

GREAT MISSENDEN PARISH COUNCIL

Minutes of a meeting of the Parish Council
held on Monday 11th February 2019
at the Memorial Centre, Great Missenden
at 7.30p.m.

Public Forum:

Two tenants from Ballinger allotments regarding admission of vehicles onto the site.

One representative from Great Missenden & Prestwood Revitalisation Group advising of their plans to refurbish a noticeboard in Great Missenden and landscape an area in front of Prestwood Car Park.

One resident regarding the London Road car parking plans.

One resident was present for part of the meeting.

Present: Councillor – A Hewett chair

Councillors: C Baxter, A Brazil, G Bridges, L Cook, S Humphreys, I Lovegrove,
M Johnstone, M Lee, V Marshall, V Martin, K Pither, R Pusey, S Rhodes,
T Stevenson

Also present: Jane Hennessy - Clerk

1. Apologies: Councillor P Jager

2. Declarations of Interest:

Cllr I Lovegrove 10.ii)

3. Minutes

The minutes of the meeting held on 14th January 2019 were agreed and signed as a correct record.

4. Matters arising:

None

5. Parking

i) London Road car park – update

Cllrs Hewett and Johnstone have met with Ms Meloni, the headmistress of The Misbourne School, to discuss the car park plans and to see if there was scope for a collaborative approach as the school also have building plans. Unfortunately this does not seem possible. The council will keep the school updated on the progress of their plans. The next stages are to get costings from Highways & SUDs for pre-application advice and to approach Sport England. Several expert planners have been approached for quotes to assist as it is anticipated that it could be a challenging planning process.

ii) The council approved four of the free parking days for 2019 as Saturday 30th November, 7th December, 14th December & 21st December. This would apply to the Link Road, Buryfield and Prestwood car parks.

6. Memorial Hall – CEF application – update

Following the unsuccessful application for the strategic CEF fund Cllrs Hewett and Johnstone met with Donna Wilkinson and Paul Salmon from the CDC Economic Development Team for

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further advice. CDC felt that there was potential for a project to be submitted for BLEF funding, to help support tourism and businesses to the area. CDC suggested incorporating a visitor centre into the plans. CDC were happy to lead on the BLEF submission with help from the parish council and local business owners. Cllr Hewett has requested some preliminary plans. The ideas of the initial discussions would be emailed to all councillors for their input.

The parish council will concentrate on a CEF submission in the less than £75,000 category to refurbish areas of the Memorial Hall internally including new windows and doors, upgrading the façade, decorating, etc, dependent on budget.

7. Dame Jane Boys Charity

Following correspondence received from the Dame Jane Boys Charity the council were advised of the need to appoint two representative trustees. They do not need to be councillors, just appointed by the council. It was resolved to appoint Christine Plested and Cllr L Cook as trustees.

8. Unitary

The letter from Isobel Darby regarding the intention of CDC to progress the proceedings for judicial review of decisions taken by the Secretary of State was noted.

9. Committee Membership for New Councillors

The following membership was approved:-

Cllr Brazil – Planning Committee and Open Spaces Committee

Cllr Bridges – Planning Committee and Open Spaces Committee

Cllr Rhodes – Finance and General Purposes Committee and Planning Committee

10. LAF

i) Prestwood parking scheme – proposal to widen scheme and approve cost

The council noted the updated Project Initiation Document (PID) from TfB. The agreement is to now move forward with additional sites included; Moat Lane junction with Chequers Lane, The High Street, Prestwood and the London Road. From the PID Cllr Pither asked the clerk for clarification on the mention of the parish council carrying out an informal consultation on Prestwood High Street and what this involves. Cllr Pither also asked for clarification on the extension of the double yellow lines at Moat Lane junction with Chequers Lane. If the council were to accept the new proposal a further £1,957 in match funding would be required. This is additional to the £4,521 match funding agreed in April 2018. The additional funding could come from the council's general reserve. The council asked for the decision to be deferred until March following the request for clarification.

ii) LAF – Moat Lane project – update letter from TfB

The council noted the letter from TfB advising that there was no scope to reduce the existing carriageway width any further to make an allowance for a footway. TfB advised that the highway boundary on the south side of Moat Lane near to the school follows the kerb line and therefore any provision of a footway would need to be agreed with the landowners and a legal agreement obtained. TfB also stated that if a legal agreement was obtained the landowners hedges would need to be moved to allow for the minimum footway width. The council feel that they would like to do all they can to address safety in this area and it was

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suggested that the council could split the cost of an independent safety assessment with the school. Cllr Lovegrove was asked to approach the school and update the council with a proposal at a forthcoming council meeting.

iii) **LAF – non transport project ideas**

It was noted that the LAF will not consider play equipment projects, so the council cannot submit a request for Buryfield Toddler play area. However the suggestion of a walking path around Prestwood Common was approved for costing. The project will need to be submitted to the LAF for the beginning of March.

11. Unitary council – update

The update from Bucks County Council on the proposed unitary council for Buckinghamshire was noted.

12. Reports from Committees

a) Planning

i) Minutes of the meeting held on the 7th January 2019 were **agreed** and **confirmed**.

ii) To consider delegated powers for the planning committee

The council resolved to delegate powers to the planning committee under the following terms:-

The Planning Committee have delegated powers to submit representations if, and only if, the following conditions are met:-

- The deadline for Chiltern DC to make a decision on a particular application is before the date of the next full Council Meeting.
- The Planning Committee has considered the application, and has reached a unanimous view as to its representations.
- That those representations are recorded in the draft minutes and that these have been approved by the Planning Committee Chair.
- That the representations in respect of that application are circulated to all Council members with a request that if they do not share the views of the planning committee they respond to the clerk's office within 24 hours setting out their views. In the event of a receipt or such an objection the clerk will seek to arrange an emergency Council meeting to debate that application.

In the absence of any objection within the 24 hours, at the expiry of that time, the clerk will submit the representations on the application or applications of which notice has been given to full council.

b) HS2

i) Contractors – enabling works

UK Power Networks have started work on site and archaeological work will recommence around the area of the slope on the haul road. Archaeology will need to be complete before the construction of the temporary haul road. The compound is being jointly used by INFR, Buckingham Group and UKPN. The works on Frith Hill are now likely to start in February, with work on the Link road due late April/early May.

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The schedule 4 application has been submitted by BCC. There is a pre-works meeting with Fusion JV and the Buckingham Group on 26th February and the working party to confirm the plans. All councillors are invited to join.

ii) Contractors – main works civil contractors

Eiffage-Kier (EK) are developing designs for the Stage 2 programme. They have recently been given a design award for the Small Dean Viaduct.

Align JV, a joint venture of three major contractors, are working on their designs and have ordered two tunnel boring machines.

iii) Engagement

There is a meeting of the joint parishes on Wednesday 20th February and the HS2 monthly drop in sessions are continuing in the Great Missenden Library with the next dates being; 22nd Feb, 29th March, 26th April, 31st May and 28th June.

c) Open Spaces and Lighting

i) Gritting

It was resolved to provide a grit bin for use by residents and the public to grit the path on the railway bridge in Great Missenden, provided it can be supplied by Bucks County Council (BCC) and the cost includes the permanent provision of grit. BCC have already suggested that it may be sited on Trafford Road but as this is a road not adopted by Highways, permission will have to be sought by the landowner first.

Gritting of the Memorial Centre car park was also discussed as it was raised by hirers of the hall in the recent bad weather. It was suggested that a grit bin be placed in the car park and that measures be taken in bad weather to grit the path around the hall but not the car park although there were some discussions around the council's responsibility regarding this. Prices of grit bins and spreaders were requested for the next meeting to enable a decision to be made.

ii) Tree survey – report for consideration

The quotes and work suggested were considered by the council. The lowest quote was from the company that provided the tree survey and it was suggested that it might not be best practice to use this company. It was then resolved by majority vote to approve the quote of £1,945 + VAT from J&D Clark who are a well known local company with a good reputation.

iii) Streetlights

Following the agreement at the January meeting to replace the light at Abbey Walk the deputy clerk consulted with the residents and the majority of responses were happy with an LED replacement light. However, new information was presented that Abbey Walk is a private development. The council would like to reconsider its previous decision in light of the new information and contact the Abbey Walk Residents Association who manage the development to advise them that the council will not be maintaining streetlights on private land. The clerk will investigate the extent of Abbey Walk that is not adopted by Highways for the next meeting and add the proposal to suspend the relevant standing order to allow a new resolution to be made.

The council approved the quote to replace the two lights that are not working on Buryfield Lane with LED replacements at a cost of £537.88 + VAT per lamp.

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iv) Playground repairs – update and increase in cost for approval

Following the approval in January of the playground repairs the deputy clerk confirmed that the repairs to the skate park are now completed. The cost for the playground repairs at Grymsdyke have increased mainly due to the increase in the price of a bearing for the rotating Spica unit. The increased cost would take the total to £4,994.15 + VAT (including the cost of the skate park repairs). The council could choose to go ahead with the repairs but exclude the Spica repair as it has not been noted as a critical repair (however it is a popular piece of equipment), or approve the increased cost. The council resolved to approve the additional costs for all repairs and asked the clerk to check the length of guarantee for the Spica part.

v) Buryfield Toddler Play area – pocket park grant application

The council noted the information regarding the recent joint application with Great Missenden Village Association for a grant of up to £25,000 to replace the equipment on the Buryfield toddlers play area. Should the grant application be successful the council would be required to match fund the grant by 30% which would be a maximum of £7,500. The council resolved to approve the match funding cost. Successful applicants will be notified by the end of February.

vi) Bucks Rights of Way improvement Plan – request for council response to survey

The council noted the request for a parish council response to the rights of way improvement plan and were requested to send their responses to the clerk to amalgamate and submit.

vii) Roads – letter to Martin Tett from Coleshill Parish Council – for noting

The copy of the letter from Coleshill Parish Council regarding the state of the roads was noted.

viii) London Road land licence – intention to give notice to quit

As had previously been agreed in principle by the council, it was now confirmed to give The Misbourne School four months' notice to terminate the licence. It was resolved to ask the school to vacate the land by 1st August 2019.

ix) Tree policy – for adoption

It was resolved to adopt the amended tree policy following comments received from Chiltern District Council. The policy would be reviewed annually.

x) Tennis court maintenance quote – for approval

The council resolved to accept the quote for £450 per court for the annual maintenance contract from AM Molloy. It was noted that Mr Molloy had carried out extra works in the past year without request for payment.

xi) Missenden Abbey – draft letter regarding trees on London Road

The draft letter regarding the overhanging trees on the London Road belonging to Missenden Abbey was approved.

xii) Buryfield – to consider improving pedestrian access from the Link Road

The council resolved to approve the request to improve the step access to the Buryfield, half way along the Link Road. Cllr Humphries will advise and possibly be able to help install an additional step.

xiii) Prestwood Community Centre – to consider external lighting quote

The council considered the quotes for installing solar or mains down-lighting to light the entrance gate to the Prestwood Community Centre. It was suggested that a timer be considered alongside the PIR to minimise accidental triggers overnight and light pollution. Additional quotes were requested for comparison.

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xiv) Request to use Buryfield – Greens Funfair

The council resolved to approve the request by Greens Funfair to use Buryfield from Sunday 28th April through to Monday 13th May 2019. The charge of £100 per week was also approved. The clerk was asked to remind the fair that goldfish/animals were not to be offered as prizes.

d) Finance and General Purposes

i) Website

Cllr Hewett advised that the contract had been signed with OrbitCarrot. It was expected that the completion date was now expected to be moved back to quarter two. Cllr Cook has been reviewing all the submissions.

ii) Grant Policy

The council reviewed the annual grant policy and resolved to amend the policy under purposes as follows:-

4. For supporting local organisations that provide a common service to the local community by furthering the service they provide without paying for basic salaries unless the council is aware of special circumstances.

iii) Letter of thanks from the CCB

The letter from the Chilterns Conservation Board thanking the council for their recent grant was noted.

iv) Appointment of internal auditor and scope

Lucy Copin was appointed by unanimous vote as the internal auditor this year. The scope was also agreed on the same basis as last year.

- v) It was **resolved** that accounts numbers **196-209** in the sum of **£19,013.88** (inc. VAT) for **February** be agreed for payment and petty cash items for **£90.23** were ratified.

e) Editorial Working Party

Cllr Hewett updated the council on the proposed articles for The Source; a parish cup article, HS2, an article regarding trees overhanging footpaths and for the new councillors to provide photos and a short article introducing themselves.

12. Reports from Representative to outside Groups

i) Great Missenden Village Association (GMVA)

Cllr Johnstone advised that at the recent GMVA meeting Cllr Martin and himself were asked to change the capacity at which they attend the meetings. They have been asked to become observers/advisors.

ii) Great Missenden & Prestwood Revite Group (GMPRG)

Cllr Johnstone advised that the community vision discussion group meeting that was cancelled due to the bad weather had been rescheduled for Thursday 21st February @ 7.30pm in Oldham Hall, Great Missenden.

iii) Stoke Mandeville and Other Parishes Charity

The written report from council representative Christine Plested regarding the AGM was noted.

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13. Clerk's Report

- i) The clerk's progress report was noted.
- ii) Thanks were given to Great Missenden Tennis Club for replacing the broken tennis net on one of the courts on Buryfield.
- iii) The clerk has spoken to the resident who had expressed an interest in purchasing a strip of land at Oakengrove and advised that the council had agreed to a valuation of the land. The cost of the valuation the resident would be liable for should any purchase take place. The resident has asked to be informed of any costs before they are spent. The clerk has also been given two further contact details of surveyors to try and reduce the cost of the valuation. The clerk was reminded to consult the houses that overlook proposed strip of land for their opinion.
- iv) The contract for the Prestwood Community Centre electricity was due for renewal and cheaper quotes were in the process of being obtained.
- v) The broadband contracts for the office and the Community Centre were also up for renewal.
- vi) CDC have offered some planning training on Monday evening 4th March at their offices. There is also a session on 11th March at the South Bucks offices and the clerk has been asked to see if there are any places available on that session.

14. Matters for information

None.

15. Future Meetings

- a) Planning Committee – **7.30 p.m. Monday 4th March 2019** in the Parish Office
- b) Parish Council – **7.30pm Monday 11th March 2019** in Memorial Centre, Great Missenden

Meeting closed at 9.40pm