

# HUGHENDEN PARISH COUNCIL

Minutes of the Meeting of **HUGHENDEN PARISH COUNCIL** held on  
Tuesday 11th December 2007 in the Council Offices at 8pm

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## UNCONFIRMED

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

There were five members of the public present.

2. **Apologies for Absence:-** Cllr Andrew, Cllr O'Malley, Cllr Smith & Cllr Whitehouse.
3. **Declarations of Interest in Items on the Agenda.**  
None.
4. **Minutes of the previous monthly meeting held on Tuesday 13th November 2007.**  
**07362** – These minutes were **RESOLVED** as a true record of that meeting and were duly signed by the Chairman.
5. **Police/RAF Consultation.**  
**07363** – PC Lee Turnham had sent apologies that he would be unable to attend. He had sent a report in which he had stated that the children at Great Kingshill School are now wearing the reflective tabards, for walking to school. The parents of the children that were causing problems at Great Kingshill playground have all been written to by the Public Safety Team and the response has mostly been positive. The graffiti in Hughenden Valley is being followed up and they have some names of individuals to be contacted.  
Lee finished by wishing all the Council members and staff a very happy Christmas and prosperous new year and stating that he is on annual leave until 27th December 2007 but the Hazlemere office will be open for any assistance.
6. **Matters Arising.**  
There were no matters arising.
7. **Correspondence.**  
**07364** - 7482/07 - Bucks Community Action – request for membership renewal of £20.00. This was **RESOLVED**.  
**07365** - 7498/07 - SLCC – Request for renewal of annual membership of £182.00. After some discussion it was **RESOLVED** to pay this subscription.  
**07366** - 7505/07 - WDC – Emma Hatton – clarification on planning permission for garage at Great Kingshill. It was **NOTED** that, as long as the garage is used for storing equipment for the purposes of maintaining the Parish Council land, there would be no requirement for planning permission. It was **NOTED** that the Clerk would write to the Cricket Club to obtain written confirmation of this and then proceed with the garage replacement as soon as possible.  
**07367** - 7506/07 - BALC – Notice of forthcoming conference by CRC on Participation Inquiry. It was **NOTED** that Cllrs Davies, Ewart and Rogers would attend this event on 31/1/08.  
**07368** - 7507/07 - BALC – Notice of one day training course for new Councillors on 2/2/08. It was **AGREED** that Cllrs Crawshaw, Konieczny and Morris would attend this training day. It was **FURTHER AGREED** that the Clerk would check with Cllrs Smith and Whitehouse to see if they also wish to attend.  
**07369** - 7508/07 - BCC – Information on village entry treatments. The Clerk and Cllr Davies gave information to members on the proposals for the 'gates' at the entrances to the villages. After some discussion it was **RESOLVED** to have 'oak' treatments for the gates at Bryants Bottom as well as North Dean and white gates for the remainder. It was also **AGREED** that the Clerk would ask that the entrance on Warrendene Road be moved to the originally requested site, at the entrance to the village, as opposed to the site within the village, which has been proposed.

- 07370** - 7509/07 - BCC – Agenda for Risborough Forum meeting on 12/12/07 at Walters Ash. It was **NOTED** that Cllrs Davies and Jarman would be attending this event.
- 07371** - 7511/07 - Bucks Strategic Partnership – consultation: What Matters to Bucks? It was **AGREED** that the Clerk would provide a copy of this document for every Councillor to be discussed at the January Council meeting.
- 07372** - 7514/07 - BCC – Further information required regarding Local Area Committee schemes. The Clerk reported that BCC would not be able to deal with all the schemes put forward by the Parish and that prioritisation was required. After some discussion it was **RESOLVED** that a footpath, chicane or other relevant measures be provided on Cockpit Road, Great Kingshill be registered as priority 1 (including £15,000 in this year for the feasibility study); continuation of the footpath to the Garden of Rest on Four Ashes Road, Cryers Hill be priority 2; and assistance for parking on Cryers Hill Road, in relation to the Great Kingshill School be priority 3. It was **RESOLVED** that a request for no parking on verges be allowed once the parking provision has been created, be submitted to BCC.
- 07373** - 7518/07 - WDALC – Notice of planning training event in April 2008 – questions sought. It was **AGREED** that members would inform the Clerk of any questions they would like submitted.
- 07374** - 7519/07 - Roger Belcher – query on cost of providing fixed IP address for CCTV remote access. The Clerk informed members of the change required to the computer IP address for remotely accessing the CCTV footage. After some discussion it was **RESOLVED** that this should be instigated as soon as possible at a cost of £5.00 per month.
- 07375** - 7520/07 - DEFRA – Information on proposals for change to Quality Council Scheme criteria. The Clerk handed out copies of this document to all Councillors and it was **AGREED** that this would be discussed in more detail in the January meeting, when a response will be formulated.

8. **Public Speaking.**

As there were members of the public wishing to speak, the Chairman closed the meeting at 9.10pm.

- a) Terry Williams of Great Kingshill asked if there had been any response from the owners of the land known as White Lion meadow at Cryers Hill with regard to the use of the land and the Chairman notified him that this is an item later in the meeting, where it will be discussed.
- b) David Frost of Naphill thanked the Parish Council for opposing a recent development in Cherrycroft Drive, Naphill even though it was permitted by Wycombe District Council. He then asked about the service provision for the Parish. The Chairman informed him that he was not able to answer this during public speaking but that he will be responded to in writing by the Clerk as soon as possible after the meeting.

The Chairman re-opened the meeting at 9.14pm.

9. **REPORTS:-**

**Chairman.**

**07376** – The Chairman reported that he had attended a WDALC meeting with Cllrs Davies and Jarman where Cllr Davies was re-elected as Chairman and there was a very good speaker from BALC. Cllr Jarman will be providing a report later in the meeting.

**Reports from County and/or District Councillors.**

**07377** - Cllr Pushman stated that the new system of potholes being filled in within 48 hours seems to be working well. Highways suffer when the budget is cut and this is being considered at the moment. BCC will be approaching the Parish Council with regard to improvements on Cockpit Road, Great Kingshill, following the recent tragedy, as matched funding may be required.

**07378** – Cllr Carroll reported that the District Council would be deciding on the location for the new sports centre during January and stated his opinion that this is an exciting time in High Wycombe with the re-generation. He had been invited to a function at Pipers Corner School and he had spoken to the Headmistress about the vehicular/pedestrian problems on Pipers Lane. He then took the opportunity to thank the Council for their support and Cllr Pushman agreed with this and suggested that it is important that all three authorities continue to work as a team for the betterment of the Parish.

**Planning Committee.**

**07379** - Minutes of the Planning Committee meeting held on 15th November and 6th December 2007 had been distributed and the following were **NOTED**:-

- a) In Cllr O'Malley's absence, Cllr Gould spoke about the latest planning meeting and mentioned the exhibition at the De la Rue factory on Coates Lane, High Wycombe. The Clerk mentioned that she had a personal interest in this application and gave details of the exhibition.

As there were no questions, it was **RESOLVED** to accept of the report of the Planning Committee. Application comments detailed in Appendix A/0712 with these minutes.

**Services Committee.**

There had been no meeting since the last Council meeting.

**Finance & Administration Committee.**

**07380** - Minutes of the Finance & Administration Committee meeting held on 27th November 2007 had been distributed. Cllr Ewart referred to them and the following were **NOTED**:-

a) 07FA53 – Cllr Ewart informed members that an item on grants to local organisations had been missed off the previous Finance & Administration meeting and it was therefore being addressed.

It was then **RESOLVED** that the following grants be made to local organisations:-

Great Kingshill Residents Association - for magazine	£ 350
Hughenden Valley Residents Association - for magazine	£ 350
Naphill & Walter's Ash Gazette - for magazine	£ 350
Speen & North Dean News - for magazine	£ 350
Widmer End Residents Association - for magazine	£ 350
Great Kingshill Village Hall - for hall	£ 450
Hughenden Valley Village Hall - for hall and playing field	£ 780
Naphill Village Hall - for hall and playing field	£ 780
North Dean Village Hall - for hall and playing field	£ 780
Widmer End Village Hall - for hall and playing field	£ 780
Great Kingshill Cricket Club	£ 725
Hughenden Valley Boys Football Club	£ 625
Widmer End United Junior Football Club	£ 625

b) 07FA54 - The budget for 2008/09 had been considered in great detail and set. Cllr McCarthy raised a number of queries which were answered by the Clerk and Cllr Ewart. It was then **RESOLVED** that a precept of £155,000.00 be set for the 2008/09 financial year.

It was then **RESOLVED** to accept the report of the Finance & Administration Committee.

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

**07381 – WDALC** - Cllr Jarman reported on the meeting on 4/12/07 which had been very well attended by local Parishes. Four people obtained the 25 year award and one for 36 years. Pat Martin, the BALC Chairman spoke and mentioned the Quality Council Scheme. Planning issues were discussed and WDC's Chairman, John Savage was also in attendance. The meeting had finished with refreshments and an opportunity for speaking with other Council members.

**Reports from Residents' Associations.**

**07382 – Widmer End Residents Association** – Cllr Guy thanked the Council for the grant for the newsletter and reported that there is a new editor and advertising manager. He also thanked the Council for their support in opposing the application at Widmer fields and stated that the Residents Association are contributing to the WDC Core Strategy on Green Belt issues.

**Reports from Working Parties.**

None.

**Report from Parish Action Plan.**

**07383 - Design Statement** – Cllr Ewart stated that she is still working on the draft.

**07384 – White Lion Meadow** – The Clerk informed members that she had finally managed to contact the landlady at the pub and she confirmed that she leases the land and has agreed to allow its use by a local football club. She confirmed that they will be responsible for maintaining the front hedge and fence and she will ensure that it is kept to a high standard.

**07385 – Rural Housing** – The Clerk reported that she had not received anything further on this issue. Cllr McCarthy reported that the Inspector is keen to push affordable housing and this issue must be pursued.

**Update Report from Clerk.**

**07386** - Report detailed in Appendix B/0712 with these minutes.

There were no questions and the Clerk informed members that she had been working closely with Cllr Davies with regard to contractors for the outside work around the Parish.

10. **Payments.**

**07387** – The following invoices had been received since the last meeting and were **RESOLVED**:-

a) Inland Revenue – Tax and NI for November	£ 881.06
b) Verdant Group plc – grass cutting as per contract and extra allotments	£ 921.54
c) C Gant – tree work at Walters Ash pond	£ 528.75

d) Playground Facilities – supply and install new play equipment at Templewood	£ 19,747.51
e) G A Collard – service and MOT for parish vehicle	£ 120.00
f) Isaac Lord Ltd – padlock for Cockshoot Wood	£ 9.47
g) R Belcher – further camera and power and infra red facility for CCTV system	£ 2,035.00
h) Toilets+ Ltd – toilet hire at Garden of Rest	£ 164.50
i) B J Turney – hedge cutting as per contract	£ 2,625.50

**07388** – The following payments had been made since the last meeting and were **RESOLVED**:-

a) Salaries for November	£ 2,759.10
b) British Telecom – telephone and broadband charges	£ 75.25
c) Molly Maid – office cleaning – 15/11/07 & 29/11/07	£ 42.00
d) Esso – fuel for mower	£ 10.21
e) Mrs L Turner – mileage expenses	£ 15.62
f) Miss J Martin – top-up for mobile phone	£ 10.00
g) Clearview – window cleaning	£ 15.00
h) Action 4 Youth - donation	£ 50.00
i) CPRE – annual subscription	£ 27.00
j) Post Office Ltd – 6 months road fund licence for parish vehicle	£ 99.00
k) Mr N Morris – expenses for printing	£ 20.00
l) Ms L Smith – expenses for printing	£ 20.00

11. **Monies Received.**

**07389** - The following monies had been received since the last meeting and were **NOTED**:-

a) Burial fees – 2 ashes/4 plaques	£ 1,350.00
b) HM Revenue & Customs – incentive payment for computer submission	£ 265.00
c) HSBC – Bank Interest	£ 1.29

12. **Other Matters.**

**07390** – Consideration of change to request to BCC Local Area Committee for work required at Cockpit Road. It was **NOTED** that this item had been dealt with under ‘correspondence’.

**For the following item, 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 to the public at 9.55pm.

The Clerk left the meeting for the following two items.

**07391** - Review of staff salaries and holiday entitlement after notification from BALC of national agreement details. Details provided in the accompanying Confidential minute.

**07392** – Consideration of annual appraisal for Clerk. The document was given to all Councillors with time to read. There were no questions and the appraisal was adopted.

The Clerk returned to the meeting at 10.25pm.

**07393** – Swift Digital Services – quotation for annual maintenance for copier/printer. There was some discussion and it was then **RESOLVED** to proceed with this maintenance agreement.

During this item it was **RESOLVED** to suspend standing orders to continue after the 10.30pm deadline for meetings.

**07394** – Playground Facilities Ltd – quotation for further work at Templewood play area. Cllr Rogers and Cllr Ewart gave information on the further work required at the play area and it was **RESOLVED** that this be carried out as soon as possible. It was then **RESOLVED** that the opening would be scheduled for Saturday 26th January 2008 at 10am. Refreshments will be provided and Cllrs Ewart and Crawshaw will be organising these.

13. **Urgent Matters by permission of the Chairman.**

There were no urgent matters.

14. **Date of the next meeting.**

The next meeting is scheduled for Tuesday 8th January 2007 at 8pm.

There being no further business, the meeting was declared closed at 10.40pm.

Signed .....

Date .....

**Details of planning responses to be attached to full Council minutes for December 2007**

**Planning Committee Meeting: 15th November 2007 - 9 applications were reviewed.**

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

**DBL/07/07528/FUL - Daniel Ledger - 421516**

Erection of a chalet bungalow and integral garage with first floor accommodation over (alternative scheme to 07/06359/FUL) at 5 Honey Way, Walters Ash.

The Parish Council strongly objects to this application as it is overdevelopment of the site and the proposed two storey dwelling is out of proportion with surrounding properties.

**LB/07/07530/OUT - Lucy Bamber - 421525**

Outline application for change of use of site to recreational and amenity use including two football pitches, cricket square and outfield, associated access, car parking and erection of building for changing facilities at Land adjacent Cedar Park School, Summers Cottage and Widmer Farmhouse, opposite White Lodge and Windrush, Rear of Braeside to Karingal and Piranor Barn, North Road and Rear of 3 - 39 and 41 - 49 Brimmers Hill, off North Road, Widmer End.

The Parish Council strongly objects to this application. We consider that there is no proven need for the proposed sports facilities in this area. This is AONB and safeguarded land and would have an adverse effect on the character and amenities of the local area. There would be a detrimental impact on local roads and infrastructure which are already overburdened.

The Council has the following observations on these applications:-

**TPO 39/2007 – Catherine Mackenzie - 421206**

Tree Preservation order for trees on land at the rear of 29-37 Columbine Road, Widmer End.

The Parish Council has no objection to this order being confirmed.

**VJB/07/07572/FUL - Valerie Bailey - 421548**

Construction of detached carport & bin store to rear of property at Barn Cottage, Speen Road, North Dean.

The Parish Council has no objection provided this application conforms to Green Belt, AONB and specifically Conservation Area regulations.

The Council has no observations on the following applications:-

**AD/07/07551/FUL - Alexia Dodd - 421462**

Raising of roof, extensions and alterations to provide additional 1st floor accommodation including 3 front and 3 rear dormers and construction of single storey rear extension at 40 Brimmers Hill, Widmer End.

**AD/07/07638/FUL - Alexia Dodd - 421462**

Insertion of 2 no dormer windows to north elevation as an amendment to p/p 05/07456/FUL at Hughenden House, Church Lane, Four Ashes Road, Four Ashes.

**ELH/07/07642/FUL - Emma Hatton - 421538**

Construction of front porch, detached garage at rear and 1.5 metre high front and boundary wall at 40 Friars Gardens, Hughenden Valley.

The following applications should be approved:-

**DBL/07/07617/FUL - Daniel Ledger - 421516**

Construction of 5 metre extension to the length of existing Artificial Sports Pitch and full replacement of existing surface; additional lighting to the pitch using existing 10 metre poles together with 6 x additional 10 metre poles; new 5 metre perimeter fencing around new extended pitch; and formation of 2 x enclosed storage areas adjacent to pitch to house equipment at Site 3 RAF, Main Road, Walters Ash.

**ELH/07/07620/FUL - Emma Hatton - 421538**

Construction of a single storey rear conservatory at 42 Brimmers Hill, Widmer End.

Contd..../

**Planning Committee Meeting: 6th December 2007 - 6 applications were reviewed.**

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

**VJB/07/07726/FUL - Valerie Bailey - 421548**

Raising of roof and one chimney stack, insertion of 3 front and 2 rear dormers and 1 velux roof light to front in connection with loft conversion at Greenlands, Bryants Bottom Road, Bryants Bottom.

The Parish Council strongly object to this application due to the adverse visual impact that a three storey property would have in this area of the AONB and Green Belt. The dormer windows would be totally out of keeping with the adjacent properties and would constitute an intrusion on neighbours. If minded to approve, the Parish Council would wish this important application to be determined by the Development Control Committee.

**AD/07/07863/FUL - Alexia Dodd - 421462**

Construction of single storey side extension (Alternative scheme to pp-06/05181/FUL) at 128 Brands Hill Avenue, High Wycombe.

The Parish Council objects to the size and scale of the proposed extension, which would constitute overdevelopment of the site and be out of keeping with the adjoining properties.

**AD/07/07892/FUL - Alexia Dodd - 421462**

Construction of 2 bay windows to front, insertion of 1 front dormer and 2 side dormers and alterations at Beirnfels, North Road, Widmer End.

The Parish Council objects to the two side dormer windows, as they would be an intrusion on neighbours.

The Council has the following observations on these applications:-

**GMG/07/07719/FUL - Gemma Gearing - 421632**

Construction of single storey rear conservatory at Magnolias, Cryers Hill Road, Cryers Hill.

The Parish Council has no objection provided that this, together with previous extensions, does not exceed the 50% in Green Belt rule.

The Council has no observations on the following applications:-

**GMG/07/07768/FUL - Gemma Gearing - 421632**

Certificate of proposed lawfulness for conversion and associated alterations to integral garage to form elderly persons accommodation at Wisteria House, Friars Gardens, Hughenden Valley.

The following applications should be approved:-

**ELH/07/07824/FUL - Emma Hatton - 421538**

Construction of single storey front porch at 4 Orchard Close, Hughenden Valley.

End.

**Clerk's Update Report for Full Council Meeting - 11th December 2007**

During the last month I have not attended any outside body meetings, although I am scheduled to meet with Bucks County Council officers tomorrow, along with other Clerks in the area.

Obviously, breaking a bone in my foot meant that I missed a day and a half, but thankfully this is well on the mend now. Also, losing my auntie in Yorkshire meant that I was unable to attend the Planning meeting last week and I was absent on Friday. Emma agreed to 'Clerk' the Planning meeting and, in fact, it is good practice for her to do this occasionally.

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With regard to work completed during the month, I have managed the following:-

- Organise co-option of new Councillor for Hughenden Valley and prepare file for her use
- Prepare letter for residents at Great Kingshill regarding 'lighting' issue
- Make payments to Action 4Youth and CPRE for donations/subscriptions
- Write to SEC to arrange for street lights to be worked on over next three years
- Write to Widmer End Village Hall regarding refusal of grant for roof repairs
- Acknowledge that Cllrs Ewart and Davies would attend GC2C meeting
- Acknowledge that Cllr Davies would attend Bucks Drug & Alcohol Action Team event
- Write to SSE Power Distribution re land ownership of verge at Great Kingshill
- Write to Naphill Village Hall re dog bin at the Crick, Naphill
- Chase Planning about removing large advertising board at Talland, Chapel Lane, Naphill
- Assist Emma with preparation of grant request for play equipment
- Keep chasing WDC re garage replacement at Great Kingshill recreation ground
- Work with Cllr Davies to ensure outside contractors jobs still proceeding, get quotes, etc

Long term jobs still outstanding:-

- Go through land ownership papers confirming legal status – re land registry
- Charity Commission – work on papers to be sent regarding Allotments for the Labouring Poor
- Arrange for commemorative plaque to be placed in front of new ash tree at Four Ashes Road
- Send risk assessments to working party members for agreement – RG/AA/DD/JR

End.