

# HUGHENDEN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 13th October 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 J A Gibbs            | Cllr J I Sole         |
| Cllr R F Gould            | Cllr J A Whitehouse   |
| Cllr D G Jarman           | Clerk: Mrs L M Turner |

There were seven members of the public present.

2. **Apologies for Absence.** Cllr Davies, Cllr Guy & Cllr Smith.  
Cllr Konieczny had sent apologies that he would be arriving late, due to another meeting.
3. **Declarations of Members' Interests in Items on the Agenda.**  
**09270** - Cllr Rogers declared an interest in an item in 'payments' and Cllr McCarthy declared an interest in the item on Widmer fields, as he is a trustee of the Grange Action Group Trust.
4. **Minutes of the previous monthly meeting held on Tuesday 8th September 2009.**  
**09271** – These were **RESOLVED** as a true record of those meetings and signed by the Chairman.

The Chairman welcomed the members of the public and explained that she would take Public Speaking and the item on the Services Committee report about Great Kingshill play area after the Police Report and Matters Arising.

5. **Presentation of Cups & Certificates to Winners of Allotment Competition.**  
**09272** – The Chairman informed members that the overall winners of the allotment competition were unable to attend this meeting and their cups and certificates would be sent to them. She informed members that Mr Wilson of Walters Ash had won the overall competition and Mrs Christmas from Hughenden Valley had won the 'best newcomer'. A list of all the results will be made available on the Council's website and at each allotment garden in the next few days.
6. **Police/RAF Consultation.**  
**09273** – PC Lee Turnham informed members that crime in the area has greatly reduced in the last few weeks. He stated that the recent NAG meeting had decided to disband and re-form as Hazlemere and Chepping Wycombe, with Hughenden being separated. Therefore this needs to begin working as soon as possible. Lee will still be working out of the Hazlemere Police office and serving the Hughenden Parish Council area. The Police are starting their 'operation grim reaper' in the next couple of weeks and this will run over Halloween and Bonfire night, keeping a close check on any issues that arise. Lee then reported that PC Page's replacement had been appointed and should take office over the next couple of months. There was then a query on burglaries in the area. A helicopter incident in Naphill was to do with a casualty evacuation.

7. **Matters Arising.**  
**09274** – 09250 – NAG – Report from recent meeting regarding changes and suggestions for membership. PC Turnham spoke to this matter and after some discussion it was **RESOLVED** that the Parish Council members would be as follows:-
- |                       |                                |
|-----------------------|--------------------------------|
| Great Kingshill       | - Cllr Jarman & Cllr Gould     |
| Hughenden Valley      | - Cllr Smith & Cllr Sole       |
| Naphill & Walters Ash | - Cllr Gibbs & Cllr Whitehouse |
| Widmer End            | - Cllr McCarthy & Cllr Morris  |
- Other Councillors may attend if they wish and take part in discussions without carrying a vote. It was **NOTED** that the first meeting will probably be held on a Wednesday in early November, in the Parish Council office. Cllr Rogers asked that North Dean have a representative, as Hughenden Valley's Residents Association does not include North Dean, and this was **AGREED**.

8. **Public Speaking.**  
Before opening the floor for the public to speak, the Chairman stated, for the record, that funding of £40,000 had been agreed from WDC and BCC from the Central Government Playbuilder Scheme (Department of Children, Schools and Families).

The original cost of just over £50,000 had been allocated, with £20,000 from the 2009/10 financial year and the remainder to be met from the 2010/2011 financial year. The Parish Council had sought quotations from four companies for both sites and then reduced this to two companies per site and then the full Council had chosen the final schemes. This had all been recorded in previous minutes. The Council had been surprised to receive notification of government funding in the last few days, which has been allocated for the whole to the youth area and specific items within the children's play area. The main reasons Hughenden was successful are because extensive consultation had taken place and exemplary procedures followed and the Council were ready to proceed, as these projects must be completed by March 2010.

As there were members of the public wishing to speak, the Chairman closed the meeting at 8.20pm, after explaining how the public speaking session works.

- a) Mr King of Great Kingshill then spoke of his concerns about some aspects of the youth area. He accepted the Chairman's comments on funding and the tendering process, which covered some of his points. He then stated that he would not wish to lose the full size goal post facility and asked that this be re-considered.
- b) Mr Carrell of Great Kingshill then spoke about the children's play area and the proximity to the houses and the Chairman assured him that all the recommendations had been taken into account when positioning had been done.
- c) Mrs Ellis of Great Kingshill agreed that there were lots of positives in the provision of this equipment but asked about the ball wall being made out of metal, which she feels is unsympathetic in the AONB and asked that this be re-considered.
- d) Mr Williams of Great Kingshill then spoke about the NAG and applauded the Council and Police for trying to get wider membership, as the previous NAG had been 'Great Kingshill top heavy', so other areas needed members.

The Chairman then re-opened the meeting at 8.34pm.

It had been agreed that the Services Report would follow public speaking.

#### **Services Committee –**

**09275** - Minutes of the Services Committee meeting held on 29th September 2009 had been issued.

In Cllr Davies' absence, Cllr Ewart mentioned the following:-

- a) 09S39 – Update on play areas at Great Kingshill –

It was **RESOLVED** to accept changes to the orientation of the equipment on the 'teen' area; After confirmation that planning permission is not required as the work comes under Part 12 of Schedule 2 of the Town & Country Planning (Permitted Development) Order 1995, as a service for the benefit of parishioners – it was **RESOLVED** not to proceed with a planning application; After some further discussion, it was **RESOLVED** that the current ball wall and the cut grass be removed and consideration be given to the goal post being re-sited.

It was **RESOLVED** that the Chairman and Cllr Gould meet with the Clerk and Clerical Assistant and consider the use of alternative materials for the new ball wall and consider the incorporation of separate units, as long as this will not adversely affect the grant.

It was **RESOLVED** that a staggered fence be put in the entrance to the footpath adjoining Missenden Road, in response to safety questions which were raised in the consultation.

Cllr Ewart explained to members that BCC had asked for a further piece of climbing equipment to be included in the youth area, as this had been flagged up in the original consultation and this was **RESOLVED**.

Cllr Ewart mentioned to Mr Carrell in particular, that the items in the children's play area had been placed so that the noisier items were furthest away from the houses, and this met the requirements of the District Council.

Cllr Konieczny had arrived during this discussion at 8.55pm.

Three members of the public and the Police left after this item at 9.06pm.

- b) 09S40 – Consideration of problems with safety surface at Widmer End play area. It was **RESOLVED** that the Parish Council pay for the seat to be moved and the alterations to the boundary for the cushionfall and the ramp by the entrance gate and the Village Hall Committee be responsible for the provision of any further ramps that they require.
- c) 09S43 – Problems with dog fouling on allotment areas and request for dog bin at Walters Ash allotments. It was **RESOLVED** that a dog bin be placed at the Naphill Common entrance and that more metal notices be obtained for erection in areas where there are similar problems.
- d) 09S46 – Consideration of responsibility for hardstanding by cricket pavilion at Great Kingshill. It was **RESOLVED** that the Clerk respond to the Cricket Club informing them that the lease appears to indicate that the responsibility for that area is with Bucks County Council and suggest that they contact them for further information.

- e) 09S48 – Report from Chiltern Woodlands Project on tree management within the Parish. It was **RESOLVED** that John Morris meet with the Parish Council’s tree contractor and identify the trees to be removed, at the rate of £40 per hour, which could take between 4 to 8 hours. It was **RESOLVED** that John prepares a 5 - 10 year plan for both sites at an approximate cost of £500, to assist with long term planning.
- f) 09S49 – Vincents Meadow – difficulties regarding use of land by members of the public while sheep are present. It was **RESOLVED** that a stile (with a dog-trap) be put in by the gate so that the area can be used when the gate is locked, and a sign be erected to indicate that dogs may go in the meadow as long as they are on a lead, even while the sheep are present.
- g) 09S51 – Information on grant for climbing wall for use within Parish. The Parish Council had been notified that it had been successful in its bid for a grant from the County Council for the youth provision. The grant awarded is the full £1000 and this must be used for the climbing wall, prior to the end of the financial year. It was **RESOLVED** that the wall be booked for Great Kingshill, in the office car park at Great Kingshill and Naphill Village Hall car park in the February half term with an emphasis on getting the teenage parishioners to come along and use the facility.

It was then **RESOLVED** to accept the report of the Services Committee.

9. **Correspondence.**

- 09276** – 8320/09 – Templewood Residents – request to place sign on Parish land at Templewood. The Clerk gave information on this request and after a short discussion it was **RESOLVED** to respond by stating that there would not be permission from the Council to place any notices on the land owned by the Parish Council. The Clerk was asked to clarify the status of the road.
- 09277** - 8324/09 - BCC – Notice of temporary closure of footpath 96 at Great Kingshill. This was **NOTED**. Cllr McCarthy advised caution where house-building could be an issue.
- 09278** - 8325/09 - Chilterns AONB – Invitation to Annual Chilterns Forum on 6/11/09. It was **AGREED** that Cllrs Ewart, Konieczny and Smith would be registered to attend.
- 09279** - 8327/09 - BCC – Response re signage for Hughenden Valley. It was **NOTED** that amendments to current signs would be made to include directional signs for Hughenden Valley.
- 09280** - 8329/09 - LCP – Information on name change and request for delegated budget schemes. It was **NOTED** that this group would now be known as North West Chilterns Area Forum. It was **FURTHER NOTED** that the Highways working party would meet and bring forward proposals for inclusion in the delegated budget for this Parish.
- 09281** - 8331/09 - BCC – Information on winter car safety workshops. This was **NOTED**.
- 09282** - 8346/09 - BCC – Request for information on suggestions for local priorities budget items. The Clerk gave information on this item and it was **RESOLVED** that a bid be put in for a further piece of play equipment at Naphill play area.

10. **Other Matters.**

- 09283** – Consideration of purchase of alternative accounts package software. Cllr Konieczny spoke to this item and after a short discussion, it was **UNANIMOUSLY RESOLVED** to continue with the purchase of the Omega software from RBS, including training for both members of staff.
- 09284** - Consideration of changes to membership of Committee for Hughenden Valley ward. Due to a new Councillor for the Hughenden Valley ward and in recognition of the fact that Cllr Konieczny is now the Finance & Administration Committee Chairman, the following changes to committee membership were **AGREED**:- Planning would be Cllr Smith and Cllr Sole as deputy; Services would be Cllr Rogers & Cllr Smith and Finance would be Cllr Rogers & Cllr Sole.
- 09285** - Update on situation regarding land within District for Gypsy/traveller provision. Cllr McCarthy gave information on changes being made in legislation to the provision of sites for use by Gypsies, travellers and show people and cautioned the Parish Council to be aware of these changes with regard to Council owned land. This was **NOTED**.
- 09286** - Consideration of arrangements for public meeting on 2/11/09 at Great Kingshill school. The Clerk had provided copies of a flyer to be erected in all parts of the Parish and it was **AGREED** that the information would also be circulated to the Residents Associations and the Neighbourhood News section in the Bucks Free Press. The Clerk was instructed to organise the refreshments and other items for inclusion in the meeting.

11. **REPORTS:-**

**Chairman.**

- 09287** – The Chairman noted that the staff appraisals would be taken in Camera at the end of the meeting. She reported that she had attended the opening of the Lady Buckingham building at Pipers School, which had been a very enjoyable occasion and also the BCC Chairman’s reception at Hedsor House in the evening of the same day.

Along with Cllr Davies, the Chairman had also attended the GC2C replacement meeting which looked as though it would become more productive in the future. The Chairman spoke at the Great Kingshill Residents Association's AGM, with regard to the play areas and had also met with WDC and BCC officers regarding the grant. A further site meeting had been held at Naphill & Walters Ash school regarding parking problems and some changes were being considered.

**County and/or District Councillors.**

Cllr Pushman had sent apologies as he was attending the Bucks Community Action AGM and Cllr Gibbs had sent apologies that he was unable to attend due to other commitments.

**Planning Committee.**

**09288** - Minutes of the Planning Committee meetings held on 17th September and 8th October 2009 had been issued.

There were no comments and it was then **RESOLVED** to accept the Planning Committee report. Application comments detailed in Appendix B/0910 with these minutes.

Cllr Rogers mentioned that there may be a problem of illegal entrances at North Dean and it was **NOTED** that Cllr Pushman is following up on this matter.

**Services Committee.**

This had been dealt with earlier in the meeting.

Cllr Ewart asked members to consider increasing the number of these meetings, as there were always a lot of matters needing attention.

**Finance & Administration Committee.**

There had been no meeting since the last Council meeting.

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

None.

**Reports from Outside Meetings.**

**09289 – Chilterns Conservation Board** – Cllrs Ewart & Smith had attended and the day had been informative although Cllr Ewart felt that it had been geared more for architects than Parish Councils. A report had been provided.

**Reports from Residents' Associations.** None.

**Reports from Working Parties/Groups.** None.

**Parish Action Plan – Updates:**

**09290 – Design Statement** – WDC had not so far responded to the VDS draft submitted in March. Cllr Ewart asked about printing the document for local information and after a short discussion this was **RESOLVED**.

**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.**

**09291** – The Clerk had provided a report for members of her workload and actions taken during the last month and this was **NOTED**. Cllr Morris asked about the work done on the Charity Commission papers and the Clerk gave information on this.

The remaining members of the public had left the meeting at this point at 9.56pm.

12. **Reminder of Future Meetings.**

- a) Member Standards & Code of Conduct Training at Missenden Abbey – 25th November 2009.
- b) HPC Public Open meeting – Monday 2nd November 2009 at 8pm at Great Kingshill School.

13. **Payments.**

**09292** Payments and monies received according to appendix A/0910 – attached to these minutes.

14. **Confidential Items.**

**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 10.01pm.**

**09293** – Consideration of adoption of NALC agreement of increased rates of pay for staff. Due to the lateness of the hour and the items still to be discussed, it was **AGREED** to take this item to the Finance & Administration Committee meeting, scheduled for 3rd November 2009.

**09294** – Consideration of update information on rural affordable housing. The Clerk gave information on notifying the two companies of the situation and further information obtained from WDC on the Parish Council's ability to choose the provider. A meeting will be scheduled as soon as possible with the new provider. This was **NOTED**.

**09295** - Update on situation regarding land at Widmer fields. Cllr McCarthy declared an interest as he is a trustee of the newly formed GAG Trust. Cllr Ewart gave information to members on the situation regarding this land and it was **RESOLVED** that a meeting take place between the two Parish Councils and the GAG Chairman to discuss possibilities. Cllr McCarthy abstained.

**09296** – Consideration of staff appraisals. The Clerk left the meeting at this point. Papers were issued to members and reading time allowed. There followed some discussion and these appraisals were accepted.

During this discussion it was **RESOLVED** to suspend standing orders and continue past the 10.30pm deadline for meetings.

The Chairman re-opened the meeting at 10.34pm and the Clerk returned to the meeting.

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

The Chairman informed members that the Christmas reception would be on 13th December 2009.

16. **Date of the next meeting.**

The next meeting is scheduled for Tuesday 10th November 2009 commencing at 8pm.

There being no further business, the meeting was declared closed at 10.35pm.

Signed .....

Date .....

## Appendix A/0910

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

a) HM Revenue & Customs – Tax and NI for September salaries	£ 841.48
b) Verdant Group plc – grass cutting as per contract	£ 1,765.07
c) SR Farm Contract Services – cemetery maintenance/clearance/mow ponds	£ 2,295.00
d) SDK Environmental Ltd – dog bin emptying	£ 322.37
e) Toilets+ Ltd – toilet hire at burial ground	£ 165.60
f) C Gant – liquid feed for newly planted trees	£ 103.50
g) Spruced-Up Ltd – bus shelter repair/strim Spring Rising and Harrow ditch	£ 753.25
h) Alchemille – clearance work of garden at offices	£ 142.40
i) Country Supplies – turf for graves	£ 11.50
j) Hildreths Ltd – cuprinol for bus shelters	£ 29.98
k) Agripower – clearance and weedkilling at Four Ashes football field	£ 1,321.25
l) Hawes Skip Hire Ltd – skip hire for removal of rubbish at Garden of Rest	£ 350.75
m) Wycombe District Council – rubbish collection	£ 102.82
n) Veolia Water Central Ltd – water rates on allotments	£ 304.43
o) ARD Playgrounds – quarterly play area inspections	£ 153.53
p) British Gas – supply for offices	£ 47.89
q) Southern Electric Contracting – quarterly maintenance and repairs	£ 893.37
r) Southern Electric – energy for street lights	£ 682.80
s) Swift Digital Services – copy charge for copier/printer	£ 57.69
t) Seton – HSE Law posters	£ 31.50
u) Staples – coloured and white paper/fan for office	£ 140.13
v) Chilterns Conservation Board – training for planning conference	£ 60.00

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

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

a) Salaries for September	£ 2,401.06
b) British Telecom – telephone and broadband charges	£ 67.44
c) Public Works Loan Board – half yearly loan payment for office building	£ 1,688.75
d) Post Office Ltd - stamps	£ 200.00
e) Co-op – refreshments for meetings	£ 13.99
f) Mrs L Turner – mileage expenses for September	£ 19.37
g) Molly Maid - Office cleaning 17/9/09 & 1/10/09	£ 42.00

## Monies Received.

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

a) Burials – (2 full / 3 ashes / 4 plaques)	£ 2,795.00
b) WDC – half yearly precept	£77,500.00
c) HSBC – Bank Interest	£ 5.48
d) Great Kingshill Cricket Club – donation towards cost of fencing	£ 700.00
e) Sale of Assets – mower	£ 80.00
f) Allotment Rents	£ 737.50

## Appendix B/0910

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

#### Planning Committee Meeting: 17th September 2009 – 5 applications were reviewed.

The Council has the following observations on these applications:-

##### **ECROTT/09/06648/FUL - Emma Crotty - 421538**

Change of use from field to junior football pitch / training area (part retrospective) at Land adjacent to White Lion, Cryers Hill Road, Cryers Hill.

The Parish Council has no objection to the change of use provided there is no intrusion on neighbours and it is only used for daytime recreation.

The following applications should be approved:-

##### **AD/09/06586/FUL – Alexia Dodd - 421462**

Construction of single storey side and rear extension and detached single storey garage/store at Meadowvale, Speen Road, North Dean.

##### **VJB/09/06628/FUL - Valerie Bailey - 421548**

Construction of a part two storey/part first floor extension to the rear at 16 Burnham Road, Hughenden Valley.

##### **AHC/09/06653/TPO - Alastair Cunningham - 421803**

Crown reduce by 20% and shape to 1 Willow tree at Deeter House, Valley Road, Hughenden Valley.

##### **AD/09/06673/FUL - Alexia Dodd - 421462**

Construction of part single storey, part two storey side and rear extensions, 1.5m high wall and associated external alterations at Long Runnets, Pipers Lane, Great Kingshill.

#### Planning Committee Meeting: 8th October 2009 – 10 applications were reviewed.

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

##### **ECROTT/09/06757/FUL - Emma Crotty - 421538**

Erection of 1 x1 bed attached dwelling with associated parking and insertion of 4 velux windows to side and 1 rooflight in connection with loft conversion to main dwelling (alternative scheme to pp 09/06081/FUL) to 238 Main Road, Naphill.

The Parish Council considers this to be a new application and not an amendment to ELH/09/06085/FUL. It considers this application to be overdevelopment of the site in respect of the change of roof line and extra rooms not to just no. 238 as it stands, but to the new property. The Parish Council strongly objects to this application and therefore wishes it to be considered by the Planning Committee.

The Council has the following observations on these applications:-

##### **ERCOTT/09/06688/FUL - Emma Crotty - 421538**

Construction of single storey side and rear extensions and alterations at Sunbeams, Perks Lane, Prestwood.

The Parish Council has no objection to this application provided this does not contravene the 50% in Green Belt rule.

##### **VJB/09/06745/FUL - Valerie Bailey - 421548**

Construction of first floor rear extension, first floor side extension & rear conservatory at 37 Snowdrop Way, Widmer End.

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

##### **ECROTT/09/06755/FUL - Emma Crotty - 421538**

Conversion of existing attached barn to habitable accommodation ancillary to main dwelling with 2 new thatched 'eyebrow' dormer windows to the rear and 2 x rooflights to side elevation at The Cottage, Speen Road, North Dean.

The Parish Council has no objection providing this does not contravene Green Belt regulations in a conservation area.

##### **ECROTT/09/06756/LBC - Emma Crotty - 421538**

Conversion of existing attached barn to habitable accommodation ancillary to main dwelling with 2 new thatched 'eyebrow' dormer windows to the rear and 2 x rooflights to side elevation at The Cottage, Speen Road, North Dean.

The Parish Council has no objection to this application providing this does not contravene Green Belt and Listed Building regulations in a conservation area.

##### **VJB/09/06787/FUL - Valerie Bailey - 421548**

Construction of two storey rear extension, roof extensions and insertion of 2 rooflights in connection with conversion and relocation of existing conservatory to side at Sarnia, Christopher Close, Naphill.

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

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

AMENDED:- Change of use of redundant farm buildings to 3 x residential units including demolition of farm buildings.

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 Council has no observations on the following applications:-

##### **LBELLI/09/06761/FUL - Lucy Bellinger - 421525**

Erection of a temporary building to serve as a sales centre for the marketing of housing proposed in consented scheme & erection of 3 houses as per the consent with temporary access at Wellesbourne Campus, Kingshill Road, High Wycombe.

The following applications should be approved:-

##### **ECROTT/09/06773/FUL - Emma Crotty - 421538**

Construction of detached single storey car port at Brands House, Kingshill Road, Cryers Hill.

##### **VJB/09/06791/FUL - Valerie Bailey - 421548**

Construction of single storey front and side extension at 1 Primrose Green, Widmer End.

End.