



**Minutes of the Parish Council Meeting
held on Monday 9th November 2020 via teleconference (Zoom)
at 7.30 p.m.**

(Meeting held by teleconference as per The Local Authorities and Police and Crime Panels (coronavirus) Regulations 2020)

Public Forum:

None.

Present: Councillor A Hewett, Chair
Councillors: C Baxter, J Brooke, L Cook, S Humphreys, M Johnstone, M Lee,
I Lovegrove, V Marshall, V Martin, K Pither, R Pusey, S Rhodes, T Stevenson

Also present: Jane Hennessy, clerk

1. Apologies: None

2. Declarations of Interest:

Cllr Martin – item 7

3. Minutes The minutes of the meeting held on **12th October 2020** were **agreed** as a correct record and will be signed at a later date according to lockdown restrictions.

4. Matters arising

- The meeting was held by Zoom video conferencing due to the ongoing Coronavirus restrictions.
- Cllr Hewett reminded all in attendance of the code of conduct in relation to discussions at meetings.
- As England had entered a second period of lockdown which started on the 5th November various parish amenities have been closed to adhere to government regulations. These include Prestwood Community Centre, Great Missenden Memorial Centre, the tennis courts and skate park. All play areas remain closed currently.
- The additional rubber mats at Prestwood Common, by the pavilion have now been installed.
- GMVA have been in contact regarding the refurbishment of the noticeboard on Station Approach and this is being progressed.
- The memorial bench has now been installed by GMVA close to the Buryfield toddler play area.
- As previously agreed, an expression of interest to the HS2 Road Safety Fund has been submitted to Bucks Council regarding a roundabout at the junction of the A413 and the Chiltern Hospital. Bucks Council have acknowledged receipt and advised that the fund is not yet open.
- An email has been received from Little Missenden Parish Council asking for support against an HS2 proposal for a temporary roundabout on the A413 at the Keepers Lane junction. A proposal for a permanent roundabout at the Chiltern Hospital junction on the A413 has been suggested instead. The email will be forwarded to all councillors.

5. Councillor Vacancy

One enquiry has been received regarding the councillor vacancies following the advert in The Source.

6. Standing Order update – proposals for remote meetings & delegated authority

Due to the continuing Covid 19 lockdown restrictions the following delegated authority to the clerk was also resolved by the council:-

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance, as necessary. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place

7. Parking

i) Bucks Council coach parking - update

There is no further update currently. Cllr Hewett has been in contact with Bucks Council and is expecting an update later on this week.

ii) Buryfield car park extension – update & parking spaces

Following the announcement of the month long lockdown from the 5th November, the council discussed the effect of this new information in the context of Bucks Council managing the entire car park until 31st January and the costs of the required lease variation for this period. Given the expected reduction in use of the car park over this lockdown period the council felt that the cost of preparing a lease variation not to be financially prudent. The council resolved to ask Bucks Council not to manage the car park extension for the remainder of the lease.

iii) Car park management – update

The car park management working party have now met with two contractors, including Bucks Council as an information gathering exercise to learn more about management systems and local council parking regulations. (One further contractor declined to meet as they were not the end service supplier and one contractor failed to attend an arranged Zoom meeting.) Following the meetings Cllr Rhodes is compiling an advert for the tender which, once approved, will be placed on Contract Finder by 18th November. Thanks to Cllr Rhodes for all his work on this project were asked to be recorded.

8. Black Horse – Asset of Community Value

The council noted the nomination by The Chiltern Society to Bucks Council to consider the Black Horse pub in Great Missenden for listing as an asset of community value. Bucks Council have 8 weeks to complete the process and will update the parish council of the final decision for the property.

9. Community Board – Frith Hill Footpath – proposal to contribution funding

The Frith Hill Footpath project has been submitted for Community Board Funding. As the Community Board has limited funds to allocate it was noted that there was a £10,000 reserve already allocated to contribute towards Community Board projects.

10. Reports from Committees

a) Planning Committee

i) The minutes of the meeting held on **2nd November 2020** were agreed and confirmed.

ii) Bucks Council – Local Plan update

The update from Bucks Council on 21st October advising that the Chiltern and South Bucks local plan has been withdrawn was noted. Work has started on the new Buckinghamshire local plan which will respond to the Government's proposed planning reforms.

iii) Neighbourhood Plan – update

Cllr Lovegrove reported that it was the planning committee's recommendation that the parish council restart their research into a neighbourhood plan. This was agreed by resolution and Cllr Lovegrove will investigate the possibility of £22,000 government funding, how readily this might be available to parish councils and what the updated costs of preparing a neighbourhood plan are likely to be. Members of the neighbourhood plan working party were confirmed as Cllrs Lovegrove, Baxter, Hewett, Pither, Marshall, Brook and Rhodes.

b) HS2

i) HS2 Jones' Hill Wood

- Clearance work has stopped at Jones' Hill Wood and further ecological surveys commissioned by HS2 following talk about a Barbastelle bat roost found in the wood. There have also been complaints regarding floodlights lighting up the wood, from local residents.

ii) Enabling Works

- Habitat work – investigations and vegetation clearance continue near Bowood Lane primarily for the installation of boundary fencing. There is also some shrub and hedgerow maintenance and tree planting being carried out in this location.
- Archaeological investigations will be carried out between Leather Lane and Bowood Lane. 150 trenches up to 2m wide as the area is of archaeological importance and includes Grimms Ditch.
- On the afternoon of Monday 12th October a low loader carrying an excavator got wedged on the turning up to Frith Hill (South Heath Leg SHL). An apology was received from Fusion which also confirmed that they are controlling deliveries above the 24 permitted HGV deliveries per day.

iii) Other Enabling Works

- Improvements to the Link Road – the one-way traffic management was removed on Tuesday 3rd November, white lining updated and old lining removed. The lining work was overnight and Abbeyfield and Buryfield House were contacted by Fusion and the parish council notified the residents above Matilda and Costa Coffee. The installation of the safety bollards, the vehicle restraint kerbs and widening of the Link Road has been completed.
- Outstanding work includes the improvements to the entrance and path into the Buryfield that have been requested by the parish council. These have been scheduled in after the expected Road Safety Audit (no.3) on 5th November.
- The parish council have been reviewing landscaping options with HS2 contractors and Prestwood Nature so that starting soon there will be some planting to screen further the view of the haul road from the village. HS2 have agreed to provide 10 semi-mature trees about 3m high and 330 hedge plantings about 120cms high. The installation of the Buryfield hedge will be managed separately as a continuation of the car park extension work.

- Further landscape options suggested are to clear the ditches and verges on the Link Road, unblock the drainage gully's from the road into the ditch, sow wild flowers adjacent to the ditch and further tree planting to screen the haul road. Any other suggestions to please be passed to Cllr Johnstone.

iv) Main Works Civil Contractors (MWCC)

- Align are conducting ground investigation works around Chesham Road vent shaft in South Heath.
- Align are designing the vent shafts of which the one in Amersham has been the most controversial. There were 195 responses to the recent engagement on the proposed design of the vent shaft.
- Little Missenden vent shaft and engagement details are available on the HS2 Commonplace website. There is also a survey regarding the vent shaft and everyone is encouraged to complete it. Details of this will be added to the parish council website.
- HS2 will be installing the final two automatic traffic counters on 9th & 10th November in Potter Row and Rignall Road respectively.
- EKFB are about to take over the haul from Fusion. Work is progressing top and bottom.
- The meeting with the HS2 Construction Commissioner has been delayed by the current lockdown.

c) Open Spaces and Lighting

i) Ballinger car park resurfacing – update

The council approved the increased cost in the resurfacing works to Ballinger car park to a new price of £5,295 + VAT, which was due to Sexton's having to change the supplier for the required planings. This price had been circulated and approved by councillors after the last meeting and the work started today. Adjacent residents and the cricket club have all been advised of the works and the closure of the car park for the duration of the work.

ii) Buryfield Tree Damage – update

The clerk confirmed that Dickinson's are able to carry out the reduction work to the lime tree w/c 14th December, which is the earliest date offered by any contractor. This allows time for the planning application to be approved as the tree is in a conservation area. The cost of the work is £2,640 + VAT. Re-assurance has been sought from Ridgeway Woodlands that there are no immediate safety issues with the tree whilst the planning approval is granted. Dickinson's will be asked to avoid school drop off and pick up times when carrying out the work.

Cllr Brooke proposed that the option of retaining the cut down boughs and branches as part of the play equipment in the toddler play area is revisited. This was approved by majority vote and the clerk was asked to clarify the insurance requirements.

iii) Proposal to plant bulbs in Buryfield car park

The council approved by resolution the request to plant bulbs in the car park. Cllr Hewett reported that Fusion have donated a large box of bulbs which can be used for this.

iv) Prestwood Community Centre – repairs

The men's urinals and sinks were reported as blocked and an emergency plumber was called. The cost for clearing the blockage was £390.00 inc VAT. It was also noted at the same time that the security alarm had developed a fault. AAA Security were called and the problem was found to be a corroded contact on the main entrance. This was replaced. An invoice is awaited for this. There are also two areas of guttering leaking. It was advised that this could be addressed as part of the external refurbishment project. It was also suggested to leave the replacement of the external alarm sounders until the refurbishment project is underway.

Cllr Hewett suggested that the Community Centre refurbishment project should be moved to its own section on the agenda, this was agreed by the council. It was confirmed that the current Prestwood Community Centre working party would all be involved in this project (Cllrs Humphreys, Pither, Cook, Baxter, Lovegrove, Hewett). The project has been advertised on Contract Finder with a closing date for tenders of 12th November.

v) Woodland Trust – tree planting

Cllr Marshall advised that the trees were ready for planting and should be planted ahead of winter. A response is still awaited from Bucks Council for permission to plant some of the trees on Prestwood Common.

vi) Land at London Road – for discussion

Cllr Hewett asked if anyone had any suggestions regarding the land at London Road. Cllr Rhodes suggested perhaps investigating applying for planning permission and then selling the land. It was discussed that the parish council did not have powers to provide affordable housing. It was proposed and agreed unanimously that the licence with The Misbourne School should be re-instated whilst the council consider the options available for this parcel of land. The clerk was asked to confirm the costs involved of preparing another licence and if a licence was preferable to a lease in this instance. It was also agreed that a termination clause was important to include in any future agreement over this land.

vii) Buryfield – proposal to improve drainage - update

It was reported that the council had approved the quote from Agripower for vertidrainage Buryfield of £650 + VAT following the last meeting and that this had now been carried out.

viii) Hazlemere Parish Council Climate Emergency Working Group

The email from Hazlemere Parish Council requesting information on the parish council's climate change policy was noted. Cllr Marshall kindly agreed to be the nominated contact and has already been in touch with Hazlemere PC and is awaiting a response.

ix) Request to amend the timer on the floodlight at Prestwood Common

The request from a local exercise class for the floodlight at the sports wall on Prestwood Common to be programmed to light up earlier than the current 8.00pm was discussed. The earlier time would allow the exercise class to continue outside over the winter months, once lockdown restrictions allowed. The council resolved to alter the timer for the winter months for the light to come on at approximately 4pm and switch off at 10.00pm. Cllr Humphreys will arrange for the timer to be amended.

x) Proposal for hedge to be planted around Buryfield

Cllr Hewett advised that the cost of the proposed hedging around Buryfield was likely to be in excess of £35,000 and HS2 have agreed for this cost to be covered by the replacement car parking undertakings & assurance. Due to the potential cost an advert will be placed on Contract Finder for this project. Cllr Hewett will progress this.

xi) Frith Hill pavement – email from residents

The council discussed the email contact from residents of South Heath regarding the state of the existing pavement on Frith Hill. The residents have also been in touch with Bucks Council, Cheryl Gillan and the local PCSO over a number of years with no success. The requests are asking for the parish council's support for clearance of this footpath on safety grounds as it is used for children to walk to school. The footpath is owned and maintained by Bucks Council and recently residents with properties who are adjacent to the footpath have been asked to cut back their hedges, which the majority have done. However, the pavement has been neglected for many years by Bucks Council and is completely overgrown with weeds, brambles, nettles and soil. Cllr Johnstone has been in contact with Transport for Bucks (TfB) and the local area technician has agreed to do some work on the pavement however no date has been given as yet. It was agreed to write to the TfB area manager, Joe

Connolly, in support of this work. A draft letter will be circulated to the councillors. It was also requested that all residents who had contacted the council were replied to and encouraged to log the problem on Fix My Street. Cllr Johnstone has also asked for a quote from a contractor for the cost of clearing the footpath on the lower part of the hill.

xii) Litter bins – proposal for new litter bin

Cllr Hewett proposed that a new litter bin be purchased and installed at the back of the Link Road car park/near Boug's Meadow. A request for this has also been received from Prestwood Nature due to there not already being a dog bin or a litter bin in this location. The council agreed this request by resolution.

xiii) Free Parking Days

The council agreed the final two free parking days for the Buryfield, Link Road and Prestwood car parks should be 23rd and 24th December, this is in addition to Saturday 5th, 12th and 19th December which has already been agreed.

xiv) Prestwood Common – update, additional bollard and signage

The LAF funding for the Prestwood Common track of £11,046 has now been received. Following the request for an additional collapsible bollard a quote for £345 + VAT from Sextons for supply and installation was agreed by resolution. It was agreed that the placement would be sensible alongside the existing collapsible bollard nearest the Community Centre.

The new signs and wording advising usage of the common were also agreed. There are to be five new signs, 4 posts have been identified at the main entrances to the Common to which the new signs could be fixed and an additional sign attached to the football pavilion, once permission is granted. The quote from Whitehill Direct for a maximum of £500 + VAT for all five signs was resolved by majority vote. The preference for design of the sign was a green sign with white writing and to incorporate acknowledgement to The Colts for their maintenance into the wording.

Whitehill will also be asked to quote for a 'keep clear' sign to be placed by the collapsible bollards. A price will also be obtained for installation of the new signs from Sextons.

d) Finance & General Purposes Committee

i) Minutes of the F&GP Committee meeting held on 29th October 2020 were approved and will be signed when lockdown restrictions allow.

ii) Draft budget 20/21 – for consideration

Cllr Johnstone presented the draft budget recommended by the F&GP Committee at their recent meeting. It shows an overall increase of 1.6% (approximately 95p/year for a band D household). The increase makes allowance for; the increase in external audit fee for 2019/20, maintenance of macerator at Prestwood Community Centre, repair to the bus shelter in Great Missenden and increase in street lighting electricity costs. Reserve allocations were presented with increases in the Prestwood Community Centre refurbishment, Parish office refurbishment and external repairs at the Memorial Centre. New reserves suggested were; Prestwood Common phase 2, Buryfield car park management and re-lining & repairs to the tennis courts.

Following discussion additional reserves were suggested for a neighbourhood plan £5,000, and possible streetlighting on Martinsend Lane £10,000. The F&GP Committee will meet again towards the end of November to hopefully be in a position to present the final budget at the December council meeting for approval. In the meantime, any questions on the first draft of the budget or budget suggestions should be forwarded to Cllr Johnstone.

iii) Schedule of Meetings 2021

The council approved the proposed meeting dates for 2021.

iv) Office 365/cloud storage for the parish office

It was suggested that two licences are purchased for the clerk and deputy clerk of Office 365 for business as this would also include cloud storage which would make remote working more secure and practical. The clerk had made some initial enquiries via third party suppliers but hoped to find some more economical prices and will present the quotes as soon as they are all received.

v) Grant request – Citizens Advice Bureau

The grant request for £3,000 was approved by a majority vote resolution. This is as agreed in the current budget.

vi) Grant request – Great Missenden Chamber of Trade

The grant form had not been received ahead of the meeting as invoices were still awaited. This will be deferred to the December meeting providing all paperwork is received.

iv) Payment of accounts for November 2020

It was **resolved** that accounts numbers **134-151** in the sum of **£24,980.05 (inc VAT)** be agreed for payment and petty cash items of **£46.17** be ratified. The payments this month include a stage payment to the Buryfield car park contractors of £10,422.98 (inc VAT). (The payment sheets will be signed when lockdown restrictions allow.)

13. Editorial Working Party

Cllr Hewett asked everyone for ideas for articles for the planned December edition of The Source. Cllr Lee suggested using some of the old photos of the villages and will review the pictures held in the Parish Office and make suggestions.

14. Reports from Representatives to outside Groups.

- i) Cllr Stevenson provided a written update of the recent Great Kingshill Residents Association meeting.
- ii) Cllr Cook provided an oral update of the recent Misbourne Area Youth AGM.

15. Clerks Report

- i) The clerk's progress report was noted.

16. Matters for information

- Cllr Hewett advised that the annual poppy wreath had been purchased from Missenden Walled Garden for £30 and a picture had been sent to all the councillors. A donation would also be given in the council's name to the British Legion.
- During the recent landscaping works Fusion had repaired the skate park fence with wood provided by Cllr Humphreys.
- Cllr Rhodes asked for the subject of fly tipping to be put on the December agenda following a recent spate on Broombar Lane. Cllr Rhodes will provide a draft letter for the meeting.
- The consultation on the proposed regeneration of Great Missenden train station, including flats and shops was discussed and it was agreed to hold a meeting for all councillors once the planning application had been submitted to Bucks Council. In the meantime all councillors were encouraged to complete the online consultation survey with their views.

17. Future meetings

- a) Planning Committee – **7.30 p.m. Monday 7th December 2020** by video conference
- b) Parish Council Meeting – **6.30 p.m. Monday 14th December 2020** by video conference.

The meeting closed at 9.50pm.