

**Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 10 July 2013 at 7.55pm
In the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr B Drew (Chairman); Cllr L Hunt; Cllr M Parker; Cllr V Patel and Cllr D Rafferty.

In attendance: Mrs J Mason (Clerk).

Members of the public: Cllr D Philips, Chiltern District Council and Cllr M Tett, Buckinghamshire County Council.

1. **Apologies for absence:** These were received from Cllr J Hinkly and Cllr J Walford, OBE.
2. **A resolution was agreed that standing orders be suspended to allow any members of the public to speak:**
Cllr Philips reported on discussions within Chiltern District Council regarding the facility for Town and Parish Councils to fund one hour free parking in pay and display car parks operated by the District Council. He gave an example of how the charges formula would be applied and reported on the newly agreed 10% cap on annual increases to charges made to Towns or Parishes. Cllr Tett spoke on the difficulties faced by elderly residents from Halifax House when attempting to cross the A404 in the village centre. The residents had expressed their concerns at a recent LAF meeting and as a result Cllr Tett had consulted officers from Transport to Buckinghamshire to find out what could be done to improve the situation. Cost constraints would not allow a pedestrian crossing to be installed. However, other actions were being considered which might be resourced from the community leader budget and LAF funds. For example, it should be possible to improve signage, visibility and awareness that the area is an informal crossing point for the elderly. The road surface could be coloured red, a tactile surface installed at the crossing points and white lines painted between crossing points. He promised to keep the Council up to date on developments. The Chairman reinstated standing orders.
3. **To receive and approve the minutes of the meeting held on 12 June 2013:** These were agreed as a correct record and were signed by the Chairman.
4. **Declarations of Interest:** None.
[At this point the Chairman requested that the agenda order be adjusted to allow item 9 below on parking to be discussed immediately. This was agreed although the discussion is minuted at item 9 for ease of cross reference to the agenda.]
5. **Approval by Chairman of Items for Any Other Business** - The following items were agreed:
 - i. Attendance at Chiltern and South Bucks Strategic Partnership meeting on 25 July 2013;
 - ii. Buckinghamshire County Council Transport for Buckinghamshire "We're working on it" presentation in Chesham on 19 July 2013;
 - iii. "If in Doubt Call the Police" information;
 - iv. Triangle planting by the Evening WI.
 - v. Delivery Development Plan Document update.
 - vi. Possible site for Scottish and Southern Electric's cabinet in Cokes Lane area.
6. **Chairman's Report:** This had been circulated previously. It was noted that the additional funds to allow the Marion Orpen prize to continue for a number of years had now been received from Mrs Orpen's husband's estate.
7. **Clerk's Report:** This had been previously circulated and updated the Council on actions from the last meeting and other matters to note. The date suggested for the "thank you" event at Westwood Park for donors and members of the public, Friday 30 August 2013, was agreed subject to Wicksteeds having confirmed the Little Miss Muffet installation date. The Clerk and Assistant Clerk will arrange the details. In addition, it was noted that emergency repairs had been instructed by the Clerk following the pump failure at Westwood Park. She had advised the Chairman and Vice Chairman in accordance with financial procedures. Costs will be in the region of £1,300. The problem was caused by items snagging on root tendrils under the driveway into Westwood Park. The blockage has been cleared and the roots cut away.
8. **Vacancy for a Parish Councillor:** It was recorded that a letter dated 19 June 2013 had been received from Richard Harris, Democratic Services Manager, Chiltern District Council, advising that the Parish Council should now take steps to fill the vacancy by co-option. The Clerk will continue discussions with a member of the public who has expressed an interest in being co-opted.

9. Parking Survey: (i) *Progress with the feasibility study* – Cllr Parker was pleased to report that a meeting had been held the previous day with Steve Kenton and Peter Smyth from BCC who now have all the information they require to progress matters. The timescale has still to be confirmed; (ii) *Update on other follow up actions from parking survey* – It was noted that the Clerk was meeting the following week with Tony Broderick from BCC to finalise the order for new and replacement bollards at the end of Burtons Lane. The outstanding action to provide NSL with a list of parking “hot spots” was discussed. It was agreed that details of sites should be e-mailed to the Clerk by the end of the week to enable her to collate a list for forwarding to NSL; (iii) *To consider, in the light of discussions at the 9 July meeting of Chiltern District Council’s Cabinet, whether the Parish Council should fund one hour free parking at Snell’s Wood Car Park* – Following a detailed discussion Cllr Drew proposed and Cllr Parker seconded that the Parish Council will fund one hour free parking at Snell’s Wood car park as soon as practicable on the basis of previous discussions with Chiltern District Council as set out below:

- a. For the first 18 months the cost would be $\pounds 10,000/12 = \pounds 833 + \pounds 100$ machine costs = $\pounds 933$ per month. ($\pounds 10,000$ is the total income from the previous twelve months’ one hour ticket sales.)
- b. At the end of month 12 CDC will analyse the one hour ticket usage for Snell’s Wood and then advise the Parish Council of the costs over the year so that it could decide whether to proceed using the formula (as set out in CDC’s 1 July e-mail) at the start of month 19. To give an example, if CDC calculated that in the first twelve months the one hour ticket sales equated to $\pounds 16,100$ (an increase of 61%) then the charge for the twelve months from the start of month 19 would be 39% of this figure ie $\pounds 6279$ giving a monthly rate of $\pounds 523.25 +$ the $\pounds 100$ machine charge + an inflation factor.
- c. All future annual charges would continue to be calculated on the basis of this formula on an on-going basis and would be subject to the “cap” detailed in d below.
- d. If the one hour ticket usage increased to such an extent that the Parish Council would be charged more than in year one the 10% cap would be applied as agreed by Chiltern District Council Cabinet on 9 July 2013.

It was also agreed that the Clerk should send an e-mail to CDC recording this decision and arrange for a press release to be issued.

- 10. To receive reports, as appropriate, from members of outside bodies and working parties:** (i) *Youth Club* – it was reported that responses were awaited to the questionnaire sent out to school pupils about future youth club facilities in Little Chalfont; (ii) *Village Hall Management Committee* – the Committee had met on 8 July and had been updated on the new cleaning contract, maintenance, the community buildings project and finances. Advice would be sought on remedying the feedback that occurs when people using the microphone stand too close to the sound speakers; (iii) *Westwood Park Working Party* – The meeting scheduled for 18 July had been cancelled.
- 11. Community Buildings Working Party:** *Update following presentations by architects and to discuss future actions* – Cllr Drew reported on the 26 June presentations by seven firms of architects. A short list of three had been agreed. The next step would be to enter into more detailed discussions with these three prior to making a final selection. In parallel, meetings were being arranged with CDC and BCC with the aim of rationalising and extending lease arrangements on the site.
- 12. LAF funding – cycle racks:** *To discuss and if appropriate agree the design and location of cycle racks to be installed near the shops in the centre of Little Chalfont* – Cllr Rafferty distributed illustrations of a number of designs which the Council commented on. The best location was agreed to be on the verge adjacent to Tesco’s in the gap between the trees. The Council agreed a budget of $\pounds 2,000$ (the amount of LAF funding granted for the project) and requested that Cllr Rafferty liaise with the Clerk and TFB with a view to arranging installation of suitable racks.
- 13. Financial matters:** (i) *List of payments and cheques to be signed* – the schedule of payments totalling $\pounds 25,223.06$ had been previously circulated and was signed by the Chairman (ii) *Income and Expenditure Report* – this had been previously circulated and was discussed; (iii) *Balance sheet* – the balance sheet at 30 June 2013 had been previously circulated. The Council’s total reserves at 30 June 2013 were $\pounds 416,367$.
- 14. Purchase of Christmas Lights for Village Centre:** Following receipt of Cllr Parker’s report on his attendance at a presentation in Chesham a budget of $\pounds 2,000$ plus or minus 5% was agreed with a view to progressing the purchase of programmable lights similar to those with the product name “Lumaballs” for installation on the tree in the village centre. Cllr Parker and the Clerk will liaise with the suppliers.
- 15. Cohesive and Strong Communities Theme/ Health and Well-Being Theme:** *To consider responses to Laura Campbell’s, (Policy Officer, Policy, Performance and Communications, South Bucks District Council) 21 June e-*

mail s (circulated 2 July and 27 June 2013) – It was agreed that the Clerk should send a response affirming the approach taken so far in the document subject to one minor point regarding the wording of the draft joint statement entitled Reduce Levels of Disadvantage, within the Cohesive and Strong Communities theme which states "Support those affected by Welfare reforms and changes to Universal Credit to manage the impacts on their lives." It was agreed that the word "Support" might be misinterpreted to mean some sort of financial assistance.

16. Reports and Notifications:

- i. July Neighbourhood Policing Newsletter (circulated 28 June 2013);
- ii. Connected Counties - Bucks-Herts Broadband Project update (circulated 27 June 2013);
- iii. Chiltern Waste and Recycling Update (circulated 2 July 2013).

17. Any Other Business:

- vii. *Attendance at Chiltern and South Bucks Strategic Partnership meeting on 25 July 2013* – Cllr Patel agreed to attend this meeting.
- viii. *Buckinghamshire County Council Transport for Buckinghamshire "We're working on it" presentation in Chesham on 19 July 2013* – It was noted that the exact venue still had to be confirmed but was likely to be in the pedestrianised area.
- ix. *"If in Doubt Call the Police" information* – This document encourages residents to call the police if they observe any suspicious activities. The guidance will be put on the web-site and is available for future newsletters.
- x. *Triangle planting by the Evening WI* – A further offer to provide planting has been made; this time perennial plants. The Clerk had therefore suggested that some of the overgrown shrubs be removed and more varied planting introduced. The WI had agreed with this idea. The Council asked that their thanks be passed to WI members.
- xi. *Delivery Development Plan Document* – Cllr Parker reported that further discussion had taken place regarding sites designated for parking.
- xii. *Possible site for Scottish and Southern Electric's cabinet in Cokes Lane* – Following recent discussions and site visits it was reported that a less intrusive site to that originally suggested at the junction of Cokes and Nightingales Lanes was now being considered. SSE were liaising with residents.

18. A resolution was agreed that in view of the confidential nature of the business to be transacted, it is advisable, in the public interest, that the public and press be excluded from the remainder of the meeting and be instructed to withdraw.

19. Buildings Working Party: *To receive an update and to consider recent e-mailed communications* – minuted in confidential minute 19 of this 10 July 2013 meeting.

20. Date of Next Meeting: Wednesday 11 September 2013 at approximately 8.15pm in the Village Hall, to follow on from the Planning Committee meeting starting at 7.30pm.

Signed.....

Date.....