

Minutes of a Little Chalfont Parish Council meeting

Held in the Village Hall, Cokes Lane, Little Chalfont

Wednesday 14 September 2016 at 7.30pm

Present: Cllr M Davis; Cllr B Drew; Cllr C Ingham; Cllr M Parker; Cllr V Patel; Cllr D Rafferty; Cllr G Roberts (Chairman); Cllr J Walford.

Members of the public: Mr Michael Crowe.

In attendance: Mrs N Meldrum (Parish Clerk).

1. **Apologies for absence:** Cllr I Griffiths.
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins):** Michael Crowe raised the issue of the newly installed Trim Trail at Westwood Park. Mr Crowe had previously corresponded with the parish council about the positioning of the Trim Trail and its proximity to homes on Westwood Drive, particularly in the winter months. Mr Crowe was unhappy about the position of the equipment and had concerns that it may create a viewing access into houses backing onto the park. Mr Crowe also highlighted the recent vandalism which had taken place at Westwood Park and suggested that lighting could be installed surrounding the pavilion to deter vandals. Mr Crowe also reported that there was a demand for toilets from park users at Westwood Park and highlighted how well used they were when they were opened for the Churches Together events in the Easter and summer holidays.
3. **To receive and approve the minutes of the meeting held on 13 July 2016:** The minutes were agreed and signed by the Chairman as a correct record of the meeting.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of items for any other business:** (i) Local Plan; (ii) Unitary meeting in November 2016; (iii) Finch Lane
6. **Chairman's Report:** Cllr Roberts reported a visit by councillors and members of the LCCA had recently taken place to the Chiltern Open Air Museum. There had been a discussion about the ways in which the COAM and the parish council could support each other, particularly with regard to the Nature Park. Cllr Roberts also highlighted the well being seminar which she had attended and in addition the Simply Walks programme.
7. **Clerk's Report:** Most of the issues raised in the report related to items on the agenda. The continued problem with the flooring at the village hall was discussed. It was agreed that work should take place to improve the ventilation in the hall. Cllr Roberts raised the issue of payment of salaries with regard to the new cheque payment system following the advice of the internal auditor. It was agreed that salaries would be issued as usual at the end of the month as this was a regular payment and the costs of which would not change. If there were changes to salaries this would be previously agreed and minuted by the Establishment Committee and the parish council. Cllr Parker raised the issue of the Busy Homes cheque. It was agreed that this payment could be made once the query was resolved.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:**
(i) Nature Park Management Group. Cllr Roberts reported that sponsorship had been received for the new slide in the Nature Park. The slide had been discussed with the insurers

and it had been recommended that ROSPA or another playground inspection company were involved in the design and implementation of the slide. The annual meadow cut is scheduled to take place week commencing 19 September, weather permitting. It is expected that the park will be closed for three days. (ii) LCCA. Cllr Parker reported that residents in Chessfield Park were organising attendance at the planning meeting regarding Stony Lane. Cllr Parker also reported about the arrangements for Small Business Saturday to be held in December. It had been requested that the parish council could play a larger role in the organisation of the day. Cllr Parker asked if there were any volunteers to help with the event. Cllr Drew suggested that in the past the lead had been taken by the businesses and the LCCA as part of their role was to support the local traders.

- 9. Financial matters (i) List of payments and cheques to be signed:** There were no questions about the payments. Cllr Roberts signed the payment record. **(ii) Income and Expenditure report:** Cllr Parker asked about income from The Lodge. The Clerk reported that this was being arranged with Amersham Town Council. Cllr Parker also raised about the income from the Youth Club. It was explained that this was ringfenced money from the Youth Club who had been forced to close their bank account. The amount will be listed as a reserve rather than income. Cllr Parker asked about the interest received for the council's bank accounts. The Clerk reported that for some of the accounts interest was accrued at the end of a particular period. A question was also asked about the amount paid to the Nature Park of £500. It was noted that this should be included in the budget for 2017-18.
- 10. Parish newsletter:** The timetable for the publication of the newsletter was discussed with the final copy to be sent to the printers by 4 November with an estimated delivery date to residents of 12-16 November. The dates of any potential public meetings regarding the Local Plan will be advertised in the newsletter or on a separate leaflet. The time table was agreed. Cllr Ingham will discuss the format of information on the Local Plan with the Co-ordination Group. Councillors volunteered to contribute particular articles for the newsletter. Cllr Walford will send an email confirming all sections of the newsletter and their authors with a date for receipt of final copy.
- 11. Westwood Park:** The Clerk reported that there had been a number of occurrences of vandalism mostly affecting the pavilion in recent weeks. As highlighted in the Clerk's Report it was suggested that costing for different types of security devices should be investigated to be installed both on the pavilion and also on the MUGA / tennis court area. Cllr Parker suggested that sensor lighting could be investigated. It was agreed that further work would be undertaken and that it would also be discussed by the Westwood Park working party who were meeting on 26 September. Cllr Rafferty suggested that Mr Crowe could attend this meeting to give his input on recent events at Westwood Park. The Clerk suggested that work on the installation of the tennis machines should be postponed until after the security had been improved at Westwood Park. It was still anticipated that the machines would be installed before summer 2017. The Clerk also reported that the new gate for Westwood Park had been received, and a date for installation was being organised. The signs for the running line and MUGA would be installed shortly. Following the previous council meeting, the Clerk reported that a discussion had taken place with Chesham Bois parish council about their compost toilet. The initial expenditure was in the region of £6,000 but maintenance costs were not yet known.

- 12. Community Buildings Working Party:** Cllr Drew reported that a meeting of the working party had taken place on 30 August. Progress on this project had been slow primarily due to the wait for the results of the green belt review regarding the site of the village hall. Cllr Drew also raised the issue of the strip of land between the CDC car park and the village hall which is currently owned by CDC. Discussions had begun with CDC with regard to the possibility of acquiring this land if planning permission was successful. Discussions would also need to take place with the library about a small section of their land. Architects had been instructed to draw up plans in preparation for a public consultation. These plans are based on the second design. A public consultation is scheduled for 27-30 January 2017.
- 13. Nature Park:** The Nature Park Management Plan had been previously circulated. Cllr Roberts explained the plan covered the principles of the park and the promotion of ideas for the future. The parish council had been asked to adopt this plan. Cllr Ingham agreed he was content to adopt the plans but it should be noted that issues such as security and vandalism were not included. It was also noted the maintenance plan, for example, was not included, but this would be added. Cllr Parker added that he agreed with the content, but felt it was incomplete as a management plan. Cllr Roberts confirmed that she would refer these points back to the Nature Park Management Group. Cllr Drew reported that he had noted one of the Friends working in the Nature Park using electrical equipment. The Clerk confirmed the insurance requirements with regard to the Friends and added that she would look into the production of a disclaimer about working in the park.
- 14. Parking issues:** Cllr Parker reported that he had received a response from Pete Smyth at Transport for Bucks detailing the responses to the formal consultation. All areas of the proposed scheme were planned to continue as a result of the consultation. Cllr Parker highlighted the key issues concerning the approach road to Dr Challoner's High School and also confirmed the error in the drawings with regard to Chenies Parade had been rectified. The Clerk also referred to the residents who had contacted the parish council regarding the parking situation in St Nicholas Close. Cllr Parker confirmed he was still awaiting a response from Bucks County Council on this issue.
- 15. Remembrance Day:** Cllr Rafferty agreed to contact the relevant churches with regard to the arrangements for the procession and service in 2016. Discussions regarding the catering following the event would also take place. The Clerk confirmed that she would be inviting members from Bucks County Council and Chiltern District Council as well as asking the trumpeter and band who had taken part in previous years if they will be able to attend.
- 16. Local Area Funding:** Cllr Roberts confirmed that the LAF Transportation bid had been submitted requesting funding for additional bollards in the centre of the village as a continuation of the work at Nightingales Corner. Cllr Ingham referred to the funding received towards the footway on Stony Lane. He noted that the Highways Department had produced a paper about the traffic arrangements regarding the proposed Stony Lane development. The plans for the pavements should be investigated due to the potential impact on the LAF Stony Lane scheme.
- 17. Transport for Bucks:** Cllr Roberts highlighted that a TfB stakeholder meeting was scheduled to take place on 1st November. A parish council planning meeting is also scheduled for that day. A representative of the council would be decided once further information about the event was announced, and further details about the planning meeting were received. The

Clerk also asked for any details of areas in Little Chalfont where the white lines on the roads were in poor condition and needed repainting.

- 18. Update on visit to Chiltern Open Air Museum:** As mentioned previously, Cllr Roberts reported that a successful visit to the Chiltern Open Air Museum had taken place. It was noted that COAM had developed an educational programme which was tailored specifically to the school curriculum. Cllr Roberts raised the issue of how the parish council and COAM could support each other, with particular regard to the Nature Park and possibly publicise each other's events. It was noted that while the museum was a near neighbour, it is not actually in the parish. Cllr Drew did not think it would be appropriate to fund running costs for the museum. Cllr Roberts would write to the museum director to thank her for organising the visit and suggest future collaboration.
- 19. Directional signs – Maydom Construction:** The Clerk reported that a letter had been received from the owner of Maydom Construction following letters being sent to a number of building companies who were advertising on junctions of White Lion Road. The owner had asked for the letter to be read out to the council. The signs were intended as directional signs to avoid confusion and congestion in the village. Cllr Drew did not feel there was a problem with this type of signage, and it was agreed that the directional signs could remain. The Clerk will notify the owner of the decision.
- 20. Projector:** The Clerk reported that problems were still being experienced with the projector bulb and lens. Despite a number of attempts to find a suitable company to fix the projector the general advice was that it was more cost effective to purchase a new projector. Cllr Davis offered to help advise on the most suitable type of projector.
- 21. Reports and Notifications:** (i) LTN - Copies of planning documents (circulated 26 July 2016); (ii) LTN – Anti social behaviour and harassment (circulated 26 July 2016); My Bucks September 2016 (circulated 27 August 2016); (iv) LTN Byelaws (England) (circulated 6 September 2016); (v) LTN Rights of local councils to be notified of planning applications and decisions (circulated 6 September 2016); (vi) LTN Specialist planning law advice and representation (circulated 6 September 2016). All noted.
- 22. Any Other Business:** (i) Local Plan. It was reported that the preferred options papers may be included in the published agenda for the CDC /SBDC cabinet meeting to be held on 12 October 2016. Cllr Ingham reminded the council that detailed planning arguments had been included in the original consultation document, jointly submitted by the parish council and the LCCA. Cllr Ingham suggested that the parish council write to Graham Winwright at CDC to seek a written assurance that all of the arguments have been looked at. It was agreed that a letter would be sent by the Clerk in the next few days. (ii) Unitary meeting in November 2016. It was confirmed that representatives from Bucks County Council would be visiting LCPC to present the proposals for a unitary authority, prior to the council meeting to be held on 9 November 2016. (iii) Finch Lane. Cllr Patel asked if improvements could be made to the Finch Lane area. He suggested that the pond could be cleared and picnic benches could be installed. It was noted in the past there was opposition to the possibility of creating a children's playground. It was agreed that residents would be consulted.
- 23. Date of Next Meeting:** Wednesday 12 October 2016 in the village hall at 8.15pm, following a planning meeting which will begin at 7.30pm.