

# GREAT MISSENDEN PARISH COUNCIL

Minutes of a meeting of the Parish Council  
held on Monday 11<sup>th</sup> June 2018  
at the Memorial Centre, Great Missenden  
at 7.30p.m.

## **Public Forum:**

1 resident attended.

1 Lighthouse representative attended and spoke about the proposed parking arrangements for Lighthouse.

**Present:** Councillor A Hewett - chair

Councillors: C Baxter, L Cook, B Hougham, S Humphreys, P Jager, M Johnstone, I Lovegrove, V Marshall, V Martin, K Pither, C Plested, R Pusey, T Stevenson

**1. Apologies:** Councillors K Allan, M Lee

## **2. Declarations of Interest:**

Cllr V Martin – 5.b)xv)

Cllr C Plested – 5.b)xxiii)

**3. Minutes** The minutes of the meeting held on 8<sup>th</sup> May 2018 were **agreed** and signed as a correct record.

## **4. Matters arising:**

None.

## **5. Reports from Committees**

### **a) Planning Committee**

i) The minutes of the ordinary meeting held on 1<sup>st</sup> May 2018 were **agreed** and **confirmed**.

### **ii) Neighbourhood Plan – update and proposals**

Cllr Lovegrove reported that the working party had met on 24<sup>th</sup> May and would like to recommend to the council that a neighbourhood plan should be developed. The council then voted unanimously for the proposal that the working party start on the initial stage of the neighbourhood plan by pursuing enquiries for cost estimates and timeframes and to report back at the July meeting. It was also agreed that the councillors should complete the Community Infrastructure Levy (CIL) survey, individually and as a council. The clerk will email the list of questions to the councillors and requested a response by June 22<sup>nd</sup> so a communal response can be collated by the 29<sup>th</sup> June deadline.

The proposal for the working party to include representatives of local interest groups was noted and agreed that this would happen organically as the plan developed.

### **b) HS2**

#### **i) Meeting of HS2 Working Party with Fusion JV 4<sup>th</sup> June**

Cllr Johnstone reported that the meeting had reviewed the updated plans for the Link Road, Frith Hill and the Haul Road. The widening of the entrance to Buryfield from the Link Road would incorporate a footway on each side for parents and children and this would encroach on parish

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council owned land. The council agreed in principle for the footpaths to be completed on the parish land but would need to see the final plans. It was suggested that the footpath could be in a contrasting colour or material.

The council also agreed to the proposal of a phased loss of parking from the Link Road, specifically that the parking could be reinstated after the widening of the Link Road until the HS2 main contractor starts work – which could be a further two years.

It was approved unanimously that replacement tree planting should be in front of the Skate Park as mitigation for the loss of eight trees from the Link Road. This will help to provide a pollution and part-noise barrier from the construction traffic on the A413.

The proposal of 'lay-by' car standing on Frith Hill for 6/8 cars for access to the underpass as part of a community investment initiative by Fusion JV was agreed by the council.

Cllr Johnstone reported that Fusion JV and HS2 will be holding monthly drop in sessions in the GM library between 2-6pm on 13<sup>th</sup> July, 17<sup>th</sup> August, 14<sup>th</sup> September, 19<sup>th</sup> October & 16<sup>th</sup> November.

The council were also reminded of HS2 assurances 2731 & 2 regarding landscaping. All councillors were asked to submit ideas to the working party.

## **ii) HS2 Assurance 2730 & 3 – the way forward**

Cllr Johnstone gave an update on the replacement car parking and school drop off area. The deputy clerk is to be asked to clarify with BCC the costs spent from this assurance to date and Cllr Hewett will also be confirming again with BCC the separation of the two projects and requesting updated costs incurred by the replacement car park part of the project.

## **iii) GMP Community Mitigation Projects**

Cllr Johnstone presented an updated list of projects being considered for HS2 CEF and BLEF fund applications. He reported that Ballinger & South Heath residents have been polled for ideas the results of which are now being collated but suggestions include a footpath extension from Frith Hill to the B485 by the church and the possibility of the HS2 owned Weights & Measures building being converted for community use.

All councillors were asked to review the suggested projects list for the parish and suggest any further project ideas.

## **c) Open Spaces and Lighting Committee**

### **i) Buryfield – BBQ request**

The council considered the request for an end of term get together of parents on the Buryfield. Whilst the idea was welcomed the request for use of disposable BBQ's was not be permitted.

### **ii) Proposal for Sunday Fayre/Market on Buryfield**

Following the representation at the public forum in May the council considered the request for a weekly market on Buryfield. The council approved by majority to a fortnightly market on the Buryfield, with inspections of the grass with the clerk prior to each market and if the condition of the grass was deemed unsuitable the market would not go ahead that week. There would be a

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stall charge of £10 per stall per market to the council and a £200 deposit. The football club (GMFC) would also need to be consulted as to the positioning of the market. The council agreed to a three month trial period which would be reviewed at the September council meeting.

## **iii) Prestwood Community Centre Health & Safety Policy for approval.**

Approved.

## **iv) Prestwood Community Centre risk assessment – updated.**

Approved.

## **v) Greens Funfair – goldfish as prizes**

Cllr Baxter reported that goldfish had been given away as prizes at the recent funfair on the Buryfield and had been made aware that once taken home the goldfish were not always kept in appropriate conditions. The council voted by majority to ask Greens to no longer give goldfish away as prizes in subsequent fairs on the Buryfield.

## **vi) Request for use of Buryfield - GMFC**

The request by Great Missenden Football Club to continue to use the Buryfield football pitch for the 2018/19 season was approved.

## **vii) Open Spaces contract – working party**

In advance of the current open spaces contract ending in March 2019 it was agreed a working party would start the process for the new contract. Cllrs Pither, Stevenson, Hewett, Marshall, Plested, Baxter and Johnstone all volunteered to join the working party.

## **viii) Judging of the annual allotment competition**

Cllrs Pither and Baxter will be joined by Cllr Hewett and Marshall to help with the judging. It was also suggested that a prize for each allotment voted by the allotment holders themselves might be considered.

## **ix) LAF – transport funding ideas for 2018/19**

The councillors were asked to send any ideas for submission to the clerk for the July meeting so that a list can be compiled and approved for the submission deadline of August 31<sup>st</sup>.

## **x) Jay Miller circus – change of date request**

The request for the circus to arrive on the Buryfield a day earlier on the 21<sup>st</sup> June was approved.

## **xi) Prestwood Common – sports wall - update**

Following a recent complaint from a resident about the sports wall the council were reminded that a replacement sports wall had been approved by them and that funding confirmation from grant application was awaited. Cllr Humphries confirmed that Sweet Charity had agreed a grant of £6,900. It was suggested that perhaps a metal sports wall might be more weather resilient and the clerk was asked to request a quote from Playground Facilities for this.

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## **xii) Community Buildings: Calor Rural Community Fund - update**

A grant request has been submitted for Ballinger & South Heath playground improvements. The council agreed to the request from the deputy clerk to register 10 votes on behalf of the council in favour of the project. All councillors were reminded to vote and it was agreed to place a request to vote on the website.

## **xiii) Window Cleaning – proposal to increase cleaning**

The council agreed to an increase to three cleans per year of the bus shelters and Memorial Centre's windows at £120 per clean.

## **xiv) Allotments approvals for shed and polytunnel**

The council approved the request for the following:-

- Nairdwood Lane 25a – either a polytunnel or greenhouse as per council specifications
- Nairdwood Lane 23a – approval for a shed adhering to council specifications

## **xv) Request to consider a dog bin – Trafford Road area**

It was agreed to defer this item to the July meeting, but in the meantime could location suggestions be sought.

## **xvi) Buryfield bench repair – update**

The repair was noted, as was the inclusion of regular bench inspections by the open spaces contractor.

## **xvii) Letter from Lighthouse**

The council considered the proposal from Lighthouse to use Great Missenden School's field for parking for the Lighthouse event. This would require two-way access through the Buryfield to the school gate. The council, in conjunction with the school, the construction company and Bucks County Council have negotiated a traffic management plan which stipulates that the school halts their ongoing construction work for the duration of the Lighthouse week. This is specifically to help reduce traffic for the safety of those attending the event. The council feel to now permit access to vehicles for parking at the school would not be in the interests of safety and therefore voted by majority against this request.

The council agreed to the Lighthouse event this year with the provision that the parking would be offsite. Other areas in Great Missenden were suggested; further pursue the option of the Black Horse field, Chiltern Railways, The Gateway School and The Misbourne School.

## **xviii) ANPR camera**

The local police have suggested that an ANPR camera would be useful in Great Missenden on the A413. There may be some funds available from the LAF. The council agreed by marginal majority that they would consider contributing but only if the police undertake the annual maintenance and sim card costs and that a further ANPR camera will not be installed at Wendover Dean.

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## **xvix) Upper Hollis parking – request from resident**

The council considered the request from a resident for match funds to extend the double yellow lines on Upper Hollis. Whilst the parish council appreciate the concern of the resident, Bucks County Council who are responsible for the highways currently will not look at more changes on this road. The council therefore voted against supporting this request.

## **xx) Open Spaces – request for donation**

The council voted against the request for a donation to the Open Spaces Society. The council do already pay a subscription fee to this society.

## **xxi) Traffic on Nairdwood Lane**

The email from the resident was discussed and noted. It was suggested that some of the increased traffic will have been as a result of the recent roadworks on Wycombe Road. The council passed on thanks to the resident for joining the local speedwatch team.

## **xxii) Replacement bollards for Buryfield and Prestwood Common**

Cllr Hewett felt that lighting and security could be improved at particularly Prestwood Common and it was agreed for the clerk to obtain quotes for new bollards at both Prestwood Common and Buryfield. It was suggested that replacing the bollards at Buryfield would not prevent anyone who was determined to drive onto the field however may act a deterrent.

## **xxiii) Westrick Walk – update**

The council agreed to the quote of £1,180 for further clearance of the branches, leaves and rubbish on Westrick Walk. It was reported back to the council that local residents had noted the improvement and there had been a request to remove the conifer trees. The clerk was asked to obtain a quote for this.

## **d) Finance and General Purposes**

### **i) Approval of the Annual Governance Statement & Accounting Statements**

Copies of the accounts and the Annual Return, together with an updated risk assessment and the suggested distribution of funds into the various reserves, had been circulated to all the Councillors. Cllr M Johnstone reported that Cllr C Plested's comments on the Stoke Mandeville and other Parishes Charity donation had been incorporated and that the accounts had been subjected to an independent internal audit and there were no matters of concern. The distribution of reserves, the Annual Governance Statement 2017-18 and the Accounting Statements for 2017-18 were duly approved and adopted unanimously by the council. The documents were signed by the chairman and the clerk.

### **ii) Councillor Surgeries – review**

Cllr Jager opened the discussion on whether the current format of councillor surgeries was the best format to meet and hear the views of residents. During the five surgeries this year only one resident had attended. It was agreed that advertising needed to be looked at and it was also agreed to form a working party to make recommendations for this and all the council's digital communications led by Cllr Jager. Cllrs Hewett, Cook, Johnstone and Pither volunteered to join the working party.

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## iii) ICO registration

The clerk confirmed that the Great Missenden Parish Council was now registered with the ICO. The council had voted in May for all councillors to register individually. However recent advice from NALC states that 'the majority of parish councils and meetings will not need their councillors to notify ICO independently'. Following this new information the council voted on this issue again and agreed not to register individual parish councillors at this time.

## iv) Data Protection Update

Cllr Stevenson gave a brief training session to councillors prior to the start of the meeting tonight. Cllr Stevenson has also provided a comprehensive guide to GDPR which was distributed to all councillors prior to the meeting. The clerk will keep a copy on file in the office for any new councillors. The chair thanked Cllr Stevenson for all his hard work on GDPR over the recent months.

## v) PC security update

The clerk advised that a security audit had been completed on the two PC's in the office. A couple of updates had been recommended and these have now been completed. Further information on encryption and spam filtering is being sought from the website hosts.

## vi) Legal Briefing L07-18

Noted.

## vii) Payment of accounts for June

It was **resolved** that accounts numbers **31-53** in the sum of **£13,457.22** (inc. VAT) for **June** be agreed for payment and petty cash items for **£148.90** were ratified.

## e) Editorial Working Party

### i) 'The Source'

The editorial working party are due to meet on Thursday 14th June. The time will be confirmed and circulated.

## 6. Reports from Representatives to outside Groups

None

## 7. Clerk's Report

i) It was established that there was no current owner for the noticeboard next to the parish noticeboard in Prestwood car park. Therefore an offer to replace it from a resident should go ahead. Although the resident should notify CDC before any work takes place as they are the land owners.

ii) A letter would be sent to The Misbourne School following incidents of students in the Buryfield play area and tennis courts.

## 8. Matters for information.

None.

The meeting closed at 9.50pm.

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## **9. Future meetings**

- a) Planning Committee – 7.30 p.m. **Monday 2nd July** in the Parish Office
- b) Parish Council Meeting – 7.30 p.m **Monday 9th July** at Memorial Centre, Great Missenden