

**Minutes of a Little Chalfont Parish Council meeting
Held in the Village Hall, Cokes Lane, Little Chalfont
Wednesday 12 October 2016 at 8.15pm**

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

Members of the public: Cllr N Brown; Cllr D Phillips; Amanda Bradbury; Karen Frame; Wendy Naisby.

In attendance: Mrs N Meldrum (Parish Clerk).

1. **Apologies for absence:** None.
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins):** The parish council was asked for advice on the woodland which is currently for sale in the area east of Stony Lane. The residents were discussing the possibility of purchasing the Bluebell Wood and possibly the Hanging Wood. It was noted that funds had been raised in the past for the purchase of the Nature Park land. It was questioned if the woodland was within the Little Chalfont parish boundaries. The residents asked for advice on how to take this issue forward or for parish council support in this matter. Residents were informed that Roger Funk of the LCCA was happy to speak to them about the issue for advice. It was noted that the woodland is outside the parish boundaries and therefore outside the jurisdiction of the parish council and the LCCA. Due to the nature of the woodland it was not perceived that it would be under immediate threat from developers. The residents were also advised to consider maintenance costs of the land if they became responsible for it.
3. **To receive and approve the minutes of the meeting held on 14 September 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) Area of land behind Nightingales Corner; (ii) Amersham Common.
6. **Chairman's Report:** Cllr Roberts reported that all items for discussion were included on the agenda and this month there were no additional issues to report.
7. **Clerk's Report:** Most of the issues raised in the report related to items on the agenda. The Clerk highlighted an enquiry had been made by Westwood Park Football Club who have experienced difficulties obtaining insurance for their storage shed at Westwood Park. They had asked if the storage shed could be included in the parish council insurance policy and the club were content to pay any additional premium. Cllr Drew asked for clarification if the insurance was for the storage shed or the contents or both items. The Clerk will investigate further.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:**
 - (i) Nature Park Management Group. Cllr Roberts reported that a new story telling throne and additional mushrooms had been installed. The sensory area had also been marked out for future work.
 - (ii) Westwood Park Working Party. Cllr Griffiths reported that issues raised would be covered later in the meeting.
 - (ii) LCCA. Cllr Parker reported that the LCCA were happy in principle to work together in improving the facilities at Finch Lane but would

require a clear plan for proposals and costings. It was also reported that several people had volunteered to participate as leaders in the Simply Walk scheme.

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 confirmed that this was being arranged with Amersham Town Council. Cllr Drew raised that a new agreement would need to be made for the rent of The Lodge from 2017-18 with Amersham Town Council. **(iii) Balance sheet 30 September 2016.** There were no questions on the balance sheet. **(iv) Annual Return 2015-16.** The Clerk reported that the external auditors (Mazars) have confirmed the audit for 2015-16 has been successfully completed. **(v) LCPC bank accounts.** Following the receipt of the letter from Santander and the email discussion about the location of the maturing business bond, the parish council ratified the decision to open a new business bond with Santander with an interest rate of 0.6% for one year. The full amount was £55, 737.46 plus any interest accrued since 5 April 2016. The Clerk had circulated the current balances in the council bank accounts. It was questioned if Skipton Building Society had accounts suitable for parish councils. It was agreed that further work would take place to find alternative accounts which were suitable for parish councils. The Clerk will research other local parish councils to see if they have information about financial institutions which offer accounts to parish councils. **(vi) Budget preparation 2017-18.** It was agreed that Cllrs Davis, Parker and Roberts would meet with the Clerk to discuss the budget for the next financial year. The Clerk had produced a spreadsheet with the half year figures and the estimated expenditure for the year. Cllr Parker remarked there were substantial variances in a number of lines. This sheet could be used as a basis for the budget meeting.
10. **CDC Chairman's meeting:** Cllr Drew reported that he had attended this meeting in the absence of Cllr Roberts. He noted this was the first meeting of CDC chairmen for some time and it was very well attended. Issues covered in the meeting were HS2, an update on the Local Plan, an update on the business plan, and a discussion on the BCC proposals for a unitary authority. Cllr Drew reported that it was planned to hold the Chairman's meetings on a more regular basis.
11. **Parish Council newsletter:** Cllr Walford thanked councillors for their contributions to the next edition of the newsletter. The first draft would be issued shortly. Cllr Ingham reported that following a recent co-ordination group meeting, it was requested that the front page would have a large headline about the proposed plans highlighted in the preferred options paper and also draw attention to the accompanying leaflet. It was suggested that additional information would be included on page 2 about the history of the issue. Cllr Walford commented that the vast majority of the space in the newsletter had been allocated but further discussions could take place on how the content would be incorporated.
12. **Remembrance Sunday parade and ceremony:** Cllr Rafferty gave an overview of the arrangements for this year's service. A service would be held at the Methodist Church at 10am, followed by a procession to the village green and a short service would take place at 10.45 which would include a 2 minute silence at 11am. The Clerk reported that the trumpeter had agreed to play again at the service and it was hoped the wind band would also be able to participate as last year. Cllr Drew said the parish council would be responsible for making sure that all participants were in the correct location at the service.

The details would be confirmed nearer to the event. Tea and coffee would be available at the village hall after the service.

- 13. Westwood Park:** Cllr Griffiths reported that problems with parking continued to be reported at Westwood Park at the weekends when the football pitches were being used, in particular with cars parked on the footway at the entrance to the park. Cllr Griffiths highlighted a quote for new signage for the footway and also within the main car park. Cllr Drew highlighted that the correct terminology between pavement and footway should be clarified. Cllr Parker suggested that a reference to time restrictions should be included if possible. Cllr Patel said that further quotes would be required. It was confirmed that additional quotes would be sought. Cllr Griffiths also highlighted about the ongoing vandalism problem at Westwood Park and referred councillors to quotes previously circulated regarding a CCTV system, alarm system, and security lighting. Further quotes would be sought but the initial quote would give a guide to costs. Cllr Griffiths asked if the CCTV was infra red and effective at night time. This was confirmed. Different types of alarm system would also be investigated. Further quotes would be sought on these items. Cllr Drew highlighted that the flowerbeds at Westwood Park were rather untidy. The Clerk confirmed this would be followed up with the contractor. Cllr Roberts suggested that this area could be part of the general plan for residents or groups to adopt a small section of land in the village. This plan will be explored further next year.
- 14. Local Plan:** Cllr Ingham reported that the CDC / SBDC Cabinet meeting had taken place earlier that evening and that the draft preferred options had been approved. All of the evidence documents were not yet available and it was possible if they were not ready at the start of the consultation on 31 October the consultation period could be extended. Cllr Ingham highlighted that there had been a discussion on infrastructure and it was recognised as an extremely important part of the process. The Infrastructure Delivery Schedule would be available as part of the Local Plan process in March 2017. Cllr Phillips joined the discussion. He highlighted that the process must be completed by the end of 2017. Cllr Phillips also highlighted that the shortfall in housing need was being examined across the whole county. He also noted that infrastructure was a serious issue and that specific information was required about the providers who would be able to fulfil the need and when. Parking and education were highlighted as particular issues. Cllr Parker raised the issues of access and parking with regard to the proposed option in Little Chalfont. Cllr Phillips noted the problems of parking in the village and that considerations were being made on how Snells Wood car park could be improved. It was noted that a constructive solution would need to be found with regard to the housing issue, otherwise central government could enforce changes in this area which may cause additional difficulties in the future. Cllr Ingham reported that the co-ordination group had considered employing a planning adviser to assist with the next stage of the Local Plan consultation and asked if the parish council would be willing to contribute to a potential fee, dependent on cost. Cllr Drew thought it would be reasonable for the parish council to contribute. As costs were not defined at this stage an emergency meeting may be required to authorise any expenditure. Cllr Parker reported that he had been in touch with Ministers to question if it was legitimate to use green belt land in this way. It would have to be proven that there were exceptional circumstances.

- 15. Update on parking issues:** Cllr Parker confirmed that the proposed parking restrictions had been agreed with Transport for Bucks. It was expected that implementation would begin at the end of November. The parking restrictions would be introduced to Chenies Parade in the first instance before any embargo on work is introduced in the Christmas period. The only issue which had not been addressed was the parking on the Dr Challoner's access road. Cllr Parker will put the school in touch with TfB.
- 16. Community Infrastructure Levy:** A letter from Chiltern and South Bucks District Councils regarding the potential introduction of the Community Infrastructure Levy (CIL) had been previously circulated. After a short discussion, it was confirmed that the parish council would support the introduction of the CIL. However, the parish council would prefer to decide how the neighbourhood portion of the CIL would be spent in the parish independently. It was noted that there were no immediate plans for the production of a Neighbourhood Plan in the village although it was a possibility in the future. The Clerk will respond to CDC/SBDC.
- 17. Local Priority datasheets:** A spreadsheet from Bucks County Council had been previously circulated which requested the local infrastructure priorities in order. It was agreed that councillors would consider the priorities and notify the Clerk.
- 18. Local Area Funding – Stony Lane:** Following the rejection of the planning application for access to the proposed development in Stony Lane, it was agreed that the planned work for this area could continue. As highlighted in the Clerk's Report the costs of the project had increased due to the possible introduction of new kerbing which had not been included in the original costing. Cllr Drew suggested that the Clerk should first contact Bucks County Council to see if this shortfall could be covered as the problem was caused by oncoming cars and was essentially caused by a repair issue. The LAF may also be able to assist with meeting to shortfall in this funding.
- 19. Small Business Saturday:** A proposal had been received from the LCCA about Small Business Saturday requesting a contribution of £100 to organise the event this year. Cllr Drew felt this was a worthwhile event which was beneficial for the traders in the area and should be supported. He suggested that £125 should be contributed, equal to the LCCA contribution. Cllr Parker was not comfortable with the concept of paying for this event. However, it was agreed that a contribution would be made this year, and if successful the traders would be approached to contribute in subsequent years.
- 20. Street lighting:** The Clerk reported that she had been gathering quotations for the renewal of the street lighting electricity contracts. If the contract was to be granted to another source, the existing supplier would need to be notified by 31 October. One quote was still outstanding. In the past, a beneficial deal had been negotiated following the receipt of all of the quotes. It was agreed that once all of the quotations had been received, the figures and a recommendation would be circulated to councillors for a decision on the electricity supplier.
- 21. Reports and Notifications:** (i) Temporary Traffic regulations (circulated 27 September 2016); (ii) My Bucks (circulated 4 October 2016). All noted.
- 22. Any Other Business:** (i) Area of land behind Nightingales Corner. Cllr Parker reported that problems had occurred with parking in this area due to it being extremely busy. It had prompted the question if the emergency services were required to enter or exit the area it may be impassable. It was agreed that the Clerk would investigate who owned the land in the area. (ii) Amersham Common. An enquiry had been received regarding the area

adjacent to Amersham Common. The Clerk will find out further details from Amersham Town Council on this issue.

23. Date of Next Meeting: Wednesday 9 November 2016 in the village hall at 7.30pm.