

**Minutes of a Meeting of Little Chalfont Parish Council  
Held on Wednesday 12 September 2012 at 7.30pm  
In the Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr B Drew (Chairman); Cllr J Hinkly; Cllr L Hunt; Cllr S Keighley (item 9 onwards); Cllr M Parker; Cllr V Patel and Cllr D Rafferty.

**In attendance:** Mrs J Mason, Clerk.

**Members of the Public:** Mr and Mrs AA Dann; Mrs S Keighley (item 1 – 8).

1. **Apologies for absence:** None.
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak:** The resolution was accepted and standing orders were suspended. Mrs Dann spoke and requested that the Parish Council install a bench in Chalfont Avenue, which would be much appreciated by residents when they walked back up the hill from the shops with heavy bags. The Chairman reinstated standing orders.
3. **To receive and approve the minutes of the meeting held on 11 July 2012:** These were approved as a correct record and were duly signed by the Chairman.
4. **Declarations of Interest:** Cllr Hinkly declared a personal interest in respect of item 9 because he is a neighbour of the candidate for co-option, Mrs S Keighley. Cllr Parker declared a personal interest in item 16, Parking survey, because he owns a property in Chalfont Avenue which is one of the problem areas highlighted in the survey.
5. **Approval by Chairman of items for any other business:** The following items were approved (i) HM Government's recent announcements about planning legislation; (ii) attendance at a briefing on the new arrangements for Standards to be held on 28 September 2012 and (iii) the launch of an anti-littering campaign.
6. **Chairman's Report:** Cllr Drew asked that an item be placed on a future agenda to discuss an alternative to the Marion Orpen prize for primary schools, now that those funds had been exhausted.
7. **Clerk's Report:** Arising from this report it was noted and approved that the Santander Business Bond was due to mature on 1 October 2012 and that the original amount invested plus interest would be reinvested in a new 12 month bond at an AER of 3.2%.
8. **Councillor vacancy in Little Chalfont North Ward following the resignation of Cllr M Dear:** It was noted that (i) on 27 July 2012 a notice was placed under section 87(2) of the Local Government Act that a casual vacancy had arisen in Little Chalfont North Ward. The notice was displayed for 14 days and during that time no electors from the ward requested an election; (ii) arising from the foregoing, the Parish Council is required to fill the vacancy by co-option.
9. **Councillor vacancy in Little Chalfont South Ward - to vote on the co-option of a councillor:** Cllr Drew proposed and Cllr Hunt seconded that Mrs S Keighley be co-opted as a member of Little Chalfont Parish Council. This was agreed unanimously and Mrs Keighley was declared to have been co-opted as a member of Little Chalfont Parish Council. Cllr Keighley then signed a Declaration of Acceptance of Office which was witnessed by the Clerk (Proper Officer) and received by the Council.

*[At this stage item 21 - Seat in Chalfont Avenue - was brought forward for discussion. These discussions are minuted at item 21 below for ease of reference]*

- 10. To appoint a Chairman and, if appropriate, a Vice-Chairman of the Planning Committee:** Cllr Drew proposed and Cllr Hinkly seconded that Cllr Parker be appointed as Chairman of the Planning Committee. This was agreed unanimously. Cllr Hinkly proposed and Cllr Hunt seconded that Cllr Rafferty be appointed Vice-Chairman of the Planning Committee. This was agreed unanimously.
- 11. Future Meeting Dates:** A draft schedule had been circulated. It was agreed that the first planning committee date in January 2013 should be 9 January, before the Council meeting on the same evening. Other adjustments would be made to December and February dates. A revised schedule would be circulated and placed on the website and notice board.
- 12. To receive reports, as appropriate, from members of outside bodies and working parties:** (i) *Youth Club* – Cllr Rafferty reported that the Youth Club had been advised by the Chalfont Valley E-Act Academy that it could no longer meet on their premises. Councillors were extremely disappointed to hear this news given the relative newness of the club, the effort that had gone into its establishment, its overall success as a valued amenity for young people and the reassurances received in the summer that the school would continue to accommodate the Youth Club. It was agreed that the Chairman should make further enquiries of the appropriate parties and that the Clerk would draft a letter to E-Act; (ii) *Library* – Cllr Hinkly reported that the accounts had been signed off and various grant applications were being made. A number of fund-raising events were scheduled and the library continued to be visited by other groups interested in setting up community libraries; (iii) *Little Chalfont Community Association* – Cllr Parker reported that a meeting was being held that very evening. He was pleased to report that more of the local shops had signed up as members. In addition, GE Healthcare had extended their hanging basket responsibilities and the planning application for the Donkey Field development was anticipated towards the end of September.
- 13. To receive a report on the 9 August 2012 liaison meeting at CDC with Chairmen of Towns and Parishes:** Although the minutes of this meeting had still to be received, Cllr Drew reported that updates had been received on shared services, waste procurement, neighbourhood planning, aviation and affordable housing. A number of other issues would be remitted to the Clerks' Liaison meeting. It was agreed that neighbourhood planning should be discussed further by the Parish Council at a future meeting.
- 14. Financial matters:** (i) *List of payments and cheques to be signed* – A schedule of payments totalling £27,633.38 had been circulated. This was discussed, approved and signed by the Chairman; (ii) *Income and Expenditure Report* - This was received and noted; (iii) *Earmarking of reserves* – The schedule circulated by the Clerk was agreed subject to the Contingency Reserve being rounded up to £40,000 and a consequential adjustment being made to General Reserves. It was further noted that reserves currently stood at £342,815 and, if the current budget plans for 2012/13 were fully implemented by the year end, they would then stand at £238,138.
- 15. Audit Commission annual return for the year ended 31 March 2012 – External Auditor's report:** It was noted that (i) in the view of the external auditors "the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met", and (ii) the Clerk will now prepare a notice of conclusion of audit and right to inspect the annual return, in line with statutory requirements.
- 16. Parking Survey:** The Council received Cllr Parker's draft summary of the Parking Survey results and the additional comments received in response to Question 6 of the Survey. The Chairman took the opportunity to thank Cllr Parker for not only preparing the Survey but also for so thoroughly analysing the 356 responses. The draft Proposed Actions were discussed, which, following discussion, were refined to a list of twelve actions for the Council to follow up, many in liaison with the county and district councils. The results and action points would

be put on the website and notice boards. In addition, it was agreed that a press release would be prepared by the Clerk.

[The list of action points is attached to these minutes.]

- 17. CDC Noise Policy Consultation:** Receipt of S Braund's 30 July e-mail was noted together with his request for comments by the end of October. The Clerk reported that the main thrust of the proposals seem sensible. The Council agreed with this view but also concurred with Cllr Parker's comments about phraseology and the need for clearer cross referencing. It was agreed that the Clerk should respond to CDC in this vein.
- 18. Parish Newsletter:** The newsletter had to be ready by 2 October at the latest. Therefore, the final draft had to be sent to the printers by September 24. It was agreed that this schedule should be met and that any comments should be forwarded for incorporation into the final version as soon as possible.
- 19. Chiltern District Council Core Strategy – Delivery Development Plan Document (DDPD):**

This item had been referred to the Parish Council by the Planning Committee following receipt of a letter dated 3 July from Graham Winwright, Temporary Planning Policy Manager, CDC, outlining the anticipated procedure for the development of this document. Initial responses are required by the end of September although there will be further opportunity to amend or add to comments as the document develops. Arising from guidance given at the 9 August Liaison Meeting (see item 13 above) the Chairman suggested that a sensible starting point would be to identify sites that should be protected from development and those that might be earmarked for development and improvement. It was agreed that the Clerk should send an initial response listing fields to the rear of Stony Lane, Little Chalfont Nature Park, the golf course, the potential allotment site behind Sandycroft Road, the Donkey Field (in line with the Core Strategy) and land behind Lodge Lane and Burtons Lane as sites requiring protection. One site that might benefit from suitable development was the site behind the shops in Elizabeth Avenue.
- 20. Reports and Notifications:**
  - i. Chiltern News September 2012
  - ii. 29 August 2012 letter from the Audit Commission confirming that Mazars have been appointed as external auditors for five years from 2012/13.
  - iii. 21 August 2012 letter from the street lighting team at BCC thanking the Parish Council for responding to the consultation on switching off street lights. The programme of works is available on the BCC web-site.
  - iv. HS2 Ltd Community Forum – to note that that the next meeting of the Chalfonts and Amersham Community Forum will be on Wednesday 26 September from 7.30pm– 9.30pm at The Chalfont St Peter Community Centre, Gravel Hill, Chalfont St Peter SL9 9QX. The following meeting of the forum will be at the same venue and at the same time on Wednesday 21 November.
  - v. 21 August 2012 e-mail from Buckinghamshire PCT advising of a “Let's Talk Health - Patient and Public Meeting” to be held on Wednesday 3 October from 1pm – 2.30pm at Chesham Town Hall. (Poster has been placed on notice board and web-site.)
  - vi. 7 August 2012 e-mail from BALC reminding Parish Council's to register for the superfast broadband campaign in Bucks (e-mailed to Councillors 3 September 2012).
  - vii. 7 August 2012 e-mail from BCC about the new Velocity Patchers which will speed up and improve pothole repairs (e-mailed to Councillors 3 September 2012).
  - viii. 6 August 2012 e-mail from HS2 Ltd attaching Newsletter 1 (e-mailed to Councillors 3 September 2012)
  - ix. 3 August 2012 e-mail from BALC with a link to DCLG guide on openness and transparency (e-mailed to Councillors 3 September 2012).

- x. BCC Notification of Road Closure – Burtons Lane, 28 October 10.00am – 12.30pm from Roughwood Lane to Chorleywood for the Ricky Road Run.
  - xi. 27 July 2012 e-mail from BALC enclosing “Matters Arising” summer 2012 (e-mailed to Councillors 27 July 2012).
21. **To consider a request** dated 27 August seeking the installation of a seat in Chalfont Avenue “to assist all elderly people who have to walk up the hill with their shopping”: The Council undertook to consider this proposition at a future meeting. In the meantime the Clerk would seek views from Transport for Buckinghamshire.
  22. **To authorise the Clerk to proceed with arrangements to replace the bollard at the vehicular access onto the field, Westwood Park, with a gate and pedestrian access:** In view of the age and condition of the existing bollard this work was authorised. The total cost was estimated to be £655.17 (net).
  23. **Potential donation by CDC and businesses, made via the LCCA, to fund the Parish Council’s purchase of a new piece of toddler play equipment, called “Little Miss Muffet”, at Westwood Park.** Cllr Hunt proposed and Cllr Patel seconded that the Parish Council (i) agree to purchase the equipment on transfer of the donations and (ii) contribute £1,700 to meet installation charges (total cost is £4242) together with the cost of a commemorate plaque. This was agreed unanimously.
  24. **Any Other Business:** (i) *HM Government’s recent announcements about planning legislation* – it was agreed to place this item on the agenda for the 25 September meeting of the Planning Committee; (ii) *attendance at a briefing on the new arrangements for Standards to be held on 28 September 2012* – Councillors were asked to advise the Clerk if they are able to attend; (iii) *the launch of an anti-littering campaign*- it was noted that BCC had sent a number of posters and litter bags to promote this campaign aimed at reducing litter thrown from vehicles. The Clerk will distribute.
  25. *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.* The resolution was agreed although members of the public had already departed.
  26. **Buildings Working Party:** *to receive an update and to consider next steps.* Minuted in confidential minute 26 of this 12 September meeting.
  27. **Community Buildings** [minuted with the main minutes as the matter is no longer considered confidential]: It was agreed that a run through of the presentations to be made to members of the public on 28/29 September, would be held for the Council after the Planning Committee on 25 September. Volunteers were also required to help on 28/29 September and any Councillors who were able to come along and help should advise the Clerk. Posters would now be circulated and invitations issued. Voting leaflets would be distributed with the Parish newsletter the week after the presentations.
  28. **Date of Next Meeting:** Wednesday 10 October 2012 at 7.30pm in the Village Hall.

Signed..... Date.....

LITTLE CHALFONT PARISH COUNCIL  
PARKING SURVEY MAY - JULY 2012  
FOLLOW UP ACTIONS

**Press Bucks CC:**

1. for urgent action, on road safety grounds, to extend double yellow lines in Burtons Lane (to Long Walk?) and add double yellow lines in Bell Lane (from White Lion Road to Elizabeth Avenue) and in Elizabeth Avenue (to Cavendish Close?);
2. to extend (towards the A404) and rebuild, in more robust material, the current Burtons Lane bollards;
3. to consider revised parking restrictions in all other residential roads [to be listed] within half a mile of Chalfont & Latimer Station so that:
  - no parking between 11 and 12 am *except* for residents (so residents' permits needed); and
  - to consider adding a similar restriction between 4 and 5 pm;
4. to reduce the limit for parking at Chenies Parade from 2 hours to 1 hour (consistent with the Nightingale Corner parade) and to introduce the same limit for the currently unlimited (for no apparent reason) the stretch of road on the south side of Burtons Lane nearest to the shopping parade;
5. to extend the parking bay in Cokes Lane (opposite Council car park) for two additional car spaces, including one disabled bay;
6. to review the perceived inadequacy of (outsourced) traffic warden inspections [subject to cost].

**Little Chalfont Parish Council separately:**

1. to ask CDC to designate, in its proposed Delivery Development Plan Document, the dilapidated garaging site between Citygate and Chenies Parade as restricted use, only for parking, as a first stage in resolving the current impasse;
2. to discuss with CDC the feasibility of introducing allow 1 hour ticketed free parking at the Council car park (Snells Wood) [subject to cost];
3. to write individually and formally to local shops/businesses cited by Survey respondents as a source of parking concerns;
4. to request schools (Dr Challoner's High, Little Chalfont Primary and the Chalfont Valley E-Act Primary Academy) to issue regular reminders to parents about consideration for residents when parking, particularly at drop off and pickup times;
5. to report to TFL/London Underground the Survey respondents' comments about the Station car park, and the desire for marking of parking bays in Station Approach; and
6. to investigate the possibility of extending the Chenies Parade parking area by narrowing the grass verge to allow provision of marked chevron parking bays on one side (between the shopping Parade and the A404), and adding bicycle racks alongside the bus shelter.