

# HUGHENDEN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 8th September 2009 in the Council Offices at 8pm

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## UNCONFIRMED

1. **Present:-**
- |                           |                       |
|---------------------------|-----------------------|
| Cllr M E Ewart (Chairman) | Cllr A M Konieczny    |
| Cllr A M Andrew           | Cllr H L McCarthy     |
| Cllr P H Crawshaw         | Cllr J E Rogers       |
| Cllr D L Davies           | Cllr L J Smith        |
| Cllr J A Gibbs            | Cllr J I Sole         |
| Cllr R F Gould            | Cllr J A Whitehouse   |
| Cllr I N Guy              | Clerk: Mrs L M Turner |
| Cllr D G Jarman           |                       |

There were four members of the public present.

2. **Apologies for Absence.**  
The Chairman welcomed everyone back from the summer 'recess' and particularly the new Councillor for Hughenden Valley ward, Jennifer Sole, stating she hoped she would enjoy working on the Council.
3. **Declarations of Members' Interests in Items on the Agenda.**  
**09242** - Cllr Rogers declared an interest in an item in 'payments' and Cllr Davies declared an interest on an item in the Planning Committee report.
4. **Minutes of the previous monthly meeting held on Tuesday 14th July 2009 and the extra-ordinary meetings held on 1st September 2009 and 7th September 2009.**  
**09243** – These were **RESOLVED** as a true record of those meetings and signed by the Chairman.
5. **Police/RAF Consultation.**  
**09244** – PC Lee Turnham informed members that the Police open day in August was very well attended and received. There had been two speed enforcement days in Hughenden Valley and there were 47 prosecutions from that. He stated that there are already problems with parking at the junior schools in the area and he will continue to work with the schools on this issue. Lee reported that the PCSO's had worked with Downley regarding motorbikes, particularly regarding Hunts Hill Lane, Naphill into Downley woods and this had resulted in fewer problems. Lee then reported that PC Page has resigned, which will mean that Lee will be helping to cover both areas until a replacement is in post. He asked for patience in this matter, assuring members that he will do his best to ensure cover is not badly affected.
6. **Matters Arising.**  
**09245** – 09211 – Response from BCC on Mrs Powell's request for a magnifying mirror at Burnham Road and Coombe Lane junction, Hughenden Valley. The Clerk informed members that BCC has stated that this junction does not meet its criteria for a mirror to be placed and the Council accepted this, instructing the Clerk to let Mrs Powell know the result of the enquiry.
7. **Correspondence.**  
**09246** – 8259/09 - NALC – Notice of Local Council Awards for Town & Parish Councils. The Clerk gave information on this issue and it was **NOTED**.  
**09247** – 8262/09 - Request from Cllr Pushman for TSID at Warrendene Road, Hughenden Valley. The Clerk gave information on this request and further input was received from Cllr Pushman and Cllr Jarman. After some discussion it was **RESOLVED** to support the placement of TSID in this area, as a trial, and monitor its success.  
**09248** - 8264/09 - BCC – Request for people to join Independent Education Panel for appeals. The Clerk gave information on this matter and members were asked to obtain information from her if they were interested.  
**09249** - 8277/09 - Chilterns Conservation Board – Invitation to Planning Conference on 30/9/09. It was **RESOLVED** that Cllrs Ewart and Gould would attend this conference.  
**09250** - 8278/09 - NAG – Request to consider Hughenden's position within NAG area. A working party had met during August and a paper had been provided by the Clerk. There was some discussion, during which PC Lee Turnham was invited to contribute and then it was **RESOLVED** that Hughenden accept that restructuring of the Hughenden, Hazlemere and Chepping Wycombe NAG is necessary and would wish to form its own NAG. The Clerk was instructed to inform the current NAG Chairman of this decision as soon as possible.

- 09251** - 8292/09 - Bucks Learning Disability Service requesting a road crossing in Hughenden Valley. After some discussion it was **RESOLVED** that the Clerk would ask the County Council whether this would be feasible.
- 09252** - 8298/09 - Round Table request to use Four Ashes field for parking for firework display on 7/11/09. This was **RESOLVED** and the Clerk was asked to remind them about fly tipping, which had been a particular problem last year.
- 09253** - 8305/09 - BCC request for information on delegated budget proposals for 2010/11. It was **AGREED** that the Highways working party would consider this issue.
- 09254** - 8306/09 – BCC – Confirmation of footpath closure due to building works at Great Kingshill School. This was **NOTED**.

8. **Public Speaking.**

As there was a member of the public wishing to speak, the Chairman closed the meeting at 8.54pm.

- a) Mr Williams of Great Kingshill mentioned that he would like to talk to members later about the NAG re-structuring and he feels it would be imperative to recruit more members from all parts of the NAG area.

The Chairman re-opened the meeting at 8.56pm.

9. **REPORTS:-**

**Chairman.**

**09255** – The Chairman apologised for not being able to attend the rural housing meeting in early August, due to holidays, and was pleased to see most members had managed to attend the other extra-ordinary meeting held during the usual summer ‘recess’. The Chairman reported that she had attended the WDALC meeting on 3rd September, which is reported on later in these minutes. She stated that the Clerk’s appraisal had taken place the day before, with the Clerical Assistant’s scheduled for Thursday and these will be reported in the October meeting.

**County and/or District Councillors.**

**09256** – Cllr Pushman spoke about the NAG restructuring stating that the hope is that they will be co-terminus with the County Council wards by the end of the year. He cautioned against them becoming a ‘sub-committee’ of the Parish Council. He spoke about the speeding on Valley Road and Warrendene Road, mentioning that the top speed was 54mph in a 30mph zone and trusting that the public will realise this is a serious issue. He mentioned that there is soon to be some Standards training at Missenden Abbey and hoped that some members will be able to attend. He then mentioned the LAF, concerned that members of the public are by-passing the Parishes and cautioned against this process.

**Planning Committee.**

**09257** - Minutes of the Planning Committee meetings held on 16th July, 6th August and 27th August 2009 had been issued. Cllr Gould mentioned the following:-

- a) 09P87 - WDC - Notification of proposed name for new dwelling behind Cricketers Rest, Missenden Road. The Parish Council has no objection to the name Bluebell Meadow as long as the dwelling is known by that name and it is not a new road name. This was **RESOLVED**.

As there were no other questions it was **RESOLVED** to accept the Planning Committee report. Application comments detailed in Appendix A/0909 with these minutes.

**Services Committee.**

There had been no meeting since the last Council meeting.

**Finance & Administration Committee.**

There had been no meeting since the last Council meeting.

**Report by Councillors serving as representatives on Outside Bodies.**

**09258** – **WDC Planning for Emergencies** – Cllr Guy had attended this meeting and provided a report which was **NOTED**. This will be referred to the Finance & Administration Committee.

**Reports from Residents' Associations.**

**09259** – **Widmer End** – Cllr Guy reported that there had been some problems with electricity cables being down in the village.

**09260** – **Great Kingshill** – Cllr Jarman reminded everyone of the forthcoming AGM on Sunday 20th September 2009 at 7.30pm and Cllr Ewart will be speaking and taking questions on the play areas at Great Kingshill recreation ground.

**Reports from Working Parties.** None.

**Reports from Working Groups.** None.

**Parish Action Plan – Updates:**

**09261 – Design Statement** – Cllr Ewart reported that there had still been no response from WDC’s Rebecca Coy on this document. It was **NOTED** that she would bring this matter up at the Chilterns Conservation Board planning meeting.

**09262 – Rural Affordable Housing** – This item will be taken in the absence of the public and press at the end of the meeting.

**Update Report from Clerk.**

**09263** – The Clerk had provided a report for members of her workload and actions taken during the last month and this was **NOTED**. Cllr Ewart mentioned that one of the targets set at the appraisal is for the work on the Charity Commission papers be completed by the end of the year.

**10. Reminder of Future Meetings.**

- a) NAG – Thursday 10th September 2009 at 7.30pm at RAF Naphill.
- b) GK Residents Association AGM (re play areas) – Sunday 20th September 2009 at 7.30pm.
- c) Princes Risborough LCP/LAF meeting – Wednesday 23rd September 2009.
- d) HPC Public Open meeting – Wednesday 4th November 2009 at 8pm at Great Kingshill School.

**11. Payments.**

**09264**– The following invoices had been received since the last meeting and were **RESOLVED**:-

a) HM Revenue & Customs – Tax and NI for August salaries	£ 841.48
b) Verdant Group plc – grass cutting as per contract	£ 1,765.07
c) Toilets+ Ltd – toilet hire at burial ground	£ 165.60
d) C Gant – tree, hedge cutting and topping at Little Burnham field/Templewood	£ 1,564.00
e) Spruced-Up Ltd – clearance at Vincent’s pond/meadow and Walters Ash pond	£ 1,190.25
f) Playground Facilities Ltd – repair to equipment at Naphill play area	£ 402.50
g) Express Travel – travel to Haddenham for youth to take first aid course	£ 57.50
h) Staples – coloured paper/adaptor/labels/A3 paper	£ 118.49
i) S R Farm Contract Services – Garden of Rest and mow around ponds	£ 1990.00
j) Barlow Fencing – fencing at Great Kingshill recreation ground (GKCC)	£ 1000.50

Cllr Rogers declared an interest in item (i) and took no part in the decision.

**09265** – The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for July & August	£ 4,802.12
b) British Telecom – telephone and broadband charges (July & August)	£ 137.82
c) Sage UK Ltd – cover for software support for payroll program	£ 109.25
d) Chiltern Society – annual subscription	£ 25.00
e) Mrs A Andrew – printing/computer allowance	£ 40.00
f) Mr P Crawshaw – printing/computer allowance	£ 40.00
g) Mr D Davies – printing/computer allowance	£ 40.00
h) Ms M Ewart – printing/computer allowance	£ 40.00
i) Mrs J Gibbs – printing/computer allowance	£ 40.00
j) Mr R Gould – printing/computer allowance	£ 40.00
k) Mr I Guy – printing/computer allowance	£ 40.00
l) Mr D Jarman – printing/computer allowance	£ 40.00
m) Mr A Konieczny – printing/computer allowance	£ 40.00
n) Mr H McCarthy – printing/computer allowance	£ 40.00
o) Mr N Morris – printing/computer allowance	£ 40.00
p) Mr J Rogers – printing/computer allowance	£ 40.00
q) Ms L Smith – printing/computer allowance	£ 40.00
r) Ms J Quorroll – printing/computer allowance	£ 40.00
s) SLCC – CiLCA Management – submission of part 7 (Power of Well Being)	£ 15.00
t) Mrs L Turner – mileage expenses for July/August	£ 42.85
u) Mrs E Marsden – mileage expenses	£ 23.48
v) Post Office Ltd - stamps	£ 139.00
w) Molly Maid - Office cleaning 9/7/09, 23/7/09, 6/8/09, 20/8/09 & 3/9/09	£ 105.00
x) HM Revenue & Customs – Tax and NI for July salaries	£ 841.48
y) SR Farm Contract Services–garden of rest/open spaces/allotments	£ 1,450.00
z) Verdant Group plc – grass cutting as per contract	£ 1,765.07

aa) Toilets+ Ltd – toilet hire at burial ground	£ 165.60
bb) SDK Environmental Ltd – dog bin emptying in Parish	£ 322.37
cc) B J Turney – hedge cutting as per contract	£ 1,944.00
dd) C F Agricultural Contractors – topping at Little Burnham meadow	£ 57.50
ee) Playground Facilities Ltd – playground repairs in various play areas	£ 1,372.53
ff) Hildreths Ltd – padlock for field	£ 17.99
gg) Wycombe District Council – rubbish collection at Great Kingshill	£ 86.25
hh) Southern Electric Contracting – completion of work to replace brackets	£ 1,366.57
ii) Southern Electric – energy supply for office	£ 125.02
jj) Mike Henson Presentations Ltd – adjustments & upgrade to Webmaster service	£ 1,322.50
kk) Staples - stationery	£ 28.29
ll) Cockpit Hole Environmental Project – purchase of dog bin for use in Parish	£ 200.00
mm) Chubb Fire Ltd – 6 monthly service to fire extinguishers	£ 54.05
nn) Clearview – window cleaning in office on 19/8/09	£ 17.25
oo) Great Kingshill Residents Association – annual grant for magazine	£ 385.00
pp) Hughenden Valley Residents Association – annual grant for magazine	£ 385.00
qq) Naphill & Walters Ash Gazette – annual grant for magazine	£ 385.00
rr) Speen & North Dean News – annual grant for magazine	£ 385.00
ss) Widmer End Residents Association – annual grant for magazine	£ 385.00
tt) Great Kingshill Village Hall – annual grant for hall	£ 500.00
uu) Hughenden Valley Village Hall – annual grant for hall and playing field	£ 840.00
vv) Naphill Village Hall – annual grant for hall and playing field	£ 840.00
ww) North Dean Village Hall – annual grant for hall and playing field	£ 840.00
xx) Widmer End Village Hall – annual grant for hall and playing field	£ 840.00
yy) Great Kingshill Cricket Club – annual grant for ground maintenance	£ 785.00
zz) Hughenden Valley Boys Football Club – annual grant for ground maintenance	£ 685.00
A1) Widmer End United Junior Football Club – annual grant for ground maintenance	£ 685.00

12. **Monies Received.**

**09266** - The following monies had been received since the last meeting and were **NOTED**:-

a) Burials – (1 ashes /2 plaques)	£ 620.00
b) Scottish & Southern Energy – wayleave rent	£ 7.10
c) BCC – Refund of P3 (footpath) work in 2008/09 financial year	£ 1,840.00

13. **Other Matters.**

**09267** – Update on information for open meeting regarding Great Kingshill play areas and feedback from consultation. Cllr Ewart spoke about the meeting, stating that she will give a brief mention of the play areas and then take questions. Pictures will be made available on the day.

**09268** – Consideration of adoption of email protocol for members. A paper had been provided and was discussed in some detail, after which it was **RESOLVED** to incorporate these principles into the policies of the Council. Members were reminded to send anything for general consumption to the Clerk, not to send it to all members directly and then the Clerk will issue as appropriate. This will be attached to these minutes as appendix B/0909.

**For the following items, the public and press were excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted. The meeting was closed at 9.59pm.**

**09269** - Consideration of update information on rural affordable housing. Cllr Ewart informed members that there had been no response received from WDC and after some further discussion it was **RESOLVED** that the Clerk would contact both companies informing them of the situation. The Chairman re-opened the meeting at 10.09pm.

14. **Urgent Matters by permission of the Chairman.** None.

15. **Date of the next meeting.**

The next meeting is scheduled for Tuesday 13th October 2009 commencing at 8pm.

There being no further business, the meeting was declared closed at 10.10pm.

Signed .....

Date .....

## Appendix A/0909

### Details of planning responses to be attached to full Council minutes for September 2009

#### Planning Committee Meeting: 16th July 2009 – 8 applications were reviewed.

The following applications should be refused for the planning reasons set out below:-

**ELH/09/06105/FUL - Emma Hatton - 421538**

Construction of side & rear extensions, raising of roof with 1 front & 1 side dormer window to create first floor living space, new bay window to front & construction of detached garage following demolition of existing garage at 19 Battingswood Gardens, Naphill.

The Parish Council objects to this application. The proposed dwelling, by reason of its height, scale and bulk, would be out of keeping with the other bungalows in the cul de sac, the increased height making it dominant on the street scene, creating an adverse visual impact. The Parish Council considers the site would be overdeveloped if an extension of this size and scale were permitted. First floor bedrooms could be created without raising the roof height, examples of this exist in Vincent's Meadow.

The Council has the following observations on these applications:-

**MJD/09/06227/FUL - Martin Davies - 421520**

Erection of 2 x 4-bed detached dwellings with retained access for the fields to the south along with associated amenity space, landscaping and construction of vehicular access at Land to the east of Widmer Farm House, North Road, Widmer End.

The Parish Council has concerns about this proposed development. A green space and openness in the AONB, and adjacent to the Green Belt, would be lost. There are highways issues on this corner which have been recognised by Bucks County Council and increased vehicle movements, caused by this development, would exacerbate the problems. The diversion of the existing footpath, no 93, (not mentioned in this application) would be required so that the green belt land, known as Widmer Fields, could be accessed from the village centre.

**ELH/09/06181/FUL - Emma Hatton - 421538**

Construction of single storey side and rear extension and front extension to existing garage at 11 Orchard Close, Hughenden Valley.

The Parish Council has no objection to this application provided there is no intrusion on neighbours.

The Council has no observations on the following applications:-

**AD/09/06175/ADV - Alexia Dodd - 421462**

Display of 2 x non-illuminated flag signs (retrospective) at M & D Cars, Cryers Hill Road, Cryers Hill.

The following applications should be approved:-

**GMG/09/06209/FUL - Gemma Gearing - 421632**

Erection of new milking parlour, extension of existing cattle building, erection of new straw barn following demolition of existing straw barn and new slurry store at Home Farm, Speen Road, North Dean.

**AD/09/06218/FUL - Alexia Dodd - 421462**

Application for rear conservatory and canopy to 27 Snowdrop Way, Widmer End.

**ELH/09/06238/FUL - Emma Hatton - 421538**

Alterations to roof and formation of covered porch to front, construction of single storey rear extension to bungalow and alterations to existing vehicular entrance at Dartmeet, Stocking Lane, Naphill.

**AD/09/06241/FUL - Alexia Dodd - 421462**

Application for construction of rear conservatory at 4 Lavender Way, Widmer End.

#### Planning Committee Meeting: 6th August 2009 – 6 applications were reviewed.

The following applications should be refused for the planning reasons set out below:-

**GMG/09/06395/FUL – Gemma Gearing - 421632**

Erection of 3 pylons to provide lighting to manege (6 lamps in total) until 8pm each evening at Hunts Hill Farm, Hunts Hill Lane, Naphill.

The Parish Council strongly objects to this application as this is an intrusion in the Green Belt and AONB and is also an intrusion on neighbours. The type and height of the pylons are totally unacceptable and would have an adverse effect in this locality.

The Council has the following observations on these applications:-

**ELH/09/06411/FUL - Emma Hatton - 421538**

Insertion of 1 front & 1 side dormer windows in connection with loft conversion at 23 Vincents Way, Naphill.

The Parish Council has no objection provided there is no intrusion on neighbours.

**09/06430/CONCC – Shareen Ansari – 01296-382112**

Extension of existing skip waste transfer and recycling facility and retention of double stacked portacabins as site office/store at Unit 53, Binders Industrial Estate, Cryers Hill Road, Cryers Hill.

The Parish Council has no objection to this application provided there is no further intrusion on neighbouring properties, that there is no increase in vehicle movements and there is no increase in the hours of opening.

The following applications should be approved:-

**AD/09/06261/FUL – Alexia Dodd - 421462**

Construction of two storey front extension at Kingswood, Stag Lane, Great Kingshill.

**VJB/09/06279/FUL – Valerie Bailey - 421548**

Proposed single storey in-fill extension at Winsley, North Road, Widmer End.

**ELH/09/06296/FUL – Emma Hatton - 421538**

Construction of single storey rear extension at Hillbrow, Coombe Lane, Naphill.

**Planning Committee Meeting: 27th August 2009 – 9 applications were reviewed.**

The following applications should be refused for the planning reasons set out below:-

**Ecrott/09/06479/FUL – Emma Crotty - 421538**

Erection of two storey rear extension & enlarged dormer windows to the front of 5 Cherrycroft Drive, Naphill.

The Parish Council objects to this application. It considers the new plans do not address the reasons for Wycombe District's previous refusal and the Planning Inspectorate's dismissal of Appeal on a previous application. The loss of symmetry would mean the pleasing rhythm on the western side of Cherrycroft would be lost, ie) the proposed dormers are larger than the neighbours and of a different design. The two storey extension is overbearing and the single storey would lead to a loss of amenity to neighbours. The proposed development is 'overdevelopment' of the site.

**MJD/09/06509/FUL - Martin Davies - 421520**

Change of use of redundant farm buildings to 3 x 3 bed dwellings with associated parking and garaging, 2 x B1 business units and demolition of remaining building.

The Parish Council has an interest in this application as the applicant is a Parish Councillor. However, the Parish Council has no objection regarding the three dwellings as long as the pedestrian exits onto the narrow footpath in Hatches Lane are not deemed to be dangerous and that the upper front windows are not an intrusion on neighbours.

The Parish Council strongly objects to the proposed 2 x B1 business units. They would be inappropriate development in this area of the Green Belt and AONB. The resultant increase in traffic, not only from the employers and employees, but also from any delivery vehicles whether small vans or large articulated lorries would be a major intrusion not only to Hatches Lane residents, but to the village of Great Kingshill. Hatches Lane is a narrow road leading to a dangerous single track lane and the noise, inconvenience and problems associated to badly sited industrial sites within Hughenden Parish are well documented. This part of the application gives great concern and should be refused. If this is minded to approve it should be considered by the Wycombe District Council Planning.

The Council has the following observations on these applications:-

**GMG/09/06453/FUL - Gemma Gearing - 421632**

Erection of rear extension and roof extensions at Pensylva, Cryers Hill Road, Cryers Hill.

The Parish Council has no objection provided that this extension together with a previous extension, does not contravene the 50% rule in the green belt.

**VJB/09/06496/FUL - Valerie Bailey - 421548**

Construction of single storey rear extension and new pitched roof over rear of existing garage at 55 Friars Gardens, Hughenden Valley.

The Parish Council has no objection provided there is no intrusion on neighbours.

**VJB/09/06510/FUL - Valerie Bailey - 421548**

Erection of close boarded wooden boundary fence at Rylands, Cryers Hill Road, Cryers Hill.

The Council has no objection provided there is no intrusion on 'Vale Vue' and the height and appearance of the fence does not contravene Green Belt rules.

The Council has no observations on the following applications:-

**MJD/09/06227/FUL - Martin Davies - 421520**

AMENDED:- Erection of 2 x 4-bed detached dwellings with retained access for the fields to the south along with associated amenity space, landscaping and construction of vehicular access at land to the east of Widmer Farm House, North Road, Widmer End.

The following applications should be approved:-

**GMG/09/06502/FUL – Gemma Gearing – 421632**

Construction of detached outbuilding / store following demolition of existing outbuilding at The Farm House, Speen Road, North Dean.

**AD/09/06507/FUL- Alexia Dodd - 421462**

Construction of rear conservatory at 26 Windmill Lane, Widmer End.

**Ecrott/09/06564/FUL – Emma Crotty – 421538**

Erection of new match day shelter at Magnolia Park Sports Club, Valley Road, Hughenden Valley.

End.

## **Appendix B/0909**

### **Email Protocol for Councillors – As adopted at Council meeting on 8th September 2009**

1. All reports, or discussion papers, to be sent to the Clerk for distribution with the Agenda.
2. It is not appropriate for individual councillors to email all other Councillors.
3. Reports to be kept short (one side of A4?) with key recommendations/action points identified at the end. Key points to be amplified if necessary when the Agenda item is reached.
4. Reports are for Councillors only and should not be forwarded elsewhere by individual Councillors.
5. Once a decision is made in Council the matter cannot be revisited for six months unless 5 Councillors put in a written request. It follows, therefore, that it is inappropriate for decisions to be gone over again by email. Our decisions are corporate and not always unanimous but they are decisions.
6. Lobbying related to forthcoming discussions is also inappropriate. The Council chamber is the place to contribute to discussions.
7. It follows from the above points that emailing between groups, or to all Councillors, should be very limited and guided by the Clerk.
8. Requests for clarification should be addressed to the Clerk.
9. It is sometimes helpful for the Chairman/Vice Chairman to be copied in to emails to the Clerk. They may always be approached for guidance by phone or email.