

GREAT MISSENDEN PARISH COUNCIL

Minutes of the Annual Parish Council Meeting
held on Monday 8th May 2017
at the Memorial Centre, Link Road, Great Missenden
at 7.35 p.m.

Public Forum: Helen Hall – HS2 Programme Manager, Chilterns AONB HS2 Review Group.
Helen explained the work and objectives of the review group, the detailed design work process and the compilation of a list of projects for consideration for the fund which has been set up. She is looking for volunteers for a workshop in June.

Present: Councillor - A.Hewett - Chair
Councillors: K.Allan: C.Baxter: L.Cook: S.Humphreys: M.Johnstone: V.Marshall: V.Martin:
K.Pither: C.Plested: T.Stevenson.

1. Election of Chairman of the Council 2017-18

Cllr A.Hewett stood for election.

There being no other nominations, Cllr A.Hewett was elected unanimously.

The Chairman signed a declaration of office which was witnessed by the Clerk.

2. Election of Vice Chairman of the Council 2017-18

Cllr K.Pither stood for election.

There being no other nominations, Cllr K.Pither was elected unanimously.

3. Apologies: Councillors: R.Hougham: M.Lee: I.Lovegrove

4. Councillor vacancies

Cllr A.Hewett reminded all the councillors that there were still two vacancies.

5. Declarations of Interest:

None

6. Appointment of Members to Standing Committees and Working Parties

It was resolved that the following nominations be confirmed.

Planning Committee

Chairman Councillor C.Baxter

Vice-Chairman Councillor M.Johnstone

Members Councillors: K.Allan: L.Cook: R.Hougham: S.Humphreys: I.Lovegrove

Open Spaces & Lighting Committee

Chairman Councillor K.Pither

Vice-Chairman Councillor S.Humphreys

Members Councillors: C.Baxter: I.Lovegrove: V.Marshall: C.Plested: T.Stevenson

Finance & General Purposes Committee

Chairman Councillor M.Johnstone

Vice-Chairman Councillor V.Martin

Members Councillors: C.Baxter: R.Hougham: K.Pither

Editorial Working Party for “The Source” & Website

Editor Councillor A.Hewett
Sub Editor Councillor K.Allan
Members Councillors: L.Cook: M.Johnstone: M.Lee: K.Pither: T.Stevenson

7. Appointment of Members to local organisations

It was resolved that the following appointments be confirmed.

Appointments to Local Organisations

Age UK	Cllr. V.Marshall
Great Missenden Parish Revitalisation Group	Cllrs: A.Hewett: R.Hougham: M.Johnstone: V.Martin: K.Pither
Charity of Dame Jane Boys	Cllr. C.Plested
Memorial Centre Management Committee	Cllrs: S.Humphreys: K.Pither
Missendens Local Area Forum	Cllrs: A.Hewett: K.Pither: C.Plested
Prestwood Youth Club – PYCAG	Cllrs: S.Humphreys: C.Plested
Stoke Mandeville & Other Parishes Charity	Cllr. C.Plested
Misbourne Neighbourhood Action Group	Cllrs: C.Baxter: R.Hougham: C.Plested

8. Minutes The minutes of the meeting held on 10th April 2017 were **agreed** by majority and signed as a correct record. There had been an error with photocopying the minutes for the papers but the minutes had been previously sent out by email. Any councillor who would like a hard copy of the minutes when they are sent by email to let the parish office know.

9. Matters arising

None

10. Reports from Committees

a) Planning Committee

i) The minutes of the meeting held on 2nd May 2017 were **agreed** and **confirmed**.

Cllr C.Baxter read out the response that the committee had approved to be sent to Darran Massey, which the council agreed with. Cllr A.Hewett commented that an asset of community value had to be accessible to the whole community.

b) Open Spaces and Lighting Committee

i) Public Spaces Protection Orders - consultation and requests for PSPO's

Cllr A.Hewett agreed to read the documentation and formulate a response for consideration.

ii) Mobile Vehicle Activated Sign Survey (MVAS)

The council approved the comments on the questionnaire and asked the clerk to send it to Barbara Rowett for any further comments.

iii) Allotments – Nairdwood Lane, plot 25b

The council agreed that the tenant could keep their plot until the end of September by which time they must have cleared it and vacated it.

iv) Request to use Buryfield - Bootcamps

The parish council gave permission for a further two six week bootcamps of approximately 5 sessions per week to take place on the Buryfield at a charge of £50 per bootcamp / block of sessions.

v) Request to use Buryfield - GMFC

The council agreed to the request from GMFC to use the Buryfield for the 2017-18 football season.

vi) Request to use PCC building – PEG Big Lunch

With regards to PEG using the PCC for the Big Lunch this year, the council approved provided that the following conditions are agreed:

- that the PCC building is left in a clean and tidy state – especially the toilets.
- additional toilet rolls need to be restocked from the main supply and not just left in the toilets
- furniture from the PCC must not be taken outside
- no BBQ's on the grass
- if PEG are having the services of a professional BBQ a copy of their PLI insurance must be provided

vii) Speeding –Lodge Lane – email from resident

The contents of the email were noted. The council suggested that the resident might like to join the MVAS and Community Speedwatch volunteer groups.

viii) Request to use Buryfield – Ballinger Football Club

The council agreed to the request from Ballinger Football Club to use the Buryfield for the 2017-18 football season.

c) Finance & General Purposes Committee

i) CDC car park lease – update and fees – approval required

The council agreed to accept the offer of capped fees of a sum not exceeding £1750 plus VAT and disbursements proposed by the solicitor.

ii) Allotments – tree work quotes

The council agreed to the quotes for the tree work and stump removal on the allotments.

iii) Quotes for hedge re-instatement – Ballinger allotments

The council approved the quote from the Plant Specialist but increased the quantity of hawthorns from 3 to 4 in order to fill both the gate gap and the gap by the compost bin.

iv) Application for grant – PEG – Big Lunch 2017

The council agreed in principle for a grant of up to £1000 pending the receipt of the official application documents together with the free hire of the Prestwood Community Centre for the event. The council suggested PEG could consider approaching Stoke Mandeville & Other Parishes Charity.

v) Good Neighbour Scheme - proposal

Cllr T.Stevenson provided a recap of the history of the scheme, together with a summary of the meeting that had taken place and the proposed plans and proposals. After some discussion it was agreed that the parish council would support a community engagement event by assisting with a venue (PCC) and helping to draw up an invitation list. Parish council representatives would be happy to attend meetings going forward but it was agreed that the parish council was too overstretched to form a formal group with Prevention Matters and CIB until a committee is formed as this has no guaranteed end date.

vi) Request for donation – Open Spaces Society

The council declined to offer the Open Spaces Society a grant.

vii) PCC building – quotes for electrical safety test

The council asked the clerk to confirm with Regent Projects that they were quoting for a 5 year electrical condition report. If so, the council agreed to proceed with this quote.

viii) Review of CDC licensing policy – consultation

Cllr M.Johnstone summarised this topic and the changes for the councillors. The information was noted.

ix) Bucks County Council unitary engagement sessions for town and parish councils

The parish council had already held an extraordinary meeting and written a letter to DCLG on this topic. Councillors confirmed that it was not possible to complete the questionnaire as an individual and it is not possible for the whole council to complete one on-line questionnaire. Additionally, if councillors attend the workshops, they would only be able to respond as individuals as they would not be able to obtain a parish council view whilst at the workshop. Therefore the research from the workshops will not be representative of the parish council view. It was agreed that a copy of the letter sent to DCLG should be forwarded to both BCC and CDC.

x) Payment of accounts for May

It was **resolved** that accounts numbers **12-33** in the sum of **£11,885.65** for **May** be agreed for payment and petty cash items for May **£112.07** be ratified.

d) Editorial Working Party

i) PVA website

The council agreed that it would monitor the PVA website in order to be able to respond to any comments. Any proposed responses from the parish council could either be discussed at the next parish council meeting or circulated by email if urgent. Councillors would take it in turns to monitor the website on a monthly basis – with the exception of Cllr K.Pither.

ii) The Source

The copy dates for the next issue of 'The Source' need to be clarified and it is hoped to set up a meeting with Colin Veysey.

e)HS2

i) HS2 update

Cllr M Johnstone reported that a further meeting with BCC was held on 24th April. Progress of discussions on design changes associated with the Assurances we have received from HS2 seems to be slowing down. HS2 stated that the design is at its initial stages and will not be progressed until the main works contractor is in place (end of July 2017).

BCC HS2 team made some enquiries on our behalf to clarify the Assurances given by HS2 on the Link Road development and the replacement of on-street parking. Dr Laura Martin-Leech Programme Manager, BCC HS2 team, received a reply from Roger Hargreaves, Director of Hybrid Bill Delivery which she shared with us and the letter is included with your papers. It seems that HS2 are passing the decision back to BCC and the parish council although HS2 pointed out that their M1 proposal lost fewer car parking spaces on the Link Road than BCC's M2 proposal. The letter did not cover access from the Frith Hill roundabout to the school set down area, which the school and BCC have proposed in their pre-planning application. We are waiting for a follow up meeting with the school. Cllr M Johnstone summarised by reading out the last three points in the summary of the letter:

- Decisions on the implementation of agreed mitigation for the Link Road roundabout will be for the Highways Authority under Schedule 17 of the Act.
- If the Great Missenden Church of England School car-park is provided, it is HS2's view that to satisfy the highways authority's highway safety standards, on street parking is very likely to be lost to improve visibility splays beyond their current standard. Again, this will be a decision for the Highway Authority.
- We believe that HS2 Ltd is providing more than sufficient funding for the on-street parking on the Link Road to be replaced.

The next meeting with BCC is scheduled for Monday 22nd May.

Other initiatives being pursued include a general increase in parking in Great Missenden – a questionnaire is being developed to discuss car park options. The survey on the layout of the Link Road car park needs to be progressed with CDC.

Another initiative is the improvement of the junction on the A413 at the Chiltern Hospital. Atkins has produced a report for BCC funded by HS2 recommending improvements at the junction but no roundabout. However the report forms part of the BCC sensitive junctions review and so any further work will need to be suggested by BCC. It was noted that the report was dated 16 February 2017 so has been available for some time.

ii) Traffic Management Plan (TMP) for construction access across the Buryfield

Cllr M. Johnstone summarised the discussions at the April council meeting and the need to now agree the content of the TMP. The attached document is version 4 and Cllr M. Johnstone has included comments agreed at the last meeting and suggested subsequently together with comments from an engineer in South Heath.

a) Access during Lighthouse week

Cllrs C. Baxter and K. Pither reported on the reasons for proposing that there should be no construction traffic during the main Lighthouse week of 24th July. After some discussion a vote was taken and the council agreed to include in the TMP that there should be no construction traffic during this week.

b) Approval of Traffic Management Plan

The attached TMP with its amendments (version 4) was approved by council with the inclusion of the statement - 'No construction traffic during the main Lighthouse week of the 24th July'.

iii) Friday June 9th – Public Meeting at 6pm

Cllr M. Johnstone reported that at the last meeting, it was agreed to hold a public meeting on Friday 9th June in the Memorial Centre and to advertise it as widely as possible. The HS2 working party would like councillors to help set up from 5.15 pm.

Cllr M. Johnstone has been assured by Luke Nipen that HS2 will attend and so notice of the meeting has been distributed to GMVA, GMPRG, PVA and district councillors. County councillors and others in BCC are yet to be notified as are some of the local hilltop residents.

The council agreed to send The Lee and Little Missenden parish councils notice of the meeting.

The display boards have been ordered in order to display maps.
The HS2 working party will be working on a presentation for the meeting.

11. Reports from Representatives to outside Groups.

i) Stoke Mandeville & Other Parishes Charity - update

Cllr C.Plested reported that the AGM had gone well. A grant for £1500 had been awarded to the parish council in order to buy equipment for the PCC. The council thanked Cllr C.Plested for all her hard work.

ii) Charity of Dame Jane Boys - update

Cllr C.Plested reported of her concerns with this charity. Despite requesting information she has had no contact from the charity.

12. Clerks Report

i) Attendance record

The attendance record was noted.

ii) Finance update

The clerk advised that she would be sending out the financial reports and documents by post prior to the next meeting and that these documents should be retained for the June meeting. The clerk requested that any queries or questions should be raised before the next meeting as the documents have to be formally approved at the June meeting.

iii) PCC cleaning contract- confirmation

The council had appointed Busy Offices/Homes to carry out regular cleaning at the PCC. This had been approved via email. They would start w/c 15th May.

iv) Parish land & Misbourne School licence

The clerk had just received the proposed licence from the solicitor and this would be included in the June meeting for approval. A copy has been circulated by email.

13.Matters for information

- Cllr S.Humphreys explained the operation of the keypad at the PCC.

The meeting closed at 22.20

14. Future meetings

- a) Planning Committee – 7.30 p.m. Monday 5th June 2017 in the Parish Office
- b) Parish Council Meeting – 7.30 p.m. Monday 12th June 2017 in the Memorial Centre