

**Minutes of a Meeting of Little Chalfont Parish Council  
Held on Wednesday 13 March 2013 at 7.30pm  
In the Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr B Drew (Chairman); Cllr J Hinkly; Cllr S Keighley; Cllr M Parker; Cllr V Patel; Cllr D Rafferty and Cllr J Walford, OBE (item 5 onwards).

**In attendance:** Mrs J Mason (Clerk).

**Members of the Public:** Ms L Mowat (Buckinghamshire Examiner) and Mrs J Walford, OBE (items 1 - 4).

1. **Apologies for absence:** These were received from Cllr L Hunt.
2. **Suspension of standing orders to allow any members of the public to speak:** No members of the public wished to speak.
3. **To receive and approve the minutes of the meeting held on 13 February 2013:** These were received, approved as a correct record and duly signed by the Chairman.
4. **Declarations of Interest:** Cllr Parker declared an interest in item 13 (Parking) because he owns property in Chalfont Avenue, which is one of the roads under discussion.
5. **To consider the co-option of a member of the public to fill the vacancy for a Councillor in Little Chalfont (North) ward:** Cllr Drew proposed and Cllr Hinkly seconded that Mrs J Walford be co-opted as a member of Little Chalfont Parish Council. This was agreed unanimously and the Chairman welcomed Cllr Walford who then completed and signed a Declaration of Acceptance of Office, which was witnessed by the Clerk.
6. **Approval by Chairman of items for any other business** - The following items were approved: (i) Review of hall and pitch hire charges; (ii) The Marion Orpen Prize; (iii) Transport for Buckinghamshire (TfB) bollards; (iv) Emerging local matters and (v) Parish Council Newsletter.
7. **Chairman's Report:** A report had not been circulated because Cllr Drew had recently undergone eye surgery. He took the opportunity to thank everyone for their good wishes over recent weeks.
8. **Clerk's Report:** This had been circulated before the meeting and gave an update on actions from the previous meeting and background notes on items to be discussed at the present meeting. Councillors' attention was also drawn to recent improvement works at Westwood Park, in particular, the new boiler and water systems at the pavilion, the resurfacing of the tennis courts (which would be painted in a few weeks time) and tree work along the boundary with West Wood.
9. **To receive reports, as appropriate, from members of outside bodies and working parties:**
  - (i) *Library* - Although Cllr Hinkly had been unable to attend the last committee meeting he was able to report that the application for LAF funding would be considered at the May meeting of the LAF. The AGM would be on 27 May and two fund raising events were scheduled for 8 June and 19 October (a Count Down evening and quiz) to be held in the Village Hall. Four recent showings of Skyfall had been sell outs with the money from the last event being donated to The Neuroblastoma Society;
  - (ii) *LCCA* – Cllr Parker reported that although the association is seeking an organiser for the Christmas Market, a decision would be made a little later in the year as to whether or not to proceed with the event. The Nature Park Action Group is making good progress and preliminary work would be starting shortly on the first stages of the access. Consideration is being given to further tactics regarding the Donkey Field in anticipation of a revised planning application. In conclusion, he reported that the AGM is on Wednesday 20 March 2013;
  - (iii) *Youth Club* – Although Youth Club meetings are still suspended, it was reported that Cllr Tett and CDC representatives were aware of the problems and their concern and assistance is very welcome. The Clerk and Chairman of the Youth Club committee would be meeting shortly with two volunteers from Dr Challoner's who had agreed to prepare a questionnaire seeking the views of young people about the

future of the Youth Club and alerting others of the need for volunteer leaders; (iv) *HS2 Amersham and Chalfonts Forum* - Cllr Hinkly had attended this meeting on 4 March and was thanked for the briefing note he had prepared. In response to a query about the date for the final report from the judicial review, he replied that the judge is still collecting evidence. He also reported on concerns regarding the construction site base that is being built between the M25 and the Colne Valley lakes. Councillors wishing to see the plans could view them in the Parish office.

**10. Feedback from LAF 20 February 2013 including funding applications:** Cllr Drew reported that at the LAF meeting on 20 February the following funding was granted to the Parish Council:

- a. Cycle racks in the village centre - £2,000
- b. Parking feasibility study - £1,000 towards the cost. (The Clerk was actioned to speak to BCC to establish the full cost of the survey and report back.)
- c. MUGA Resurfacing - £5,000 towards the cost.

It was noted that Chess Valley Churches Together had been awarded £500 towards their holiday outreach work based at the pavilion in Westwood Park.

Decisions will be made in May regarding the Parish Council's application for a portable vehicle activated speed indicator and an application from the Library for improvement works.

**11. Financial matters:** (i) *List of payments and cheques to be signed*- The schedule had been previously circulated. Following a discussion, the schedule was signed, approving payments totalling £20,678.69; (ii) *Income and Expenditure Report* – The report was discussed and it was noted that the Clerk was currently working on the year end accounts and a fuller report would be available in April; (iii) *Insurance renewal 2013/14* – It was agreed that the Council's insurance policy should be renewed with Came and Co for a period of one year with effect from 1 April 2013.

**12. Governance and Accountability – to review the following:**

(i) *Internal audit*- Cllr Parker's review of internal audit dated 13 March 2013 was received and agreed. The Clerk will send a copy to the internal auditor and retain a copy for submission to the external auditor if so requested; (ii) *Risk Assessment, including Health and Safety Policy* – The updated risk assessment circulated prior to the meeting was approved subject to Councillors advising the Clerk of any minor corrections, if any, within a week of the meeting. On the recommendation of the Clerk it was agreed that no changes to the Health and Safety Policy were necessary; (iii) *Standing order*- Pending receipt of revised model standing orders from NALC reflecting changes to the Code of Conduct, the amendments suggested by the Clerk in the document circulated before the meeting were approved subject to Councillors advising the Clerk of any minor corrections, if any, within a week of the meeting; (iv) *Financial Procedures* – The revised document circulated prior to the meeting was approved subject to the incorporation of interest rates applicable to accounts itemised in paragraph 2iii of the document.

**13. Parking Survey: Update on discussions with other parties and authorities** – Cllr Parker had circulated an update on the original follow up actions and further recommendations to Councillors on 11 March (attached to these minutes for ease of reference). The amendments and proposals suggested therein were approved with one alteration regarding free one hour parking in Snells Wood car park. Although the Council agreed that the costs were too open-ended, it was decided that before definitely shelving the proposal, the views of the traders should be sought and other options explored. As set out in minute 10 (b) above, the Clerk will speak to BCC about the full cost of the parking feasibility study, which is higher than originally indicated, and report back. Finally, Councillors are to send the Clerk details of any priority illegal parking locations for monitoring by traffic wardens in order to action proposal 3 in the attached paper.

- 14. Update on arrangements for Parish Meeting 15 May 2013:** A response had been received from the Police and Crime Commissioner who cannot make a firm commitment to attend, although he will see if he can combine attendance with other meetings in the area that day. It was agreed to (i) invite the representative from Dial-a-Ride who had spoken at the LAF and (ii) canvass Cllr Martin regarding a presentation on the new waste management contract. It was further agreed that wine and nibbles should be served and an update on Council activities and plans would be included.
- 15. Request for grit bins:** *To consider the Council's response to a request for grit bins in Marygold Walk and Sandycroft Road received from residents via Cllr Patel and a subsequent petition from Marygold Walk residents – BCC will charge £450 per bin, to include all future refilling.* Cllr Parker proposed and Cllr Patel seconded that two bins be purchased for installation as requested. This was agreed unanimously. The Clerk will liaise with Tony Broderick at BCC regarding installation.
- 16. Reports and Notifications:**
- i. 19 February e-mail from BCC with guidance on watercourse maintenance and other works on watercourses (e-mailed to Councillors 5 March 2013).
  - ii. Briefing note from NHS Buckinghamshire re launch of NHS111 non-emergency number (e-mailed to Councillors 12 March 2013).
  - iii. March Neighbourhood Policing Newsletter (e-mailed to Councillors 8 March 2013).
  - iv. 13 March 2013 letter from Rt Hon Cheryl Gillan MP attaching a response from the Secretary of State for Communities and Local Government re the localisation of council tax.
  - v. 13 March letter from CDC/WDC Waste Policy and Performance Manager seeking advice on premises not suitable for wheeled bins. Clerk to seek clarification from Cllr Martin and liaise with Councillors as appropriate to prepare a response.
- 17. Any Other Business:** (i) *Review of hall and pitch hire charges* – a paper prepared by the Assistant Clerk was discussed. It was agreed that the views of the Hall Management Committee and the Westwood Park Working Party would be sought via e-mail prior to a further discussion at the 10 April meeting. (ii) *The Marion Orpen Prize* – The Council was reminded that Amersham Town Council's bequest had been exhausted. If the Parish Council wished to continue giving similar prizes to each of the two primary schools in Little Chalfont it would now have to fund the cost (£25 per pupil). It was agreed that the matter should be discussed at the 10 April meeting together with ideas for a possible new name for the prize; (iii) *Transport for Buckinghamshire (TfB) bollards* - Following intervention by Cllr Tett, it would seem that bollards made of metal could after all be installed at the end of Burtons Lane rather than the damage prone plastic type. The Clerk will liaise with TfB and report back on the likely cost which could perhaps be covered by an LAF funding application; (iv) *Emerging local matters* – Cllr Parker reported that following discussions at the 6 March Planning Committee meeting, amended wording, jointly agreed with the LCCA, had been forwarded to CDC. There would be further opportunities to comment at a later date; (v) *Newsletter*- the next newsletter must be ready for distribution at the end of April. Councillors are asked to send any ideas for articles to the Clerk and Chairman as soon as possible.
- 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. (The items are confidential because they deal variously with commercial, contractual and legal matters. Please note that at the time of writing the minutes only item 20 continues to be confidential.)
- 19. Resurfacing under the Titan swing/roundabout in the playground:** *To consider quotations received and, if appropriate, authorise the Clerk to instruct the work* – Three quotations were considered and it was agreed to award the contract to DCM.

- 20. Buildings Working Party: Update** – minuted in confidential minute 20 of this 13 March 2013 meeting.
- 21. Drainage work at Westwood Park:** *To consider quotations received and, if appropriate, authorise the Clerk to instruct the work* – Three quotations had been received and it was agreed to award the contract to Agripower, subject to (i) satisfactory consultation by the Clerk with the Forestry Commission regarding the discharge of the pipe into West Wood, (ii) due consideration of any implications arising from the advice set out in 16 (i) above and (iii) a decision regarding whether to remove the spoil from the site or create a landscaped mound (Amersham Town Council would remove the spoil free of charge). It had been anticipated that such spoil should be removed. However, following a suggestion by Cllr Hinkly it was agreed that he would review the situation in liaison with the Westwood Park Working Party and, if possible, propose a suitable location for a mound.
- 22. Review of Cleaning Contract:** The Clerk was authorised to (i) terminate the current contract, giving three months’ notice with effect from 1 April 2013 and (ii) commence a competitive tendering process.
- 23. Date of Next Meeting:** Wednesday 10 April 2013 at 7.30pm in the Village Hall.

Signed.....

Date.....

## **LITTLE CHALFONT 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. for revised parking restrictions in all other residential roads [to be listed] without immediate off-street parking and 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;

**Amendment:** Following discussions with Bucks CC, it is now understood that the difference between "permissive" and "restricted" parking makes these alternatives impracticable. Nevertheless, it should be possible to extend the 11:00 -12:00 parking restrictions to other residential roads [to be listed] without immediate off-street parking and within half a mile of Chalfont & Latimer Station.

Also, in view of the strong support (from the maisonette residents) for residents' parking permits in Chalfont Avenue, this proposal should be communicated to Bucks CC for action [subject to review in the light of comments yet to be received on behalf of the Methodist Church].

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 allow 1 hour ticketed free parking at the Council car park (Snells Wood) [subject to cost];

**Proposal 1:** In view of the unsatisfactory responses received from CDC, which indicate an unknown but probably significant increase in the cost to the Parish Council in year two and thereafter, it is proposed that this proposal is shelved.

6. to extend the parking bay in Cokes Lane (opposite Council car park) for two additional car spaces, including one disabled bay;

**Proposal 2:** The Parish Council should utilise the LAF grant and commission a feasibility study via Bucks CC for Actions 1, 3 (as amended), 4 and 6.

7. to review the perceived inadequacy of (outsourced) traffic warden inspections [subject to cost].

**Proposal 3:** The Parish Council should agree a list of priority locations to be monitored regularly by NSL. Also, the hotline NSL telephone number, 0843 2085544, should be reported in the next Parish Newsletter, having already been reported in the January 2013 LCCA Newsletter.

**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;

Done (18 December 2012 letter to G Winwright and subsequent follow up)

2. to write individually and formally to local shops/businesses cited by Survey respondents as a source of parking concerns;

Done (21 December 2012 email to Mr Rand of Chenies Parade Management Company, to be followed up further)

3. 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;

Done (emails)

4. 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

Done (but none of the proposed changes were accepted by TfL)

5. 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.

**Proposal 4:** On the advice of Bucks CC on the likely high cost, the Parish Council should shelve this action for up to a year, pending any clarification of the designation of the vacant site adjacent to Chenies Parade within the DDPD.

13.9.2012 (date of original summary)

The **Amendment** and **Proposals** listed above are to be discussed at the Parish Council meeting on 13 March 2013.