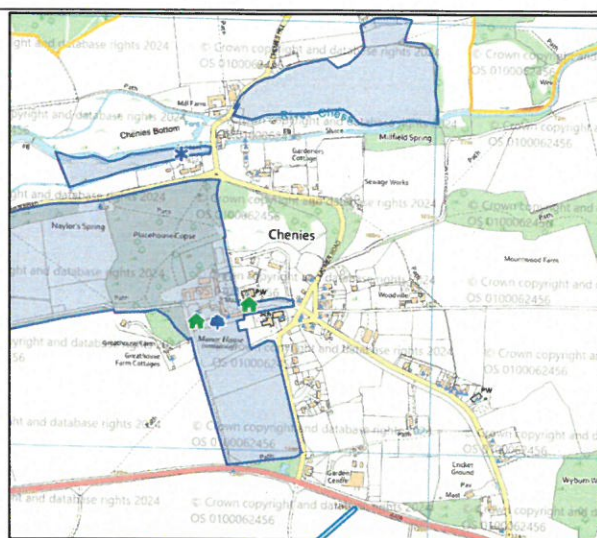
Chenies is a village and civil parish in south-east Buckinghamshire, England. It is on the border with Hertfordshire, east of Amersham and north of Chorleywood.

The village of Chenies is mainly situated on a hill above the beautiful valley of the river Chess.

Its history is a long one, dating back to Saxon times when it is believed that there was a wooden church on the site of the present St Michael church. The name Chenies is thought to derive from Cheney; a family of that name once being the Lords of the Manor.

The village of Chenies is mainly situated on a hill above the beautiful valley of the river Chess.

Its history is a long one, dating back to Saxon times when it is believed that there was a wooden church on the site of the present St Michael church. The name Chenies is thought to derive from Cheney; a family of that name once being the Lords of the Manor.



Project Scope	1. Agree timescales and targets with the project team. 2. Site assessment and historic research. 3. Where feasible, provide any useful or relevant photography or historic images for possible inclusion in the appraisal document (and clarify copyright) 4. Recommend and justify a proposal for the CA boundary, to be discussed and agreed with the project team. 5. Consider CA management challenges. 6. Commit to regular updates and meetings with the project team/leader. 7. Support the public consultation of the draft document. 8. Where possible, provide comment and/or recommendations for the localised management plan/design guide. These could include: • What is appropriate or not in relation to special character • Identify special features that are at risk • Identify materials that detract from the special character and should be resisted • Rooflights • Solar panels • Shopfronts • Advertising • Highway matters - signage, kerb treatments, etc • Boundaries • Surfacing • Windows • Street furniture • Clutter - wheelie bins? Sandwich boards? Location of flues and extracts, air con units, sat dishes etc. • Vitality and viability? Loss of mixed use / Shops / Public buildings etc. • Tall buildings • Turning gardens into parking spaces where character and boundaries are key element	
Conservation Area Appraisal Content	Documents must: 1. Comply with/be adaptable to the Councils guidance for web documents and accessibility. 2. Be concise and easily navigable. 3. Be punchy and quotable with clear and focused assessments of significance. 4. Provide an overview early in the document that is explicit in terms of identifying special character/significance and clarifying what is protected. 5. Setting of CAs is often ignored – clearly identify if setting contributes to significance (particularly important as no legislative protection for this beyond the NPPF.) 6. Identify local materials palette, building form, features, typical plot sizes, street furniture and any other locally important built, buried, or natural environment elements where relevant. 7. Identify important views within, into and out of the CA, and map them. 8. Include a statement along the lines of... 'Not all views are mentioned but this doesn't mean they are not important.' 9. Identify, assess and map NDHAs for inclusion on the Local Heritage List, and highlight those already on the list, and provide a link to the platform. 10. Use of high-resolution colour images and straightforward lay-person language. 11. Review boundaries to include Scheduled Ancient Monuments (subject to distance and relationship), full property boundaries (some CAs currently include buildings	

	but not their curtilage) and any key open spaces of woodland, protected trees, footpaths and verges etc. 12. Include related or connected Parks & Gardens, particularly locally listed sites. 13. Paragraph numbers are helpful for reference. 14. Include an archaeology section, where relevant including Ridge and Furrow, landscape features and relevant notes on surviving earthworks. 15. Identify opportunities for enhancement. Considerations: 1. Consider whether there is a case for the application of Article 4s. 2. Inclusion of interactive mapping that is colourful and engaging. 3. Avoiding lengthy appendices with photos of individual (Listed or Locally Listed) buildings. Include photos of a sample of key buildings only and provide a link to the HER or Local list platform/web-based list of NDHAs as appropriate. 4. Glossary of terms – this might be better held separately online with CAAs. 5. Inclusion of references or links to historic towns reports, neighbourhood plans or bibliography to organisations. Documents should NOT: 1. Contain loads of policy context information. 2. Identify areas suitable for development. 3. Include too much detailed historical evolution or typology - what is included needs to help people make decisions. 4. Avoid lots of repetition – particularly of management guidance.
Outcomes	Provide a relevant and current Conservation Area Appraisal and associated CA map in a standardised format. Provide an associated Management Plan with a design guide specific to the CAs. Organise public engagement events as required with support from the Parish Council.

Supporting documents

Historic England Advice Note	Designating and Managing a Conservation Area Historic England
Character Assessment Toolkit	Character Assessment Toolkit – Oxford City Council
Vale of Aylesbury Local Plan	Vale of Aylesbury Local Plan (VALP) (buckinghamshire-gov-uk.s3.amazonaws.com)
Aylesbury Vale Conservation Area SDP	CD-MIS-004-Conservation-Areas-Supplementary-Planning-Document-AVDC-March-2011.pdf
Buckinghamshire Local Heritage List	Home - Buckinghamshire's Local Heritage List (local-heritage-list.org.uk)
Buckinghamshire Heritage Portal (HER)	Home - Buckinghamshire's Heritage Portal
Chenies Parish Council	Chenies Parish Council – Serving the people of Chenies
Chenies Village website	Chenies Village History cheniesvillage2

Buckinghamshire Council current CAA	https://buckinghamshire-gov-uk.s3.amazonaws.com/documents/Chenies_Latimer.pdf
Sheahan History of Buckinghamshire 1863	History and Topography of Buckinghamshire: Comprising a General Survey of ... - James Joseph Sheahan - Google Books Parishes: Chesham British History Online Parishes: Chenies British History Online Latimer Park - Chesham - Parks & Gardens Chenies Place - Amersham - Parks & Gardens History Chenies Manor House - Historic Houses Historic Houses Walking Guide River Chess Chenies The Farms - Amersham Museum Discover Amersham's History - Amersham Museum Chenies Manor, Buckinghamshire, England rob_38_0_153.pdf Buckinghamshire - Nikolaus Pevsner, Elizabeth Williamson, Geoffrey K. Brandwood - Google Books

Settlement Spatial Plan or Site Allocation Document report

Context

In the light of the draft Buckinghamshire Local Plan Draft Spatial Strategy, which seems likely to lead to significant allocations in or near Burnham, we have sought advice from our planning consultations ONH on our next steps to best protect the area and give the best possible chance of resisting unsuitable development. In addition to offering general advice on the Local Plan to inform our submission, they have recommended two other documents we might consider funding ourselves – this report gives further information and recommendations regarding these. It must be emphasised that there is no option that will prevent the likelihood of substantial development in and around Burnham over the next 20 years based on the emerging Buckinghamshire Local Plan.

Producing additional plans was evaluated as a 'medium priority' at the Strategic Priorities meeting on 14th October, although it was recognised that this was a fairly technical matter which most councillors did not have detailed knowledge of – hence this further paper arising from the Neighbourhood Plan Steering Group.

Recommendations

To approve up to £4,000 from CIL funds to produce a Settlement Spatial Plan for Burnham, with delegated authority to the Clerk in consultation with the Neighbourhood Plan Steering Group to extend this to up to £6,000 if in their opinion it is necessary.

Options considered and not recommended

1. To fund a Site Allocations Document; not recommended due to cost, time, and the complexity of the process, relative to the option of an SSP – further details on rationale below.
2. To recommend funding the SSP from general taxation. This is an option but would increase the Council budget, and this is considered to a valid use of CIL funds as it relates to pressures from development.
3. Not to recommend either document: whilst an option, it is felt that the pressure from a local plan make funding at least an SSP a sensible approach.

Summary of local plan impact

Whilst the Bucks Council local plan deals with *how* housing is allocated rather than where, the numbers involved make it clear that they are likely to utilise all of their suggested strategic approaches. It is also clear that some of these – especially development in larger villages, and development on the edges of major settlements outside of Buckinghamshire – may have a significant impact on Burnham. ONH also advise that “due to Bucks’ Local Plan timetable, there will be no further opportunities to influence/shape the Local Plan through the consultation mechanism.”

BPC has submitted a strong response to the local plan consultation, but must recognise the likely limited impact of this.

Status of neighbourhood plan

The Burnham Neighbourhood Plan, if and when adopted, will have benefits in terms of requirements for sustainability, heritage and community asset protection, suitable design etc. However, it does not itself allocate sites and thus will not have significant impact on the question of *whether* major developments take place in the area or probably on *where* (i.e. it may help them be 'less unsuitable' but probably not more than this).

Options

ONH have offered us two options

"Our opinion is that the best way to assess your situation is through a Settlement Spatial Plan (SSP). These are ideal for settlements responding to a strategic policy vacuum or imminent Local Plan review by creating visions and growth scenarios to understand the relationship between different patterns of housing growth and infrastructure capacity and distribution (social, transport, green and commercial) to engage with stakeholders (community, organisations and infrastructure operators) and to inform the site allocation strategy of either a new or reviewed NP and/or to frame representations to an emerging Local Plan or to major planning applications/appeals. SSPs take a comprehensive view of the current situation in the parish, the planning context and what may take place in and around the area over the coming decades (e.g. New Towns, strategic development, etc).

If you did want to use a NP to allocate sites (guided by the SSP work), you would not need to revise all the policies that are currently going through examination. You could essentially review the NP by adding one new policy which introduced site allocations. However, this would require another examination and referendum. Another key thing to factor in (which you didn't have to for your current NP), is that if you want to allocate sites through a reviewed NP, this will likely trigger the need for a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA). As there are no longer free technical support packages available to NP groups for these studies, this would have significant cost implications for the project.

To give you a rough idea of costs, the price of a SSP varies from £2-6k. If you wanted to review your NP (once it has been made) to include site allocations, this would now cost between £30-40k due to the costs incurred by the SEA and HRA which would likely be required."

Following further discussions, specifically around the benefits of doing an SSP without a site allocation document, ONH have further advised that:

“Doing an SSP essentially allows you to ‘back both horses’ depending on the approach Bucks’ local plan takes to neighbourhood plans.

If the local plan delegates responsibility to neighbourhood plans to make their own allocations, your SSP would inform the allocations you make through a neighbourhood plan review.

If Bucks’ local plan doesn’t delegate to neighbourhood plans, the SSP can inform the conversation that we believe Bucks’ will be having with TCs and PCs sometime next year. Following this, the SSP work can be used to test what Bucks may propose for site allocations in its Reg 19 local plan.”

Rationale for recommendation

There are clearly some potential advantages to a site allocations document, in that it would allow us to specifically state where development should go, and as part of the neighbourhood plan would carry some planning weight. However there are also downsides to this:

- Cost: at £30,000-£40,000, without any grant funding available, this would be significant.
- Time / process: this would be a full update to the neighbourhood plan, so would have to start after the plan were adopted, and go through a full process again including examination and referendum. This might also be tight for time in terms of influencing the Bucks Local Plan.
- Perception risk: there is a danger that going the allocations route would be seen by the public as Burnham Parish Council ‘wanting’ those developments (rather than responding to allocations made by Buckinghamshire Council).
- Conflict: if the allocations document were to conflict with allocations in the local plan there is a risk that the local plan would take precedence.
- Alternative: A SSP allows us to create evidence to influence allocations in the local plan, without the same cost or time and without ourselves allocating sites.

Risks

The above said, it must be acknowledged that whilst a Settlement Spatial Plan is useful evidence, it does not itself carry planning weight (unlike an allocations document), and may prove insufficient to resist unsuitable development.

There is also a risk, whatever course of action we adopt, that the public begin to see the draft neighbourhood plan as tied up in Bucks Councils housing proposals, and that this affects its chances of passing.

As stated above, it is very likely that whatever approach we take will not prevent the strong likelihood of substantial development in and around Burnham over the next 20 years based on National Government goals and the emerging Buckinghamshire Local Plan.

Policy and Resources 'Green to Do List' (updated 01.10.25)

Live list

Council Operations			
Move to cloud server	In progress		Work to 'clean up' files prior to move to cloud completed – will take place very shortly
Council wide waste reduction plan	Prioritise		ADK working with JW – draft in progress

Completed Actions

Include eco actions on all Council Committee agendas	Done		
Change to green electricity supplier	Done		To review further when next changing
Change street lighting contract to green supplier	Done		
Consider moving to a bank not investing in fossil fuels	Done		
Remove motion sensor light above Assistant Clerks desk	Done		
Switch all paper to recycled	Done		
Ensure all future purchased stationary is made from recycled materials	Done		Where products available
Move to lower paper meetings	Done		Agreed by full council 29/07/24

Grant Application Form

1. Contact details

Name of organisation	Sing4You / Sing4Charity
Address of organisation	42 Coalmans Way Burnham Bucks SL17NX
Organisations status	Community choir
Registered charity number (if applicable)	n/a
VAT number if applicable	n/a
Name of contact applying for the grant on behalf of organisation	Tracey Williams
Contacts role or relationship with organisation applying for the grant	Charity Events Coordinator
Contact's telephone number	07740 930735
Contact's e-mail address	tracey.williams@tjwcontracts.co.uk

2. Timescale

Date of application	26-09-2025
Date funding requested by	12-10-2025
Estimated start date of activity	12-10-2025
Estimated duration of activity	1 day

3. Grant amount

Amount requested	£400.00
------------------	---------

4. Details of activity to be funded

Briefly describe the project / purpose for which you require a grant (i.e. the activity)
An afternoon concert at Burnham Park Hall raising money for Alexander Devine Children's Hospice.
The Sing4Charity family event will host not only the Sing4You choir, but also two other local band/acts.
Alexander Devine Children's Hospice provides vital support to children with life-limiting and life-threatening conditions, and their families. It includes respite care, specialist play, symptom management, family support, end of life care and bereavement support.
Members of our choir support the hospice directly, as volunteers, and Sing4You visit the hospice to perform for it's visitors and their families.
How will the project or activities benefit the residents of Burnham? Please include estimates of the number of Burnham residents that will receive a direct benefit from the project or activities
Raising funds for Alexander Devin Hospice is crucial to its existence.
Our 80+ members, many who live in the Burnham area, wish to continue the support and exposure of Alexander Devin Children's Hospice which is a vital resource to our community.
Will any assets be created after the grant has been spent? If so, who will own them, how long are any asset expected to last, and where will they be placed?
n/a

5. Activities costs and financial details

Please provide a full budget breakdown for the activity, including estimated costs and revenue. This must identify different sources of funds including using existing reserves, other grants applied for, and any loans	
Grant from Burnham Parish Council	£400.00
Income from ticket sales	£1,200.00
Expenses;	
Burnham Park Hall Hire	- £300.00
Stage Hire (BPH)	- £100.00
Donation to Alexander Devine Children's Hospice	= £1,200
Please provide a summary of the requesting organisation's financial position	
Sing4Charity is a division of Sing4You, led by a team of volunteers, simply raising money for local charities through performances and social activities. The 2025 chosen charity is Alexander Devine Children's Hospice.	

If more than 50% of the funding is being requested from Burnham Parish Council please explain why other funding sources are not available or applicable

n/a

Declaration of acceptance

I declare that all information provided to the Parish Council as part of the grant application is accurate and complete to the best of my knowledge.

I understand that the Council may refuse any application containing inaccurate or misleading information.

I declare that any grant made will be used solely for the purposes outlined in this application.

I understand that Burnham Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name: Tracey Williams

Signature: _____

Date: 26 September 2025

Documents to send with your application

For all grant applications, please include the latest copy of annual accounts, including details of reserves held by the organisation.

Please also include with your application any supporting documents that you feel would assist the Council in assessing the application.

The Council may refuse an application if it believes it has insufficient information to make a decision.

Please send the completed application form along with all supporting documentation to:

The Parish Clerk
Burnham Parish Council
Burnham Park
Windsor Lane
Burnham
SL1 7HR
Telephone: 01628 661381
Email: clerk@burnhamparish.gov.uk

1. Contact details

Name of organisation	Woodstocks Coffee House
Address of organisation	46-48 High Street Burnham SL1 7JP
Organisations status	Not-for-profit but not registered charity
Registered charity number (if applicable)	
VAT number if applicable	
Name of contact applying for the grant on behalf of organisation	Paul Bunce
Contacts role or relationship with organisation applying for the grant	Owner
Contact's telephone number	07526451702
Contact's e-mail address	woodstockscoffeehouse@gmail.com

2. Timescale

Date of application	09/10/2025
Date funding requested by	dd-mm-yyyy
Estimated start date of activity	17 th December 2025
Estimated duration of activity	1 day

3. Grant amount

Amount requested	£0000
------------------	-------

4. Details of activity to be funded

Briefly describe the project / purpose for which you require a grant (i.e. the activity)
I'm catering for St Peters School Christmas lunch and require the use of the hall kitchen for the day.

How will the project or activities benefit the residents of Burnham? Please include estimates of the number of Burnham residents that will receive a direct benefit from the project or activities
Cooking for 208 children at a non-profit rate
Will any assets be created after the grant has been spent? If so, who will own them, how long are any asset expected to last, and where will they be placed?
No

5. Activities costs and financial details

Please provide a full budget breakdown for the activity, including estimated costs and revenue. This must identify different sources of funds including using existing reserves, other grants applied for, and any loans
Costs including food, staff, equipment hire, transport £736.
Please provide a summary of the requesting organisation's financial position
This is a zero cost grant, asking for use of the kitchen only.
If more than 50% of the funding is being requested from Burnham Parish Council please explain why other funding sources are not available or applicable
N/A

Declaration of acceptance

I declare that all information provided to the Parish Council as part of the grant application is accurate and complete to the best of my knowledge.

I understand that the Council may refuse any application containing inaccurate or misleading information.

I declare that any grant made will be used solely for the purposes outlined in this application.

I understand that Burnham Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name: Paul Bunce

Signature: _____

Date: 09/10/2025

Documents to send with your application

For all grant applications, please include the latest copy of annual accounts, including details of reserves held by the organisation.

Please also include with your application any supporting documents that you feel would assist the Council in assessing the application.

The Council may refuse an application if it believes it has insufficient information to make a decision.

Please send the completed application form along with all supporting documentation to:

The Parish Clerk
Burnham Parish Council
Burnham Park
Windsor Lane
Burnham
SL1 7HR
Telephone: 01628 661381
Email: clerk@burnhamparish.gov.uk

Appendix

Example simple budget for grant applications

The below example is for a fictitious community event or fete

	£ sub-totals	£ totals
Money in		
Funds from Grants		
From Burnham Parish Council	£150	
From other grants	£200	
From entrance fees or other sources		
Participant fee (£3 x 200 people)	£60	
From existing reserves		
	Total income	£410
Money out		
Set-up costs		
Insurance	£90	
Pitch rental	£60	
Event costs		
Materials	£100	
	Total Expenses	£250
Profit	(income minus expenses)	£160

Grant Application Form

1. Contact details

Name of organisation	LIGHTHOUSE BURNHAM
Address of organisation	c/o Julie Richards (Lighthouse Burnham Trust) 10 WENDOVER ROAD BURNHAM SW1 7ND.
Organisations status	For example, Registered Charity / Not for profit but not registered charity / Other
Registered charity number (if applicable)	CHARITY No 1136793
VAT number if applicable	
Name of contact applying for the grant on behalf of organisation	Name of person making the application TERRY GAMBLE
Contacts role or relationship with organisation applying for the grant	VOLUNTEER
Contact's telephone number	01753 648759 07450 004863
Contact's e-mail address	cjgamble321@gmail.com

2. Timescale

Date of application	dd-mm-yyyy	28/10/2025
Date funding requested by	dd-mm-yyyy	01/02/2026
Estimated start date of activity	dd-mm-yyyy	20/02/26
Estimated duration of activity	In days or months	1 DAY.

3. Grant amount

Amount requested	£0000	£1000 Inc. Benefit in kind.
------------------	-------	-----------------------------

4. Details of activity to be funded

Briefly describe the project / purpose for which you require a grant (i.e. the activity)
20/02/26 Dinner ARRANGED AT B.P.H. for the benefit of Lighthouse Burnham - Hall Hire. Lighthouse Burnham is a week long daily summer camp for children in and around Burnham 27-31 July 2026
How will the project or activities benefit the residents of Burnham? Please include estimates of the number of Burnham residents that will receive a direct benefit from the project or activities
Lighthouse Burnham week is for children aged 4-12 and teenagers. Approx 150 children plus adult volunteers
Will any assets be created after the grant has been spent? If so, who will own them, how long are any asset expected to last, and where will they be placed?
For example, if a piece of artwork is being created where will this be displayed and for how long None

5. Activities costs and financial details

Please provide a full budget breakdown for the activity, including estimated costs and revenue. This must identify different sources of funds including using existing reserves, other grants applied for, and any loans
This can be in the format of a simple budget statement (see appendix to this policy). All to follow The total cost of Lighthouse Burnham - to be held at the Phoenix Rugby 27-31 July 2026 - is in excess of £15,000
Please provide a summary of the requesting organisation's financial position
This should include the most up to date financial statements available, including a Balance Sheet and (also known as an Income Statement) to follow.
If more than 50% of the funding is being requested from Burnham Parish Council please explain why other funding sources are not available or applicable
The council will normally only provide up to 50% of any activity's costs. Please explain why an exception to this guidance is appropriate. Where participants will pay to participate this should be accounted for as an additional funding source. N/A

Declaration of acceptance

I declare that all information provided to the Parish Council as part of the grant application is accurate and complete to the best of my knowledge.

I understand that the Council may refuse any application containing inaccurate or misleading information.

I declare that any grant made will be used solely for the purposes outlined in this application.

I understand that Burnham Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name: LEAH J. HAMRE

Signature: [Handwritten Signature]

Date: 28/10/25

Documents to send with your application

For all grant applications, please include the latest copy of annual accounts, including details of reserves held by the organisation.

Please also include with your application any supporting documents that you feel would assist the Council in assessing the application.

The Council may refuse an application if it believes it has insufficient information to make a decision.

Please send the completed application form along with all supporting documentation to:

The Parish Clerk
Burnham Parish Council