

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday 18<sup>th</sup> July 2023 at the Pavilion,  
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

### CONFIRMED

Present: Cllr K Acres (KA) – Chairman, Cllr K Cook (KC), Cllr A Crabtree (AC), Cllr J Downes (JD), Cllr P Emmett (PE) - Vice-Chairman, Cllr S Goss (SG), Cllr S Kershaw (SK), Cllr V Morton (VM) arrived 20.14, Cllr R Start (RS),		
Mrs J Murray – Parish Clerk	Public present: Please refer to sign in sheet	
Minute Ref:	Agenda Item	Action
2528/23	<b>1. To receive, and consider for approval, apologies for absence and reasons given</b> None	
2529/23	<b>2. Declarations of interest – pecuniary or prejudicial</b> Cllr A Crabtree – Planning application Fern Side Cllrs J Downes & P Emmett parish council sign cleaning	
2530/23	<b>3. To approve the Minutes of the Parish Council Meeting of the 23<sup>rd</sup> May 2023</b> The Council <b>RESOLVED</b> to accept the minutes of the Parish Council Meeting and the Chairman duly signed the minutes.	
2531/23	<b>4. To take reports from these minutes for NOTE</b> None to be noted	
2532/23	<b>5. Parish Clerk’s report:</b> Part to complete Burma Bridge Playground maintenance has been received. CMHL car park lease has been delayed but is in progress. BEJSC have visited the football pitch and note that ruts are required to be filled in but rabbit holes are less. Canoe Club winter booking of 23 sessions confirmed. 2 ergos to be stored in changing rooms. Allotment Agreement review underway. Attended SLCC branch meeting. New Vicar begins in September. LMRINC mandate review will take place in November. Liaising with Buckinghamshire Council on numerous Fix My Street reports.	
2533/23	<b>6. Items to be taken in confidential</b> None	
2534/23	<b>7. Public participation – maximum 15 minutes</b> None	
2535/23	<b>1. To consider planning report:</b> <div style="text-align: center; margin: 10px 0;"> <b><u>Little Marlow Parish Council</u></b>  <b><u>Planning July 2023 Council Meeting</u></b> </div> 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.	

Chairman initials1

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LMPC resolved to apply the following comment to TPO/CTREE applications – Little Marlow 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>

**Buckinghamshire Council**

**WEEKLY LIST OF PLANNING APPLICATIONS up to 07.07.2023**

Householder application for construction of single storey rear extension following demolition of existing conservatory, new front porch following demolition of existing porch

Penny Breeze Sailing Club Road Bourne End Buckinghamshire SL8 5QS

Ref. No: 23/O6641/FUL | Received: Wed 28 Jun 2023 | Validated: Wed 28 Jun 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council have no objection. **SUBMITTED 10<sup>th</sup> July 2023**

Proposed non-material amendment to permission Householder application for partial conversion of and insertion of 4 x rooflights to existing detached garage at ground and first floor level to create lobby/home office granted under planning ref: 22/O6000/FUL

The Ostlers 5 Spade Oak Farm Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS

Ref. No: 23/O6617/MINAMD | Received: Mon 26 Jun 2023 | Validated: Mon 26 Jun 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council have no objection. **SUBMITTED 10<sup>th</sup> July 2023 by email**

Householder application for the replacement of the existing flat roof with a new pitched roof incorporating a dormer (previously approved under reference 20-O6541FUL), the erection of a ground floor front extension, conversion of the existing garage, external rendering and alterations to the fenestration

Fern Side Fern Lane Little Marlow Buckinghamshire SL7 3SD

Ref. No: 23/O6572/FUL | Received: Mon 19 Jun 2023 | Validated: Mon 19 Jun 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council have no objection. **SUBMITTED 10<sup>th</sup> July 2023**

Householder application for construction of single storey front extension and part garage conversion

Holly Cottage Chapman Lane Bourne End Buckinghamshire SL8 5PA

Ref. No: 23/06540/FUL | Received: Wed 14 Jun 2023 | Validated: Wed 14 Jun 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council have no objection. **SUBMITTED 10<sup>th</sup> July 2023**

Householder application for construction of first floor side extension over an existing single storey, relocate front door to front elevation and new open covered porch

Fox Dell The Close Bourne End Buckinghamshire SL8 5PE

Ref. No: 23/06477/FUL | Received: Wed 07 Jun 2023 | Validated: Wed 07 Jun 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council have no objection. **SUBMITTED 10<sup>th</sup> July 2023**

Householder application for construction of single storey rear extension following demolition of existing conservatory and fenestration alterations

Heather Lodge Chapman Lane Bourne End Buckinghamshire SL8 5PB

Ref. No: 23/06336/FUL | Received: Tue 23 May 2023 | Validated: Mon 03 Jul 2023 | Status: Pending Consideration

**LMPC Comment** Report to Buckinghamshire Council that no planning application information is held online via the planning portal **SUBMITTED 10<sup>th</sup> July 2023**

3m crown reduction and a crown lift of the smaller lower branches x 1 Oak

Corner House The Avenue Bourne End Buckinghamshire SL8 5RD

Ref. No: 23/06667/CTREE | Received: Mon 03 Jul 2023 | Validated: Tue 04 Jul 2023 | Status: Pending Consideration

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

Erection of an outbuilding, decking, and the change of use of the outbuilding from residential (C3 use class) to mixed use in order to include the provision of a canine hydrotherapy pool (sui generis class) (retrospective)

14 Oakfield Road Bourne End Buckinghamshire SL8 5QN

Ref. No: 23/06122/FUL | Received: Mon 01 May 2023 | Validated: Wed 05 Jul 2023 | Status: Pending Consideration

**LMPC Comment** Cllrs P Emmett & S Goss would visit site and report back.

Full planning permission for production space and supporting buildings for screen-based media and associated services/industries. The development of approximately 168,718 sqm GEA total floorspace comprising : sound stages, workshops , office accommodation, studio hub associated outdoor space such as backlots and unit bases; entrance structures and reception; security infrastructure, mobility hub; cafes; parking; bridge; incidental supporting buildings; associated infrastructure; public art; upgraded vehicular access onto Marlow Road; new cycle and pedestrian accesses; a new cultural/educational/recreational building; a new community building and associated landscaping, publicly accessible recreational land and ecological and environmental enhancements/habitat creation

Land Adjacent South Side Marlow Road And A404 Junction Westhorpe Park Little Marlow Buckinghamshire

Ref. No: 22/O6443/FULEA | Received: Mon 23 May 2022 | Validated: Tue 21 Jun 2022 | Status: Pending Consideration

**LMPC Comment** Final comment to be discussed with full council and submitted at a later stage.

**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:**

Proposed non-material amendment to permission householder application for construction of infilling of the recessed west terrace, small flat roof with roof light and alterations to some fenestration at ground floor level granted under planning ref:22/O6478/FUL

The Ford The Drive Bourne End Buckinghamshire SL8 5RE

Ref. No: 23/O6338/MINAMD | Received: Tue 23 May 2023 | Validated: Tue 23 May 2023 | Status: Application Refused

Reduce all round by removing up to 2m apical and lateral growth x 1 Yew

The Grove Marlow Road Bourne End Buckinghamshire SL8 5NY

Ref. No: 23/O6192/CTREE | Received: Tue 09 May 2023 | Validated: Tue 09 May 2023 | Status: Not to make a Tree Preservation Order

Application for approval of details subject to Condition 16 (Landscaping Scheme) of Planning approval 20/O5167/FUL.

Hard To Find Farm Heath End Road Flackwell Heath Buckinghamshire HP10 9QH

Ref. No: 23/O6113/ADRC | Received: Fri 28 Apr 2023 | Validated: Fri 28 Apr 2023 | Status: Permit – detail Reserved by Condition

Fell x 1 Pear (T3) and x 1 Hazel (T7) and thin by 20% x 1 Cherry (T2)

Little Mell Lockbridge Road Bourne End Buckinghamshire SL8 5QT

Ref. No: 23/O6032/CTREE | Received: Wed 19 Apr 2023 | Validated: Fri 21 Apr 2023 | Status: Not to make a Tree Preservation Order

Householder application for construction of 2.2m high brick wall to boundary to replace existing hedge

Coldmoorholm Cottage Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS

Ref. No: 23/O5968/FUL | Received: Thu 13 Apr 2023 | Validated: Thu 13 Apr 2023 | Status: Application Permitted

Listed building consent for construction of 2.2m high brick wall to boundary to replace existing hedge

Coldmoorholm Cottage Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS

Ref. No: 23/O5969/LBC | Received: Thu 13 Apr 2023 | Validated: Thu 13 Apr 2023 | Status: Application Permitted

Householder application for construction of single storey detached garden outbuilding for use ancillary to main dwellinghouse

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

Ref. No: 23/O5854/FUL | Received: Wed 29 Mar 2023 | Validated: Wed 29 Mar 2023 | Status: Application Refused

Reduce by up to a maximum of 3 meters cutting back away from the telephone wires by 2 meters, cutting to suitable growth points and retaining the formation of previous knuckles/pruning points x 1 Horse Chestnut (T9)

23 Elm Lane Bourne End Buckinghamshire SL8 5PF

Ref. No: 23/O5719/TPO | Received: Tue 14 Mar 2023 | Validated: Mon 20 Mar 2023 | Status: Application Permitted

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 and 4 x new brass up/down lights

Three Horseshoes Wycombe Road Marlow Buckinghamshire SL7 3RA

	<p>Ref. No: 23/05302/ADV   Received: Thu 02 Feb 2023   Validated: Thu 02 Feb 2023   Status: Application Permitted</p> <p>Householder application for demolition of two detached garages, erection of replacement single storey garage, part single/part two storey rear extension, 2 x front dormers and 1 x rear dormer window and sliding access gate</p> <p>24 Abbey Road Bourne End Buckinghamshire SL8 5NZ</p> <p>Ref. No: 22/07999/FUL   Received: Tue 08 Nov 2022   Validated: Tue 08 Nov 2022   Status: Application Permitted</p>	
2536/23	<p><b>8.2. Finance-</b></p> <p><b>a. To approve income and expenditure for April, May &amp; June 2023</b> The Council <b>RESOLVED</b> to approve the accounts for April, May &amp; June 2023.</p> <p><b>b. To consider report from Budget Committee meeting minutes of 11<sup>th</sup> July 2023</b> Cllr A Crabtree gave a report based upon the Budget Committee Meeting Minutes.</p> <p><b>c. To consider new Lloyds bank 32 day account level &amp; Direct Debits</b> The Council <b>RESOLVED</b> to move funds above £40k to the 32 day notice account. A cashflow analysis would be carried out in time for the October Budget Committee Meeting.</p> <p><b>d. To consider Budget Proposals for 2024/2025</b> Budget proposals received would be fed into the budgeting process for next year and the Budget Committee to consider and report back to full council. The Council <b>RESOLVED</b> that the Burial Ground Committee would consider the Land Registry documents received in relation to Fern Lane Cemetery. The documents detailed a 3m wide ransom strip through the cemetery, where the hedge sits. A risk assessment would be carried out on the current cast iron fence and a report would be brought back to full council on maintaining/replacing the fence.</p> <p><b>e. To consider quote to clean parish signs</b> The Council <b>RESOLVED</b> to accept the quote to clean parish signs and asked the Clerk to request that vegetation was cleared back from signs at the same time.</p>	<p>Budget Cmte</p> <p>Budget Cmte</p> <p>Burial Cmte</p> <p>Clerk</p>
2537/23	<p><b>8.3. Abbotsbrook Hall-</b></p> <p><b>a. To receive an update on programmable heating system and WIFI installation</b> The Council <b>RESOLVED</b>, following consideration of the costs for wifi installation and a programmable heating system, that Cllrs S Kershaw and Cllr P Emmett would review the boiler timers at Abbotsbrook Hall and the Pavilion and report back to council.</p> <p><b>b. To receive an update on meeting with Abbotsbrook Estate Director</b> Cllr K Acres met with Abbotsbrook Estate Director Andrew Snowdon. Repositioning of the stop sign and a white line at the entrance to the hall car park were discussed. The Council <b>RESOLVED</b> that as no recent accidents had been reported that no further action was required.</p> <p><b>c. To consider Abbotsbrook resident request to trim car park</b> The Council <b>RESOLVED</b> to ask the Clerk to contact the Open Spaces Contractor and ask them to trim the area specified and set a monetary limit.</p>	<p>PE/SK</p> <p>Clerk</p>
2538/23	<p><b>8.4. The Pavilion and Recreation Ground</b></p> <p><b>a. To consider cricket shed project progress &amp; letter received from VP LMCC</b> Cllr P Emmett presented two quotes to the council. The Council <b>RESOLVED</b> to set up a meeting with LMCC representatives to agree the basis of the project. Following agreement Cllr P Emmett would move the project forward by gaining planning permission and gathering shed quotes to report back at a future parish council meeting. The Clerk was asked to respond to the VP of LMCC with an update.</p>	<p>Clerk</p> <p>Clerk</p>
2539/23	<p><b>8.5. General-</b></p> <p><b>a. To review the Project List &amp; Action Plan</b> The Clerk highlighted that the parish council <b>Action Plan</b> is historically reviewed and updated in May, September and March. The action plan sets out what Little Marlow Parish Council plan to do over the next</p>	

	<p>financial year. The plan considers the issues facing the Parish and the Parish Council’s ability to respond, with the resources available. The plan is prepared and approved by Parish Councillors and aids as a planning tool and as a review to measure performance. The action plan is published on the parish council website.</p> <p>The Parish Council <b>Action Plan</b> is a continuous system of gathering information, formulating actions, acting, measuring outcomes, and suggesting improvements. Once specific actions are agreed to deliver this plan, they are entered onto the <b>Project List</b> which is monitored at every meeting of the Parish Council. Responsibility for each project is noted and tracked against.</p> <p>For the remainder of 2023 the LMPC priorities are to replace the Cricket Shed and organise maintenance on the Chapel Roof by the winter.</p> <p><b>b. To receive an update on the Steet Lighting Project</b> Cllr S Kershaw reported that street light columns which had been suggested for replacement had been reviewed by himself and Cllr J Downes. LMPC may consider changing three at a later date but all agreed it was imperative to sign the contract with Sparx as soon as possible.</p> <p><b>c. To receive an update on Boundary Commission review</b> Review has been completed and results noted.</p> <p><b>d. To receive a report from the Environment Committee of 15<sup>th</sup> June 2023</b> <b>The report was noted.</b> Cllr K Acres is contacting Community Impact Bucks for recommendations on Green Projects. The Environment Committee would consider water refill stations at the next meeting.</p> <p><b>e. To review Environment Committee Terms of Reference:</b> The Council <b>RESOLVED</b> to accept the Environment Committee Terms of Reference</p> <p><b>f. To review Social Media Policy</b> The Council <b>RESOLVED</b> to adopt the policy. Prior to uploading to the parish council website the Clerk was asked to review 3.1.</p> <p><b>g. To consider Little Marlow Village Fete Stand</b> The Council <b>RESOLVED</b> that Councillors A Crabtree, S Kershaw and K Acres would meet to organise the content to be displayed on boards for the Village Fete Stand. The display stand would include information on the Neighbourhood Plan.</p> <p><b>h. To consider request from Little Marlow Cricket Club</b> The Council <b>RESOLVED</b> to agree to the LMCC request to base cricket covers on the recreation ground, in principle. LMCC would be asked to explain further plans for storage of the covers over the winter and require an independent risk assessment to take into consideration the siting of the covers next to a children’s playground and close to a primary school. A request for signage would also be made.</p> <p><b>i. To consider including the whole parish in Neighbourhood Plan</b> Following a report from Cllr A Crabtree the Council <b>RESOLVED</b> to go ahead and include the whole parish in the Neighbourhood Plan.</p>	<p>Clerk</p> <p>SK</p> <p>KA</p> <p>Clerk</p> <p>KA/SK/AC</p> <p>Clerk</p> <p>AC/SK</p>
2540/23	<p><b>9. Items for information only:</b></p> <p><b>1. Reports from Meetings of Outside Bodies:</b></p> <p><b>1.1. Marlow Society:</b> Cllr V Morton reported that due to an LMPC meeting she was unable to attend. There was nothing relevant to LMPC to report back having read the meeting minutes.</p> <p><b>1.2. Community Board action groups:</b> <b>Economic Recovery and Regeneration Action Group, Community Engagement, Transport and Highways Action Group, Environment and Climate Change</b> – no meetings to report on</p> <p>South West Chilterns Community Board taking place on Wednesday 19th July 2023</p> <p><b>2. Correspondence</b> None</p>	
2541/23	<b>10. Items to be included on the next Agenda-</b>	
2542/23	<b>11. Dates of the next meetings:</b> Planning Committee Meeting 4th September 2023, Parish Council Meeting 12th September 2023, Burial Ground Committee Meeting 19th September 2023, Environment Committee Meeting 28th September 2023	

There being no further business to be transacted the meeting was closed at **21.37**

Abbreviations:	
BC	Buckinghamshire Council
BEJSC	Bourne End Junior Sports Club
BMKALC	Bucks Milton Keynes Association of Local Councils
GDPR	General Data Protection Regulations
LGPS	Local Government Pension Scheme
LMLCP	Little Marlow Lakes Country Partnership
LMCC	Little Marlow Cricket Club
LMPC	Little Marlow Parish Council
LMRA	Little Marlow Residents' Association
LMRINC	Little Marlow Relief in Need Charity
PCSO	Police Community Support Officers
ROW	Rights of Way
SLCC	Society of Local Council Clerks
VAS	Vehicle Activated Sign

Signed: .....

Chairman

Date: .....

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

Chairman initials8

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