

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 25th April 2023 at the Pavilion,
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

CONFIRMED

Present: Cllr K Acres (KA) – Chairman, Cllr A Crabtree (AC), Cllr J Downes (JD), Councillor P Emmett (PE), Cllr S Goss (SG), Cllr V Morton (VM), Cllr R Start (RS), Buckinghamshire Councillor D Johncock,		
Mrs J Murray – Parish Clerk	Public present: Please refer to sign in sheet	
Minute Ref:	Agenda Item	Action
2496/22	1. To receive, and consider for approval, apologies for absence and reasons given Cllr S Kershaw (SK), Buckinghamshire Councillor D Watson, Buckinghamshire Councillor J Towns	
2497/22	2. Declarations of interest – pecuniary or prejudicial None	
2498/22	3. To approve the Minutes of the Parish Council Meeting of the 7th March 2023 The Council RESOLVED to accept the minutes of the Parish Council Meeting and the Chairman duly signed the minutes.	Clerk/ Chair
2499/22	4. To take reports from these minutes for NOTE 2491/22 8.5 Burial Ground The Council RESOLVED to order 17 metres of whips to be planted at the Burial Ground in Nov/Dec. Councillor J Downes would source and notify the Clerk. Cllr P Emmett and the Clerk would both chase roofing contacts re chapel roof maintenance	JD PE/ Clerk
2500/22	5. Parish Clerk’s report: Little Marlow Relief in Need Charity information has been posted to Teams for councillor’s information. Dividends/Donations are distributed to those in need within the parish in November/December and should a parish councillor know of a resident in need please email the Clerk and the information will be passed on to the Trustees, Bike Racks funded 50% by Bucks Council Community Board have been installed on the Recreation Ground, Coldmoorholme Lane Car Park and at Abbotsbrook Hall. Cllr P Emmett and the Clerk will carry out playground maintenance this week. Maintenance issues were reported and fixed by a plumber at Abbotsbrook Hall, the Allotments and the Pavilion. The focus May/June is on year end, as well as the Annual Parish Meeting on 12 th May and Budget Committee Meeting and Employment and HR Sub-committee Meeting on 9 th May. The Parish Council office will be closed May half term. A parish council mobile has been sourced and final sign off will be requested via the budget committee. Coldmoorholme Lane car park land registry is in motion and maintenance fees have been received. The remaining allotments have been tenanted for the coming season.	PE/ Clerk Clerk
2501/22	6. Items to be taken in confidential None	

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2502/22	7. Public participation – maximum 15 minutes None	
2503/22	8.1 Co-option of Parish Councillor To consider the application and receive a presentation from candidates for the Casual Vacancy on the Council with a view to co-opting a new Councillor to represent Little Marlow Parish Council. In accordance with the Local Government Act 1972 Sch 12, para 39 the successful candidate must receive an absolute majority vote of those present and voting. The Council RESOLVED to defer voting until the next parish council meeting on 23 rd May 2023 and would invite both candidates to attend. The Clerk was requested to contact Buckinghamshire Council to request information on the process of adding a further parish councillor to the council.	Clerk Clerk
2504/22	8.2.a. To consider planning report: <p style="text-align: center;"><u>Little Marlow Parish Council</u> <u>Planning April 2023 Council Meeting</u></p> <p>Planning applications received from Buckinghamshire Council have a deadline date of when consultation comments must be submitted. Should the deadline be before the next Council meeting – comments are submitted. In addition, the Council may discuss additional applications which have been received after the Agenda has been issued, to ensure this deadline has been met. Any queries, please contact the Clerk on 01628 890301.</p> <p>LMPC resolved to apply the following comment to TPO/CTREE applications – The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer.</p> <p>Buckinghamshire Council’s planning list can be found at: https://publicaccess.wycombe.gov.uk/idxpa-web/search.do?action=weeklyList</p> <p style="text-align: center;">Buckinghamshire Council WEEKLY LIST OF PLANNING APPLICATIONS up to 21.02.2023</p> <p>Reduce to ground level x 1 Conifer hedge (G1) Fir Trees 26 Oakfield Road Bourne End Buckinghamshire SL8 5QR Ref. No: 23/O5802/CTREE Received: Thu 23 Mar 2023 Validated: Thu 23 Mar 2023 Status: Pending Decision</p> <div style="border: 1px solid black; padding: 2px;"> <p><u>LMPC Comment</u> Tree comment submitted Sunday 16th April 2023</p> </div> <p>Householder application for demolition of existing aluminium framed lean to green house attached to a rear boundary wall and construction of timber framed and clad garden shed Clarence Cottage Marlow Road Bourne End Buckinghamshire SL8 5PL Ref. No: 23/O5548/FUL Received: Thu 23 Feb 2023 Validated: Thu 23 Feb 2023 Status: Pending Consideration</p> <div style="border: 1px solid black; padding: 2px;"> <p><u>LMPC Comment</u> No objection submitted Tuesday 18th April 2023</p> </div> <p>Full planning permission for production space and supporting buildings for screen-based media and associated services/industries. The development of</p>	

approximately 168,718 sqm GEA total floorspace comprising : sound stages, workshops , office accommodation, studio hub associated outdoor space such as backlots and unit bases; entrance structures and reception; security infrastructure, mobility hub; cafes; parking; bridge; incidental supporting buildings; associated infrastructure; public art; upgraded vehicular access onto Marlow Road; new cycle and pedestrian accesses; a new cultural/educational/recreational building; a new community building and associated landscaping, publicly accessible recreational land and ecological and environmental enhancements/habitat creation

Land Adjacent South Side Marlow Road And A404 Junction Westhorpe Park Little Marlow Buckinghamshire

Ref. No: 22/O6443/FULEA | Received: Mon 23 May 2022 | Validated: Tue 21 Jun 2022 | Status: Pending Consideration

LMPC Comment Little Marlow Parish Council are reiterating the parish council's original objection submitted on 1st August 2023.

With reference to the AMENDED/ADDITIONAL PLANS: Little Marlow Parish Council would like to add to the original objections and raise concerns about the new roundabout and access to Westhorpe. The Parish Council would like to see a transport assessment.

Buckinghamshire Council do not produce the Delegated List any longer, but do produce the list below which can be accessed through public access under decided this week:

1 metre reduction on stream side of tree and 4 metre reduction of lateral branch over road and public footpath x 1 Horse chestnut (T1), 3 metre reduction of lower lateral branches over house and garage and small lateral reduction 1 metre on other branches to keep tree symmetry x 1 Beech (T2) and full 3 metre canopy reduction x 1 Hornbeam (T3)

Swans Way Sailing Club Road Bourne End Buckinghamshire SL8 5QS

Ref. No: 23/O5574/CTREE | Received: Mon 27 Feb 2023 | Validated: Mon 27 Feb 2023 | Status: Not to make a Tree Preservation Order

Remove 1 limb which was damaged in storm to 1 x Cedar (T1)

The Poplars Farm Road Bourne End Buckinghamshire SL8 5RB

Ref. No: 23/O5406/CTREE | Received: Fri 10 Feb 2023 | Validated: Fri 10 Feb 2023 | Status: Not to make a Tree Preservation Order

Fell x 2 Ash

Corner House The Avenue Bourne End Buckinghamshire SL8 5RD

Ref. No: 23/O5319/CTREE | Received: Fri 03 Feb 2023 | Validated: Wed 08 Feb 2023 | Status: Not to make a Tree Preservation Order

Reduce the height and spread on the north side of the tree by up to 2m x 1 Common Horse Chestnut (T1)

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	<p>Well End Farm Marlow Road Bourne End Buckinghamshire SL8 5PJ Ref. No: 23/05253/CTREE Received: Fri 27 Jan 2023 Validated: Fri 27 Jan 2023 Status: Not to make a Tree Preservation Order</p> <p>Fell to ground level x 2 Ash (T1 & T3) and x 1 Oak (T2)</p> <p>1 The Abbey The Avenue Bourne End Buckinghamshire SL8 5QX Ref. No: 23/05205/CTREE Received: Tue 24 Jan 2023 Validated: Wed 25 Jan 2023 Status: Not to make a Tree Preservation Order</p> <p>Application for approval of details subject to conditions 11 (renewable technologies), 15 (external lighting) and 21 (means of enclosure) of planning approval ref: 20/05167/FUL</p> <p>Hard To Find Farm Heath End Road Flackwell Heath Buckinghamshire HP10 9QH Ref. No: 23/05210/ADRC Received: Tue 24 Jan 2023 Validated: Tue 24 Jan 2023 Status: Permit – detail Reserved by Condition</p> <p>Certificate of lawfulness for proposed construction of single storey side and rear extensions</p> <p>1 Fairfield Close Bourne End Buckinghamshire SL8 5PX Ref. No: 23/05103/CLP Received: Fri 13 Jan 2023 Validated: Fri 13 Jan 2023 Status: Grant Certificate – Proposed Development</p> <p>Repollard to previous points (2–3 metres) for ongoing maintenance x 1 Willow Orchard Cottage The Avenue Bourne End Buckinghamshire SL8 5QY Ref. No: 23/05028/TPO Received: Fri 06 Jan 2023 Validated: Tue 10 Jan 2023 Status: Application Permitted</p> <p>Certificate of lawfulness for proposed construction of of detached building to rear of property to be used as games room</p> <p>Benedict House Marlow Road Little Marlow Buckinghamshire SL7 3RS Ref. No: 22/08255/CLP Received: Wed 07 Dec 2022 Validated: Wed 07 Dec 2022 Status: Grant Certificate – Proposed Development</p> <p>8.2.b. To note response to Buckinghamshire Council on Local Plan – Infrastructure Baseline The Council noted that comments had been submitted to Buckinghamshire Council.</p> <p>The Council RESOLVED to ask Cllr A Crabtree and Cllr S Kershaw to present a schedule of delivery for a Neighbourhood Plan at the next parish council meeting. This was following Cllr Crabtree’s introduction to the benefits of producing a Neighbourhood Plan, including increased levels of CIL.</p> <p>Buckinghamshire Councillor D Johncock reported that Wycombe District Council adopted a Local Plan in August 2019. Buckinghamshire Council must produce a Local Plan within five years: by April 2025 Buckinghamshire Councillor D Johncock confirmed that an LMPC Neighbourhood Plan should tie in with the WDC plan. He recommended making contact with Hazlemere Parish Council who have recently completed a Neighbourhood plan, with financial assistance, in 21 months.</p>	
2505/22	<p>8.3. Finance-</p> <p>a. To approve income and expenditure for January, February and March 2023 The Council RESOLVED to approve the accounts for January and February, as well as March with the agreed adjustments.</p> <p>b. To approve payment of subscriptions to: BMKALC, SLCC & ICM</p>	

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	<p>The Council RESOLVED to approve all subscription invoices.</p> <p>c. To review revised Asset Register</p> <p>The Council reviewed the Asset Register and noted that the Clerk had further work to complete prior to year end.</p>	
2506/22	<p>8.4. Abbotsbrook Hall-</p> <p>a. To receive an update on car park licences</p> <p>The Council received a report from Cllr K Acres, who confirmed the last payment due would be processed through as court claim.</p>	
2507/22	<p>8.5 The Pavilion and Recreation Ground</p> <p>a. To consider cricket shed project progress</p> <p>Cllr J Downes reported that the planning consultant he aims to work with on this project has not been available and that a planning application would be submitted via the planning consultant as soon as possible. Cllr J Downes would report back at the next Parish Council Meeting.</p>	
2508/22	<p>8.6 General-</p> <p>a. To review Project List and Action Plan 2023_2024</p> <p>The Council RESOLVED to ensure that at each committee meeting a councillor's name would be allocated to each project task to confirm the lead councillor on each project.</p> <p>b. To review Risk Assessments 2023_2024</p> <p>Cllr K Acres and the Clerk had reviewed the new format of Risk Assessments thoroughly and the Council RESOLVED to adopt them.</p> <p>c. To receive an update on Conversion of LMPC streetlights to LED project</p> <p>Cllr K Acres reported, in Cllr S Kershaw's absence, that he is waiting for the contractor to report back to move forward with the project.</p> <p>d. To receive a report on Spade Oak Lake and Little Marlow Country Park</p> <p>Cllr S Kershaw would be asked to make a report at the next meeting.</p> <p>e. To receive report on Buckinghamshire Council Tree Survey</p> <p>The Council RESOLVED to request that Cllrs A Crabtree, J Downes and P Emmett finalise a report and deliver at the next parish council meeting.</p> <p>f. To consider report from Social Media Working Group</p> <p>The Council RESOLVED that Cllr K Acres would create a working group whatsapp group and make arrangements to enable the working group to meet as soon as possible.</p> <p>g. To consider arrangements for Annual Parish Meeting on 12th May 2023</p> <p>The Council noted the arrangements for the Annual Parish Meeting.</p> <p>h. To consider ULEZ expansion 2023</p> <p>Cllr V Morton reported that Buckinghamshire Council are objecting to ULEZ on behalf of the county and therefore there is nothing to add at the moment.</p>	
2509/22	<p>9. Items for information only:</p> <p>1. Reports from Meetings of Outside Bodies:</p> <p>1.1. Marlow Society - Cllr V Morton reported that the Softcat car park application has been declined.</p> <p>1.2. Community Board action groups: Economic Recovery and Regeneration Action Group - no report, Community Engagement -no report, Transport and Highways Action Group - no report, South West Community Board - no report</p> <p>Environment and Climate Change - Cllr A Crabtree reported that a pollution sensor had been installed outside Holy Trinity school in Marlow. Meeting date of 22nd April has been pushed back to 22nd September.</p> <p>1.3. Little Marlow Sewage Works Liaison Committee meets Friday 28th April.– JD & PE to attend.</p>	
2510/22	<p>10. Items to be included on the next Agenda- Expansion of council. Neighbourhood Plan</p>	
2511/22	<p>11. Dates of the next meetings: Budget Committee Meeting 9th May 2023, Annual Parish Meeting 12th May 2023, Planning Committee Meeting 15th May 2023, Annual Council Meeting & Parish Council Meeting 23rd May 2023</p>	

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There being no further business to be transacted the meeting was closed at 09.08pm

Abbreviations:

LMPC	Little Marlow Parish Council	GDPR	General Data Protection Regulations
BC	Buckinghamshire Council	SLCC	Society of Local Council Clerks
LMRA	Little Marlow Residents' Assoc	ROW	Rights of Way
MVAS	Motor Vehicle Activated Sign	BMKALC	Bucks Milton Keynes Association of Local Councils
PCSO	Police Community Support Officers	LGPS	Local Government Pension Scheme
LMLCP	Little Marlow Lakes Country Partnership		

Signed:

Chairman

Date:

Please note Minutes become CONFIRMED following resolution at the following Full Council Meeting.

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