

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on 7th November 2017 at
The Pavilion, Church Road, Little Marlow SL7 3RS commencing at 8.00pm

UNCONFIRMED

Present: Cllr V Brownridge (VB) – Chairman Cllr V Morton (VM) Cllr J Downes (JD) Cllr P Emmett (PE)		Cllr K Acres (KA) Cllr G Fitchew (GF) Cllr A Falk (AF)
Mrs E Marsden Parish Clerk		Members of the public present
The Attendance Sheet was duly signed		
Minute Ref:	Agenda Item	Action
697/17	1. Apologies for Absence Apologies were received and accepted from Parish Councillors Mash and Randall and District Councillor Savage .	
698/17	2. Declarations of interest – pecuniary or prejudicial Cllr Falk regarding Planning application 17/07710/CTREE as they are the applicant	
699/17	3. To approve Minutes of Annual Council Meeting held on 26th September 2018 The Council RESOLVED to accept the minutes of the meeting and they were duly signed by the Chairman.	
700/17	4. To take Reports from those minutes for NOTE Posts on the Recreation Ground. The posts need to be replaced into the ground. Cllr Fitchew will work with Cllr Emmett. Fire Risk Signage – this is almost complete. Just the Fire Exit signage outside at AB Hall to be done. This is just awaiting the moving of Pre-school boxes to allow the re-introduction of the fire exit onto the car park.	GF/PE
701/17	5. Finance To approve expenditure and Income report for September & October 2017. It was RESOLVED to accept the financial report for September & October 2017. Bank Accounts Totals – September 2017 Current Account £ 7541.59 Petty Cash: £ 257.61 Reserves Account: £36041.15 Precept: £44093.65 Bank Accounts Totals – October 2017 Current Account £ 8418.31 Petty Cash: £ 306.11 Reserves Account: £31042.17 Precept: £44095.34	Clerk

	<p>b) Approve minutes Budget Meeting – 11th October 2017 The Council RESOLVED to accept the minutes of the Budget Meeting</p> <p>c) Budget proposals 2018/19 By permissions of the Chairman, Agenda Items 8b & 9b were considered. The Council RESOLVED to increase the hire fees for the Pavilion and Abbotsbrook Hall by 3% from 1st April 2018.</p>																					
702/17	<p>6. Planning Report</p> <p>a) Consideration of the report.</p> <p>It was RESOLVED to accept the following report.</p> <table><tr><th>Case Ref</th><th>Applicant</th><th>Application for:</th><th>LMPC</th></tr><tr><td>17/07534/TPO</td><td>Troway The Drive Bourne End</td><td>Reduce crown by reducing branches by a maximum 2.5m to 1 x Oak Tree (T1)</td><td>Tree Comment</td></tr><tr><td>17/07535/CTREE</td><td>Troway The Drive Bourne End</td><td>Fell 1 x Norway Spruce (T2), fell 1 x Ash (T3) and fell 1x Horse Chestnut (T4</td><td>Tree Comment</td></tr><tr><td>17/07710/CTREE</td><td>Westover Church Road Little Marlow</td><td>Reduce overlong side branches by up to 3m and reduce height by 1.5m to 1 x Eucalyptus Tree (T1), reduce canopy to overall good round shape to 1 x Yew Tree (T3), prune tree all over back to good fruiting form to 1 x Apple Tree (T4), prune all over to good fruiting form and remove mistletoe to 1 x Apple Tree (T5), remove deadwood from lower crown up to approx 4m to 1 x Cherry Tree (T6), remove to ground level 1 x Elder Tree (T7) and remove 1 x box hedge (H1)</td><td>Tree Comment</td></tr><tr><td>17/07639/CLP</td><td>Cedar Wood</td><td>Certificate of lawfulness for</td><td>No Comment</td></tr></table>	Case Ref	Applicant	Application for:	LMPC	17/07534/TPO	Troway The Drive Bourne End	Reduce crown by reducing branches by a maximum 2.5m to 1 x Oak Tree (T1)	Tree Comment	17/07535/CTREE	Troway The Drive Bourne End	Fell 1 x Norway Spruce (T2), fell 1 x Ash (T3) and fell 1x Horse Chestnut (T4	Tree Comment	17/07710/CTREE	Westover Church Road Little Marlow	Reduce overlong side branches by up to 3m and reduce height by 1.5m to 1 x Eucalyptus Tree (T1), reduce canopy to overall good round shape to 1 x Yew Tree (T3), prune tree all over back to good fruiting form to 1 x Apple Tree (T4), prune all over to good fruiting form and remove mistletoe to 1 x Apple Tree (T5), remove deadwood from lower crown up to approx 4m to 1 x Cherry Tree (T6), remove to ground level 1 x Elder Tree (T7) and remove 1 x box hedge (H1)	Tree Comment	17/07639/CLP	Cedar Wood	Certificate of lawfulness for	No Comment	
Case Ref	Applicant	Application for:	LMPC																			
17/07534/TPO	Troway The Drive Bourne End	Reduce crown by reducing branches by a maximum 2.5m to 1 x Oak Tree (T1)	Tree Comment																			
17/07535/CTREE	Troway The Drive Bourne End	Fell 1 x Norway Spruce (T2), fell 1 x Ash (T3) and fell 1x Horse Chestnut (T4	Tree Comment																			
17/07710/CTREE	Westover Church Road Little Marlow	Reduce overlong side branches by up to 3m and reduce height by 1.5m to 1 x Eucalyptus Tree (T1), reduce canopy to overall good round shape to 1 x Yew Tree (T3), prune tree all over back to good fruiting form to 1 x Apple Tree (T4), prune all over to good fruiting form and remove mistletoe to 1 x Apple Tree (T5), remove deadwood from lower crown up to approx 4m to 1 x Cherry Tree (T6), remove to ground level 1 x Elder Tree (T7) and remove 1 x box hedge (H1)	Tree Comment																			
17/07639/CLP	Cedar Wood	Certificate of lawfulness for	No Comment																			

		Riverside Bourne End	proposed use of the property as a residential dwelling rather than a holiday home		
	17/07663/FUL	Highcroft Wycombe Road Marlow Buckinghamshire SL7 3RA	Householder application for construction of part two storey, part single storey side extension, 1 x rear dormer window, alterations to existing rear dormer window to form juliette balcony and double doors and fenestration/door alterations	No Objection	
	AD/17/07794/FUL	The Kings Head Church Road Little Marlow	Amended Plans Erection of single storey linked extension, single storey extension to pavilion with dormer window, rooflight and new chimney with internal alterations	See below for LMPC response Agenda Item 6b)	
	17/07870/CTREE	Withy Cottage Lockbridge Road Bourne End	Prune mixed trees (T1) to provide a 1.5m clearance to property as trees are now encroaching towards property	Tree Comment	
	AD/17/07795/VCD N	The Kings Head Church Road Little Marlow	Variation of condition 2 (plan numbers) attached to Listed Building Consent 17/05275/LBC (Listed Building application for erection of single storey side extension, single storey linked extension, single storey extension to pavilion and new chimney with internal alterations) to allow an amended	No objection providing all listed building regulations are adhered too.	

		list of approved drawings		
<p>Decisions</p> <p><i>Case Ref: 17/07136/CTR Decision</i> Not to make a Tree Preservation Order</p> <p><i>Address:</i> Treetops Lockbridge Road Bourne End Buckinghamshire SL8 5QT</p> <p><i>Proposal:</i> Fell 1 x Norway Spruce (T1), fell 1 x Laswon Cypress (T2), fell 1 x Magnolia Tree (T3), fell 1 x Western Red Cedar (T4), fell 1 x Western Red Cedar (T5) and reduce crown touching the adjacent property to 1 x Birch (T6)</p> <p><i>Case Ref: 17/05710/FUL Decision</i> Application Permitted</p> <p><i>Address:</i> Annexe Coldharbour Cottage Winchbottom Lane Little Marlow Buckinghamshire</p> <p><i>Proposal:</i> Conversion and single storey side extension of existing detached garage to create 1 x 2 bed dwellinghouse (retrospective)</p> <p><i>Case Ref: 17/06190/LBC Decision</i> Application Permitted</p> <p><i>Address:</i> Fern House Fern Lane Little Marlow Buckinghamshire SL7 3SD</p> <p><i>Proposal:</i> Listed building application for installation of steel framed replacement roof</p> <p><i>Case Ref: 17/07150/CTR Decision</i> Not to make a Tree Preservation Order <i>Address:</i> Leafdell Farm Road Bourne End Buckinghamshire</p> <p><i>Proposal:</i> Trim side back hard by 0.25m, whilst maintaining a green screen and shape the top by reducing down by 1 metres to 1 x Leyland Cypress (T1) in order to contain and maintain within it's own environment and remove single stem from over the drive to 1 x Alder (T2) to allow clear access</p> <p><i>Case Ref: 17/06706/FUL Decision</i> Application Permitted</p> <p><i>Address:</i> Fir Trees 26 Oakfield Road Bourne End Buckinghamshire SL8 5QR</p> <p><i>Proposal:</i> Householder application for construction of single storey rear extension, associated works to the roof, alterations to the fenestration and rendering to the rear and side</p> <p><i>Case Ref: 17/07246/CLE Decision</i> Grant Certificate of Lawful Use</p> <p><i>Address:</i> Coldharbour Cottage Winchbottom Lane Little Marlow Buckinghamshire HP10 9QE</p> <p><i>Proposal:</i> Certificate of lawfulness for existing use of the land for a commercial mobile toilet/WC hire business and ancillary activities (including the ancillary use of Workshop No.1 for repairs and maintenance of WC units, the ancillary storage of WC units and equipment on the site, the ancillary parking of vehicles on the site and the ancillary use of the accessway thereto); The construction of</p>				

	<p>workshop No.1 and a water tank in the positions shown on drawing JC/CH/02 Rev A, and the formation of the accessway to the site.</p> <p><i>Case Ref:</i> 17/07252/TPO <i>Decision</i> Application Permitted <i>Address:</i> Old Thatch Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS <i>Proposal:</i> Height reduction of 2.5-3m and balance and shape upper crown as required to 1 x Lime tree (T4), height reduction of 2.5-3m, balance and shape upper crown as required and remove deadwood greater than 50mm diameter at the base and more than 1m long to 1 x Lime tree (T5) and height reduction of 2.5-3m, balance and shape upper crown as required and remove deadwood greater than 50mm diameter at the base and more than 1m long to 1 x Lime tree (T6)</p> <p><i>Case Ref:</i> 17/07147/FUL <i>Decision</i> Application Permitted <i>Address:</i> Abbots Gate Sailing Club Road Bourne End Buckinghamshire SL8 5QS <i>Proposal:</i> Householder application for construction of replacement timber gate and fence between existing garage and hedge</p> <p><i>Case Ref:</i> 17/07319/CTR <i>Decision</i> Not to make a Tree Preservation Order <i>Date:</i> 09/10/2017 <i>Address:</i> Quay House Sailing Club Road Bourne End Buckinghamshire SL8 5QS <i>Proposal:</i> Reduce by 3m in height and Spread to 1 x Bay Tree (T1), reduce Laurel hedges by 2m in height and 2m in spread, reduce 1 x Ash tree (T3) by 3m in height and 3m in spread and reduce 1 x Service tree (T4) 3m in height and 3m in spread</p> <p><i>Case Ref:</i> 17/06973/FUL <i>Decision</i> Application Permitted <i>Address:</i> Spinney View House The Drive Bourne End Buckinghamshire SL8 5RE <i>Proposal:</i> Householder application for the demolition of snooker room and conservatory, construction of rear kitchen and dining room extension, insertion of windows to east elevation and construction of raised terrace to rear</p> <p>b) Kings Head – Report on meeting with developers for NOTE. The Planning Chairman gave a report on the meeting with the Developers of The Kings Head. The Council welcomed the opportunity to talk directly with the Developers regarding their revised plans. There was a lot of discussion regarding the number of covers and the gross floor area which was the basis for the number of car parking spaces required. The applicants have spoken to ALF at the Athletics Track regarding the usage of 15 spaces for their staff. The Council has concerns regarding the validity of this arrangement. The Council reiterated to the developers that they supported their venture but until more car parking spaces are provided they couldn't support their planning applications. The Council AGREED to write to WDC Planning Department regarding the sub-letting of car parking spaces at the Athletics Track. The</p>	
--	---	--

	<p>Council RESOLVED to submit the following consultee response to WDC.</p> <p>The Parish Council has considered the revised planning application for the King's Head. We appreciated the opportunity to have dialogue with the applicants, however we are disappointed with their reluctance to address the problem of parking.</p> <p>The Bucks County Highways Officer's report indicates that though the parking may meet Bucks Countywide Parking Guidance, he has concerns regarding the parking provision provided for the size of development proposed, fearing that "with a mix of 2 ,3 and 4 customers per vehicle, the parking requirement could exceed the optimum standards set out in the BCPG policy and produce displaced parking at peak times". The Council questions the calculation made by the applicant of the number of parking spaces which need to be provided based on the gross floor area of the premises. The Parish Council believes that the calculation should be based on the total floor area of the premises – ie taking into account all floors of the building and not just the ground floor.</p> <p>The Highway Officer's report also states that there should be a designated area for deliveries which is not used for anything else. There is no provision for a delivery area in the revised plans.</p> <p>We understand the applicant has looked at a number of options-for increasing the car parking provision. We welcome this initiative but are disappointed that the revised application proposes the same number of on-site car parking spaces. The Council has concerns regarding the proposed arrangement to allow staff to use up to 15 car parking spaces at the nearby Athletics Track, some 10 minutes' walk away along the busy A4155. There is no formal agreement governing this arrangement in place between the applicant and ALF who currently manage the Athletics Track. Parking during big events at the Athletics Track is already insufficient without the loss of 15 spaces. The Parish Council would also question the planning validity of ALF offering these spaces. We do not believe the sub-hiring of car parking spaces adheres to the planning conditions for the track.</p> <p>The applicant has indicated to the Council that they will implement a parking management policy for the existing car park to ensure its optimum use. Should WDC be minded to approve this revised application, the Parish Council would require a car parking management policy to be an enforceable condition on any planning permission granted.</p> <p>c) WDC Local Plan Consultation Cllr Brownridge attended the WDC Local Plan briefing on 26 October. She reported that WDC have now published the version of the plan which will go to the Inspectors. They cannot make any further changes to it. The public have until 27 November to make representations on this version. WDC is aiming to submit the Plan by March 2018. It is expected that the examination hearing will be in June/July 2018.The</p>	
--	---	--

	<p>inspector will be looking at two key questions: (i) is the plan sound ie is it the most appropriate strategy when considered against reasonable alternatives, is it deliverable, is it consistent with national policy and (ii) is it legally compliant. Anyone wishing to appear at the examination must submit representations at this stage. There is a specific form to be filled in and the representations must relate to the tests of soundness and legal compliance ie those commenting have to say why they consider the Plan is unsound or not legally compliant eg we could say that we think that the proposed development at Bourne End is unsound because we don't think that the necessary infrastructure can be put in place to make it deliverable. Alternatively, comments can also be submitted supporting the soundness or legal compliance of the Plan. This means that if there is something in the Plan which we support such as keeping a piece of land in the Green Belt, particularly if we know that a developer wants to build on it, then we need to say we support the Plan and support that piece of land remaining in the Green Belt. We should bear in mind that developers can also submit representations. As a PC we might therefore want to support Annex 13 of the Plan covering Rejected Employment and Retail sites which lists land at Westhorpe and says that there are no exceptional circumstances for Green Belt release. We might also want to say we support the policy in the Plan on the Little Marlow Lakes Country Park. We would obviously have to give reasons. There is a drop in session at WDC from 2pm – 8pm on Thursday 9 November when officers will be on hand to offer guidance on filling in the form. Cllr Brownridge said she was happy to go along to this and then to draft representations with the Clerk if the Council wanted to comment. Council RESOLVED that Cllr Brownridge should attend the drop in session and delegated to her and the Clerk the submission of representations on behalf of the Council supporting the Plan and particularly the retention of Westhorpe in the Green Belt and the policy on the Country Park, as well as representations about the unsoundness of the Plan in respect of the proposed development at Bourne End.</p>	
703/17	<p>7. Newsletter – Autumn 2017 - Distribution The Newsletter has been printed and arranged into roads for Councillor collection. This was NOTED.</p>	
704/17	<p>8. The Pavilion & Rec Grd. a) Consideration of PWLB for funding for improvements to the Pavilion. The Council considered the PWLB and AGREED that in principle that this would be a good avenue to explore. It was AGREED that a full schedule of works was needed to ascertain the full costs. Cllr Emmett, Cllr Fitchew and Cllr Downes to put together a schedule of works for the Budget Meeting. b) Recommendation from Budget Committee to increase hire charges by 3% This was RESOLVED under Agenda item 5. Minute ref: 701/17.</p>	<p>PE/GF/J D Clerk</p>
705/17	<p>9. Abbotsbrook Hall a) Recommendation from Budget Committee to increase hire charges by 3% This was RESOLVED under Agenda item 5. Minute ref: 701/17. b) Consideration of request to hatch live chicks The Council RESOLVED to allow the Preschool to hatch chicks.</p>	Clerk

	<p>c) Removal of the moss off the roof The Council RESOLVED not to remove the moss on Abbotsbrook Hall.</p>	
706/17	<p>10. CCLA – investment opportunities for Reserve fund The Clerk gave information on the CCLA. It was AGREED to arrange a meeting with CCLA to find out more information.</p>	Clerk
707/17	<p>11. Consideration of updated LMPC Policies a) Policies – amended format only The Council RESOLVED to accept the new format for the following Policies: Standing Orders Financial Regulations Spade Oak Car Park Policy Training Policy Code of Conduct Community Engagement Policy Disciplinary Policy & Procedures Policy Data Protection *LMPC noted that this policy will change next year to incorporate new GDPR legislation. b) Policies – amended content The Council RESOLVED to accept the changes for the following Policies Grants Policy Social Media Policy Anonymous Communications Policy Health and Safety Policy c) Hire Agreement -new format and conditions. New Council RESOLVED the revised Hire Agreements for The Pavilion, Abbotsbrook Hall and The Chapel.</p>	JD/VB/ Clerk
708/17	<p>12. GDPR – General Data Protection Regulations The Clerk gave further information regarding GDPR following a WDC Clerks Meeting. It is recommended that a data audit is undertaken and privacy notices and notices of data collection must appear on all documentation. The Council RESOLVED to appoint the Clerk as the Data Protection Officer. The Clerk advised Councillors it was their responsibility to ensure their home computers were up to date with data security eg: Antivirus software, password protected and to refrain from emailing any data which contains personal details on.</p>	Clerk
709/17	<p>13. Sale of Spade Oak Quarry Spade Oak Quarry and a field off Coldmoorholm Lane were being sold by Tarmac using Savill's as their agent. The Council has concerns regarding the Permissive Path across the Spade Oak Quarry. The agreement for the path was signed by LMPC and LaFarge Aggregates in 2002 for a period of 20 years. It was AGREED for the Clerk to write to Tarmac to make sure any purchasers of the land are made aware of the Permissive Path.</p>	Clerk
710/17	<p>14. Athletics Track Update – for NOTE. The Clerk gave information that the operator of the Athletics Track was experiencing difficulties due to the amount of maintenance that was needed at the track. It was felt that their contract with WDC would need to be re-tendered to reflect these additional costs. The new contract would commence April 2018 and the Operator has agreed to oversee the Contract until this time.</p>	Clerk
711/17	<p>15. Devolved Services a) Report of expenditure for NOTE.</p>	

	The Report was NOTED .	
712/17	<p>16. LAF Funding – Consideration of feasibility costs submitted by BCC for LMPC projects</p> <p>The Clerk had circulated costs regarding projects submitted to the LAF for consideration. The initial costs were AGREED and have been incorporated into the budget for 2018/19. The decision on whether the LAF to support Parish Council requests will be made in February.</p>	Clerk
713/17	<p>17. Burial Ground – Consideration of a Working Party</p> <p>The Clerk gave information regarding the Burial Ground. The Cemetery was in good order and it was felt that a Working Party wasn't needed. It was AGREED not to arrange a working party.</p>	
714/17	<p>18. Reports from Meetings at Outside bodies:</p> <p>a) WDC Clerks Meeting</p> <p>The Clerk attended a meeting at WDC. There were presentations on GDPR and WDC's Local Plan. The Clerks expressed concern regarding being appointed as Data Protection Officers.</p> <p>d) WDC Local Plan</p> <p>Councillor Brownridge attended the Local Plan Briefing. See Planning Report minute ref: 702/17</p> <p>c) WDALC</p> <p>Cllr Brownridge represented LMPC at this meeting. WDALC have finally elected a Chairman, Ken Muller, currently Chairman of Greater Marlow PC, a Vice Chair, Andy Cobden, Bourne End and Wooburn Green PC and a secretary, Ali Banham, clerk at Hazlemere. Those at the meeting agreed that it was worth keeping WDALC going and that they should encourage Town and Parish Councils who no longer attended to consider sending a representative to the next meeting on 7 December when WDALC would discuss how to revitalise the Association.</p> <p>d) Marlow Community Forum</p> <p>Cllr Brownridge represented LMPC at this meeting. One issue of potential interest to our parishioners was the proposal from BCC to introduce parking meters on Marlow High Street. Local businesses are very much against and are encouraging people to sign a petition opposing the proposal.</p> <p>e) Abbey Barn South Liaison Group meeting on 2 November</p> <p>Cllr Brownridge represented LMPC at this meeting. Much of the meeting was taken up with a presentation by the developers, Berkeley Homes, of their latest plans for Abbey Barn South. They are planning to build 550 homes with a further 120 extra care homes for the elderly. These homes would be on the site originally designated for light industry. WDC are not happy about this. While the Group preferred the care home proposal to light industry, they did not agree with where these homes were to be sited: right alongside the M40. Berkeley's are planning to submit a pre-application by Christmas. Infrastructure issues are still a key concern.</p>	
715/17	<p>19. Correspondence to the Council</p> <p>a) Chilterns Board Nominations</p> <p>The Council felt they could not support any nominations as they didn't know the candidates.</p> <p>b) Mullenhach events</p> <p>The Council RESOLVED not to pursue further the cricket event outlined by Mullenhack events. It was felt that this was too large for the recreation ground's facilities.</p>	Clerk
716/17	20. Public Participation – maximum 15 minutes	

	<p>Parishioner spoke regarding his concern the parking provision for cars and delivery lorries at the Kings Head</p> <p>Parishioner spoke regarding the proposed Kings Head staff parking at the Athletics Track.</p> <p>Cllr Watson gave information regarding weed clearance in the local area. He gave his support and experience of implementing 20mph zones.</p> <p>Parishioner expressed concern that the developers of the Kings Head don't seem to taking objections into consideration.</p>	
717/17	21. Confidential Matters None	
718/17	22. Items to be included on next Agenda None	
719/17	Dates of next meetings, 12 December (Budget Committee) 19 th December 2017, 16 th January (Budget) 30 th January 2018,	
There being no further business to be transacted the meeting was closed at 9.30pm		

Abbreviations:

LMPC	Little Marlow Parish Council	WDC	Wycombe District Council
BCC	Bucks County Council	SLCC	Society of Local Council Clerks
CDC	Chiltern District Council	WDALC	Wycombe District Assoc. of Local Councils
PCSO	Police Community Support Officers	ROW	Rights of Way
LAT	TfB Local Area Technician	BALC	Bucks Association of Local Councils
LMRA	Little Marlow Residents' Assoc	LGPS	Local Government Pension Scheme
VAS	Vehicle Activated Sign	LMLCP	Little Marlow Lakes Country Partnership
AVDC	Aylesbury Vale District Council	MK	Milton Keynes
FoOV	Future of our Village	GDPR	General Data Protection Regulations

Signed:
Chairman

Date: