

**Minutes of a Meeting of Little Chalfont Parish Council  
Held on Wednesday 8 October 2014 at 7.50pm  
In the Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr B Drew; Cllr J Hinkly; Cllr D Rafferty; Cllr M Parker; Cllr V Patel; Cllr G Roberts (item 6 onwards) and Cllr J Wyper.

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

**Members of the public:** Ms G Roberts (items 1 – 5)

1. **Apologies for absence:** These were received from Cllr J Walford, OBE.
2. **Resolution that standing orders be suspended to allow any members of the public to speak:** Not applicable.
3. **Approval of the minutes of the meeting held on 10 September 2014:** These were approved as a correct record and were signed as such by the Chairman.
4. **Declarations of Interest:** None (see also item 6 below).
5. **Approval by Chairman of items for any other business - *The following items were approved:***
  - i. Felling licence for Nature Park and on-going obligation to water newly planted trees;
  - ii. Transport for Buckinghamshire blog;
  - iii. Chiltern District Council Open Spaces Strategy;
  - iv. Mobile Vehicle Activated Sign;
  - v. GE Healthcare – Communications Specialist position.
6. **To vote on the co-option of a member of the public to fill the vacancy for a Councillor (Little Chalfont north ward):** Cllr Drew proposed and Cllr Rafferty seconded that Ms G Roberts be co-opted as a member of Little Chalfont Parish Council. This was agreed unanimously. Cllr Roberts was welcomed to the Council and signed a Declaration of Acceptance of Office, witnessed by the Clerk. Cllr Roberts also advised that she had no declarations of interest to make.
7. **Chairman's Report:** This had been circulated in advance of the meeting and was discussed briefly. In particular, it was noted that the Chairman had been invited to a fundraising event to be held at a local restaurant. Whilst he hoped to be able to attend, the venue's management had been asked to remove unauthorised signage and had to date failed to comply. In addition, it was noted that contracts had now been exchanged, formalising the lease on The Lodge at Westwood Park.
8. **Clerk's Report:** This had been previously circulated. Councillors were very pleased that Natasha Meldrum had started work as Assistant Clerk on 6 October 2014. It was noted that following the authority given to the Clerk at the last meeting (minute 14, 10 September 2014), Lennon's Solicitors had been appointed to act on behalf of the Parish Council in negotiating the *Nature Park lease*.
9. **To receive reports, as appropriate, from members of outside bodies and working parties:**
  - i. *Library:* Cllr Hinkly reported that the library accounts showed a small loss. The proposed extension would cost in the region of £74,000. A grant application

had been submitted to the Parish Council which would be considered at the 12 November meeting. Volunteers were currently being sought and footfall had been up over the summer, mainly as a result of the children's reading scheme. A new Mandarin singing and story telling group had been established. There will be a World War I exhibition running from 13 October – 28 October 2014 with a presentation by the curator from the Amersham Museum at 7.30 pm on 28 October. In conclusion, the quiz night held in the Village Hall on 4 October had been very successful.

- ii. *Little Chalfont Community Association:* Cllr Parker confirmed that the LCCA were making objections similar to those submitted by the Parish Council regarding the Waste Transfer Station proposals. The recent petition to the Parish Council for additional benches and consultation with the traders about the continuation of one hour free parking were also discussed.
- iii. *Westwood Park Working Party:* Cllr Hinkly reported that a number of initiatives were being progressed including the possibility of a solar powered tennis payment meter; installation of 100 meter markers along the running line; possible purchase of a few items of keep fit equipment (similar to those previously suggested for a woodland trim trail) and expansion of the parks usage and facilities. WWPFC would be trialling use of signs stating "Dogs on leads during matches" in an endeavour to stop dogs joining in with play which was annoying and frightening for younger players. The old playground would be used temporarily for training the very youngest WWPFC players pending the Council reaching a decision on its longer term use.

**10. Community Buildings Working Party:** To (i) receive *an update following the 24 September meeting* – Good progress was being made. On 30 September the Chairman and Clerk had met with Chris Marchant, Head of Environment, Chiltern District Council. He had indicated that CDC would be likely to release the land between the Snells Wood car park and the current hall. In addition they would most probably extend the lease and would make a capital sum available if the Parish Council provided public toilet facilities. He had urged the Council to take pre-planning advice, which of course it would. Indeed, as a preliminary to these discussions the desk top planning appraisal arranged by JBKS, Architects, had been very helpful. Arboreal and topographical surveys have also been undertaken. Ben Sharpe, a local resident, had recently joined the working party to prepare the documentation supporting the business case; (ii) *brief the Council on the arrangements for the public consultation in the Village Hall 31 October and 1 November 2014-* The hall will be open to the public, to view the exhibition stands and ask questions, from 2 pm – 8 pm on Friday 31 October and from 10 am – 1 pm on Saturday 1 November. Presentations, led by the architect, will be at 3 pm and 6 pm on 31 October and at 11.30 am on Saturday 1 November 2014.

**11. War Memorials and Remembrance Parades Working Party:** To

- (i) *Receive a report following the 29 September meeting* – The stone mason has confirmed that the memorial and plaque will be installed well before Remembrance Sunday (9 November). The civic service of remembrance, led by the Rev D Allsop, will be at 3pm by the Village Green on 9 November and will incorporate the dedication of the memorial;

- (ii) *Finalise the wording on the memorial plaque* – Cllr Parker proposed and Cllr Hinkly seconded the following “Remembering those who gave their lives in pursuit of peace”. This was agreed unanimously. Cllr Drew will advise the stone mason.

**12. Devolution of Services from Buckinghamshire County Council:** It was noted that the Chairman and Clerk have been invited to attend a meeting in Aylesbury on 15 October with Transport for Buckinghamshire staff, for Towns and Parishes who have expressed an interest in taking over the duties with effect from 1 April 2015. {Meeting subsequently postponed.}

**13. Parking Informal Consultation:** At the 17 September meeting attended by Parish Council representatives, the Leader of Buckinghamshire County Council and officers from Transport for Buckinghamshire, the documentation and arrangements for the consultation were finalised. Letters attaching the schedule of proposed changes will be distributed with the October newsletter. The drawn plans will be available to view at the library, Lina’s newsagents in Elizabeth Avenue and at the Parish Office. Response forms can also be picked up from these locations or can be completed on-line.

**14. Free Parking Dates:** *To agree dates for free parking in Snells Wood Car Park for remainder of 2014 (and for Village Day 6 June 2015)* – The four Saturdays before Christmas together with Friday 24 December were agreed for 2014. The first date agreed for free parking in 2015 will be Village Day, Saturday 6 June 2015. The Clerk will advise the engineers at Chiltern District Council.

**15. Chiltern and South Bucks Partnership Steering Group:** It was noted that the Parish Council’s nomination for Cllr Patel to become a member of the steering group has been successful. It was further noted that a meeting of the partnership was scheduled for 23 October. If any councillor is available to attend they should advise the Clerk.

**16. Home to school transport:** Cllr Parker gave an update on the public meeting held at Dr Challoner’s High School to discuss this matter. County Councillor Appleyard attended and apologised for the unsatisfactory situation. The majority appreciate that the County Council has to make cuts. However, the implementation of the revised arrangements have been badly planned with inadequate consultation, unacceptable journey times and use of double decker buses on inappropriate routes. It was agreed that Cllr Parker would draft a letter expressing the Parish Council’s serious concerns which, in addition to the problems outlined above, will include the adverse effect on transportation in the area.

**17. Westwood Park Football Club Storage Shed Lease** – The Clerk outlined the main terms that would be including in the lease. She was authorised to finalise such lease arrangements between the Council and WWPFC and furthermore to arrange for the document to be signed by both parties. It was agreed that the peppercorn rent will be £50 per annum to be reviewed after five years in the light of RPI over that period.

**18. Financial matters:**

- i. *List of payments and cheques to be signed* – Two schedules had been circulated. The first was direct debits from the August bank statement totalling £1,887.67. The second was cheque payments since the last meeting totalling £10,017.01;

- ii. *Income and Expenditure Report* – This had been circulated in advance of the meeting and was discussed;
- iii. *Budget Preparation 2015/16* – It was agreed that a small group of councillors should meet with the Clerk to discuss the budget with a view to finalising the proposals for next year’s budget at the 10 December 2014 meeting of the Parish Council.

**19. Reports and Notifications:**

- i. Neighbourhood Policing Newsletter October 2014;
- ii. HS2 Property Consultation information;
- iii. Buckinghamshire County Council Budget consultation and to note this closes on 9 November 2014;
- iv. Information leaflet for notice boards – Energy bills made simple

**20. Any Other Business:**

- i. *Felling licence for Nature Park and on-going obligation to water newly planted trees* – The Council was pleased to note that the licence had been granted which would enable the woodland clearance and associated restocking to take place. There was, however, a five year obligation to water the new stock which would fall to the Parish Council once it took over woodland maintenance;
- ii. *Transport for Buckinghamshire blog* – This provides useful updates and can be accessed on line at [tfbpotholes.blogspot.co.uk](http://tfbpotholes.blogspot.co.uk);
- iii. *Chiltern District Council Open Spaces Strategy* – The final version had been sent by e-mail from CDC. The Parish Council’s suggested changes to appendix 1 had been adopted but not those regarding Westwood Park (appendix 2);
- iv. *Mobile Vehicle Activated Sign* – The Clerk advised that this and one other project had been deferred until the staffing situation was resolved;
- v. *GE Healthcare Communications Specialist position* – It was agreed that the Clerk should ask GE when this important position would be filled.

**21. Date of Next Meeting:** Wednesday 12 November 2014 at approximately 8.15pm in the Village Hall (to follow the Planning Committee meeting scheduled for 7.30pm).

Signed.....

Date.....