

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 9th November 2021 at the Pavilion,
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

UNCONFIRMED

Present: Cllr V Brownridge (VB) – Chairman, Cllr K Acres (KA), Cllr Anna Crabtree (AC), Cllr G Fitchew (GF), Cllr S Kershaw (SK), Cllr R Mash (RM), Cllr Vivien Morton (VM),		
Mrs J Murray – Parish Clerk	Public present: Buckinghamshire Councillor David Watson, Buckinghamshire Councillor David Johncock,	
Minute Ref:	Agenda Item	Action
2294/21	1. To receive, and consider for approval, apologies for absence and reasons given Councillor J Downes (JD), Councillor P Emmett (PE)	
2295/21	2. Declarations of interest – pecuniary or prejudicial Councillor G Fitchew declared an interest in planning application 21/08093/FUL listed for discussion Councillor S Kershaw declared an interest in the mobile coffee proposal	
2296/21	3. a. To approve the Minutes of Parish Council Meeting of the 28 September 2021 The Council RESOLVED to accept the minutes of the Parish Council Meeting, with one amendment being requested by the Chairman; to change “the Chairman duly signed the minutes” to “the Vice-Chairman duly signed the minutes.”	Clerk
2297/21	4. To take reports from these minutes for NOTE 2272/21 No update on verge up towards The Three Horseshoe AC & Clerk to work together and contact Marlow Bottom Parish Council & Community Board to discuss further 2290/91 Community Board application for bike racks AC confirmed application would be actioned this week 2286/21 Pavilion & Recreation Ground playground maintenance requirements. The Chairman asked that Councillors Phil Emmett & Geoff Fitchew complete required maintenance prior to the next parish council meeting 2288/21 Burial Ground “No climbing” sign purchased but requires installation	AC/ Clerk AC PE/GF Clerk
2298/21	5. Parish Clerk’s report: To be reported at the next meeting	Clerk
2299/21	6. Items to be taken in confidential 8.4.a To consider proposal for new cleaning regime at Abbtosbrook Hall	
2300/21	7. Public participation – maximum 15 minutes Buckinghamshire Councillor David Watson confirmed Vision Group meeting on Thursday at 4.30pm	
2301/21	8.1 Planning- a. To consider planning report due to cancellation of Planning Committee meeting on 1st November 2021 <u>Little Marlow Parish Council</u> <u>Planning Nov 2021 Council Meeting</u> 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/idoxpa-web/search.do?action=weeklyList>

Buckinghamshire Council
WEEKLY LIST OF PLANNING APPLICATIONS up to 01.11.2021

Application for approval of details subject to Conditions 3 (Materials), 5 (Ecological Enhancements), 9 (Construction Traffic Management Plan) and 14 (Arboriculture) of planning ref: 21/05297/FUL

Newlands Chapman Lane Bourne End Buckinghamshire SL8 5PB

Ref. No: 21/08164/ADRC | Received: Sat 23 Oct 2021 | Validated: Mon 25 Oct 2021 | Status: Pending Consideration

LMPC Comment The Parish Council has no objection

Previous parish council planning comment:

Erection of 2 x 4 bed detached dwellings, each with garage/carport and altered access onto Chapman Lane
Amended plans

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 The Parish Council has no objection – Parish council meeting 18th May 2021

Raise crown over road to give 5.4 metres clearance and over driveway to give 3.5 - 4 metres clearance, reduce 3 branches by 1.5 - 2 metres from main branch over road, and 1 meter clearance to neighbouring tree and reduce 3 protruding branches over driveway by 1-2 metres to Copper Beech (*Fagus Sylvatica*) (T1) for maintenance and aesthetic purposes

Abbots Inch The Avenue Bourne End Buckinghamshire SL8 5RD

Ref. No: 21/08122/TPO | Received: Tue 19 Oct 2021 | Validated: Fri 22 Oct 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 x 1 Crack Willow (T1) and x 7 Ash (T2 - T8) due to dead/dying trees

Brooksedge House The Drive Bourne End Buckinghamshire SL8 5RE

Ref. No: 21/08114/CTREE | Received: Mon 18 Oct 2021 | Validated: Mon 18 Oct 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 1 x Ash to ground level

Sentosa The Drive Bourne End Buckinghamshire SL8 5RE

Ref. No: 21/08111/CTREE | Received: Mon 18 Oct 2021 | Validated: Mon 18 Oct 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 the construction of part glazed single storey rear extension following demolition of existing lean-to, rear extension and single storey bay structure

Streamside The Drive Bourne End Buckinghamshire SL8 5RE

Ref. No: 21/08093/FUL | Received: Sat 16 Oct 2021 | Validated: Mon 18 Oct 2021 | Status: Pending Consideration

LMPC Comment The Parish Council has no objection

Previous parish council planning comment:

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 – Parish council meeting 9th March 2021

Householder application for construction of replacement front gate and brick piers
Winchbottom Farm Winchbottom Lane Little Marlow Buckinghamshire HP10 9QF
Ref. No: 21/08098/FUL | Received: Sat 16 Oct 2021 | Validated: Mon 18 Oct 2021 | Status: Pending Consideration

LMPC Comment The Parish Council has no objection

Variation of conditions 2 (plans) and 5 (no windows) attached to 20/08131/FUL
(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) to allow for window alterations

9 Wendover Road Bourne End Buckinghamshire SL8 5NS

Ref. No: 21/08046/VCDN | Received: Tue 12 Oct 2021 | Validated: Tue 12 Oct 2021 | Status: Pending Consideration

LMPC Comment The Parish Council has no comment.

Previous parish council planning comment:

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: Decided

LMPC Comment Little Marlow Parish Council objects as the application reduces car parking to one space which, for a house of this size, is inadequate and will force car parking onto the road. Also, the nature of housing on this section of the road is of detached houses with clear space between those houses. This application, with building right up to the boundary of the next door plot, would change the appearance of the whole group of houses and is therefore considered over-development. We have no objection to a rear extension, to the extent that adequate parking is maintained

Dismantle by freefall method x 1 Ash (T1)

Trees The Avenue Bourne End Buckinghamshire SL8 5RD

Ref. No: 21/07970/CTREE | Received: Sat 02 Oct 2021 | Validated: Mon 04 Oct 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.*

Tip reduce height by 3.5 metres and lateral spread by 2 metres on north and east side and by 1.5 metres on south side x 1 Sycamore (T1) and crown reduce by 3 metres, rounding shoulder to maintain a natural symmetry x 1 Sycamore (T2)

White Barns Sailing Club Road Bourne End Buckinghamshire SL8 5QS

Ref. No: 21/07960/CTREE | Received: Tue 28 Sep 2021 | Validated: Tue 28 Sep 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.

All comments submitted to Buckinghamshire Council via portal on Thursday 28th October 2021 or 17th November 2021. Please note comments in italics.

Clerk

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:

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

River Thatch The Avenue Bourne End Buckinghamshire SL8 5QU

Chairman initials3

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	<p>Ref. No: 21/07739/CTREE Received: Fri 10 Sep 2021 Validated: Fri 10 Sep 2021 Status: Not to make a Tree Preservation Order 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: Not to make a Tree Preservation Order 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: Application Refused Listed building consent for construction of single storey rear extension, conversion of existing garage to habitable accommodation to create gym, construction of new carport, driveway alterations, internal alterations including creation of new staircase to cellar, fenestration alterations and external alterations including retaining wall to rear Storrs Church Road Little Marlow Buckinghamshire SL7 3RZ Ref. No: 21/07384/LBC Received: Fri 06 Aug 2021 Validated: Thu 12 Aug 2021 Status: Application Withdrawn Householder application for construction of single storey rear extension, conversion of existing garage to habitable accommodation to create gym, construction of new carport, driveway alterations, internal alterations including creation of new staircase to cellar, fenestration alterations and external alterations including retaining wall to rear Storrs Church Road Little Marlow Buckinghamshire SL7 3RZ Ref. No: 21/07383/FUL Received: Fri 06 Aug 2021 Validated: Thu 12 Aug 2021 Status: Application Withdrawn</p> <p>Councillor Valerie Brownridge had heard from Charles Brocklehurst, Buckinghamshire Council, and alerted councillors that a planning application had been submitted that day for temporary change of use of the Spade Oak Quarry site for vehicle parking for light commercial vehicles, erection of new security fencing and a site hut.</p> <p>Councillor Valerie Brownridge recommended to Councillor Sam Kershaw that he attended planning training organised by BMKALC but provided by a Buckinghamshire Council planning officer. Clerk to check next training session.</p> <p>b. To review correspondence received regarding Marlow Studios Project The Clerk reported that no new correspondence had been received since the last parish council meeting</p>	Clerk
2302/21	<p>8.2 Finance- a. To approve income and expenditure for September 2021 The Council RESOLVED to approve the report for September 2021. The Clerk was asked to prepare a report on the SSE electricity charges for the Pavilion this FY. b. To review recommendations from Budget Committee on bids for expenditure in 2022/2023 Councillor Kath Acres presented the budget proposals received and considered by the Budget Committee for inclusion in the budget for next year. These were listed as: Environment Committee: Wildflower planting £1,000, Green energy projects £5,000, EPC rating for parish buildings £500 General: Printer (purchase vs loan) Burial Ground: Chapel roof, Stained glass windows, Aluminium noticeboard Abbotsbrook Hall: Parish Signs, Pavilion: Parish Signs, LM Village: Refurbish noticeboard Street Lights project The Clerk was asked to gain quotes for the above budget proposals, in time for the next Budget Committee Meeting on Tuesday 30th November 2021. c. To confirm completion of External Audit The Council RESOLVED to record completion of the External AGAR Audit and receipt of PKF conclusion report.</p>	Clerk Clerk

	<p>d. To consider appointment of Internal Auditor for 2022 The Council RESOLVED to appoint Ernest Newhouse as the internal auditor for 2022. Clerk to write to Mr Newhouse.</p> <p>e. To consider recommendation from Budget Committee on the introduction of a Credit Card for the Parish Council The Council RESOLVED to agree to the recommendation that the Council should apply for a Parish Council credit card. They also RESOLVED that the card should only be used when an invoice could not be raised and that the maximum value of any transaction should be £300. The Clerk was asked to amend the Financial Regulations to reflect this decision and to submit the draft revised Regulations to the next meeting for consideration.</p> <p>f. To consider Devolved Services contract The Council RESOLVED to agree to the Budget Committee's recommendation that the Council should accept the offer from Buckinghamshire Council to roll-over the Devolved Service Contract for another year and asked the Clerk to process the communication which would be received from Buckinghamshire Council within the next four weeks. An increase of 3% in the devolution budget received from Buckinghamshire Council has been confirmed for next year.</p> <p>g. To consider SSE Street Lights proposal The Council RESOLVED to ask Councillor Anna Crabtree and the Clerk to work together and complete some more research on competitor quotes to upgrade the parish's street light to LED lights. Councillor Kath Acres would research funding and grants.</p> <p>Buckinghamshire Councillor David Johncock suggested making contact with Chepping Wycombe Parish Clerk to gain knowledge on a similar project their Council carried out to replace all street lighting. He shared the experience that more lamps may be required by introducing LED option.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AC/ Clerk/ KA</p>
2303/21	<p>8.3 The Pavilion and Recreation Ground-</p> <p>a. To receive an update regarding handling of pitted recreation ground An email had been received from BEJSC detailing a number of deep ruts/holes in the football pitch rendering the pitch unplayable. Also, whilst trying to put goal post covers in place, they had discovered that the goal post holes had been jammed with logs and soil. All would have to be removed to enable goal posts to be erected. The Council RESOLVED to ask the Clerk to work with Richard Mash to organise eradication of rabbits, and to arrange the clearance of the goal post holes.</p>	Clerk
2304/21	<p>8.4 Abbotsbrook Hall</p> <p>a. To consider proposal for new cleaning regime at Abbotsbrook Hall The Council RESOLVED to ask the Clerk to prepare a report detailing options and costs to discuss in Employment & HR Committee meeting, before returning to parish council meeting in December.</p>	Clerk
2305/21	<p>8.5 Burial Ground</p> <p>a. To approve hedge specification and quote The Council RESOLVED to defer the consideration of the hedge specification quote to the December parish council meeting.</p> <p>b. To consider Council's response to the consultation on Environmental Permitting (England and Wales) regulations 2016 The Council RESOLVED to delegate to members of the Burial Ground Committee the parish council's response to NALC on the DEFRA consultation.. This had to be submitted by 26th November 2021.</p>	<p>Clerk</p> <p>Burial Cmte</p>
2306/21	<p>8.6 Environment Committee</p> <p>a. To approve the minutes of the Environment Committee meeting on 19th October 2021 Councillor Anna Crabtree reported that the Environment Committee's action plan & strategy would be presented at the December parish council meeting. The Committee felt it was appropriate for the parish council to raise a climate change emergency and would present a strategy at the next Parish Council meeting. Councillor Anna Crabtree would work with Councillor Jason Downes to write to the Environment Agency about sewage problems. The Council RESOLVED to accept the minutes of the Environment Committee Meeting and the Chairman of the committee duly signed the minutes.</p>	

2307/21	<p>8.7 General-</p> <p>a. To consider Spade Oak Car Park mobile coffee horsebox proposal Cllr Brownridge invited Neil Townsend to present his proposal. The team would take responsibility for litter around the area, as they already do a litter pick along the river once a month. Councillor Valerie Brownridge pointed out that the car park is leased to LMPC by Buckinghamshire Council and that under the terms of the lease the Parish Council is not allowed to sublet any part of the site without the consent of Buckinghamshire Council. The Council RESOLVED to contact Buckinghamshire Council to find out whether they would be prepared to give their consent to the Parish Council allowing the mobile unit to use the site if the Parish Council were to agree to do so. The parish council would be in touch with Mr Townsend once feedback had been received.</p> <p>Councillor Kath Acres was requested to liaise with Richard Boas and organise a couple of keys for the car park barrier.</p> <p>Councillor Anna Crabtree pointed out that the proposed site of the mobile coffee unit was around the same area we were considering for 6 tree whips & bike racks.</p> <p>b.To consider amalgamated Buckinghamshire Council – LMPC Code of Conduct The Council RESOLVED to adopt the revised Code of Conduct produced by Councillor Jason Downes by amalgamating the Council’s existing Code of Conduct and elements from Buckinghamshire Council’s new Code of Conduct.</p> <p>c.To consider election of Councillor Sam Kershaw to internal committees and his appointment as LMPC representative to outside bodies The Council RESOLVED to appoint Councillor Sam Kershaw to the following internal committees: Budget, Planning, Social Media & Environment.</p> <p>d. To consider 2022 Parish Council Meeting calendar & festive office hours The Council RESOLVED to agree to the parish council 2022 meeting dates, with a change to the Budget & Planning Committee dates in December 2022. Festive office hours were agreed and the Chairman agreed to be the emergency point of contact.</p> <p>e.To consider Tree Planting Councillor Anna Crabtree reported that she had been liaising with Nick Rowcliffe and that a working party was being arranged to plant trees at the end of November. Councillor Richard Mash requested that trees were protected by rabbit guards. Pictures would be gathered to feature on the parish council website and next newsletter.</p> <p>f. To consider lighting a beacon for the Queen’s Jubilee on 22 June 2022 The Council RESOLVED not to light a beacon.</p>	<p>Clerk</p> <p>KA</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2308/21	<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 the Marlow Film Studio Project is a major concern to the Society who are following plans carefully and are concerned that the current developers are awarded planning permission and then sell on.</p> <p>1.2. Community Boards:</p> <p><u>Transport & Highway Action Group</u> Councillor Anna Crabtree reported: During October a few applications were received to reduce speed limits, including LMPC’s. It was reported that the Group was looking at potential cycle paths and that the Westhorpe interchange was still not sorted out.</p> <p><u>Environment & Climate Change Action Group</u> Councillor Anna Crabtree reported: There will be a relief project update by the end of October. Presentation from Marlow Energy Group re thermal energy camera. Nick Horslem discussed biodiversity surveys, which has been an LMPC Environment Committee topic – different parishes to quantify and protect. Community Board to come up with some support system and additional funding: £800 - £1k</p> <p><u>Economic Recovery and Regeneration Action Group</u></p>	

Cllr Brownridge represented the Parish Council at the remote meeting of the South West Chilterns Board Economic Recovery and Regeneration Action Group on 14 October. The Welcome Back Fund is planning to provide funding to Bourne End Late Night shopping. The Community Board agreed to provide additional funds if there is a shortfall. There are bids in the pipeline for cricket nets for Cadmore End Cricket club, for publicity material to support tourism in the Hambleden area and for mobile outdoor gym equipment in Higginson Park. If successful, the Board might consider replicating this in other areas covered by the Board. Globe Park would like help with funding around active travel. They are keen to move forward on the Volvo bridge gully, although the problem seems to be about permission rather than funds.

Community Engagement Action Group

Cllr Brownridge was unable to attend the Community Engagement Action Group on 21 October. The minutes will be circulated when they are published.

1.3. Town & Parish Clerk's Forum with Bucks Council

Buckinghamshire Council are working on Queen's Platinum Jubilee celebrations including tree planting and street parties. Budget consultation closes on 14th November 2021

1.4. Planning and Enforcement Meeting

Cllr Sam Kershaw attended the update meeting arranged by Buckinghamshire Council and reported

- "VIP hotline" available for Parish Councils to access planning team. Many vacancies in planning department.
- Increase in number of planning applications (up 28% yoy) is causing delays in determination
- Environment Bill will impact planning regulation and new local plans
- VALP completed: Land for >30k homes, Road improvements, New Green Belt, Electric vehicle charging facilities
- New Neighbourhood Plan Coordinator appointed
- Compliance & Enforcement team performing well
- <https://www.bucks.place/> enables public to provide info to planning department in order to help them create a design code for Bucks
- Bucks local heritage list being compiled – soliciting submissions
- Training for town & parish councils – can be provided to support specific planning applications
- Discussion about future visibility of public comments on planning applications re GDPR etc

1.5. Parish Liaison Meeting

Cllr Brownridge and Cllr Kershaw represented the Parish Council at the remote Parish Liaison meeting on 13 October. There was a presentation on highways devolution which generated a helpful discussion. Cllr Brownridge had already reported the key points to Councillors by e-mail after the meeting, There was also a lot of discussion about the Town and Parish Charter with a number of Councils still sceptical about the value of the Charter. It looks as if some further work may have to be done on it. It was reported by one Council present that Bucks Council was planning to stop recording the public's comments on planning applications on the Planning Portal. BMKALC undertook to check if this was correct and to report back. We haven't heard back yet.

1.6. Marlow Film Studio Site visit

Councillor Sam Kershaw took part in the site visit on 15 October and delivered a comprehensive report about it. A summary follows: Dido Properties Limited (DPL) has released a provisional masterplan of the Marlow Film Studio (MFS) development. There will be a variety of buildings which support film development, pre-production, post production and release activities. There will be two production hubs containing sound stages, offices and workshops as well as leisure, catering, hospitality and events facilities. The design is intended to be environmentally sustainable and includes features such as green roofs, sustainable drainage and rainwater harvesting. Entry and exit to the site will be via Westhorpe House Lane. The site will contain parking for 750 cars. DPL aims to have one third of journeys to the studio made by foot, bicycle or public transport including new shuttle buses to Handy Cross and local train stations. Congestion on the A4155 is to be mitigated by creating a signalised junction opposite Pump Lane South with traffic lights synchronised with those planned for the Westhorpe interchange. Congestion caused by the increasing traffic leaving the A404 does not appear to have been addressed. The next phase of consultation will take place in December where more information

	<p>about the design and plans will be provided. The Planning Application is likely to be submitted in February.</p> <p>1.7. LMPC Country Park Working Group Councillor Sam Kershaw reported that the Working Group had a meeting scheduled for 11 November but that it was proving difficult to find a time that suited everyone. The Council also RESOLVED that the Little Marlow Country Park Vision Group which was an outside body should become an internal Council body and that this should be a Working Group rather than a Committee. Councillors Anna Crabtree and Geoff Fitchew stood down from the Vision Group/Country Park Working Group. The Council RESOLVED to appoint Councillors Sam Kershaw and Kath Acres to the Working Group in their place.</p> <p>2. Correspondence None to report</p>	
2309/21	10. Items to be included on the next Agenda-	
2310/21	11. Dates of the next meetings: Budget Committee Meeting 29 th November 2021, Planning Committee Meeting 6 th December 2021, Parish Council Meeting 14 th December 2021	
There being no further business to be transacted the meeting was closed at 10.10pm		

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.