

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday 9<sup>th</sup> March 2021 remotely via  
Microsoft Teams commencing at 8pm

### CONFIRMED

<b>Present:</b> Cllr V Brownridge (VB) – Chairman, Cllr K Acres (KA), Cllr G Fitchew (GF), Cllr Anna Crabtree (AC), Cllr P Emmett (PE), Cllr R Mash (RM), Cllr J Downes (JD) – arrived 8.30pm		
Mrs J Murray – Parish Clerk	Public present: Buckinghamshire Councillor David Watson, Buckinghamshire Councillor David Johncock, William Northcroft, Anthony Whitehead, Roy Mills, Alan Harrold, David & Sarah Brown	
<b>Minute Ref:</b>	<b>Agenda Item</b>	<b>Action</b>
2185/21	<b>1. Apologies for Absence</b> Cllr R Randall (RR), Cllr V Morton (VM),	
2186/21	<b>2. Declarations of interest – pecuniary or prejudicial</b> Councillor P Emmett – planning application – Storrs Councillor G Fitchew – planning application – Brookside Councillor R Mash – planning application – Westhorpe House	
2187/21	<b>3. To approve the Minutes of Parish Council Meeting of 26<sup>th</sup> January 2021</b> The Council <b>RESOLVED</b> to accept the minutes of the Parish Council and the Chairman will print and sign the minutes and retain for filing at a later stage.	<b>VB</b>
2188/21	<b>4. To take reports from these minutes for NOTE</b> Chairman requested to move Clerk’s appraisal and Geoffrey Moss Memorial Nominations into confidential agenda item and it was agreed by full Council.	
2189/21	<b>5. Finance</b> <b>1) To approve income and expenditure for January &amp; February 2021</b> The Council <b>RESOLVED</b> to approve the reports for January & February 2021 <b>2) To approve minutes of Budget Committee meeting on 11th February 2021 &amp; consider recommendations:</b> The Council <b>RESOLVED</b> to approve the Budget Committee meeting minutes of 11 <sup>th</sup> February 2021. The Chairman will print and sign the minutes and retain for filing at a later stage. 2.1 Chiltern Society Invoice: The Council <b>RESOLVED</b> to pay the invoice. 2.2 Burial ground fees & Abbotsbrook & Pavilion hall fees 2021/2022: The Council <b>RESOLVED</b> to hold the burial ground fees and hall hire fees as they stand at the moment. Clerk to amend the documents with resolution dates and upload to website. 2.3 Request from Target magazine: The Council <b>RESOLVED</b> to donate £400 to Target magazine. 2.4 Transfer of funds to Earmarked Reserves for cemetery expansion: The Council <b>RESOLVED</b> to transfer £11,200 from the General Reserve to Earmarked Reserves for the proposed burial ground expansion.	<b>Clerk</b> <b>Clerk</b> <b>Clerk</b> <b>Clerk</b>
2190/21	<b>6. Planning -</b> a) To consider report  <p style="text-align: center;"><b><u>Little Marlow Parish Council</u></b> <b><u>Planning January 2021 Council Meeting</u></b></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.	

Chairman initials ]

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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/idxpa-web/search.do?action=weeklyList>

**Buckinghamshire Council**  
**WEEKLY LIST OF PLANNING APPLICATIONS up to 04.03.2021**

Variation of condition 3 (ancillary use only) and 4 (plans) attached to 18/08303/FUL (Householder application for demolition of the existing outbuildings and the erection of a replacement single storey outbuilding) to allow for use as granny annexe  
**Vine Leigh House Marlow Road Bourne End Buckinghamshire SL8 5PL**

Ref. No: 21/05579/VCDN | Received: Thu 25 Feb 2021 | Validated: Thu 25 Feb 2021 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council objects to this application on the grounds that when planning permission was granted for the erection of the exiting outbuilding in February 2019 it was on the condition that it would be retained for ancillary storage/workshop/home office/playroom purposes in association with the residential occupation of Vine Leigh House and would not be used or converted into residential accommodation or occupied as an independent unit. This condition was set in order to safeguard the character and appearance of the Green Belt and to ensure a satisfactory form of development in this area of Outstanding Natural Beauty. The Parish Council considers that the reason for setting the condition continues to be valid.

Householder application for construction of replacement detached outbuilding  
**Brookside The Drive Bourne End Buckinghamshire SL8 5RE**

Ref. No: 21/05575/FUL | Received: Thu 25 Feb 2021 | Validated: Wed 03 Mar 2021 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council objects on the grounds that the replacement outbuilding has a higher roof line which will impact the privacy of neighbours.

Householder application for lowering the level of the garden, removal of existing balcony and addition of 1 x juliet balcony to rear, creation of 1 x additional car parking space to rear and associated external alterations

**Storrs Church Road Little Marlow Buckinghamshire SL7 3RZ**

Ref. No: 21/05534/FUL | Received: Mon 22 Feb 2021 | Validated: Thu 04 Mar 2021 | Status: Pending Consideration

**LMPC Comment** no objection

Listed Building application for lowering the level of the garden, removal of existing balcony and addition of 1 x juliet balcony to rear, creation of 1 x additional car parking space to rear and associated external alterations

**Storrs Church Road Little Marlow Buckinghamshire SL7 3RZ**

Ref. No: 21/05535/LBC | Received: Mon 22 Feb 2021 | Validated: Thu 04 Mar 2021 | Status: Pending Consideration

**LMPC Comment** no objection

Householder application for alterations to existing detached garage including construction of attached car port, first floor side extension, replacement lean-to, replacement timber cladding, raising of roof height, insertion of 5 x roof lights and fenestration alterations

**Heronsgate The Avenue Bourne End Buckinghamshire SL8 5RD**

Ref. No: 21/05435/FUL | Received: Sun 14 Feb 2021 | Validated: Tue 02 Mar 2021 | Status: Pending Consideration

**LMPC Comment** no objection

Clerk

Householder application for installation of 2 x roof lights to outbuilding.  
**Flint Cottage Pump Lane North Little Marlow Buckinghamshire SL7 3RD**  
Ref. No: 21/05305/FUL | Received: Thu 04 Feb 2021 | Validated: Wed 17 Feb 2021 | Status: Pending Consideration

**LMPC Comment** no objection

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: Pending Consideration

**LMPC Comment** no objection, but Little Marlow Parish Council is concerned that neighbours were not notified of the application and requests that this be rectified.

Reduce height by 6-7 meters to secondary and tertiary reduction points x 1 Walnut (T1) and raise lower branches to 4-5 meters and reduce spread by 1-2 meters to secondary and tertiary reduction points (T2)

**Kingsdene Marlow Road Bourne End Buckinghamshire SL8 5NX**

Ref. No: 21/05236/CTREE | Received: Thu 28 Jan 2021 | Validated: Thu 28 Jan 2021 | Status: Pending Consideration

**LMPC Comment** Tree comment submitted

Householder application for demolition of existing garden building and construction of detached outbuilding with home office, two bay parking and garden store at ground floor with store/games room over

**The Friary Marlow Road Bourne End Buckinghamshire SL8 5PL**

Ref. No: 21/05241/FUL | Received: Thu 28 Jan 2021 | Validated: Fri 12 Feb 2021 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council objects to the planning application on the grounds that the suggested replacement building is two storey rather than the one storey in place now and will overlook the neighbour's garden, impacting privacy. The Parish Council would not object to a one storey building.

Listed building consent for demolition of existing garden building and construction of detached outbuilding with home office, two bay parking and garden store at ground floor with store/games room over

**The Friary Marlow Road Bourne End Buckinghamshire SL8 5PL**

Ref. No: 21/05242/LBC | Received: Thu 28 Jan 2021 | Validated: Fri 12 Feb 2021 | Status: Pending Consideration

**LMPC Comment** see above

Re-pollard to the previously cut pollard points x 1 White Willow (T1) and height reduction of 1 - 1.5m and branch shortening (approximately 50%) x 1 Ash (T2)

**Stanbrook Cottage Sailing Club Road Bourne End Buckinghamshire SL8 5QS**

Ref. No: 21/05225/CTREE | Received: Wed 27 Jan 2021 | Validated: Wed 27 Jan 2021 | Status: Not to make a Tree Preservation Order

**LMPC Comment** Tree comment submitted

Reduce by 2.5-3.5 meters to the previous points for maintenance x 1 Lime (T1)

**Streamside The Drive Bourne End Buckinghamshire SL8 5RE**

Ref. No: 21/05222/TPO | Received: Wed 27 Jan 2021 | Validated: Tue 02 Feb 2021 | Status: Pending Consideration

**LMPC Comment** Tree Comment submitted

Display of 2 x hoarding signs, 1 x gantry sign and 5 x flag posts for residential development at Westhorpe House (retrospective)

**Westhorpe House Westhorpe Park Little Marlow Buckinghamshire**

Ref. No: 21/05258/ADV | Received: Tue 26 Jan 2021 | Validated: Tue 02 Feb 2021 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council requests that Highways be asked to look at the positioning of the hoarding signs as residents have complained that they reduce visibility for vehicles coming in and out of the junction.

**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:**

Re-pollard to the previously cut pollard points x 1 White Willow (T1) and height reduction of 1 - 1.5m and branch shortening (approximately 50%) x 1 Ash (T2)

**Stanbrook Cottage Sailing Club Road Bourne End Buckinghamshire SL8 5QS**

Ref. No: 21/05225/CTREE | Received: Wed 27 Jan 2021 | Validated: Wed 27 Jan 2021 | Status: Not to make a Tree Preservation Order

Dismantle and grind root system x 1 Holly (T8)

**Hurstfield The Drive Bourne End Buckinghamshire SL8 5RE**

Ref. No: 21/05212/CTREE | Received: Tue 26 Jan 2021 | Validated: Tue 26 Jan 2021 | Status: Not to make a Tree Preservation Order

Reduce height by 6 metres x 1 Ash (T1), reduce height by up to 5 metres x 1 Lleyandii (T2), reduce height by 4 metres x 3 Leylandii (T3-T5) and crown reduce by 2 metres x 1 Beech (T6)

**Hérons Pool The Avenue Bourne End Buckinghamshire SL8 5QY**

Ref. No: 21/05186/CTREE | Received: Sat 23 Jan 2021 | Validated: Thu 28 Jan 2021 | Status: Not to make a Tree Preservation Order

Householder application for construction of part two storey/part single storey front and rear extensions and single storey side extension following demolition of existing garage  
**9 Wendover Road Bourne End Buckinghamshire SL8 5NS**

Ref. No: 20/08131/FUL | Received: Tue 24 Nov 2020 | Validated: Tue 24 Nov 2020 | Status: Application Permitted

**Update from Councillor Jason Downes following Planning Committee meeting**

Change part of field to sailing boat parking for club dinghies with laying of porous surface of road planing to match the existing car park and formation of lay-by in the access road Upper Thames Way for deliveries and for less mobile club members to park

**Upper Thames Sailing Club Riverside Bourne End Buckinghamshire SL8 5RF**

Ref. No: 20/07686/FUL | Received: Tue 13 Oct 2020 | Validated: Thu 15 Oct 2020 | Status: Application Permitted

Councillor Valerie Brownridge updated the Council on:

**Spade Oak Quarry Application** This application has been called in to be determined by the West Buckinghamshire Area Planning Committee. It was not on the agenda for 2<sup>nd</sup> March and the Planning Committee Officer was not able to confirm whether it would be on the agenda for 30<sup>th</sup> March. 27<sup>th</sup> April is the next planning committee date. There are permitted development rights up to 30<sup>th</sup> April and the new application covers the period from 1<sup>st</sup> May to 1<sup>st</sup> November. The film company are hoping to finish filming by 18 April.

**Battery Storage Application: Planning Application 20/08321/FUL** This application has been called in to be determined by the West Buckinghamshire Area Planning Committee. The application was not on the agenda for 2<sup>nd</sup> March and has not yet been confirmed as an item for 30<sup>th</sup> March. There is no known reason why the application has not yet been considered.



	<p>-organised indoor adult sport ie adult indoor group sports and exercise classes- pilates, yoga, tai chi may resume</p> <p>-indoor entertainment and attractions -we will need to consider nearer the time and in the light of any further guidance what activities might be allowed.</p> <p>The Clerk was asked to make contact with regular hirers to establish return dates to consider when we need to re-hire our cleaners and to update the notices at the playground on 29 March.</p>	Clerk
2195/21	<p><b>11. To consider Little Marlow Parish Council Annual Parish Meeting &amp; Geoffrey Moss Bowl Nominations</b></p> <p>The Council <b>RESOLVED</b> to hold the meeting online and follow a similar agenda to previous years: Annual Report from the Chairman, reports on finances and planning from the Chairs of the relevant Committees , and on local policing issues from Thames Valley Police and the announcement of the winner of the Geoffrey Moss Memorial Bowl. Information would be distributed via the Parish Council website and local what's app groups.</p> <p>The Chairman hoped that all councillors would be able to attend and asked that they promote the meeting parish wide.</p> <p>Given that the Council did not want to announce the winner of the Geoffrey Moss Bowl till the APM, the Chairman took a vote regarding this item and moved it into confidential items.</p>	
2196/21	<p><b>12. To consider Action Plan –</b></p> <p><b>a) To review Action Plan 2020/2021</b></p> <p>The Council <b>RESOLVED</b> to agree upon the final action plan of 2020/2021</p> <p><b>b) To consider Action Plan 2021/2022</b></p> <p>The Council <b>RESOLVED</b> to build upon the draft presented. Councillor Anna Crabtree agreed to do some further work on the environmental objectives and email the Clerk. Councillor Jason Downes would update the information on the Burial Ground expansion programme. The Clerk would discuss road safety with Councillor Vivien Morton.</p>	Clerk  AC, JD, VB, Clerk
2197/21	<p><b>13. To consider LMPC's involvement in Marlow Town Council's sustainability strategy</b></p> <p>The Council <b>RESOLVED</b> that Councillor Anna Crabtree should be Little Marlow Parish Council's representative at Marlow Town Council's meeting on its sustainability strategy and that they would take a decision at the April Parish Council meeting on whether LMPC should become involved based on Councillor Crabtree's feedback of the meeting.</p>	AC
2198/21	<p><b>14. To consider asking Buckinghamshire Council to stop HGV's using Winchbottom Lane</b></p> <p>Councillor Richard Mash brought to the Parish Council's attention to the issue of HGVs using Winchbottom Lane to access the Abbey Barn development. Buckinghamshire Councillor David Johncock confirmed that HGVs should not be using this route and should be travelling along Dawes Hill Lane. He asked that Councillor Richard Mash pass all information and evidence to him and he would follow up with Berkeley Homes.</p>	
2199/21	<p><b>15. To consider feedback from Thames Water on sewage treatment</b></p> <p>The Council <b>RESOLVED</b> to write to the Environment Agency to strongly object to the flow of untreated sewage into the Thames and obvious lack of long term maintenance on equipment. The Clerk would work with Councillors Phil Emmett &amp; Jason Downes to draft a letter. The letter should be copied to the Buckinghamshire Council Environmental Health Officer and OFWAT.</p> <p>Buckinghamshire Councillor David Watson would contact Thames Water about reviving the Thames Water Liaison Group and involve Councillors Richard Mash, Phil Emmett and Jason Downes.</p>	Clerk
2200/21	<p><b>16. To consider the Parish Council's response to the consultation on the Parish Charter</b></p> <p>The Council <b>RESOLVED</b> to ask all councillors to email their comments to The Clerk, Chairman and Councillor Anna Crabtree, who would work together to build a Council consensus to respond by 31<sup>st</sup> March 2021.</p>	Clerk, VB, AC
2201/21	<p><b>17. To consider Clerk's appraisal, salary review and holidays 2021/2022</b></p> <p>Due to the personal information involved regarding The Clerk the Chairman took a vote regarding this item and moved it into confidential items. The Parish Clerk's 2021/22 holiday dates were circulated to all via email.</p>	

2202/21	<p><b>18. Reports from Outside Bodies:</b></p> <p><b>a) Marlow Society – no report</b></p> <p><b>b) Parish Liaison Meeting:</b> Cllr Brownridge represented the Parish Council at the remote Town and Parish Council Liaison Meeting on 27 January. The Clerk had circulated the notes of the meeting as well as the slides of Martin Tett’s presentation. Town and Parish Councils asked for an extension to the deadline for comments on the Parish Charter. Bucks Council subsequently agreed to this. There was a lot of concern expressed about the safety of holding elections in terms of handing in the nomination forms, campaigning and the count.</p> <p><b>c) South West Chilterns Community Board Meetings: COVID 19 sub-group</b> Cllr Brownridge represented the Parish Council at the remote Community Board meeting on 23 February. There was a presentation on plans to redevelop part of the site at High Heavens. This was now going to the Planning Committee. The COVID 19 and TIRR working groups presented their reports. The Chilterns Rangers were allocated £13650 for a whole range of projects across the Community Board area because they were able to contribute £5000 of matched funding including £500 from LMPC. Funding was also given to a number of projects which provide food for school children and families such as Seed 1 as well as projects which support businesses like Buckinghamshire Business First. Cllr Brownridge represented the Parish Council at the remote Community Board – Transport and Infrastructure Sub-group meeting on 2 March. Bucks Cllr Bill Chapple gave a presentation on Bucks Council Climate Change strategy, with particular focus on the tree planting programme.</p> <p><b>d) South West Chilterns Community Board Meetings: TIRR subgroup</b> Cllr Brownridge represented the Parish Council at the remote Community Board – Transport and Infrastructure Sub-group meeting on 11 February. Bucks Council gave a presentation on the works to create a new segregated left turn from the A404 northbound to provide direct access to Parkway and Globe Park. Cllr Brownridge made a plea, supported by Cllr Adey, for signage for the road works to start as far back as the other side of Bourne End. The first part of the works – vegetation clearance - happened in February. Construction would take place from July 2021 -February 2022.</p>	
2203/21	<p><b>19. Parish Clerk’s Report:</b> Elections page has been added to the LMPC website. Councillors were asked to notify the Clerk if they would like to organise collection/delivery of nomination papers to them. For town and parishes within Wycombe, completed nomination papers should be hand delivered to a Deputy Returning Officer at Council Offices, Queen Victoria Road, High Wycombe HP11 1BB by Thursday 8th April at 4pm</p> <p>Discussion with Dalcour Maclaren about works on tree and hedge line bordering Fern Lane Cemetery: Co are awaiting ecology report – ecologist on site during works – if deemed high risk, site works will be put off until October. Works taken seriously along with ecology report as every contractor fined £5,000 for any mishaps.</p> <p>Parish Council noticeboard on Winchbottom Lane is broken. Reflectors along recreation ground pathway have been vandalised, as well as swing seat.</p> <p>Expansion works and tree works are taking place at Fern Lane Cemetery. Tree works at Abbotsbrook Hall have been completed. Preschools are open and operating again.</p>	
2204/21	<p><b>20. Correspondence to the Council –</b> Litter complaint received regards to the area from the Thames, up to Crowne Plaza and A404 bridge. LMPC wrote to Crowne Plaza and ops team dealing with the matter. Bucks Council working to establish whose responsibility the area is.</p>	
2205/21	<p><b>21. Public participation – maximum 15 minutes</b></p> <p><b>Roy Mills</b> – The Council <b>RESOLVED</b> to write to Bucks Planning Department to complain about concerns that they were operating outside the hours stated in the original planning application</p> <p><b>Anthony Whitehead</b> – The Council <b>RESOLVED</b> to write to Bucks Planning Department to question why local residents did not receive a planning application notification for Newlands and ask them to rectify.</p> <p><b>Alan Harrold</b> – raised the planning application for Brookside and agreed with the decision taken by the Parish Council to object.</p> <p><b>Councillor Richard Mash</b> notified the Council that tree thinning on Winchbottom Lane &amp; Bloom Wood would take place in 2-4 weeks time. Licences had been approved.</p> <p><b>Councillor Jason Downes</b> updated the Council on Bucks Council’s Newt Ditch Flood Alleviation scheme –There would be a meeting to discuss the project on 16<sup>th</sup> March at 7.30pm. He undertook to circulate details. Councillor Downes would attend and report back to the next Parish Council meeting.</p>	<p>Clerk</p> <p>Clerk</p>

2206/21	<p><b>22. Confidential items</b> That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media is excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. See agenda items 11 &amp; 17. <i>The Clerk left the remote meeting during this discussion.</i> The Geoffrey Moss Memorial Bowl nominations were discussed and a vote taken. The Council <b>RESOLVED</b> to award the bowl at the Annual Parish Meeting. After a discussion of the Clerk's Appraisal it was <b>RESOLVED</b> to increase the Clerk's salary by one increment from April 2021. Chairman to notify payroll administrator.</p>	
2207/21	<p><b>23. Items to be included on the next Agenda-</b> none raised</p>	
2208/21	<p><b>24. Dates of the next meetings:</b>, Burial Ground Committee Meeting: 18<sup>th</sup> March 2021, Annual Parish Meeting: 19<sup>th</sup> March 2021, Parish Council meeting: 20<sup>th</sup> April 2021, Budget Meeting: 29<sup>th</sup> April 2021</p>	
<p>There being no further business to be transacted the meeting was closed at 22.22</p>		

**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
LMLCP	Little Marlow Lakes Country Partnership		

Signed: .....  
Chairman

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