

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 17th August 2021 at the Pavilion,
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

UNCONFIRMED

Present: Cllr V Brownridge (VB) – Chairman, Cllr K Acres (KA), Cllr Anna Crabtree (AC), Cllr J Downes (JD), Cllr P Emmett (PE), Cllr G Fitchew (GF), Cllr R Mash (RM), Cllr Vivien Morton (VM),		
Mrs J Murray – Parish Clerk	Public present: Buckinghamshire Councillor David Watson, Verity West, Guy Carter, Louisa Porter, Anne & Richard Owen, Anthea Falk, Richard Sherwin	
Minute Ref:	Agenda Item	Action
2261/21	1. To receive, and consider for approval, apologies for absence and reasons given Buckinghamshire Councillor Jocelyn Towns, Buckinghamshire Councillor David Johncock,	
2262/21	2. Declarations of interest – pecuniary or prejudicial Cllr Anna Crabtree regarding Pavilion Hire for Save Marlow’s Green Belt	
2263/21	3. a. To approve the Minutes of Parish Council Meeting of 6th July 2021 The Council RESOLVED to accept the minutes of the Parish Council Meeting and the Chairman duly signed the minutes.	
2264/21	4. To take reports from theses minutes for NOTE 2247/21 Amended Extraordinary meeting minutes signed by Chairman	
2265/21	5. Parish Clerk’s report: Thanks to Councillor Valerie Brownridge for covering Clerk’s August holiday. Wild Marlow & Marlow Infant School delivered sunflowers to the Parish Council which were added to the outside planter. At the Allotments a fruit theft was reported – police sign to be hung on allotment gate. Also complaint received from parishioner regarding dumping at allotments – email to be distributed to all allotment holders. At Abbotsbrook Hall the soakaway will be installed this week, a new hand-dryer will be fitted before new September term. Bridge clubs have returned to play at Abbotsbrook Hall. A number of Street lights have been reported broken and in liaison with SSE these street lights are now fixed. SSE are visiting in October to fit new meters at Pavilion and Abbotsbrook Hall to enable automatic meter readings. The Parish Council have received a number of requests to assist with ancestral grave queries – topic will be added to next Burial Ground Committee Meeting. Cllr Anna Crabtree asked whether whilst working with SSE we were replacing lights with LED options. The Clerk confirmed that we are now working with a designated contact at SSE who would assist with an inventory and costings to move this project forward. The aim is to include on the next parish council agenda.	Clerk
2266/21	6. Items to be taken in confidential: None	
2267/21	7. Public participation – maximum 15 minutes Marlow Film Studio planning application expected in winter. Richard Owen focused on the Marlow Film Studio Project and stated his grave concerns. If successful the Studio will be a gross intrusion. Richard asked the Parish Council to diligently represent parishioners’ views and oppose the planning application when it is submitted. Richard Sherwin highlighted that there would be a short period of time between receiving the planning application and responding to it; only 8 weeks which is two Parish Council meetings. Verity West asked whether the Parish Council had any advice on what they would need to do to act upon the planning application; whether and what data is required to be collected to assist in opposing the planning application? The Parish Council replied saying they would encourage parishioners to write to the Marlow Film Studio company, to Buckinghamshire Council and local MP, and to copy the Parish Council in on all correspondence, to highlight concerns, incidents and inconveniences by emailing clerk@littlemarlowparishcouncil.org.uk	

Chairman initials]

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	<p>Councillor Phillip Emmet, Chairman of the Parish Council Planning Committee said that the Parish Council are aware of the views of residents. He said the Parish Council would respond quickly and vigorously. He reminded all that the Parish Council are only consultees and that Buckinghamshire Council do not have to listen to the Parish Council's comments. Ultimately it will be a governmental decision. The Parish Council could not formally consider and submit views until the planning application is received.</p> <p>Councillor Jason Downes echoed Councillor Phillip Emmett's comments and made it clear that Dido Properties have purchased the land. He suggested that ultimately it would be a government decision, so it is important that parishioners write to their local MP to empower her to act to protect the green belt.</p> <p>Verity West asked whether LMPC has the ability to work with Buckinghamshire Council. Councillor Valerie Brownridge said that everyone has some influence on Buckinghamshire Council, via their three Buckinghamshire Councillors as parishioners have elected them. They are aware of the issues.</p>	
2268/21	<p>8.1.a To approve the minutes and receive the report of the Planning Committee meeting on 16th August 2021</p> <p style="text-align: center;"><u>Planning August 2021 Council Meeting</u></p> <p>Planning applications received from Buckinghamshire Council have a deadline date of when consultation comments must be submitted. Should the deadline be before the next Council meeting – comments are submitted. In addition, the Council may discuss additional applications which have been received after the Agenda has been issued, to ensure this deadline has been met. Any queries, please contact the Clerk on 01628 890301.</p> <p>LMPC resolved to apply the following comment to TPO/CTREE applications – The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer. Buckinghamshire Council's planning list can be found at: https://publicaccess.wycombe.gov.uk/idoxpa-web/search.do?action=weeklyList</p> <p style="text-align: center;">Buckinghamshire Council WEEKLY LIST OF PLANNING APPLICATIONS up to 13.08.2021</p> <p>Prior notification application (Part 6, Class B) for construction of log cabin to store grounds maintenance tools and machinery OS Parcel 5076 The Moor Little Marlow Buckinghamshire Ref. No: 21/07437/PNP6B Received: Wed 11 Aug 2021 Validated: Wed 11 Aug 2021 Status: Pending Consideration</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>LMPC Comment</u> Little Marlow Parish Council object to the planning application. Works have commenced without planning permission with a fence and hard standing already in place. The Parish Council does not believe that this application should be considered under permitted development rights. Suggested Cabin is a large size for storing tools and machinery and the Parish Council question why a tool storage shed requires a toilet and cess pit.</p> </div> <p>Reduce side limbs by up to 3 metres to 1 x Catalpa (T1) and fell front/left trunk of 1 x Leylandii (T2) Herons Pool The Avenue Bourne End Buckinghamshire SL8 5QY Ref. No: 21/07409/CTREE Received: Mon 09 Aug 2021 Validated: Mon 09 Aug 2021 Status: Pending Consideration</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>LMPC Comment</u> The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer.</p> </div> <p>Listed building consent for construction of single storey rear extension, conversion of existing garage to habitable accommodation to create gym, construction of new carport, driveway alterations, internal alterations including creation of new staircase to cellar, fenestration alterations and external alterations including retaining wall to rear Storrs Church Road Little Marlow Buckinghamshire SL7 3RZ Ref. No: 21/07384/LBC Received: Fri 06 Aug 2021 Validated: Thu 12 Aug 2021 Status: Pending Consideration</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>LMPC Comment</u> The Parish Council has no objection.</p> </div> <p>Householder application for construction of single storey rear extension, conversion of existing garage to habitable accommodation to create gym, construction of new carport,</p>	Clerk

driveway alterations, internal alterations including creation of new staircase to cellar, fenestration alterations and external alterations including retaining wall to rear
Storrs Church Road Little Marlow Buckinghamshire SL7 3RZ
Ref. No: 21/07383/FUL | Received: Fri 06 Aug 2021 | Validated: Thu 12 Aug 2021 | Status: Pending Consideration

LMPC Comment The Parish Council has no objection.

Householder application for erection of single storey rear extension, infill extension to side porch, insertion of rear dormer replacing existing dormers, extension to entrance porch, insertion of two rooflights, alterations to fenestration with internal alterations
Langholme The Drive Bourne End Buckinghamshire SL8 5RE
Ref. No: 21/07381/FUL | Received: Thu 05 Aug 2021 | Validated: Wed 11 Aug 2021 | Status: Pending Consideration

LMPC Comment The Parish Council has no objection.

Fell to ground level x 1 Ash (T1)
Bourne Court Abbotsbrook Bourne End Buckinghamshire SL8 5QS
Ref. No: 21/07249/CTREE | Received: Sat 24 Jul 2021 | Validated: Mon 26 Jul 2021 | Status: Pending Consideration

LMPC Comment The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer.

Application for approval of details subject to Condition 4 (Noise) of planning ref:
20/05072/FUL
The Spade Oak Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS
Ref. No: 21/07234/ADRC | Received: Fri 23 Jul 2021 | Validated: Fri 23 Jul 2021 | Status: Pending Consideration

LMPC Comment The Parish Council has no comment.
Buckinghamshire Council planning portal - This notifies the Council of proposed work or development not needing its permission. The Council will not be approving or refusing the proposal, so comments are not invited.

Fell to ground level of 1 x Horse Chestnut (T2)
Priory Ford Lodge The Avenue Bourne End Buckinghamshire SL8 5QU
Ref. No: 21/07182/CTREE | Received: Sun 18 Jul 2021 | Validated: Mon 19 Jul 2021 | Status: Permission Not Required TPO CTREE only

LMPC Comment The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer.
Buckinghamshire Council – comments closed.

Works as per tree schedule
Countryside 30 Oakfield Road Bourne End Buckinghamshire SL8 5QS
Ref. No: 21/07046/CTREE | Received: Tue 06 Jul 2021 | Validated: Fri 09 Jul 2021 | Status: Pending Decision

LMPC Comment The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer.

Demolition of existing dwelling and construction of a replacement three bedroom dwelling
Mallards Riverside Bourne End Buckinghamshire SL8 5RF
Ref. No: 21/06896/FUL | Received: Fri 18 Jun 2021 | Validated: Tue 20 Jul 2021 | Status: Pending Consideration

LMPC Comment The Parish Council has no objection. If granted the parish council would ask that during the construction phase access is controlled to limit disturbance within neighbourhood.

Householder application for construction of front porch
Strathcona Sailing Club Road Bourne End Buckinghamshire SL8 5QS
Ref. No: 21/06893/FUL | Received: Fri 18 Jun 2021 | Validated: Wed 14 Jul 2021 | Status: Pending Consideration

LMPC Comment The Parish Council has no objection.

All comments submitted to Buckinghamshire Council via portal on Tuesday 17th August 2021. Please note comments in italics.

Buckinghamshire Council do not produce the Delegated List any longer, but do produce the list below which can be accessed through public access under decided this week:

Fell to ground level of 1 x Horse Chestnut (T2)

Priory Ford Lodge The Avenue Bourne End Buckinghamshire SL8 5QU

Ref. No: 21/07182/CTREE | Received: Sun 18 Jul 2021 | Validated: Mon 19 Jul 2021 | Status:

Permission Not Required TPO CTREE only

Fell x 1 Ash

Sentosa The Drive Bourne End Buckinghamshire SL8 5RE

Ref. No: 21/06756/CTREE | Received: Mon 07 Jun 2021 | Validated: Wed 16 Jun 2021 | Status: Not to make a Tree Preservation Order

Resiting of hand car wash container with new canopy and associated development thereto

Hillier Garden Centre Pump Lane South Little Marlow Buckinghamshire SL7 3RB

Ref. No: 21/06690/FUL | Received: Thu 03 Jun 2021 | Validated: Mon 14 Jun 2021 | Status: Application Permitted

Reduce height to 4 metres to 1 x Leyland Cypress (T2)

White Friars Farm Road Bourne End Buckinghamshire SL8 5RB

Ref. No: 21/06795/TPO | Received: Thu 03 Jun 2021 | Validated: Thu 03 Jun 2021 | Status: Application Permitted

Reduce northern crown radius by 2 metres, reduce eastern crown radius by 3 metres, reduce southern crown radius by 2m. reduce western crown radius by 2 metres and crown lift on eastern and southern sides to create a clearance from the ground of 5 metres to 1 x Oak (T1)

White Friars Farm Road Bourne End Buckinghamshire SL8 5RB

Ref. No: 21/06718/TPO | Received: Thu 03 Jun 2021 | Validated: Thu 03 Jun 2021 | Status: Application Permitted

Proposed works as per tree schedule

April Cottage The Avenue Bourne End Buckinghamshire SL8 5RD

Ref. No: 21/06654/CTREE | Received: Wed 26 May 2021 | Validated: Thu 24 Jun 2021 | Status: Not to make a Tree Preservation Order

Householder application for construction of a raised upper terrace linked to lower terrace by steps and path to front following demolition of existing patio and steps

Springfields Pump Lane North Little Marlow Buckinghamshire SL7 3RD

Ref. No: 21/06544/FUL | Received: Sun 16 May 2021 | Validated: Mon 17 May 2021 | Status: Application Permitted

Erection of 2 x 4 bed detached dwellings, each with garage/carport and altered access onto Chapman Lane

Newlands Chapman Lane Bourne End Buckinghamshire SL8 5PB

Ref. No: 21/05297/FUL | Received: Wed 03 Feb 2021 | Validated: Wed 03 Feb 2021 | Status: Application Permitted

8.1.b. To review correspondence received regarding Marlow Studios Project

The Parish Council reviewed the log of communications received since the last Parish Council meeting. Planning comments relating to the Marlow Studio Project should be emailed to: clerk@littlemarlowparishcouncil.org.uk to add to the Parish Council log.

The Parish Council received a request from the group Save Marlow's Green Belt who asked whether they could use the Pavilion facilities free of charge to meet regularly. The Council **RESOLVED** to agree to use of the Pavilion free of charge.

2269/21	<p>8.2 Finance</p> <p>a. To approve income and expenditure for June 2021 The Council RESOLVED to approve the reports for June 2021. It was noted that the transfer of funds from the General Reserves in order to increase the budget for 2021/22 to cover the cost of the gang mowers had yet to be carried out and that the rates payment entered under subhead 101/2111 should have been entered under subhead 305/2111.</p> <p>b. To consider rate reduction requested by BEJSC & LMCC The Council RESOLVED to agree to the request by BEJSC & LMCC to reduce the amount they had been charged due to reduced use of facilities and asked the Clerk to check the pro-rata rates. Clerk to email both clubs and issue revised invoices.</p>	Clerk
2270/21	<p>8.3 Abbotsbrook Hall-</p> <p>a. To consider a replacement noticeboard for Abbotsbrook Hall & Winchbottom Lane Cllr Geoff Fitchew recommended that the Council move away from wooden boards and wooden legs. The Council RESOLVED to accept the quote from Greenbarnes Ltd for two aluminium noticeboards.</p>	Clerk
2271/21	<p>8.4 The Pavilion and Recreation Ground -</p> <p>a. To consider quote to move recreation ground tap The Council RESOLVED to leave the tap where it is.</p> <p>b. To review Quarterly Play Area Inspection Reports from ARD and Buckinghamshire Council The Council RESOLVED to write to Buckinghamshire Council to confirm the legal requirement for the number of playground inspections which needed to be carried out per annum and by whom and report back to council. Councillors Philip Emmett & Geoff Fitchew offered to fix items requiring attention listed in the reports. Clerk to order sprung animal equipment ends.</p>	Clerk Clerk
2272/21	<p>8.6. General –</p> <p>a. To review co-option of new Councillor Councillor Valerie Brownridge asked that Council members spread the word regarding the Councillor vacancy. All details are listed on the Parish Council website. Councillor Anna Crabtree agreed to add the vacancy information to the following whatsapp groups: Fern Lane & Little Marlow Village. Councillor Kath Acres would add detail to Coldmoorholm Lane whatsapp group. Councillor Geoff Fitchew will circulate to residents at Abbotsbrook Estate. The Clerk will email Verity West a vacancy poster for the noticeboard at Westhorpe.</p> <p>b. To review Health & Safety Policy Councillor Valerie Brownridge had carried out research and reported that an office with under 25 employees did not require a trained first aider. HSE states that as a minimum, a low-risk workplace such as a small office should have a <u>first-aid box</u> and a <u>person appointed to take charge of first-aid arrangements</u>. This meant that the Council was not required to have a trained First Aider. The Council RESOLVED to take down signs around the parish stating that the Clerk is the first aider. The revised Health & Safety Policy would be completed and uploaded to the website by the Clerk.</p> <p>c. To review Terms of Reference for the Employment & HR Committee The Council RESOLVED to make amendments recommended by Councillor Valerie Brownridge. Information regarding circulation of appraisals would be forwarded to the Employment & HR Committee.</p> <p>d. To review COVID 19 Terms and Conditions for Hirers & Risk Assessment The Council RESOLVED to accept the revised Terms & Conditions and the Clerk would upload to the parish council website and circulate to all current hirers.</p> <p>e. To receive a report from Cllr Brownridge following Internal Council Communications Training The Clerk and Councillor Brownridge recently attended a remote training session on improving Internal Council Communications. Following this session, they met to discuss how they might improve the Parish Council’s internal communications drawing on what they learned. The key is to get the right information to the right people at the right time and to recognise that not all Councillors need to receive all communications eg the Parish Council Chair and the Chairs of Committees might need more information. Consideration needed to be given to how individual Councillors prefer to receive information. As a result, she and the Clerk have introduced a number of changes. These include setting up a Councillors “What’s app” group. The Clerk will post a message on this when she has sent an e-mail which needs to be seen</p>	Clerk Clerk Clerk Clerk Clerk

	<p>urgently by Councillors or which requires a response from them. The Clerk will ensure that the subject line of e-mails accurately reflects what the e-mail is about. She will also give an indication of what is required of Councillors by including the words: URGENT, FOR INFO, FOR ACTION, REPLY REQUIRED. Where action or a reply is required, the Clerk will make it clear in her covering e-mail what Councillors are being required to consider and will give a deadline by which a response is required. They are also looking into how they can make greater use of Teams to cut down on the number of e-mails sent. The Clerk already posts all the PC meeting papers on teams to save overloading Councillors' inboxes with e-mails, but feedback from Councillors has not been entirely positive so the jury is still out! One suggestion is for the Clerk to set up a Community Board folder on Teams so that the minutes of all the meetings could be posted there rather than circulated by e-mail. It is important that all Councillors are involved in the efforts to improve communications. The Clerk and Cllr Brownridge would welcome suggestions from Councillors on further measures which might be taken as well as feedback on the measures already introduced.</p> <p>The Clerk would meet with Councillor Richard Mash and set up whatsapp and meet with Councillor Phil Emmett to work on Teams.</p> <p>f. To consider All Council Charter and whether to sign up The Council RESOLVED to sign up to the All Council Charter</p> <p>g. To consider request regarding verge up towards The Three Horseshoes The Council RESOLVED that Councillor Anna Crabtree & the Clerk would work together and contact Marlow Bottom Parish Council & Community Board to discuss further</p>	<p>Clerk</p> <p>Clerk/ AC</p>
2273/21	<p>9. Items for information only:</p> <p>1. To receive an update from the COVID-19 Committee Council's last meeting was held before it was known for certain whether the Government would lift all remaining legal restrictions on social contact and live events on 19 July. They did, but because cases of infection were high and rising, they kept a number of key protections in place such as recommending the wearing of face coverings in crowded areas, meeting outdoors where possible, letting fresh air into enclosed spaces, minimising the number, proximity and duration of close contacts and encouraging businesses and organisations to continue to display the NHS QR code for people to check in using the NHS COVID 19 App or to collect contact details to support NHS Test and Trace.</p> <p>As envisaged at the last meeting Council is therefore able to allow the public to attend Parish Council and Committee meetings in person, to welcome back all hirers and remove the limit on numbers using its buildings. Council had discussed the measures and controls which needed to be in place to minimise the risk of spreading infection and to keep people safe when it considered the COVID 19 risk assessment and the COVID 19 additional Terms and Conditions.</p> <p>Council had already agreed at its last meeting in July that it would continue to</p> <ul style="list-style-type: none"> - ask staff, users and visitors to clean their hands regularly; - clean surfaces which people touch regularly; - display the QR code for visitors and users to check in using the NHS COVID 19 app to support NHS Track and Trace, although it is no longer a legal requirement. <p>2. Reports from Meetings of Outside Bodies:</p> <p>2.1. Marlow Society No meeting held.</p> <p>2.2. Little Marlow Sewage Treatment Works Liaison Committee & response from Environment Agency Councillor Philip Emmett reported that treatment tanks are not in the Thames Water budget for the next five years.</p> <p>Buckinghamshire Councillor David Watson noted that Thames Water had been represented by Senior Personnel at the Liaison Committee previously and that concerns were taken seriously. The Liaison Committee is an important forum as it enables Little Marlow Parish Council and parishioners to ask direct questions of a large company. It was recommended that all make the most of the opportunity. It was agreed that</p> <ul style="list-style-type: none"> - the committee should carry on meeting; -Councillors Richard Mash, Jason Downes and Philip Emmett would continue to represent the Council; -if they were unable to attend they should find another Councillor to replace them as it was important the Council should be well represented; 	

-the Clerk would notify Cllrs Mash, Downes and Emmett of forthcoming meetings so as to ensure that they were aware of them.

2.3. South West Chilterns Community Board

Cllr Brownridge and Cllr Crabtree represented the Parish Council at the remote meeting of the South West Chilterns Board on 7 July. The Board has a budget of £344,247 this year. This will be split between the four action groups: Environment and Climate Change, Economic Recovery and Regeneration, Transport and Highways and Community Engagement. The minutes will be posted on the Bucks Council website. Cllr Brownridge flagged up a couple of points. The Service Director of Business Opportunities admitted that Fix My Street is not working as well as it should be, but a 12 month improvement plan has been launched. Fly-tipping is to be added to the issues which can be reported to Fix My Street. They are also looking at developing a Town and Parish Council Portal. An on street residential wireless electric vehicle charging system which replaces the standard charging pillar with an electrical wireless charging pad in the ground is being trialled in Liston Road Car Park in Marlow for the next three months. Details have been circulated separately to Councillors. This project is funded by the Government rather than the Community Board but could open up future project opportunities for the Board.

South West Chilterns Community Board – Economic Recovery and Regeneration Action Group

Cllr Brownridge represented the Parish Council at the remote meeting of the South West Chilterns Board Economic Recovery and Regeneration Action Group on 22 July. Robert Laycock and Penelope Tollitt gave a presentation on the Marlow Studio Project. A smaller working group is to be formed to investigate how the project will impact the Community Board area. There is money available in Buck Council’s Welcome Back Fund for events and animations, cleaning and greening, trails and place promotion and seating, bins and lighting. Cllr Brownridge suggested that the Council should consider whether it wishes to submit a bid under any of these headings for projects in our Parish. The Board is also going to look at how best to help the rural economy. Cllr Zahir Mohammed will lead a group looking into this

South West Chilterns Community Board – Community Engagement Action Group

Cllr Brownridge represented the Parish Council at the remote meeting of the South West Chilterns Board Community Engagement Action Group on 5 August. This is a successor to the COVID 19 Working Group. There were presentations from Dementia 2 Care who have offered to bring a dementia bus to the Board area in October, possibly Marlow, to allow people to experience what it feels like to live with dementia, and from Bucks and Surrey Trading Standards on internet and phone scams and what can be done to protect the elderly and the vulnerable. There was also a presentation about the pub lunch club, an initiative set up to support the elderly living in rural areas but which stopped during the pandemic and is now being relaunched. They are trying to get a club started in Bourne End. The final presentation was from Bucks Old People Action Group which is running an Older Years Information Day at Bourne End Community Centre on 20 September with the aim of getting older people back out into the community. They would welcome help from Parish Councils in publicising this to the elderly in their communities.

South West Chilterns Community Board – Regeneration Group

Three topics were discussed: solar for schools, wildflower bee gardens on bus shelters and compacting bins. No decisions were taken on what to fund. Solar for schools is ongoing. Bee gardens were deemed too expensive and a potential compacting tester bin was discussed.

2.4. Parish Planning Forum

Cllr Brownridge represented the Parish Council at the remote meeting of the Parish Planning Forum on 13 July. The Planning Service are dealing with about 1300 applications a month. They are doing what they can to minimise delays but they have 9 vacancies on the Development Management team which deals with planning applications. They outlined the various measures they are taking to improve planning procedures, gave an update on Neighbourhood Plans and the new Local Plan as well as on Enforcement. Bucks is one of the busiest authorities in terms of notices issued. They aim to hold the Planning forums quarterly. This one was held during the day but others have been held in the evening. They have asked for feedback on what time is best. Councillor Brownridge encouraged other Councillors to attend these planning meetings and to let her know what time would suit them best so she could pass this on.

	<p>2.5. Town & Parish Liaison Meeting Cllr Brownridge represented the Parish Council at the remote meeting of the Town and Parish Liaison Meeting on 14 July. Martin Tett attended the meeting along with a number of Cabinet members and Service Directors. Cllr Brownridge highlighted some of the issues covered. The Service Director responsible for Waste Collection and Highways acknowledged that there had been some service and performance issues in the Wycombe and Chiltern areas but they now had a new vehicle fleet and were making improvements to reporting procedures. The 16 LATS are now going to be aligned with the 16 Community Board areas. Information about this will be sent to Parish Councils shortly. The Service plans to run Town and Parish Council engagement events twice a year instead of annually. The Cabinet member for Communities spoke about Community Boards, Devolution, the All Councils' Charter and the measures they are taking to improve communication with Parish Councils and work more closely with them. He mentioned in particular the quarterly Clerks forums and an additional Clerks Forum on Highways issues they are considering setting up. They will be restarting the Town and Parish Council Newsletter and the Town and Parish Council e-mail updates. Cllr Brownridge encouraged other Councillors to attend these Parish Liaison Meetings.</p> <p>2.6. Marlow Studio Community Liaison Group First meeting was on 15 July. Both Cllr Emmett as the Council's representative and Cllr Brownridge attended.</p> <p>2.7 BMKALC/Bucks Council Liaison Meeting In her capacity as chair of WDALC, Cllr Brownridge attended a new meeting which is going to take place regularly between the Cabinet Member of Communities and staff from the Localities and Strategic Partnerships team and the chairs of the District Associations of Local Councils in Bucks. The aim is to give them the opportunity to raise issues which are concerning Town and Parish Councils.</p> <p>2.8 BMKALC Management Meeting and BMKALC Executive Board Cllr Brownridge attended the BMKALC Management meeting on 22 July and the BMKALC Executive Board on 28 July in her capacity as Chair of the Wycombe District Association of Local Councils. She highlighted a couple of the issues discussed. NALC are looking at creating one Code of Conduct which would apply to all Councils. The BMKALC AGM will be on 22 September. This will be a physical meeting. The AGM will be preceded by a conference on Respect. Details have been circulated separately. Councils can send two representatives.</p> <p>2.9 Marlow Community Forum Cllr Brownridge represented the Parish Council at the meeting of the Marlow Community Forum on 28 July. Concerns were raised about the infilling between buildings in Marlow, including on the High Street, the pedestrianisation of Trinity Road and the Marlow Studio project.</p> <p>3. Correspondence An email was received from Verity West notifying the parish council that she had reported unnecessary mowing of the wild flowers on the central reservation of the A4155 in Little Marlow, approaching the Westhorpe Interchange roundabout. Also the volume of litter that the contractors had cut up into small pieces with their equipment. Her request to Buckinghamshire Council via fix my street was to arrange to clear up the area.</p>	
2274/21	10. Items to be included on the next Agenda- Little Marlow Village Fete	
2275/21	11. Dates of the next meetings: Burial Ground Committee Meeting 16 th September 2021, Planning Committee Meeting 20 th September 2021, Parish Council Meeting 28 th September 2021, Environment Committee Meeting 19 th October 2021, Budget Committee Meeting 21 st October 2021	
There being no further business to be transacted the meeting was closed at 9.29pm		

Abbreviations:

LMPC	Little Marlow Parish Council	GDPR	General Data Protection Regulations
BC	Buckinghamshire Council	SLCC	Society of Local Council Clerks
LAT	TfB Local Area Technician	WDALC	Wycombe District Assoc. of Local Councils
LMRA	Little Marlow Residents' Assoc	ROW	Rights of Way
VAS	Vehicle Activated Sign	BMKALC	Bucks Milton Keynes Association of Local Councils
PCSO	Police Community Support Officers	LGPS	Local Government Pension Scheme

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LMLCP Little Marlow Lakes Country
Partnership

Signed:
Chairman

Date:
Please note Minutes become **CONFIRMED** following resolution at the following Full
Council Meeting.

Chairman initials9

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