



**Great Horwood
Parish Council**

Great Horwood Parish Council

DRAFT

Minutes of the Ordinary Parish Council Meeting held on Monday 9th June 2025 at 7.30pm in the Great Horwood and Singleborough Village Hall, Great Horwood

Present: Cllr Caroline Cousin (CC) Chairman, Cllr Thomas Lee (TL) Vice Chairman, Cllr Jackie Goss (JG), Cllr Jonathan Evans (JJ), Cllr Mary Saunders (MS), Sarah Biswell (SB) Clerk, Bucks Councillor John Chilver and 4 members of the public.

Please note, to comply with Data Protection rules, names (other than councillors or persons who have previously given their permission) will not be used in Great Horwood Parish Council Minutes.

1.	To receive apologies for absence None received
2.	To receive declarations of interest None.
3.	Confirmation of the Minutes of the Parish Council meeting held on 19th May 2025 The minutes were agreed as a true record with one minor name alteration in Item 20, and were signed by Cllr Cousin at the meeting.
4.	To consider matters arising from the Minutes of the last meeting (not otherwise included in the Agenda) WCAG Compliance on website – the current website is not compliant with WCAG 2.2 – a new website is to be researched and therefore this issue for these minutes is resolved. Cracked path outside resident's house – Cityfibre repaired the path whilst undertaking installation work but LAT still to facilitate kerbstones adjustment (Action: Clerk). Online Traffic Survey – final details approved – matter resolved. Traffic calming measure – heard from LAT – copy of email to Cllr Cousin – matter resolved for these minutes. Proceeds for the Quiz Nite – funds received and confirmation of use – matter resolved for this part of the minutes. Odours in the Village – referred to Cllr Chilver to assist further (Action: Clerk) Npower – put on Agenda for October, when PC should have feedback on project (Action: Clerk). Insurance Renewal – annual premium paid and on R&P for this meeting – matter resolved.
5.	Date of the September meeting Some Councillors advised that they will not be available for the 8 th September meeting, so it was resolved to change this date to the 11 th August 2025. Therefore, there will be a meeting in August 2025 but none in September 2025. Clerk to book Village Hall for that date (Action: Clerk).
6.	Public Participation Period None.
7.	Report from Buckinghamshire Councillor – John Chilver Cllr Chilver re-iterated that Buckinghamshire Council had not repaired the pavement in Spring Lane, he had received confirmation of this from the LAT, copied to the Clerk.
8.	Horwode Pece Management Committee Report Report received and noted. The old wood from the horseshoes play area has been moved to a safer location until this can be disposed of. The work has been undertaken on the Teenage area, minus 1 back cap to be fitted – Cllr Evans volunteered to fix this as John Nicholls has spare caps for this. The Contractor used for this work has requested payment as soon

	<p>as possible – advised John that we would need an invoice to be able to pay this.</p> <p>The report also stated that new rubber chippings would be needed as a top up on the Toddler and Teenage area. Cost for this was around £1,690 + VAT. It was requested that we would need 3 estimates on this as per our Financial Regulations before a decision can be made on the provider of said chippings. John Nicholls agreed to provide this to the Clerk.</p> <p>ROSPA Report has been received – majority of the equipment graded as meeting the safety standards. There is some minor work to be done such as sanding down roughened woodwork to avoid splinters. See specifics in the HP report as part of these minutes.</p>
9.	<p>Footpaths Report</p> <p>Cllr Cousin has emailed the Footpath Monitor on the various issues brought to the last meeting and they agreed to discuss the issues once he has had a chance to digest her comments.</p> <p>The donation from the Quiz Nite was discussed and it was suggested the funds could be used to improve the gates that get particularly muddy in the winter. Breeze blocks or gravel were suggested. Cllr Lee mentioned that the part of footpath 7 before it crosses the stream gets very slippery after rain, and that this also might benefit from some treatment. (Action: Clerk).</p>
10.	<p>Parish Maintenance</p> <p>Cllr Evans advised that a grassed area in Spring Lane has been dug by Cityfibre as they were installing the infrastructure to the 2 boxes on this site – Clerk to contact Cityfibre on this. (Action: Clerk).</p> <p>Cllr Evans also enquired about the leaning fence in Spring Lane – Clerk to chase up Fairhive for a date for the works to be undertaken (Action: Clerk).</p>
11.	<p>Planning Report</p> <p>Report received.</p>
12.	<p>Issues arising from the Planning Report</p> <p>No decisions have been made in the last month.</p> <p>Bucks Cllr John Chilver had kindly offered to call in 25/01623/APP (Land south of Weston Road) should the delegated decision be anything other than a refusal. The Parish Council resolved to agree this course of action.</p>
13.	<p>Other Planning Matters – Review of the TOR of the Planning Committee</p> <p>The Planning Committee resolved to accepted the reviewed Terms of Reference – Clerk to place on website (Action: Clerk).</p>
14.	<p>Neighbourhood Plan</p> <p>Cllr Cousin reported that the NP Steering Committee met on 3 June 2025. The meeting with Harbottle was postponed as some issues needed to be resolved. The Steering Committee agreed a way forward on the following issues:</p> <ul style="list-style-type: none"> • the figure for new housing. • that they would broadly adhere to the housing density of 30 dwellings /ha in Policy 1 of the Neighbourhood Plan • a Green Gap policy would be included • a Design Policy would be included • a Green Space policy would be included
15.	<p>Website and email address using gov.uk</p> <p>To be brought forward to the next meeting with options available/pricing. A quotation was received by Eyelid Productions with a new website, gov.uk email address and support – discussions on getting this type of bespoke arrangement rather than a basic template – Cllr Evans volunteered to assist with this project - more information required and brought for discussion next month (Action: Cllr Evans and Clerk).</p> <p>Cllr Lee asked if there was anyway, we can see what hits we have had on the existing website – Clerk to investigate this option on the existing website (Action: Clerk).</p>
16.	<p>Report from the MVAS</p> <p>Report received, prepared by Cllr Goss. The data shows a similar trend to last month with approximately 500 vehicles a day. It was agreed to move the MVAS to Winslow Road to capture a picture of the speeds leaving the village. Cllr Cousin asked for a consolidation of the data available (Action: Cllr Goss).</p>

17.	Standing Orders – updates Cllr Saunders agreed to review the Standing Orders with the recent amendments – to bring back to the next meeting for approval from Council (Action: Cllr Saunders).																																																		
18.	To receive a report from any meetings attended Cllr Cousin 28.5.2025 – Village Hall Trustee meeting 3.6.2025 Neighbourhood Plan Steering Committee Cllr Goss 28.5.2025 – Village Hall Trustee meeting																																																		
19.	Transfer of Liden Park to the PC – update The Title Transfer document and Deed of Covenant were signed at the meeting by Cllr Cousin & Cllr Goss, witnessed by the Clerk and will be posted by tracked delivery. Awaiting date of completion & transfer of funds (Action: Clerk to monitor for completion date).																																																		
20.	Transfer of Shorts Field to the PC – update The Plan that the Solicitor for Lodge Park has provided excludes the ransom land and in order to meet the S106 obligations the 0.4 Ha needs to be included in the plan. The legal teams on both sides are aware of this and awaiting further updates.																																																		
21.	Update on EV Charging Points Nothing further to report at this meeting.																																																		
22.	To receive and note correspondence Clerk met with Ian Walker - discussed cost for mowing Liden Park – £82 per cut. 2 cuts per month – Parish Council resolved to accept this cost. Parish Pump – this has previously been printed off and displayed in the Noticeboard – as this is in the Focus magazine that is delivered to all houses in the village it was felt that this was not necessary in future. The Clerk has been researching for GHPC to have a new Internal Auditor for the 2025-2026 audit – she spoken to two possibles from the Internal Audit Forum, awaiting a response from a third – it was agreed to bring this to the Agenda for next month. The Clerk is attending a Scribe Accounts Webinar on 11 th June 2025 to look into the possibility of using this software in future – Clerk to report back at the next meeting (Action: Clerk). The last published PC Surgery will be on 23rd July 2025. There are no further dates advertised/planned. The Parish Council will consider restarting surgeries later in the year.																																																		
23.	Finance To approve schedule of payments requiring authorisation <div style="background-color: #d3d3d3; padding: 5px; margin: 10px 0;"> Great Horwood Parish Council Receipts and Payments up to 9th June 2025 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payments</th><th style="text-align: left;">Payee</th><th style="text-align: left;">Type</th><th style="text-align: right;">Payment £</th></tr> </thead> <tbody> <tr> <td colspan="4">Payments due</td></tr> <tr> <td>GH 25.017</td><td>Zurich Insurance</td><td>FPO</td><td style="text-align: right;">1354.58</td></tr> <tr> <td>GH 25.018</td><td>Clerks Salary</td><td>SO</td><td style="text-align: right;">851.24</td></tr> <tr> <td>GH 25.019</td><td>Unity Trust Bank - monthly charge</td><td>DD</td><td style="text-align: right;">6.00</td></tr> <tr> <td>GH 25.020</td><td>Walker Grounds care - HP Grass cutting - invoice 813</td><td>FPO</td><td style="text-align: right;">161.5</td></tr> <tr> <td>GH 25.021</td><td>Walker Grounds Care - GH grass cutting - invoice 812</td><td>FPO</td><td style="text-align: right;">625.85</td></tr> <tr> <td>GH 25.022</td><td>Receipt for postage of Deeds to Solicitors - repay to Clerk</td><td>FPO</td><td style="text-align: right;">9.85</td></tr> <tr> <td>GH 25.023</td><td>ROSPA Invoice for Inspection of HP</td><td>FPO</td><td style="text-align: right;">158.4</td></tr> <tr> <td>GH 25.024</td><td>Clerks expenses - black ink</td><td>FPO</td><td style="text-align: right;">30.96</td></tr> <tr> <td>GH 25.025</td><td>Clerks expenses - colour ink</td><td>FPO</td><td style="text-align: right;">17.09</td></tr> <tr> <td>GH 25.026</td><td>Village Hall hire for NP Steering group 3.6.2025</td><td>FPO</td><td style="text-align: right;">16.00</td></tr> </tbody> </table>			Payments	Payee	Type	Payment £	Payments due				GH 25.017	Zurich Insurance	FPO	1354.58	GH 25.018	Clerks Salary	SO	851.24	GH 25.019	Unity Trust Bank - monthly charge	DD	6.00	GH 25.020	Walker Grounds care - HP Grass cutting - invoice 813	FPO	161.5	GH 25.021	Walker Grounds Care - GH grass cutting - invoice 812	FPO	625.85	GH 25.022	Receipt for postage of Deeds to Solicitors - repay to Clerk	FPO	9.85	GH 25.023	ROSPA Invoice for Inspection of HP	FPO	158.4	GH 25.024	Clerks expenses - black ink	FPO	30.96	GH 25.025	Clerks expenses - colour ink	FPO	17.09	GH 25.026	Village Hall hire for NP Steering group 3.6.2025	FPO	16.00
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GH 25.027	Internal Auditor fee	FPO	350
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Receipts/Transfers

Receipt	Transfer in from HP Account to T1 Account to pay invoice 813 GH25.020	Transfer	161.5
Receipt	Transfer in from HP Account to T1 Account to pay GH25.023 - Rospa Inspection	Transfer	158.4
Receipt	Transfer in from HP Account to T1 Account to pay percentage of insurance cost GH25.017	Transfer	893.89

Total of T1 Current Account as of 6th June 2025

14,466.59

(excluding above payments to be made, items marked where payment has been made)

Horwode Pece

Receipts/Transfers

Transfer	Transfer from HP Account to T1 Account to pay invoice 813 GH25.020	Transfer	161.5
Transfer	Transfer from HP Account to T1 Account to pay - Rospa inspection GH25.023	Transfer	158.4
Transfer	Transfer from HP Account to T1 Account to pay percentage of insurance cost - GH25.017	Transfer	893.89

Income/Interest

Total of Horwode Pece Account as of 6th June 2025

3,244.24

(excluding above payments to be made, items marked where payment has been made)

Reserves Account

Receipts/Transfers

NIL

Income/interest

Total in Reserves account as of 6th June 2025

45,997.13

Review of Financial Regulations

Presented to the Parish Council at this meeting by Cllr Cousin which were resolved to be accepted, following recommended amendments. Cllr Cousin said that she was concerned that we were possibly not meeting the requirement of Regulation 2.7. She said that whilst Dropbox was an excellent tool for making papers available for meetings it was not secure in that papers for meetings in past years have disappeared from the file list.

	<p>She suggested that we should explore a second cloud based storage method for all the Council's documents that would be secure and not vulnerable to losses. Cllr Evans said he could bring some suggestions to the next meeting. (Action Cllr Evans). Clerk to publish document on website once amendments have been made as agreed (Action: Clerk).</p> <p>RFO to present statement of receipts and payments to date under each head of budget for the year to 31st March 2025.</p> <p>Receipts and Payments for the year to 31 March to be brought to the next meeting- the Clerk is working with Cllr Lee on this document. (Action: Clerk).</p> <p>RFO to present statement of receipts and payments under each head of budget up to June 2025.</p> <p>Presented to all Councillors and accepted,</p> <p>Written report of the internal auditor</p> <p>It was resolved to accept the final report from the Internal Auditor</p> <p>AGAR – including Governance Statement to be presented to Council for formal approval 2024/2025</p> <p>Approval of the statement of Accounts to the Council</p> <p>Both documents were reviewed and approved by Councillors and was signed by Cllr Cousin and the RFO.</p> <p>Banking arrangements including bank mandate to be approved by PC</p> <p>Presented to all Councillors, however it was resolved to ask UTB if a second admin could be set up on the mandate in case the Clerk is not available (Action: Clerk).</p> <p>Barclaycard set up – update</p> <p>The Clerk confirmed that Barclaycard emails are ongoing – it is hoped this matter will be resolved by the next meeting (Action: Clerk).</p> <p>Work-nest Pension Scheme set up – update</p> <p>Pension Scheme has been set up and the member/delegate has decided to defer taking up the pension scheme at this time although has received all the information about the Scheme – matter resolved. Password and access to this scheme to be passed to the Chairman to retain with all other passwords (Action: Clerk).</p> <p>Employers NI – update</p> <p>The GHPC Basic Tools page on the HMRC website has been ceased since 2023 for an unknown reason – another call to HMRC to reinstate the page and reporting to then take place (Action: Clerk).</p>
24.	<p>Items for the next meeting</p> <p>To approve schedule of payments requiring authorisation</p> <p>Worthy Causes Grants</p> <p>RFO to present statement of receipts and payments to date under each head of budget for the year to 31st March 2025.</p>
25.	<p>Confirmation of date and time of the next meeting</p> <p>Monday 14th July 2025 at 7.30pm in the Great Horwood and Singleborough Village Hall.</p>

The meeting closed at 8.50pm

Signed

Date

Chairman

Horwode Pece Management Committee - Report to Parish Council June 2025

Tim Helsdon has now completed the ground work and replacement of the surround to the Teenage area. The final work looks good, not an exact mirror of the Toddler area, but closely similar.

I anticipate Tim will submit his invoice for payment shortly. Initially, he had suggested it would take 2 days work, but in practice it has taken him, and a colleague, twice this. I would expect the bill to be circa £2,000 (the original quote was for £1,500 + consumable costs, such as postcrete). In completing the work he used fewer of the large beams than I had estimated and fewer of the capping posts, so we now have these materials left over, sufficient to produce a raised flower-bed, a further bench or two, or similar. We will keep this material stored for future projects, unless we receive a reasonable offer to purchase the excess material.

Alongside Tim's work on the surround, Jonathan Evans, Liz and I moved the old wood from the horseshoe play area to a safer storage place adjacent to the hard standing, until this old woodwork can be removed / disposed of.

Having completed the replacement surrounds to both Toddler and Teenage areas, the next task is to top up the rubber chippings. I estimate we will need 120 x 20 Kg bags to top up both child play areas. This will cost £1,690 + Vat, including delivery. Do I have the Parish Council's approval to purchase this?

In May, we received the RoSPA report for the Rec., it was generally noted to be in good condition, with the majority of equipment graded 'green' – meaning it meets or exceeds the safety standards required - therefore, offering little risk of failure, damage or injury. For this equipment, only minor repairs were recommended, such as monitoring natural splits in wooden beams and sanding down roughened woodwork to avoid splinters. Four pieces of equipment were graded at higher risk, 'amber' (level 8 or 9, on a scale of 1-25). Still very safe, but would need monitoring. These include the parallel bars, where one upright is showing signs of rot close to ground level, and the tunnel, where two posts show signs of rot, although in this case it is not structural. For the tunnel, all four posts were planned to be replaced in working parties this year.

This amber grade was also applied to the Zip-wire (cable-way) and all three sets of swings. In these cases, the grading was associated with an assessment of the state of wear of the chains and fixing spigots; particularly that the RoSPA assessment could not check the extent of wear because of chain covers on the equipment. Post inspection, I have measured this wear in both spigots and chain links, and all fall within safe limits – although worn, the worst, on the zip wire spigot, had lost 15% loss in section, compared to an allowable loss of 40% loss in section – and we will continue to monitor.

Planned works:

- Repairing the wooden slats to the goals.
- Replace the rotten battens on the shelter roof.
- Replace the rotten timber posts as part of the tunnel.
- Re-lay and bond the underlay below the SuperNova; this has been kicked-up by children using it. It has been temporarily repaired, but will need more permanently bonding.
- Install paving slabs under the legs of the VW/Audi picnic table to improve its stability.
- Top-up the rubber chippings for both the Toddler and Teenage areas.

John Nicholls - Chairman
9/6/2025

Planning Committee Report - for meeting on 9 June 2025 (as at 9 June 2025)

Below are current and recent Planning Applications. The Parish Council is invited to ratify the comments made to Buckinghamshire Council on behalf of the Planning Committee since the last meeting.

CURRENT PLANNING APPLICATIONS

Date Received	Application Number	Applicant	Site Address	Details of Application	Parish Council Response	BC Decision

21/01/2021	21/00221/APP Kirsty Elliott	J Hanson & Son	Home Farm, 4 Winslow Road, Great Horwood MK17 0QN	Demolition of existing agricultural buildings; erection of 15 residential dwellings with associated access, parking and landscaping; extension and refurbishment of existing listed farmhouse.	Objection	Awaiting decision
21/01/2021	21/00222/ALB Kirsty Elliott	J Hanson & Son	Home Farm, 4 Winslow Road, Great Horwood MK17 0QN	Demolition of existing agricultural buildings; erection of 15 residential dwellings with associated access, parking and landscaping; extension and refurbishment of existing listed farmhouse.	Objection	Awaiting decision
12/1/24	22/03218/APP Emma Mumby	Mr Octavian Negrea	Land To Rear Of Vine Cottage 3 Little Horwood Road Great Horwood Buckinghamshire MK17 0QE	Erection of 3 dwellings	Objection	Awaiting decision
4/4/24	24/00952/APP Emma Mumby	Mr Connors	3 Nash Park Winslow Road Nash Buckinghamshire MK17 0FD	Change of use of land from a 1 pitch Caravan Site to a 2 pitch Caravan Site (2 Static Caravans & 2 Touring Caravans) alongside the retention and conversion of Stables to Dayroom	No objection	Awaiting decision
18/06/24	24/01794/APP Danika Hird	Mr William McDonough	Plot 1 Nash Park Winslow Road Nash Buckinghamshire MK17 0FD	Creation of a 2nd pitch on an existing 1 pitch caravan site to provide 2 static caravans and 2 touring caravans and erection of a dayroom	Objection	Awaiting decision
23/7/24	24/02148/APP Danika Hird	Mr Nigel Denne	The Hedgerows Nash Road Great Horwood Buckinghamshire MK17 0EJ	Change of use of land from agricultural to B8 (Storage and distribution) E(a) (Sales / Display of goods other than hot food) E(g)(i) (Offices). New dropped kerb/access. Erection of building and yard area	Objection	Awaiting decision
22/8/24	24/02460/APP Faye Hudson	Mr Fred Morris	Land Opposite Ridgehill Farm Little Horwood Road Nash Buckinghamshire	Demolition of existing storage building and replacement with new	No objection	Awaiting decision
4/10/24	24/03004/APP Faye Hudson	Hennigan Building and Civil Engineering Ltd	Land Between Nash Road And Cross Roads Kennels Nash Road Great Horwood Buckinghamshire	Hybrid application for the redevelopment of the site comprising outline planning permission, with all matters reserved except access, for a drive thru restaurant (Use Class E(b)/Sui Generis) and EV charging hub and full planning permission for an office building (Use Class E(g)(ii)) and a day nursery (Use Class E(f)) with associated landscaping, parking and access arrangements	Objection	Awaiting decision
20/11/24	24/03472/APP Danika Hird	Mortlake 17 Llp	Land To The East Side Of Winslow Road Winslow Road Great Horwood MK17 0NP	Four no. commercial stables, ancillary facilities, parking, landscaping and internal road	Objection	Awaiting decision
2/12/24	24/03513/APP	Andrew Marshall	Faccenda Chicken Thornhill Poultry Farm Pilch Lane Great Horwood Buckinghamshire MK17 0NX	Temporary change of use for 3 years of land and dwelling to allow use as a lorry park and offices (retrospective)	Objection	Awaiting decision
17/12/24	24/03754/APP Kirstie Elliot	Mr T Northey	Land Off Winslow Road Great Horwood Bucks	Erection of two detached 2 storey dwelling houses with new access off the Winslow Road together with footpath, garaging, parking, landscaping and all enabling works	Objection	Awaiting decision
30/12/24	24/03817/AOP Zenab Hearne	Croudace Homes Ltd and John Grainge	Land North of Little Horwood Road & Cherry Leas Great Horwood Buckinghamshire	Outline planning application for up to 70 dwellings, including vehicular access, pedestrian and cycle lines, public open space, landscaping, drainage and associated works.	Objection	Awaiting decision

21/1/2025	24/03870/APP	Mr And Mrs H Elliott	Spring Cottage 28 Spring Lane Great Horwood Buckinghamshire MK17 0QW	Erection of dwelling with access and amenity space together with the conversion and alterations of existing dwelling to form ancillary accommodation/outbuilding (part retrospective)	Objection	Awaiting decision
4/3/25	25/00425/APP	Mr And Mrs H Elliott	Spring Cottage 28 Spring Lane Great Horwood Buckinghamshire MK17 0QW	Householder application for construction of detached car port	No objection	Awaiting decision
23/4/25	25/01025/APP Dipanwita Chatterjee	Mr Pithers	Greenway Business Park 7 Winslow Road Great Horwood Buckinghamshire MK17 0NP	Erection of two storey modular building to be used as office facilities	No objection	Awaiting decision
25/4/25	25/01262/VRC	Mr and Mrs P Pearce	Spring Hill Farm Little Horwood Road Great Horwood Buckinghamshire MK17 0NZ	Removal of condition 3 (agricultural occupancy condition) 4 (private residential accommodation) relating to application 78/01811/AV (Erection of a farmhouse)	No objection	Awaiting decision
28/4/25	25/00515/APP Kirstie Elliot	Mr Tony Baker	The Bungalow 29A Nash Road Great Horwood Buckinghamshire MK17 0RA	Householder application for erection of 4ft high picket fence and gates across front of garage and driveway adjacent to lane	No objection	Awaiting decision
2/6/25	25/01623/APP	Tim Northey (Abbeymill Homes)	Land South Of Weston Road Great Horwood Buckinghamshire	Erection of 35 detached and semi-detached 2 storey dwellings with new access off Weston Road, footpaths, garaging, parking, landscaping and all enabling works		
5/6/25	25/01601/APP	Ella Swinhoe	Great Horwood Church Of England Combined School School End Great Horwood Buckinghamshire MK17 0RG	Replacing existing windows with new aluminium frame double glazed windows at elevations A, B, C and D	No objection	

Key –

Colours

Green = applications determined since last report

Light blue = applications received in 2021

Orange = applications received in 2024

Yellow = Applications received in 2025

Names are those of the Bucks application case officer