

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday 28<sup>th</sup> September 2021 at the Pavilion,  
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

### UNCONFIRMED

<b>Present:</b> Cllr G Fitchew (GF) – Chairman, Cllr K Acres (KA), Cllr Anna Crabtree (AC), Cllr J Downes (JD), Cllr P Emmett (PE), Cllr R Mash (RM), Cllr Vivien Morton (VM),		
Mrs J Murray – Parish Clerk	Public present: Buckinghamshire Councillor David Watson, Buckinghamshire Councillor David Johncock,	
<b>Minute Ref:</b>	<b>Agenda Item</b>	<b>Action</b>
2276/21	<b>1. To receive, and consider for approval, apologies for absence and reasons given</b> Cllr V Brownridge (VB)	
2277/21	<b>2. Declarations of interest – pecuniary or prejudicial</b> None	
2278/21	<b>3. a. To approve the Minutes of Parish Council Meeting of the 17<sup>th</sup> August 2021</b> The Council <b>RESOLVED</b> to accept the minutes of the Parish Council Meeting and the Vice Chairman duly signed the minutes, following the agreement of one amendment: change of outside body reporting on South West Chilterns Board Regeneration Group to Environmental & Climate Change.	Clerk
2279/21	<b>4. To take reports from these minutes for NOTE</b> <b>2265/21</b> SSE street lights inventory and costings project to be added to next parish council agenda <b>2270/21</b> Aluminium replacement noticeboards would be delivered early November (amended delivery date) and Richard Tedham is lined up to install <b>2272/21 No update on verge up towards The Three Horseshoe</b> AC & Clerk to work together and contact Marlow Bottom Parish Council & Community Board to discuss further	Clerk  AC/ Clerk
2280/21	<b>5. Parish Clerk’s report:</b> Allotment neighbour has asked parish council to deal with disintegrating fence panel on boundary. Burial Ground Committee have resolved to enable families to research ancestral graves at a fee of £20. Information regarding Beacon lighting to celebrate Queen’s Platinum Jubilee discussed. Yorkshire Cleaning have seen a big rise in Covid cases at the schools since the September return. Offering a fogging service called Zoono to at £65 a classroom, remains active for up to 30days. Boiler services at ABH & Pavilion have been carried out. Further discussions to take place with Pavilion & Recreation Ground Committee regarding ongoing maintenance. BMKALC are in touch with Bucks Council stressing the urgency to understand devolved services programme for next year to enable reasonable budget setting. BMKALC also updated on NJC Payscales which unions state updates are likely to be early to mid October.	
2281/21	<b>6. Items to be taken in confidential</b> None	
2282/21	<b>7. Public participation – maximum 15 minutes</b> None	
2283/21	<b>8.1 Co-option of Parish Councillor</b> The Chairman invited the applicant to present for three minutes to the council. The Council <b>RESOLVED</b> to co-opt Sam Kershaw to Little Marlow Parish Council.	
2284/21	<b>8.2 Planning -</b> <b>a. To approve the minutes and receive the report of the Planning Committee meeting on 20<sup>th</sup> September 2021</b> The Council <b>RESOLVED</b> to approve the minutes of the Planning Committee and received the planning report.	

Chairman initials ]

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## Planning Report September 2021 Council Meeting

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. 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 15.09.2021**

Fell x 1 Willow and reduce to previous pollard points x 6 Poplar (T2-T7)

River Thatch The Avenue Bourne End Buckinghamshire SL8 5QU

Ref. No: 21/07739/CTREE | Received: Fri 10 Sep 2021 | Validated: Fri 10 Sep 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.*

Householder application for demolition of side extension and erection of new single storey side and rear extension.

Wood Barn Farmhouse Pump Lane North Little Marlow Buckinghamshire SL7 3RD

Ref. No: 21/07640/FUL | Received: Wed 01 Sep 2021 | Validated: Wed 01 Sep 2021 | Status: Pending Consideration

**LMPC Comment** *The Parish Council has no objection*

Householder application for conversion of garage and store to habitable use and fenestration alterations to the front elevation

Quay House Sailing Club Road Bourne End Buckinghamshire SL8 5QS

Ref. No: 21/07600/FUL | Received: Fri 27 Aug 2021 | Validated: Wed 15 Sep 2021 | Status: Pending Consideration

**LMPC Comment** *The Parish Council has no objection*

Prune back to previous pruning points by up to 3 metres x 1 Eucalyptus

Westover Church Road Little Marlow Buckinghamshire SL7 3RT

Ref. No: 21/07643/CTREE | Received: Thu 26 Aug 2021 | Validated: Thu 02 Sep 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.*

Fell to ground level x 1 Walnut tree (T1)

The Old Forge Church Road Little Marlow Buckinghamshire SL7 3RT

Ref. No: 21/07566/CTREE | Received: Wed 25 Aug 2021 | Validated: Wed 25 Aug 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.*

Certificate of lawfulness for proposed single storey rear extension with roof lantern and installation of 2 x rooflights to rear

Westhorpe Cottage Westhorpe Farm Lane Little Marlow Buckinghamshire SL7 3RQ

Ref. No: 21/07504/CLP | Received: Wed 18 Aug 2021 | Validated: Wed 18 Aug 2021 | Status: Pending Consideration

**LMPC Comment** Certificate of lawfulness – no comment

Certificate of lawfulness for proposed two storey rear extension and installation of 3 x roof lights  
Westhorpe Cottage Westhorpe Farm Lane Little Marlow Buckinghamshire SL7 3RQ  
Ref. No: 21/07503/CLP | Received: Wed 18 Aug 2021 | Validated: Wed 18 Aug 2021 | Status: Pending Consideration

**LMPC Comment** Certificate of lawfulness – no comment

Reduce height by 6 metres and laterals by up to 4 metres to x 1 Sycamore (T1) and reduce height by 8 metres to x 1 Sycamore (T2)  
White Barns Sailing Club Road Bourne End Buckinghamshire SL8 5QS  
Ref. No: 21/07513/CTREE | Received: Tue 17 Aug 2021 | Validated: Tue 17 Aug 2021 | Status: Application Withdrawn

**LMPC Comment** *Buckinghamshire Council – Application Withdrawn*

Demolition of existing dwelling, erection of a replacement 3 bedroom dwelling, creation of vehicle access and x 2 additional parking spaces  
Mayfly Riverside Bourne End Buckinghamshire SL8 5RF  
Ref. No: 21/07456/FUL | Received: Fri 13 Aug 2021 | Validated: Mon 23 Aug 2021 | Status: Pending Consideration

**LMPC Comment** *Little Marlow Parish Council consider the application to be overdevelopment*

Reduce crown height by approximately 2-3 metres, overextended branches by approximately 1-2 metres and raise lower branches to a height of 5-6 metres x 2 Yew (G1)  
The Deene The Drive Bourne End Buckinghamshire SL8 5QS  
Ref. No: 21/07422/CTREE | Received: Tue 10 Aug 2021 | Validated: Mon 16 Aug 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 garage and construction of detached replacement dwelling  
New Lodge Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS  
Ref. No: 21/05919/FUL | Received: Thu 25 Mar 2021 | Validated: Thu 25 Mar 2021 | Status: Pending Consideration

**LMPC Comment** *Little Marlow Parish Council have no objections, but note that the proposed building is higher than the original building*

All comments submitted to Buckinghamshire Council via portal on 16<sup>th</sup> & 20<sup>th</sup> September 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:**

T1 Catalpa partial lift from over The Avenue, by approx. 4m and side lateral reduction of the branch length by approx. 2 metres lift from over the access drive by approx. 3-4 metres and lateral reduction by 1- 2 metres partial height reduction by approx. 1 metres left hand branch when seen from the house.  
T2 Leyland cypress fell to ground T3 Tulip Tree Fell/remove back to boundary from over Pineapple bush and pushing over the fence. G1 Western Red Cedar Reduce Group to a Height of approx. 8-10 metres while rounding the shoulders

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: Not to make a Tree Preservation Order

Temporary planning permission (25 years) to undertake the development works required for the construction and operation of a battery energy storage facility, associated infrastructure and landscaping

Land Between Landfill Site Coldmoorholme Lane Bourne End Buckinghamshire

	<p>Ref. No: 20/08321/FUL   Received: Thu 10 Dec 2020   Validated: Wed 16 Dec 2020   Status: Application Refused  Reduce height by 6 metres and laterals by up to 4 metres to x 1 Sycamore (T1) and reduce height by 8 metres to x 1 Sycamore (T2)  <b>White Barns Sailing Club Road Bourne End Buckinghamshire SL8 5QS</b>  Ref. No: 21/07513/CTREE   Received: Tue 17 Aug 2021   Validated: Tue 17 Aug 2021   Status: Application Withdrawn  Prior notification application (Part 6, Class E) for construction of log cabin to store grounds maintenance tools and machinery  <b>OS Parcel 5076 The Moor Little Marlow Buckinghamshire</b>  Ref. No: 21/07437/PNP6E   Received: Wed 11 Aug 2021   Validated: Wed 11 Aug 2021   Status: Application Refused  Fell to ground level x 1 Ash (T1)  <b>Bourne Court Abbotsbrook Bourne End Buckinghamshire SL8 5QS</b>  Ref. No: 21/07249/CTREE   Received: Sat 24 Jul 2021   Validated: Mon 26 Jul 2021   Status: Not to make a Tree Preservation Order</p> <p><b>b. To review correspondence received regarding Marlow Studios Project</b>  The correspondence log was reviewed and noted. Councillor Phil Emmett confirmed that a planning application would be received in February 2022.</p> <p><b>c. To note Buckinghamshire Council's decision on Battery Storage Facility application</b>  Councillor Kath Acres attended on behalf of Little Marlow Parish Council and Sam Kershaw on behalf of the residents of Coldmoorholm Lane. It was noted that the main reason the application was turned down was because the area is designated as green belt area for Hollands Farm and Spade Oak Meadow.</p>	
2285/21	<p><b>8.3 Finance</b></p> <p><b>a. To approve income and expenditure for July &amp; August 2021</b>  The Council <b>RESOLVED</b> to approve the reports for July &amp; August 2021. AC to assist with response to Budget Committee Meeting Actions – 26<sup>th</sup> August 2021.</p> <p><b>b. To consider cleaning regime and cost at both village halls</b>  The Council <b>RESOLVED</b> that there would be no touch point cleans in future. Individual hirers to be responsible for cleaning before and after each hire session and that a cleaning bucket for each hall would be provided. Yorkshire Cleaning's session would be moved to Sunday/Monday morning at the Pavilion.</p> <p><b>c. To approve the minutes of the Budget Committee meeting of 26<sup>th</sup> August 2021</b>  The Council <b>RESOLVED</b> to agree to the meeting minutes. Councillor Kath Acres confirmed that the Budget Committee had agreed to carry on with touch point cleaning and that full council have reversed the decision.  The Council <b>RESOLVED</b> to agree to the Budget Committee Terms of Reference.</p>	<p>AC/ Clerk</p> <p>Clerk</p> <p>Clerk</p>
2286/21	<p><b>8.4 The Pavilion and Recreation Ground -</b></p> <p><b>a. To consider email received from BEJSC regarding state of pitch and inability to play</b>  The Council <b>RESOLVED</b> to agree to make contact with a contractor who would deal with the rabbit issue via ferreting.</p> <p><b>b. To consider guidance on playground inspection</b>  The Council <b>RESOLVED</b> to carry on with the level of inspections carried out currently: quarterly and annually, with the incumbent companies. The Clerk highlighted that RoSPA offer a training course to establish the weekly inspection routine and a course would be researched for early in the new year. Councillors Geoff Fitchew &amp; Phil Emmett would plan to meet up and carry out required maintenance listed in the latest playground report.</p> <p><b>c. To consider email received from parent of Little Marlow School regarding roundabout</b>  The Council <b>RESOLVED</b> to ask the Clerk to reply to the communication received, with the technical guidance from Playdale highlighting the technical specification of the play equipment, and to share the routine of inspections carried out without any issues raised.</p>	<p>PE/ Clerk</p> <p>Clerk</p> <p>Clerk</p>
2287/21	<p><b>8.5 Abbotsbrook Hall -</b></p> <p><b>a. To consider rationalisation of Abbotsbrook pre-school fees</b>  The Council <b>RESOLVED</b> to agree to the morning and afternoon revised rates, discussed with Abbotsbrook Preschool, to enable an easier calculation of termly fees. Clerk to invoice ahead of term starting.</p>	<p>Clerk</p>
2288/21	<p><b>8.6. Burial Ground –</b></p> <p><b>a. To approve the minutes of the Burial Ground Committee meeting of 16<sup>th</sup> September 2021</b></p>	

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	<p>The Council <b>RESOLVED</b> to agree to the Burial Ground Committee meeting minutes.</p> <p>It was noted that the Burial Ground Working Party was being organised on 4<sup>th</sup> December. The Clerk would add the date to the website.</p> <p>Councillor Jason Downes reported that a “no climbing sign” is required for the log piles created by the Tree Surgeons clearing the copse. Councillor Anna Crabtree agreed to liaise with Nick Rowcliffe regarding tree application and to report back.</p>	<p>Clerk</p> <p>Clerk AC</p>
2289/21	<p><b>8.7 Allotments -</b></p> <p><b>a. To consider work required by plumber to fix leaking tap</b></p> <p>The Council <b>RESOLVED</b> to request the plumber to fix the leak and change the taps and authorised the job to proceed at under £300. The Clerk reported that Everflow had communicated that the invoice would be higher than normal.</p> <p><b>b. To consider request from allotment holder regarding damage to crops</b></p> <p>Councillor Phil Emmett had gathered a quote for deer fencing at £10-12k, plus £3-5k to clear the area to erect fencing. The Council <b>RESOLVED</b> that the cost was too prohibitive to erect fencing. Individual allotment holder requests to erect cages on plots would be considered to protect crops being targeted by deer. It would be stipulated that cages have to be well maintained.</p> <p>The Council <b>RESOLVED</b> to agree to a convex mirror being installed and would ask the allotment holder to purchase and install.</p>	<p>Clerk</p> <p>Clerk</p>
2290/21	<p><b>8. General-</b></p> <p><b>a. To consider adopting Code of Conduct that has been ratified by Buckinghamshire Council</b></p> <p>The Council <b>RESOLVED</b> to amalgamate the current LMPC code of conduct and the ratified Buckinghamshire Council code of conduct and to deliver to council at the next parish council to consider. Councillor Jason Downes offered to assist Clerk.</p> <p><b>b. To consider supporting the bid to the Community Board from Transition Town Marlow to reduce the speed limit on the A4155</b></p> <p>The Council <b>RESOLVED</b> to support Transition Town Marlow in their application to the Community Board to reduce speed limit and it was agreed to contributory funding of £2,000.</p> <p>Buckinghamshire Councillor David Johncock reported that the Community Boards are not working on match funding this year, but have introduced contributory funding. Therefore parish council's are no longer expected to fund projects by 50%.</p> <p><b>c. To consider submitting a bid to the Community Board for the installation of Bike Parking racks at LMPC premises and amenities</b></p> <p>The Council <b>RESOLVED</b> to support the Community Board application to install bike racks as there was no objection in principle. Councillor Kath Acres would lead and provide costs and speak to the Spade Oak pub landlord. Installation points were discussed at the Pavilion, Abbotsbrook Hall and Coldmoorholm Lane car park. Councillor Anna Crabtree would discuss the application with the Community Board.</p> <p><b>d. To consider request from WI to create a Poppy waterfall to display either inside/outside Pavilion</b></p> <p>The Council <b>RESOLVED</b> to agree to the WI's request to install a poppy waterfall outside the Pavilion for a couple of weeks.</p> <p><b>e. To consider Remembrance Day commemorations</b></p> <p>The Council <b>RESOLVED</b> to purchase traditional wreaths, but not a Tommy statue.</p> <p><b>f. To consider information received regarding deceased wildlife at Spade Oak Lake</b></p> <p>Councillor Jason Downes had communicated with the Environmental Agency via email with photographic evidence and facts. Councillor Philip Emmet reported that DEFRA findings were of Avian botulism. No danger of passing to humans at the moment but dogs should be kept out of the water. Councillor Anna Crabtree reported that during an experiment she was involved in low nitrate levels were reported.</p> <p><b>g. To consider Environment Agency response to Parish Council Thames Water email dated March 2021</b></p> <p>Buckinghamshire Councillor David Watson highlighted that the Bucks Council website now has an online directory recording all correspondence between Bucks Council and Environment Agency and</p>	<p>JD/ Clerk</p> <p>AC/ Clerk</p> <p>KA/ AC</p>

	<p>Thames Water listed. It features recording of Teams meetings and access to compliance reports are available.</p> <p>The Council had not heard anything further from the Environment Agency. The Council <b>RESOLVED</b> to write to Environment Agency again – Clerk to liaise with Councillor Jason Downes, Buckinghamshire Councillor David Watson and Joy Morrissey MP. The aim was to put pressure on the Environment Agency to lobby Thames Water for specific corrective action.</p> <p>Buckinghamshire Councillor David Johncock reported that the Strategic Flood Management Committee received a report last week from Thames Water and nothing has been done. He stated it was a high priority for a 5-10 year plan to be put in place.</p>	
<p><b>2291/21</b></p>	<p>9. Items for information only:</p> <p>1. Reports from Meetings of Outside Bodies:</p> <p>1.1 Marlow Society Councillor Vivien Morton reported that the Marlow Society had discussed Royal Borough Planning Office is in a state of disintegration and enforcement is being ignored. Highways are arguing over roundabout and vegetation. Very few people are aware that the Marlow Film Studio Project application is due. Bay Parking in Marlow not being monitored.</p> <p>1.2 Marlow Film Studio Project CLG Councillor Philip Emmett attended the meeting and noted that it was suggested that if the Marlow Film Studio Project do not build on the land then in time somebody else would.</p> <p>1.3 Community Boards</p> <p>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 9 September. The Chairman of the Action Group has arranged a visit to the Marlow Film Studio site for interested members of the group on 15 October. The Christmas Fun Night at Bourne End is going ahead this year. It is likely that the Welcome Back Fund will provide some funding and possible that the Community Board might also chip in. Cllr Zahir Mohammed is now working with the NFU in Marlow and the Rural Forum in drawing up ideas for supporting the rural economy. He has asked that if anyone else would like to make an input or become involved they should contact him.</p> <p>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 16 September. The meeting received feedback on some of the projects the Board had supported. It was confirmed that the dementia bus will be coming to Marlow for a day in October and that it will possibly be situated at the Fire Station. A volunteer has been found who might be willing to run the pub lunch club and a few pubs in the local area might be willing to host. This provides an opportunity for the elderly living in rural areas to get out and socialise with others.</p> <p>1.4 Marlow Community Forum Cllr Brownridge represented the Parish Council at the meeting of the Marlow Community Forum on 16 September. Late night shopping in Marlow will be on 2 December. Information was shared about a Local Heritage List which is being created for locally important heritage assets which contribute positively to the character and identity of Bucks but have little or no protection and over time might be lost to the community. Council might wish to consider whether there are any sites in Little Marlow we should put forward for inclusion.</p> <p>1.5 WDALC The WDALC meeting was held on 16 September and Cllr Brownridge represented the Parish Council. The Service Director for Business Operations at Bucks Council, the Civil Contingencies Officer and officers from the Community Boards Team attended and gave a presentation on Community Resilience Plans. They are keen to work with Town and Parish Councils on how they can help to prepare for and respond to emergencies in their communities. They offered to look into whether they might be able to provide Town and Parish Councils with guidance on what information it would be useful for them to include in a Community Resilience Plan and a script which they could use with other local forums or community groups, as well as some feedback on the exercise they are planning to run with Buckingham Town Council in October. These plans seem to be successors to the Emergency Plans which Councils</p>	

	<p>put in place some time ago with the help of WDC. Council might want to consider updating our Emergency Plan and turning it into a Community Resilience Plan.</p> <p><b>2. Correspondence</b></p> <p>From: Makyla Devlin, Community Board Coordinator, South West Chiltern Area  Subject: South West Chilterns Community Board Freestyle Meeting - Community Engagement  External event being held to promote Community Board and Town &amp; Parish Councils, local businesses, Voluntary organisations and statutory services whom we network with at Higginson Park Marlow on SATURDAY 2 APRIL 2022.</p> <p>From: Buckland Parish Council  Email to local councils on why Buckland Parish Council, shall not be signing the Parish Charter  Buckland Parish Council has refused to sign acceptance to the submitted version of the Town and Parish Charter. Views were listed.</p>	
2292/21	<b>10. Items to be included on the next Agenda-</b> Light a beacon for Queen’s Platinum Jubilee Local Councils have been asked to play a part in the Queen’s Platinum Jubilee by lighting beacons on 2 June 2022	
2293/21	<b>11. Dates of the next meetings:</b> Environment Committee Meeting 19 <sup>th</sup> October 2021, Budget Committee Meeting 21 <sup>st</sup> October 2021, Planning Committee Meeting 1 <sup>st</sup> November 2021, Parish Council Meeting 9 <sup>th</sup> November 2021	
There being no further business to be transacted the meeting was closed at 9.44pm		

**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.