

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday 7<sup>th</sup> March 2023 at the Pavilion,  
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

### CONFIRMED

<b>Present:</b> Cllr K Acres (KA) – Chairman, Cllr A Crabtree (AC), Cllr J Downes (JD), Councillor P Emmett (PE), Cllr S Goss (SG), Cllr S Kershaw (SK), Cllr R Start (RS), Buckinghamshire Councillor D Watson arrived 20.19		
Mrs J Murray – Parish Clerk	Public present: Please refer to sign in sheet	
<b>Minute Ref:</b>	<b>Agenda Item</b>	<b>Action</b>
2480/22	<b>1. To receive, and consider for approval, apologies for absence and reasons given</b> Cllr V Morton (VM), Buckinghamshire Councillor D Johncock	
2481/22	<b>2. Declarations of interest – pecuniary or prejudicial</b> None	
2482/22	<b>3. To approve the Minutes of the Parish Council Meeting of the 24<sup>th</sup> January 2023</b> The Council <b>RESOLVED</b> to accept the minutes of the Parish Council Meeting and the Chairman duly signed the minutes.	
2483/22	<b>4. To take reports from these minutes for NOTE</b> None	
2484/22	<b>5. Parish Clerk’s report:</b> Replacement condolence book has been filed in the office, Playdale replacement playground equipment has arrived and will be fitted by Cllr P Emmett. RBS Year End Closedown will take place on Friday 5 <sup>th</sup> May 2023. Brittons Solicitors in Bourne End are dealing with land registry registration of Coldmoorholme Lane Car Park.  Focus in March/April will be completing Asset Register with Cllr J Downes, Year End and Invoicing.  Parish Council Defibrillators have been recalled to update software. DPD collected today. Cllr K Acres asked that Councillors communicate via whastapp groups that Defibrillators at the Pavilion and Abbotsbrook Hall are currently out of action, having been recalled due to a software issue. In the meantime, Bourne End Community Centre and Great Marlow School are the closest Defibrillators. Cllr K Acres asked Cllr A Crabtree to copy representative at Westhorpe Park into the message.	<b>ALL</b>
2485/22	<b>6. Items to be taken in confidential</b> The Chairman requested to take the following items into confidential and all councillors agreed. 8.6.d. To consider Clerk’s appraisal summary, salary review & holidays 2023/2024 8.6.e. To consider Abbotsbrook Hall Administrator & Caretaker appraisal summaries & salary review	
2486/22	<b>7. Public participation – maximum 15 minutes</b> None	
2487/22	<b>8.1.a. To consider planning report:</b> <b style="text-align: center;"><u>Little Marlow Parish Council</u></b> <b style="text-align: center;"><u>Planning March 2022 Council Meeting</u></b> 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. 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.	

Chairman initials ]

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Buckinghamshire Council's planning list can be found at:  
<https://publicaccess.wycombe.gov.uk/idxpa-web/search.do?action=weeklyList>

**WEEKLY LIST OF PLANNING APPLICATIONS up to 21.02.2023**

Remove 1 limb which was damaged in storm to 1 x Cedar (T1)  
The Poplars Farm Road Bourne End Buckinghamshire SL8 5RB  
Ref. No: 23/05406/CTREE | Received: Fri 10 Feb 2023 | Validated: Fri 10 Feb 2023 | Status: Pending Consideration

**LMPC Comment** Tree comment Submitted 28<sup>th</sup> February 2023

Fell x 2 Ash  
Corner House The Avenue Bourne End Buckinghamshire SL8 5RD  
Ref. No: 23/05319/CTREE | Received: Fri 03 Feb 2023 | Validated: Wed 08 Feb 2023 | Status: Pending Consideration

**LMPC Comment** Tree comment Submitted 21<sup>st</sup> February 2023

Reduce the height and spread on the north side of the tree by up to 2m x 1  
Common Horse Chestnut (T1)  
Well End Farm Marlow Road Bourne End Buckinghamshire SL8 5PJ  
Ref. No: 23/05253/CTREE | Received: Fri 27 Jan 2023 | Validated: Fri 27 Jan 2023 | Status: Pending Consideration

**LMPC Comment** Tree comment Submitted 21<sup>st</sup> February 2023

Application for approval of details subject to conditions 11 (renewable technologies), 15 (external lighting) and 21 (means of enclosure) of planning approval ref: 20/05167/FUL  
Hard To Find Farm Heath End Road Flackwell Heath Buckinghamshire HP10 9QH  
Ref. No: 23/05210/ADRC | Received: Tue 24 Jan 2023 | Validated: Tue 24 Jan 2023 | Status: Pending Consideration

**LMPC Comment** LMPC has no objection Submitted 28<sup>th</sup> February 2023

Fell to ground level x 2 Ash (T1 & T3) and x 1 Oak (T2)  
1 The Abbey The Avenue Bourne End Buckinghamshire SL8 5QX  
Ref. No: 23/05205/CTREE | Received: Tue 24 Jan 2023 | Validated: Wed 25 Jan 2023 | Status: Pending Consideration

**LMPC Comment** Tree comment Submitted 1<sup>st</sup> February 2023

Certificate of lawfulness for proposed construction of single storey side and rear extensions  
1 Fairfield Close Bourne End Buckinghamshire SL8 5PX  
Ref. No: 23/05103/CLP | Received: Fri 13 Jan 2023 | Validated: Fri 13 Jan 2023 | Status: Pending Consideration

**LMPC Comment** The Clerk was asked to make contact with Buckinghamshire Council to find out why this is a cert of lawfulness rather than planning application. The response received was:

The application is for a certificate of lawfulness as it is considered by the agent that the proposed extensions would qualify as Permitted Development under Part 1, Class A of the GPDO. The application for a certificate will therefore ascertain whether it complies with the limitations/conditions of this Class, and therefore whether (or not) it would qualify as permitted development, in which case a planning application would not be needed.

Display of illuminated and non-illuminated signs to the exterior of the building comprising of 1 x new signwritten housename illuminated by 1 x trough light, 1 x new amenity board with A2 lockable postercase, 1 x new amenity board with chalkboard panel, 3 x new black acrylic horseshoes, 3 x new LED floodlights, 2 x new amenity boards with chalkboard panels, 1 x new brass lantern, 1 x new signwritten set, 2 x new trough lights to free standing V sign and 4 x new brass up/down lights

Three Horseshoes Wycombe Road Marlow Buckinghamshire SL7 3RA

Ref. No: 23/O5302/ADV | Received: Thu 02 Feb 2023 | Validated: Thu 02 Feb 2023 | Status: Pending Consideration

**LMPC Comment** LMPC has no objection Submitted 28<sup>th</sup> February 2023

Householder application for erection of single storey front and single storey side extensions, extension to roof with insertion of 2 x front rooflights and 2 x rear dormers and insertion of 2 x rear dormers to garage roof.

Quoins The Close Bourne End Buckinghamshire SL8 5PE

Ref. No: 23/O5286/FUL | Received: Tue 31 Jan 2023 | Validated: Thu 23 Feb 2023 | Status: Pending Consideration

**LMPC Comment** LMPC has no objection Submitted 28<sup>th</sup> February 2023

**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:**

Orchard Cottage The Avenue Bourne End Buckinghamshire SL8 5QY

Ref. No: 23/O5024/CTREE | Received: Tue 03 Jan 2023 | Validated: Wed 04 Jan 2023 | Status: Not to make a Tree Preservation Order

Fell to ground level due to poor tree health x 1 Horse Chestnut Tree

The Sanctuary Abbotsbrook Bourne End Buckinghamshire SL8 5QS

Ref. No: 23/O5001/TPO | Received: Sun 01 Jan 2023 | Validated: Tue 03 Jan 2023 | Status: Application Refused

See proposed tree works as per schedule

Westhorpe House Westhorpe Park Little Marlow Buckinghamshire

Ref. No: 22/O8159/TPO | Received: Fri 25 Nov 2022 | Validated: Mon 12 Dec 2022 | Status: Application Permitted

Certificate of Lawfulness for proposed single storey rear extension with roof lantern

Westhorpe Cottage Westhorpe Farm Lane Little Marlow Buckinghamshire SL7 3RQ

Ref. No: 22/O8146/CLP | Received: Thu 24 Nov 2022 | Validated: Mon 05 Dec 2022 | Status: Grant Certificate – Proposed Development

Certificate of lawfulness for proposed erection of 2m high wooden fence to boundary to replace existing conifer hedge

10 Burroughs Crescent Bourne End Buckinghamshire SL8 5NR

Ref. No: 22/O7915/CLP | Received: Mon 31 Oct 2022 | Validated: Mon 28 Nov 2022 | Status: Refuse Certificate of Proposed Use

Householder application for construction of front porch

The Stables Well End Farm Marlow Road Bourne End Buckinghamshire SL8 5PJ

Ref. No: 22/O7113/FUL | Received: Sat 30 Jul 2022 | Validated: Wed 31 Aug 2022 | Status: Application Withdrawn

To Note from Planning Committee Meeting 26<sup>th</sup> January 2023

Retention of Little Marlow Athletics Track including associated structures and car parking, and change of use from land formerly used for gravel extraction to 5 x grass football pitches

Wycombe District Athletics Complex Marlow Road Little Marlow Buckinghamshire SL7 3RS

Ref. No: 22/O8176/FUL | Received: Tue 29 Nov 2022 | Validated: Fri 06 Jan 2023 | Status: Pending Consideration

**LMPC Comment** This council objects to this application primarily because it is incomplete but also for the following reasons:

1. Contrary to NPPF regulations for protection of Green Belt Land:
  - a) No evidence has been provided that the proposed football pitches will be available to local teams or even that any have been consulted.
  - b) The pitches shown are primarily for adult teams which would require changing and toilet facilities to meet Football Association regulations, juniors require smaller pitches of 30 x 40m to 50 x 75m.
  - c) No guarantees are offered to ensure the site will not be limited in future to private use only, for this reason we would like to see a legal agreement tying the facility to a local club.
  - d) No evidence is provided to prove the viability of this project.
2. Totally inadequate assessment of traffic and travel:
  - a) No travel assessment has been provided.
  - b) No parking assessment provided.
  - c) Pedestrian and cycle access from Marlow requires crossing the dangerous Westhorpe interchange.
  - d) There are no public transport links to the site.
3. Ecology and Trees checklist has been completed incorrectly:
  - a) The checklist fails to mention that ground-nesting birds (including some red listed), badgers, bats and reptiles are found on the site.
  - b) No Preliminary Ecological Appraisal or Phase 1 Habitat Survey have been included with the documentation for the application.
4. The BNG calculation document does not include the relevant habitat condition assessments and is based on a September 2021 document that is now out of date.
5. Some of the planning obligations associated with the Athletics Track application have still not been fulfilled and should be completed before considering further development including:
  - a) Provision of network of permissive paths and cycleways.
  - b) Car parking and toilets available to visitors to the Country Park.

	<p>c) Creation of wildflower meadow to South of running track.</p> <p>Finally, Little Marlow Parish Council requests that this application be “called in” to committee for decision. Submitted 1<sup>st</sup> February 2023</p> <p><b>8.1.b. To receive a report from the Planning Committee on Buckinghamshire Council Planning Forum</b> Cllr S Kershaw gave a report having attended the Forum. Buckinghamshire Council Planning department are very busy: 3000 applications and 100 appeals per quarter, the department deals with the second highest number of applications in the country. There are 20 Enforcement officers; which is the fourth highest number in the country.</p> <p>Buckinghamshire Council are looking at next local plan and state “brown before green; to build on brown field sites rather than green field sites”. The Council are encouraging people to submit brown field sites where building could take place. Planning laws are changing and how that will affect NPPF is unknown. The impact of levelling up and regeneration bill will be published 11 May 2023. Expect that legislation to be in place late 2024.</p> <p><b>8.1.c. To consider response to Buckinghamshire Council on Local Plan for Buckinghamshire – Infrastructure Baseline – deadline 31<sup>st</sup> March 2023</b> The Council <b>RESOLVED</b> to set up a working party to include Cllr P Emmett, Cllr S Kershaw and Cllr K Acres to respond to the deadline for information by 31<sup>st</sup> March 2023.</p>	PE/SK/ KA
2488/22	<p><b>8.2. Finance-</b></p> <p><b>a. To approve income and expenditure for January 2023</b> The Council <b>RESOLVED</b> to defer to next meeting and the Clerk would respond to Budget Committee queries by Friday 10<sup>th</sup> March 2023.</p> <p><b>b. To review and agree revised Standing Orders and Financial Regulations</b> The Council <b>RESOLVED</b> to accept the revised Standing Orders, and Financial Regulations with agreed amendments highlighted in italics: 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out if the Clerk is unable to contact <i>two councillors to discuss and approve</i>. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. <i>11. Review paragraph numbering</i></p> <p><b>c. To consider recommendations from Budget Committee on 28<sup>th</sup> February 2023</b> i. To approve Open Spaces and Burial contractor recommendations. The Council <b>RESOLVED</b> to agree to Budget Committee recommendations for Open Spaces and Burial Ground Tenders and asked the Clerk to communicate with contractors. The Clerk would finalise contracts with the Budget Committee and arrange a contract signing date. ii. To approve LMPC charges 2023-2024 The Council <b>RESOLVED</b> to increase LMPC burial rates by 10% from 1<sup>st</sup> April 2023 and to review again in detail in September 2023. The Council <b>RESOLVED</b> to agree upon LMPC hall hire rates which were standardised based upon ratios and new rates would be introduced on 1<sup>st</sup> April 2023. The Council <b>RESOLVED</b> to meet with the Cricket Club at the end of the cricket season to discuss fees and to review Regular Hall Hire Rates in September.</p> <p><b>d. To approve and sign 2023/24 Highways Devolution Variation / Extension</b> The Council <b>RESOLVED</b> to sign the Devolution Agreement and the Clerk would arrange for two councillors to sign and return the agreement to Buckinghamshire Council.</p> <p><b>e. To consider payment of chairman’s allowance</b> The Council <b>RESOLVED</b> to pay the Chairman’s allowance and Cllr P Emmett would sign the agreement.</p>	Clerk  Clerk    Clerk  Clerk  KA/PE/ Clerk  PE/ Clerk
2489/22	<p><b>8.3. Abbotsbrook Hall-</b></p> <p><b>a. To receive an update on car park licences</b> The Council <b>RESOLVED</b> to deliver invoices and a letter to the one remaining resident who has not paid car park dues and confirm that legal action will be taken by Friday 17<sup>th</sup> March if dues have not been paid.</p>	KA/ Clerk

2490/22	<p><b>8.4 The Pavilion and Recreation Ground</b></p> <p><b>a. To consider cricket shed project progress</b> The Council <b>RESOLVED</b> to make a replanning application by the end of March if no progress had been made with the Conservation Officer and Planning Consultant. Cllr J Downes confirmed that he was expecting to be able to give a progress update in the next week.</p> <p>The council discussed installation of the bike racks at the Recreation Ground, Abbotsbrook Hall &amp; Coldmoorholme Lane car park and Cllr J Downes confirmed that he was due to meet the contractor tomorrow morning to position the bike racks. Cllr S Kershaw would send a google pin for positioning at Coldmoorholme Lane.</p>	<p>JD/PE/ SG</p> <p>JD/SK</p>
2491/22	<p><b>8.5 Burial Ground-</b></p> <p><b>a. To consider report from Burial Ground Committee dated 9<sup>th</sup> February 2023</b> The Council <b>RESOLVED</b> to order 17 metres of whips now to be planted at the burial ground in Nov/Dec 2023. An environmental audit would be added to the next Environment Committee Agenda to include the pond at the Burial Ground. Cllr Phil Emmett had met with a contractor and is waiting for quotes to fix the chapel roof and the Clerk would chase the original contractor for an updated quote. Cllr Kath Acres would share a contact with the Clerk to request a quote to replace broken chapel windows.</p>	<p>JD/AC/ Clerk</p> <p>PE/KA/ Clerk</p>
2492/22	<p><b>a. General-</b></p> <p><b>a. To receive resignation from Councillor Mike Wandsworth</b> The Council <b>RESOLVED</b> to accept Cllr M Wandsworth's resignation and have asked the Clerk to write to thank him for the time and energy he gave to the Parish Council.</p> <p><b>b. To review Project List and allocate lead councillors</b> The Council <b>RESOLVED</b> to work through the Project List at each committee meeting and to add a lead councillor/s to the Project List.</p> <p><b>c. To review Action Plans 2022 and Action Plans 2023</b> The Council <b>RESOLVED</b> to approve the Action Plan 2022 which would be uploaded to the parish council website. Also, that the Clerk and Cllr K Acres would carry on progress on the Action Plans for 2023/2024 and report back to the next parish council meeting, liaising with the Budget Committee in between.</p> <p><b>d. To consider Clerk's appraisal summary, salary review &amp; holidays 2023/2024 Confidential</b></p> <p><b>e. To consider Abbotsbrook Hall Administrator &amp; Caretaker appraisal summaries &amp; salary review</b> Both the above items were taken into confidential and the Council <b>RESOLVED</b> to arrange an Employment and HR Committee meeting.</p> <p><b>f. To consider report from Social Media Committee</b> Cllr K Acres confirmed that the Social Media Working Group Terms of Reference had been added to Teams and recommended that a meeting of the Working Group be scheduled to review revised policy. Cllr K Acres agreed to lead. Cllr J Downes suggested that the Social Media Working Group be revised to Public Relations Working Group. Cllr K Acres, Cllr J Downes and Cllr S Kershaw would arrange to meet and report back to the next parish council meeting.</p> <p><b>g. To consider recommendations from Environment Committee on 23<sup>rd</sup> February 2023</b></p> <p><b>i. To approve contractor for Conversion of LMPC streetlights to LED</b> Following a report from Cllr S Kershaw the Council <b>RESOLVED</b> to accept the recommendations from the Environment Committee on the Conversion of LMPC streetlights to LED and Cllr S Kershaw would carry out negotiations and draw up a contract. The council thanked Cllr S Kershaw for his hard work on leading this project.</p> <p>Cllr J Downes raised the issue that whilst travelling the parish to log parish signs he realised that the street lights on Burroughs Crescent are out of parish. Cllr S Kershaw agreed to email the Clerk at Wooburn &amp; Bourne End to check the parish boundary and responsibility.</p> <p>The MVAS project is awaiting information from structural integrity testing companies, but once received the Council will consider costs and report back to full council.</p> <p><b>h. To consider entry to Best Kept Village Competition</b> The Council <b>RESOLVED</b> to enter the Best Kept Village Competition and to communicate the entry to the Little Marlow Village Whatsapp Group, Open Spaces Contractor and to circulate the judges feedback from the last judges panel review.</p> <p><b>i. To consider County Bus</b> An online meeting was held last night between LMPC and Marlow Town Council. Marlow Bottom Parish Council had been invited to attend too. The Council agreed to support the bus service for the next year and to work with Buckinghamshire Council, Marlow Town Council and Marlow Bottom Council to review the</p>	<p>Clerk</p> <p>ALL</p> <p>KA/ Clerk</p> <p>KA/PE/ JD/ Clerk</p> <p>KA/JD/ SK</p> <p>SK</p> <p>SK</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>service: routes and timetables to offer a service more beneficial to the community. This might involve the bus on demand service if it is available to trial in the area.</p> <p><b>j. To consider King's Coronation</b> The Council <b>RESOLVED</b> to support the local Residents Associations organising the King's Coronation party by offering use of the parish facilities free of charge.</p> <p><b>k. To consider UK Government's plans to restore nature</b> Cllr S Goss gave a report and the Council <b>RESOLVED</b> to support the government's endeavours.</p> <p><b>l. To receive report on Buckinghamshire Council Tree Survey</b> Cllrs A Crabtree, J Downes and P Emmett will meet and report back to the next parish council meeting with an action plan based on the Buckinghamshire Council Tree Survey Report.</p> <p><b>m. To receive an update on proposed boundary changes</b> Cllr S Kershaw reported that the decision date had been extended for another 3 months. Buckinghamshire Council are soliciting requests for information on new boundary changes, but not LMPC. It is uncertain whether a decision has been made but it is possible that the Parish will be split between two council wards.</p> <p><b>n. To consider Athletics Track permissive rights of way and S106 agreement</b> The Council <b>RESOLVED</b> to Cllr S Kershaw following up on S106 agreement to build pathways around the Athletics Track with Buckinghamshire Council Enforcement Officer. Cllr S Kershaw pointed out that unless a complaint was raised the promise of S106 monies would disappear. Alongside liaising with the Enforcement Officer Cllr S Kershaw would lodge a request with Buckinghamshire Councillor David Watson to follow up with Buckinghamshire Council.</p>	<p>Clerk</p> <p>PE/JD/AC</p> <p>SK</p> <p>SK</p>
2493/22	<p><b>9. Items for information only:</b></p> <p><b>1. Reports from Meetings of Outside Bodies:</b></p> <p>1.1. <b>Marlow Society</b> – no report</p> <p>1.2. <b>Community Board action groups:</b></p> <p><b>Economic Recovery and Regeneration Action Group</b> – Cllr S Kershaw to attend tomorrow</p> <p><b>Community Engagement</b> - no report</p> <p><b>Transport and Highways Action Group</b> – no report</p> <p><b>Environment and Climate Change – South West Community Board</b> – Cllr K Acres attended and gave a report. Cllr A Crabtree noted that Autism awareness day was scheduled for 18<sup>th</sup> March and that a Community Day would be held in Higginson Park on 22<sup>nd</sup> April</p>	
2494/22	<b>10. Items to be included on the next Agenda-</b> ULEZ expansion 2023, co-opting councillor timetable	
2495/22	<b>11. Dates of the next meetings:</b> Planning Committee Meeting 17 <sup>th</sup> April 2023, Parish Council Meeting 25 <sup>th</sup> April 2023, Budget Committee Meeting 9 <sup>th</sup> May 2023, Annual Parish Meeting 12 <sup>th</sup> May 2023,	
There being no further business to be transacted the meeting was closed at 21.57		

**Abbreviations:**

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

Signed: .....

Chairman

Date: .....

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