

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on 28th June 2016 at
The Pavilion, Little Marlow commencing at 8.00pm

UNCONFIRMED

Present: Cllr V Brownridge (VB) – Chairman Cllr P Emmett (PE) Cllr V Morton (VM) Cllr R Mash (RM) Cllr G Fitchew (GF)		Cllr A Falk (AF) Cllr K Acres (KA) Cllr J Downes (JD) Cllr R Randall (RR)
Mrs E Marsden Parish Clerk		1 Member of the public present
The Attendance Sheet was duly signed		
Minute Ref:	Agenda Item	Action
429/16	1. Apologies for Absence Apologies were received and accepted for. District Councillors Johncock and Savage and County Councillor Watson.	
430/16	2. Declarations of interest – pecuniary or prejudicial Cllr Downes – planning applications 16/06578/LBC & 16/06579/FUL Cllr Mash – planning application 16/06430/ADV Cllr Brownridge – planning application 16/06632/FUL	
431/16	3. To approve Minutes of Full Council Meeting held on 17th May 2016 The Council RESOLVED to accept the minutes and they were duly signed by the Chairman.	
432/16	4. To approve Minutes of Annual Council Meeting on 17th May 2016 The Council RESOLVED to accept the minutes and they were duly signed by the Chairman.	
433/16	5. To take Reports from those minutes for NOTE VAS – installed in Sheepridge Lane. LaFarge / Tarmac trees – still no word from Mr Cadell regarding the trees. Website – Cllrs Downes and Acres to meet to move the website forward. Coldmoorholm Lane – Japanese Knotweed has been reported to BCC TfB for action. Sheepridge Lane Hedge – Clerk has spoken to the tenant farmer to get the hedge cut back. There isn't any enforcement which can be used for the green path. It was AGREED that PE would speak to the farmer. A parishioner confirmed that the rest of the Green Path would be cut by the Chiltern Society.	JD/KA TfB PE
434/16	6. Finance To approve Income and expenditure for May 2016 It was RESOLVED to accept the financial report for May	

	<p>Bank Accounts Totals – May 2016 Current Account: £2,120.53 Petty Cash: £184.53 Reserves Account: £39,451.56 Precept Account: £21066.50</p> <p>Full breakdown of each individual expenditure and income is available in Appendix 1 attached</p> <p>b) NALC negotiated wage increase for Staff 2016/17 back dated from April 2016. It was RESOLVED to accept the pay recommendations from NALC regarding all staff pay. It was RESOLVED to back date this from 1st April 2016.</p> <p>c) Pension Staging Date from 1st July 2016 It was NOTED that the Staging date for pension provision for all was the 1st July. The Clerk will write to all personnel.</p> <p>d) Internal Auditor letter – FOR NOTE It was NOTED the Internal Auditor’s letter regarding compliance.</p> <p>e) Consideration of the continuation of hours worked by the Clerk In certain circumstances, it may be necessary for the public to be excluded from this meeting. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960 and is in view of the confidential nature of the business to be transacted. Discussions may only be held in Confidential Items after a majority agreement by Councillors present.</p> <p>It was RESOLVED due to confidential nature of this Agenda item to be discussed under Confidential items.</p>	Clerk												
435/16	<p>7. Planning Report a) Consideration of Planning Applications and Decisions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">App</th> <th style="width: 15%;">Residence</th> <th style="width: 35%;">Application</th> <th style="width: 35%;">LMPC response</th> </tr> </thead> <tbody> <tr> <td><u>16/06632/</u> <u>FUL</u></td> <td>Saltings House Pound Lane Little Marlow</td> <td>Householder application for construction of external and internal alterations to provide living accommodation in roof and to rear of garage ancillary to main dwelling (retrospective)</td> <td>No Comment</td> </tr> <tr> <td><u>16/06581/</u> <u>FUL</u></td> <td>Heronsgate The Avenue Bourne End</td> <td>Householder application for construction of first floor extension to existing dwelling, 1 x dormer window and 1 x roof light, re-roofing of existing detached garage adding roof lights to</td> <td>Delegated to GF</td> </tr> </tbody> </table>	App	Residence	Application	LMPC response	<u>16/06632/</u> <u>FUL</u>	Saltings House Pound Lane Little Marlow	Householder application for construction of external and internal alterations to provide living accommodation in roof and to rear of garage ancillary to main dwelling (retrospective)	No Comment	<u>16/06581/</u> <u>FUL</u>	Heronsgate The Avenue Bourne End	Householder application for construction of first floor extension to existing dwelling, 1 x dormer window and 1 x roof light, re-roofing of existing detached garage adding roof lights to	Delegated to GF	
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			existing games room, change of access to existing garage with relocation of drive and addition of gates		
	<u>16/06600/ FUL</u>	Vine Leigh House Marlow Road Bourne End	Householder application for raising of front boundary wall from 1.6m / 1.75m to 2m		The Parish Council objects to the increase in size of the wall from 1.6m/1.75m to 2m. The increase would make it higher than surrounding properties and contrary to other applications which have had fences/ walls refused at this height.
	<u>16/06558/ CLP</u>	Westward The Close Bourne End	Certificate of lawfulness for proposed construction of two storey rear extension and single storey side extension		The Council wishes more clarity on CLP applications.
	<u>16/06523/ FUL</u>	32 Wendover Road Bourne End	Householder application for construction of part two storey, part single storey rear extension and insertion of window to first floor side elevation.		No Objection
	<u>16/06461/ CLP</u>	The Bramleys Church Road Little Marlow	Certificate of Lawfulness proposed for construction of single storey detached garden room to rear to replace existing annex.		The Council wishes more clarity on CLP applications.
	<u>16/06430/ ADV</u>	Land Between A404 And Pump Lane South Little Marlow	Display of 1 x non-illuminated directional sign		The Parish Council objects to the siting and size of this sign as it is not in keeping with the ANOB. The Council suggests that a 'brown public interest' sign may be more appropriate.
	<u>16/06423/ FUL</u>	Hillside House Sheepridge Lane Little Marlow	Householder application for construction of single storey rear extension; linking the house and garage		No Objection

<p><u>16/06578/LBC</u></p>	<p>Apple Tree Lodge Church Road Little Marlow</p>	<p>Listed building application for construction of single storey rear extension to provide enclosed swimming pool and gym with basement plant room served by external staircase (alternative scheme to 15/05238/LBC)</p> <p>Householder application for construction of single storey rear extension to provide enclosed swimming pool and gym with basement plant room served by external staircase (alternative scheme to 15/06325/MINAMD, 09/07054/REN & 07/05455/FUL</p>	<p>Delegated t GF & PE</p>
<p><u>16/06579/FUL</u></p>	<p>Apple Tree Lodge Church Road Little Marlow</p>	<p>Householder application for construction of single storey rear extension to provide enclosed swimming pool and gym with basement plant room served by external staircase (alternative scheme to 15/06325/MINAMD, 09/07054/REN & 07/05455/FUL</p>	<p>Delegated to PE & GF</p>

Note: Cllr Brownridge did not take part in the decision for application:
16/0632/FUL

Cllr Mash did not take part in decision for application:
16/06430/FUL

Cllr Downes did not take part in the decision for application
16/06579/FUL & 16/06578/LBC

Decisions:

Case Ref: **16/05847/CTR** *Decision* Not to make a Tree
Preservation Order Date: **09/05/2016**

Address: Land Adjacent Bourne Court The Avenue Bourne End Buckinghamshire

Proposal: Reduce rightmost stem of Willow to 6 metres.

Case Ref: **16/05793/FUL** *Decision* Application Permitted

Address: Benedict House Marlow Road Little Marlow Buckinghamshire SL7 3RS

Proposal: Householder application for construction of 2 x dormer windows to front roof slope and 3 x roof lights to rear roof slope in connection with loft conversion

Case Ref: **16/06098/CTR** *Decision* Not to make a Tree
Preservation Order Date: **20/05/2016**

Address: Leafdell Farm Road Bourne End Buckinghamshire

Proposal: Reduce H1 lapsed Beech hedge by 2 metres.

Case Ref: **16/05991/CTR** *Decision* Not to make a Tree
Preservation Order Date: **16/05/2016**

Address: Manorton Church Road Little Marlow Buckinghamshire SL7

3RT

Proposal: Fell Leylandii

Case Ref: **16/05943/TPO** *Decision* Application Refused *Date:*

Address: The Sanctuary Abbotsbrook Bourne End Buckinghamshire SL8 5QS

Proposal: Fell Horse Chestnut

Case Ref: **16/06033/CTR** *Decision* Not to make a Tree Preservation Order *Date:* **20/05/2016**

Address: Fir Trees 26 Oakfield Road Bourne End Buckinghamshire SL8 5QR

Proposal: Reduce G1 4 x Conifers at the front to ground level

Case Ref: **16/05808/FUL** *Decision* Application Permitted *Date:*

Address: Westward The Close Bourne End Buckinghamshire SL8 5PE

Proposal: Householder application for construction of two storey side extension, insertion of 2 x dormers & replace existing dormer to front, with rendering to existing rear dormer all in connection with additional rooms in roofspace & new front porch. Rendering to all existing elevations & widening of existing driveway

Case Ref: **16/05664/FUL** *Decision* Application Permitted *Date:*

Address: Water Meadow The Drive Bourne End Buckinghamshire SL8 5RE

Proposal: Construction of detached timber garden shed

Case Ref: **16/05771/FUL** *Decision* Application Permitted

Address: Trees The Avenue Bourne End Buckinghamshire SL8 5RD

Proposal: Householder application for demolition of existing garage, construction of part two storey, part single storey front extension, construction of 1 x rear dormer window and associated external alterations

The Council **RESOLVED** to accept the Planning Report

b) Stakeholders Seminar

Cllr Brownridge attended the Stakeholders Seminar on the Consultation on the draft Local Plan at WDC on 18 May. It was an opportunity to have a preview of the draft Local Plan prior to its submission to the WDC Cabinet on 6 June and it then going out to consultation to the public on 27 June. Cllr Brownridge explained that the Plan sets out WDC's plans for meeting the districts future development needs including its housing needs and also delivering land for business so as to create more jobs as well as identifying the infrastructure needed to support new development. Wycombe needs to build 15,100 houses. It is potentially able to supply about 10,000 houses. These will be mainly built in Princes Risborough which will double in size, the 5 reserve sites, other sites in High Wycombe and Bourne End, Marlow, and various rural and windfall sites. WDC are in discussion with Aylesbury Vale about the possibility of them taking on

	<p>Wycombe's shortfall of 5100 houses. With regard to land for business WDC are looking at Cressex and Globe Park and a new site for development at the Wycombe Air Park. J3A won't be in the current Plan nor will Westhorpe although they might feature in a future Plan. WDC have completed the Green Belt Review and are proposing taking 9 sites out of the Green Belt (85 ha in total) making up just under 1% of the Green Belt. The aim is to build 800 homes on 7 of these sites and employment locations on the other 2.</p> <p>b) Launch of WDC Local Plan Consultation Cllr Brownridge attended the launch of the local plan consultation. The launch covered much of the ground covered at the stakeholders briefing in May. Of interest to the Parish Council is the fact that the Plan contains a policy on the Little Marlow Lakes Country Park. WDC is keen to maintain the Park as an area allocated for outdoor recreation but they need to justify this again in the new Plan. The policy states that "Planning permission will not be granted for development within the Country Park that has an adverse effect upon the amenities or setting of the River Thames".</p> <p>A leaflet summarising the plan has been distributed to all households. There will also be a number of drop in events, including one at the Bourne End Community Centre on 8 July. The full Plan can be seen on the WDC website. The Consultation exercise lasts from now until 8 August. Cllr Brownridge suggested that the Council should discuss what comments it wants to feed in at the next PC meeting on 28 July. The Plan will be finalised in the Autumn and go to Cabinet and Council in December so that it can meet the timetable for submission to the Government's Planning Inspectorate in March 2017.</p> <p>The Council requested information regarding a fence at Witton Farm. It was AGREED for the Clerk to receive an update from the Planning Department regarding the enforcement action.</p>	Clerk
436/16	<p>8. The Pavilion & Rec Grd.</p> <p>a) Cleaning quotations. Whilst within the tender process, the incumbent cleaning firm was unable to continue due to injury. It was RESOLVED to be fair to both other companies - both would be given the benefit of cleaning the Pavilion and a decision would be taken after that.</p> <p>b) Considerations of recommendations from Pavilion and Rec Grd Pavilion Improvements. It was RESOLVED to get quotations for decorating the two ends of the Pavilion outside and the green areas at the front and quotes for the foyer. It was also RESOLVED to get quotations for the replacement of the window in the kitchen.</p>	Clerk Clerk
437/16	<p>9. Abbotsbrook Hall</p> <p>a) Emergency Exit and Key Safe It was RESOLVED to introduce a key safe and get a repair on the emergency exit door.</p>	Clerk
438/16	<p>10. Contract for Grass Cutting and Open Spaces – Approval of Contract document.</p>	

	It was RESOLVED to accept the new Contracts with some amendments.	
439/16	11. Contract for Burial Ground – Approval of Contract document It was RESOLVED to accept the new Contracts with some amendments.	
440/16	12. Chepping Wycombe Local Area Forum It was AGREED to defer this to the July Meeting.	
441/16	13. Scattering of Ashes at the Recreation Ground It was RESOLVED to allow the scattering of Ashes in the outfield area of the Recreation Ground but a Councillor must be present.	Clerk
442/16	14. Fields in Trust This Agenda item was withdrawn as the Recreation Ground does not meet the criteria of a Field in Trust project.	
443/16	15. Confirmation of Sub Committee Membership a) Following the Annual Council Meeting the following amendments to the Sub Committee Membership were RESOLVED . Cllr P Emmett to be Planning Chairman Cllr P Emmett and Cllr R Mash to be the Council Representatives on the Little Marlow Lakes Country Park. It was NOTED that Cllr Randall could be member of the LMLCP through his own business location.	Clerk to notify LMLCP
444/16	16. Devolved Services a) Report on Expenditure for NOTE The report was duly NOTED . b) Consideration of grass cutting central reservation grass by the Fire Station It was RESOLVED to write to BCC to confirm that this area of grass is in the centre of the road (dangerous for contractors) and is not within the 30mph zone and therefore outside the Agreement.	Clerk
445/16	17. Reports from Meetings at Outside Bodies a) WDC Clerks Meeting Presentations by elections department regarding the referendum Presentation by the new Manager in place at TfB Concern was expressed by Chief Executive of WDC regarding BCC becoming a Unitary Authority. It was felt the data provided was out of date and didn't represent the savings and efficiencies which the District Council had accomplished. b) Marlow Society No meeting to report. c) SLCC AGM This was primarily dominated by the formation of a new union for Clerks. A presentation on training was given by SLCC committee member. d) BALC BCC Unitary Authority Cllr Brownridge and the Clerk attended this workshop organised by Bucks and Milton Keynes Association of Local Councils. The aim was to brief Parish Councils on Bucks County Council's intention to develop a business case setting out the case for a single unitary authority in the county and to give them the opportunity to feed in their initial thoughts. There are 4 options under consideration but the one favoured by BCC is one unitary Council to replace the 5 existing Councils (BCC plus the 4 district Councils – Wycombe, Aylesbury Vale, Chilterns and South Bucks). This will have enormous	

	<p>implications for Parish Councils across a wide range of areas. There are benefits to be had eg in terms of streamlining, less confusion about which authority does what but also risks eg what happens to planning. We encouraged BMKALC to arrange further meetings as thinking develops, including with representatives of WDC and BCC</p> <p>d) Abbey Barn Liaison Group Cllr Brownridge attended the Abbey Barn Liaison Group on 8 June. Most of the meeting was spent discussing the responses to the consultation exercise. Yet again there was a long discussion about the transport infrastructure which is the key issue of concern</p> <p>e) Chairmanship Training Cllr Brownridge attended this training on 21 June. Good news is that we seem to be following the correct procedures in the ways we prepare for and run our Council meetings.</p>	
446/16	<p>20. Correspondence A Resident had email regarding the consultee comment the Council had submitted regarding a Planning Application in Pump Lane North. It was confirmed that as per the Council's Standing Orders, the comment submitted remained RESOLVED.</p>	
447/16	<p>19. Public Participation Cllr Downes commented that there have been further complaints regarding the Athletics Track.</p>	
448/16	<p>20. Items to be added to next Agenda Local Plan Chepping Wycombe Local Area Forum Athletics Track</p>	
449/16	<p>21. Dates of Future Meetings, 26 July, 6th September, 18th October, 6th December.</p>	
450/16	<p>22. Confidential Items It was RESOLVED to continue the hours worked by the Clerk to 20 hours for the next six months. This will be reviewed in December.</p>	
There being no further business to be transacted the meeting was closed at 9.55pm		

Abbreviations:

LMPC	Little Marlow Parish Council	WDC	Wycombe District Council
BCC	Bucks County Council	SLCC	Society of Local Council Clerks
CDC	Chiltern District Council	WDALC	Wycombe District Assoc. of Local Councils
PCSO	Police Community Support Officers	ROW	Rights of Way
LAT	TfB Local Area Technician	BALC	Bucks Association of Local Councils
LMRA	Little Marlow Residents' Assoc	LGPS	Local Government Pension Scheme
VAS	Vehicle Activated Sign	LMLCP	Little Marlow Lakes Country Partnership
AVDC	Aylesbury Vale District Council	MK	Milton Keynes

Signed:
Chairman

Date: