

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 14 July 2010 at 7.30pm in the Village Hall**  
**Cokes Lane, Little Chalfont**

**Present:** Cllr M Dale; Cllr M Dear; Cllr B Drew (Chairman); Cllr C Gibbs; Cllr L Hunt; Cllr C Ingham; Cllr P Martin and Cllr G Smith.

**In Attendance:** Mrs J Mason (Clerk)

1. **Apologies for absence:** None
2. **Approval of the minutes of meeting held on 9 June 2010:** These were approved as a correct record and signed by the Chairman.
3. **Approval of the minutes of the extraordinary meeting held on 6 July 2010:** These were approved as a correct record and signed by the Chairman.
4. **Proposal to suspend standing orders enabling members of the public to speak:** There were no members of the public present.
5. **Declarations of interest:** None
6. **Items agreed by the Chairman for any other business:** Three issued were raised. The first two, Finch Lane and the next newsletter, would be dealt with under the Chairman's report. The third, regarding the development of the former saw mill site, would be discussed under AOB.
7. **Chairman's Report:** This had been previously circulated and the Chairman welcomed Cllr Dear to his first full meeting. He reported that the conditions set by CDC prior to the transfer of Playbuilder funds would be shortly achieved. In addition, at a recent CDC workshop he had established links with a number of groups who might wish to hire Westwood Park facilities in future. To this end the next meeting of the workshop would most likely be held there. Turning to the newsletter, it was agreed to continue with the same style and aim for late September early October for the next issue. The Clerk would look at further distribution options. Referring to previous discussions about Finch Lane facilities, it was agreed to defer any further action for the foreseeable future given demands on the Clerk's time and the lack of enthusiasm for the project received from initial soundings. In conclusion the Chairman reported that on 5 July he had presented the prizes to at the Little Chalfont Drama Workshop open evening and on 21 July would be presenting Marion Orpen Prizes to pupils at the two primary schools.
8. **Clerk's Report:** The temporary car park barrier was in place and the police had found no CCTV evidence of who had demolished the old one. The annual return had been sent off and the Chairman had written to the internal auditor. Two highways issues were raised. First, despite the minutes or the last meeting and repeated phone calls no response had been received from Mr McLoughney about the oft promised replacement village entry sign outside Repton House. The Chairman undertook to raise the matter at the LAF on 21 July. Secondly, the technicalities of the LAF delegated budget bid for lighting at the Beel Close/ Marygold Way underpass were discussed. It was agreed that because the roof was so low, lighting in the underpass itself could be a hazard. It was therefore agreed to request external lighting which would shine into the underpass. The Clerk had been advised by C Schwier that she had until the end of August to forward the final submission. Other actions, repairs and maintenance and the tree survey were discussed. The latter had identified much dead wooding although in general the trees were not in a bad state. The Clerk then updated councillors on planned activities in Westwood Park over the Summer. It was agreed that the only charge to Sure Start on 6 August would be to cover resultant cleaning costs at the pavilion. Finally, the discussion turned to the state of the drive and the sign into Westwood Park. It was agreed the Clerk should replace the latter and seek quotes to repair the former.
9. **Financial matters:** (i) Income and Expenditure Report – This was discussed.(ii) List of payments and cheques to be signed- this was circulated, approved and duly signed by the Chairman.

10. **Reports (as appropriate) from outside bodies:** (i) *Denham Aerodrome Consultative Committee* – Arising from the 9 June meeting he had attended, Cllr Smith had been asked to be the Little Chalfont point of contact for reporting back to the aerodrome aircraft that were flying too low. It was agreed that the Clerk should co-ordinate such reports and that residents could be alerted to the correct procedure in the forthcoming newsletter. (ii) *GE Healthcare* – Cllr Gibbs reported on progress with the removal of the deep drainage soakaways. The company hoped to achieve minimum disturbance with no weekend working. (iii) *LAF* – the next meeting would be on 21 July. Having reviewed the agenda it was agreed that the Chairman would support the library's bid for £4615 from the local priorities budget and the proposal to support the Wednesday evening diversionary activities in Westwood Park. However, the proposal to use the delegated budget pot for road repairs was not supported. (iv) *LCCA* – Cllr Martin had been unable to attend the last meeting but reported that Mr Funk was working on the association's objectives and rules of governance. Cllr Ingham added that the group were also looking at their response to the saw mill site consultation. (v) *Library Committee* - Cllr Hunt reported on the Committee's continued search for funds to cover the cost of landscaping. Cllr Drew reported that discussions with BCC about increased support from County resources and facilities were progressing well. (vi) *Hall Management Committee* – reporting on the 14 June meeting, Cllr Gibbs advised the Council that the Committee recommended that the kitchen be repainted this year if the budget permitted and the hall itself during 2011/12. The cost of new, lighter staging should be investigated and reported back in view of the difficulty in manoeuvring the existing staging and the associated labour costs. The Clerk and Assistant Clerk were having on-going problems with the cleaning company. The Clerk reported to the Council on recent discussions and it was agreed that if the problems persisted she should look to re-tender later in the year.
11. **Playbuilder grant aid scheme and future action:** Thanking all involved for the tremendous amount of time, effort and research involved in the successful application, the Chairman had been assured by CDC that the funds would be in the bank account shortly to which could be added the £20,000 pledged from the Council's reserves. Tenders were about to be drawn up and he hoped the project would be well under way by the end of the year.
12. **HS2 :** It was agreed that in view of shifting timescales for the project, further action should be deferred for the time being and a watching brief be kept on developments.
13. **Actions arising from the Planning Aid Briefing on 15 June:**
- (i) *Village Design Statement* – Cllr Hunt and Cllr Martin were nominated to be members of a small working party to look at the logistics of establishing a VDS steering group and to define the membership of the steering group. It was hoped that Cllrs Hunt and Martin would be joined by two members of the LCCA in their work.
  - (ii) *to consider making a donation to Planning Aid as requested in their 29 June letter to the Council* – it was agreed to donate £25.
14. **Notifications and Correspondence:**
- (i) BCC 2 June letter from TJ Fowler, Area Maintenance Manager, requesting further feedback on Winter Maintenance. (Response sent 23 June).
  - (ii) Chiltern Police Commander's Community Safety Information for June and Police Commander's Review.
  - (iii) In Focus – Community Impact Bucks Summer newsletter.
  - (iv) Chiltern Society Newsletter July 2010
15. **Any Other Business:** *Planning application CH/2010/0941/DE - Former saw mill site* – This item would be discussed in detail at the Planning Committee meeting on 27 July. Whilst Cllr Smith would be the lead councillor on the topic it was agreed that in view of the scale of the scheme all councillors should familiarise themselves with the documentation. In the meantime the Clerk would forward to all a recent exchange of e-mails on the subject together with the neighbourhood consultation letter.

16. **To consider a resolution 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:** Although there were no members of the public present it was agreed to discuss the following two items in confidential session.
17. **Buildings Working Party Update:** the Chairman reported that he, Cllr Smith and the Clerk had met on 6 July to discuss all associated issues. The actions agreed were discussed and supported by the Council. A further update would be made in due course.
18. **Update on meeting of the Establishment Committee:** The Chairman reported on a meeting of the Establishment Committee that had taken place on 12 July. The recommendations of the Committee were accepted by the Council and are recorded in a confidential minute of this 14 July meeting.
19. **Date of next meeting:** Wednesday 8 September 2010 in the Village Hall to follow on from the Planning Committee meeting scheduled for 7.30pm.

Signed.....

Date.....