

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 19<sup>th</sup> APRIL AT 8 PM IN RADNAGE VILLAGE HALL

**Present:** Councillors: Chairman Mrs Sue Jones, Ms Tamsin Addison, Mr Everton Merchant, Mr Robert Nikiel, Mrs Alex Ryan, Mr Peter Turner, Mr Graham Wass, Clerk Mrs Lin Freeth, Gill MacKenzie and 2 members of the public.

### 1. **Welcome and Apologies for Absence.**

The Chairman welcomed everyone to the meeting. Apologies for absence had been received from County Cllr Carl Etholen and District Cllr Shade Adoh.

### **MEETING CLOSED FOR PUBLIC SESSION**

There were no comments made at this stage.

### **MEETING REOPENED**

### 2. **To receive any disclosure of pecuniary interests by Members relating to items on the agenda.**

Cllr Addison advised that the property (Radnage House Riding Stables) to be discussed at Item 6 was her own.

### 3. **Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 8<sup>th</sup> March 2017.**

The minutes of the meeting held on 8<sup>th</sup> March 2017 were approved with a minor amendment to make clear that the payment for Village Hall signage was made directly to B Hatt and not to Cllr Addison, then proposed by Cllr Wass seconded by Cllr Turner and agreed by all as a true and accurate record. The Chairman signed and dated the minutes.

### 4. **Report on progress on items in the previous minutes of the Ordinary Meeting of the Parish Council not otherwise included in this agenda.**

There were no items not included in this agenda to report.

### 5. **Planning Applications.**

To consider Planning Applications for:

#### a) 24 Green Lane – Application for *erection of replacement 5 bed dwelling*

The Council recorded some areas of concern with this application – there seems to be a lack of information included within the documents relating to this application with regard to footprint size, proposed materials – colour of slate, render etc and inconsistencies regarding a new access to the highway and public/private road.

Any building works progressed would involve a great deal of HGV and other traffic for removal of spoil from the old structure and bringing in building materials for the new build, over an extended period of time. This may also coincide with other development in the close vicinity (under a separate planning application). The Parish Council suggest that a restriction on vehicles be imposed due to the small size of the site and that a Traffic Management Survey be initiated.

The orientation of the proposed dwelling is sideways on which causes concern for neighbours, and which does not abide by the guidance provided in the current Draft Residential Design Guidance Document – specifically at 5.1 regarding Active Fronts and Private Backs, and at 5.3 regarding Privacy.

The Parish Council would request that should permission be granted any HGV's and site traffic wishing to access the property should use a route from the A40, via Mudds Bank, using the City Road and Green Lane route (not Green End Road or Common Road) as the village lanes and other routes of access are not suitable for such vehicles.

#### b) Radnage House Riding Stables – Application for *retention of loose asphalt trackways flanking outdoor menage (supplementary to those approved under planning applications 14/05147/FUL & 16/05842/FUL)*

The Council recorded: no objection to this application. Cllr Addison was not active in the discussion of this application.

#### c) Home Farm – *Householder application for construction of new access including new front gate.*

The Council recorded some areas of concern with this application - regarding the safety of introducing another point of access to the highway where several already exist, including a bridleway which is a blind exit. The road narrows at this point with vehicles moving into the centre of the road for a clearer line of sight. The Parish Council request that Bucks County Council assess the impact on traffic flow and safety, investigate how this could be made as safe as possible for horse riders, and conduct an Impact Assessment. The Parish Council request a copy of this report when completed.

The position of the proposed gateway onto City Road is in a dangerous position for access, with any vehicle exiting Home Farm having to enter the road before oncoming traffic will be seen. This is already a really

busy stretch of road, on a bend, and there is considerable traffic at key times, exiting the Crown car park as well as the camp site. With local knowledge the Parish Council make the observation that this application could have the intention of separating the land currently used for the campsite, from the house, for separate commercial and residential purposes with potential future impact. A suggestion might be to retain the existing gateway for house and camping site, with a gateway to the campsite made further down the "drive" with a shared initial track from City Road.

The Parish Council request that should permission be granted any site traffic accessing the site should use a route from the A40, via Mudds Bank, as the village lanes and other routes of access are not suitable for such vehicles. Also there should be no parking of vehicles on the road at any time.

These consultee comments, as stated, were proposed by Cllr Nikiel and seconded by Cllr Jones. All agreed and they will be submitted to the Planning Department at Wycombe District Council via PublicAccess.

**ACTION: CLERK**

## **6. Discuss matters relating to Home Farm.**

It is noted that a letter has been received from the resident at the neighbouring property Stocks, advising the council of the current situation with Home Farm, and detailing their concerns regarding the development and expansion of the Caravan Site (beginning in 2014), and the disruption and upset this causes them. At the time of purchasing their home local searches showed that planning consent and a certificate of lawful use existed for seven caravans, rising to twelve on bank holiday weekends and between June 1<sup>st</sup> and August 31<sup>st</sup> (with no permission for tents) and applied to a field some distance away from Stocks. It has been brought to our attention that there are caravans on site being used for year-round residence and that another field close to Stocks is used for large bell / Glamping tents, as well as a significant number of additional tents and caravans, with associated noise and disruption. Home Farm actively advertises 20 tent pitches plus 4 large glamping tents (without the necessary planning / licences), in addition to the 12 caravans, via the website and online booking facility. The complainant has made representation to Wycombe District Council directly regarding the issues of planning, licensing and noise.

The Parish Council will seek clarification from Wycombe District Council to ascertain what permissions have been granted, and what the requirements are. Conversations will also be had with our District Councillors. Details will be obtained to clarify the procedure for obtaining any evidence of permission violation and where to report any concerns that residents may have.

**ACTION: CLERK**

It was agreed to include details of where to direct any comments that residents might have and so these are included here:

If you wish to report any alleged breach of planning this can be done directly to the WDC enforcement team at: <https://www.wycombe.gov.uk/pages/Planning-and-building-control/Planning-enforcement/Planning-enforcement-form.aspx>

For complaints regarding the incidence of noise contact WDC Environmental Health at:

<https://www.wycombe.gov.uk/pages/About-the-council/Contact-forms/Contact-Environmental-health.aspx>

The Parish Council are also aware that in addition to any contravention of planning that there is also ongoing misuse of vehicles on the land.

## **7. Finance**

- a) The Clerk had circulated the latest budget summary and no questions arose from this. She advised that as at 31<sup>st</sup> March 2017 the Business Account held a balance of £31,041.88 representing interest of £1.19 for the last month and the Treasurers Account a balance of £11,610.07
- b) The invoices from GLRA and D White were received and included for payment. The payments for March 2017 were approved as proposed by Cllr Nikiel, seconded by Cllr Ryan and agreed by all. Cllr Wass and Cllr Merchant undertook the signing of the invoices and cheques.
- c) Comparison quotations will be obtained for utility providers in due course.
- d) The annual internal audit is scheduled for Monday April 24<sup>th</sup>.

## **8. Annual agreement for emergency funding and to agree for a minimum of 3 councillors to authorise this on behalf of the council.**

- a) This has been done previously for Village Hall matters and is required for other areas of responsibility. It is resolved that the existing wording within the Financial Regulations is sufficient. Any decision reached outside of a meeting will include all councillors where possible, with three being quorate, and required as a minimum.

## **9. Risk Assessment**

- a) The Clerk confirmed that the monthly playground inspection report had been received. Cllr Ryan and Cllr Nikiel reported that the fixings to the backboards also need to be replaced. These have been obtained and all necessary works will be completed before the next meeting of the Parish Council.

**ACTION: AR/RN**

Cllr Ryan reported that discussions with Wicksteeds are in progress to replace the swing seats in the playground with toddler friendly bucket seats, at an estimated cost of £121-145 each. It is proposed by Cllr Jones that authority be given to Cllr Ryan to proceed with ordering these up to a maximum of £300 for the two required. This is seconded by Cllr Turner and agreed by all.

Cllr Ryan has obtained feedback from local residents and parents regarding what additions to the playpark they would like to see. The council must ensure that the playground equipment is reaching all ages as far as is possible. Within the budget available it is possible to get a large basket swing with a steel or timber frame at a cost of £1600 plus an additional £1000 for delivery and installation. Quotations for an alternative contractor to carry out the installation could be sought following the installation specification that would be provided. ROSPA will be contacted to clarify the implications of this.

A meeting is scheduled for May 10<sup>th</sup> with AMV playgrounds who assist Parish Councils in writing bidding plans for County funding.

**ACTION: AR**

- b) Cllr Jones confirmed that a verbal report on the inspection of the noticeboards had been received and that the areas surrounding each noticeboard had been trimmed and checked. There will be a more detailed report at the May meeting.

Quotations have been received from appropriate tradesmen for the urgent repairs needed to the bus shelter in Green End Road. The lower quote from a local tradesman, Mr Simon Mullett, of £414 includes replacement of the lintel, brickwork and trimming back of the ivy. It is proposed by Cllr Nikiel and seconded by Cllr Turner that Cllr Merchant will instruct Mr Mullett to proceed with the necessary works, obtain a schedule of works and with instruction to leave the roof intact (causing no damage to it) and to leave in a tidy and usable state.

**ACTION: EM**

It is noted that the Great Marlow School bus is back in the village for Radnage children following 2 years absence.

## 10. Village Hall

- a) Cllr Addison provided an update that the tall boy will be installed tomorrow, April 20<sup>th</sup> and that the sleepers will also be collected for the flowerbeds. The works are progressing well.

- b) Cllr Turner previously circulated a proposed Village Hall Maintenance Schedule with a template for recording maintenance checks categorised as statutory, important and less important. It is proposed that this is implemented as defined and all are in agreement, with volunteers needed to carry out the various tasks. This will be circulated each month for the various jobs that need to be completed. Thanks to Cllr Addison who has already volunteered.

Fire extinguishers/blanket checked. All okay.

Review carried out of toilets – ladies, seat tightened, gents okay. The persistent urine smell in the electricity cupboard appears to be from a leak in the middle urinal. Simon Watts has been contacted and Cllr Turner is awaiting a response.

For consideration is the light switch in the disabled toilet which is quite high and may present a problem in some circumstances. An automatic light is suggested and a quote will be obtained. A wall mounted soap dispenser will be ordered and fitted. Proposed by Cllr Addison, seconded by Cllr Merchant and agreed by all.

**ACTION: SJ/PT**

The dog waste bins will need to be emptied twice, on black bin days, as the current volunteers are away for one month. Cllr Turner agrees to this task on April 26<sup>th</sup> and Cllr Addison on May 10<sup>th</sup>. Many thanks.

**ACTION: PT/TA**

The village hall booking clerk has informed us that she will be away during November at which time the telephone will be transferred and emails received by Cllr Jones, assisted by Cllr Nikiel.

**ACTION: SJ/RN**

- c) New homes have been found for many of the old chairs although some still remain which will be disposed of if nobody wants them following the next meeting. We are hoping for a small donation for those taken to Piddington Village Hall.

- d/e) Matters arising from the recent checks by Cllr Turner:

- The old, unused and unsafe floor polishers are to be removed (the cleaner owns one and Cllr Jones will speak with her about this, and the large floor polisher will be advertised online to find a new home)

**ACTION: SJ/TA**

- There is a kettle which does not have a bonded plug and so will be removed.

**ACTION: PT**

Village Hall actions proposed by Cllr Wass, seconded by Cllr Ryan and agreed by all.

- f) The condition of the car park is deteriorating and volunteers are needed to fill the potholes and make repairs. A request for volunteers to help will be put in Contact.

**ACTION: CLERK**

Cllr Wass agrees to source appropriate Type 1 MOT sub- base / scalplings for this work and to coordinate a working party of volunteers. It is proposed by Cllr Jones that a 1 tonne bag be purchased with a maximum budget of £60 for the job. This is seconded by Cllr Merchant and agreed by all.

**ACTION: GW**

## 11. Update on advertising results from the Noticeboards at Stokenchurch Library.

Cllr Jones reports that the noticeboard has been collected following the one month of display and that many positive comments were made. There has been some interest from a business in Stokenchurch looking for a training/meeting venue. Approaching local businesses to promote weekday availability for this purpose is something that will be considered.

**ACTION: SJ**

## 12. Open Spaces

- a) The update on the repairs to the backboards within the playground was covered at Item 9.a)

- b) Playground Signage - Cllr Ryan reported that guidelines from ROSPA and under statute the public should be able to identify the owner of the playground, and we must therefore have an appropriate sign to include the contact email for the parish clerk. The recommended supplier for such a sign quotes £45 + fixings to

attached to the gate, and £140 for attaching to the beacon. A sign will be sourced from B.Hatt (who has supplied the other village hall signage) to include the basic disclaimers. Cllr Addison will liaise with Mr Hatt and organise this. It is proposed by Cllr Turner that a maximum budget of £50 be approved. This is seconded by Cllr Merchant and approved by all.

**ACTION: TA**

- c) Cllr Nikiel reported that the allotments at Sprigs Holly are looking good with 2 plots vacant, that Chapel has some trees that may need pruning although the allotment holders feel that they should be left at this time, with the exception of the 2 trees that divide plots 2 and 6 which will be removed. SSE are to carry out a 4m clearance to include the junction box and the foliage material will be chipped and left on site if required. At City allotments the tenant to plot 1 has been given notice and a new tenant, who is also a new resident to the village, has already begun to clear the area. Due to the considerable work required to bring this plot back into a usable condition it is proposed by Cllr Nikiel, seconded by Cllr Jones and agreed by all that the rental fee be waived for the first year. New tenancy paperwork will be issued.

**ACTION: CLERK**

Cllr Nikiel reminds council that trees are not permitted on the allotments but dwarf stock in containers are being allowed. The rules and regulations relating to the allotments need to be reviewed.

**ACTION: RN**

- d) Cllr Merchant reported that quotations had been received for the necessary tree work at the village hall to the limes, silver birch and walnut varying in price from £1848 to £4600. It is proposed by Cllr Jones, seconded by Cllr Nikiel and agreed by all, to appoint South Bucks Tree Surgeons who have carried out various works in the village and come recommended, at a cost of £1848 incl VAT. Some works are also required to the dead wood on the Common.

**ACTION: EM**

- e) Cllr Wass previously circulated the email correspondence confirming that to progress the challenge of ownership of the small parcel of Radnage Common, that includes the small building/shed, without incurring expenses, we must prove that BCC as the CRA (Commons Registration Authority) made a mistake on the original paperwork / registers. We are not able to do this. The building sits on designated village green and so remains as village green. This matter was an attempt to offer goodwill however the village green registration still stands and there would be no objection to the property owner involved pursuing this matter at their cost.

Regarding the Common the grass seed is down but the wood that needs to be moved is still in situ to prevent vehicular access. A request to repair the 'driveway' and refresh the surface has been received. Councillors all agree that two more posts will be installed and the old wood removed to tidy the area.

- f) There is nothing further to report in respect of the Deed of Easement relating to 1, Chapel Cottage at this time. A letter will be sent to all residents reminding them of the restrictions on the use of the common as notified to the solicitor (as in item 12.g) of the March 2017 Minutes)

**ACTION: GW**

- g) The response from SSE regarding the planned works to extend the existing underground cable outside of the village hall to Green Lane was that there is not yet a commencement date as the engineering department will not programme the job until it is legally complete. The duration of the entire job will be spread over one month to accommodate the different tasks required from roadworks, jointers and linesmen. The excavation section of works will take approximately 2 weeks. The pole mounted transformer at the rear of the hall will remain freestanding in its current position.

- h) The clerk reported that there are only two outstanding allotment tenancy rental renewal payments pending and that all grazing paddock/pasture payments have been received.

### **13. War Memorial Consultation Report – Historic England**

Following receipt and consideration of the initial consultation assessment report there is no further information, or any observations, on it that would be relevant to it and so there is nothing further to add.

### **14. Buckinghamshire Best Kept Village Competition**

Councillors unanimously agreed for Radnage to enter the 2017 competition. This is a great opportunity to bring our community together, to receive support from our residents and to see what can be done to improve the village in which we all live, and to make improvements for the benefit of all. Details in Contact. **ACTION: CLERK**

### **15. Play Strategy for Wycombe District Council 2017 - 2022**

Cllr Ryan reported that this has been considered and assessed and is a high level summary of the strategy and objectives for provision of play with useful independent feedback on the large survey they carried out with children, parents and schools. Most of those surveyed were generally happy but would like to see more focus for teenage children. Also included are explanations of WDC play areas in the county, and where Radnage fits in as a LEAP & a MUGA (how different playparks are defined by status/size and number of play items etc). There is no mention of any funding opportunities and currently nothing for us to provide comment on.

### **16. Beacons of the Past – Hillforts in the Chilterns Landscape**

The Chilterns Conservation Board is leading an application for a Heritage Lottery Funded (HLF) Beacons of the Past project as a 4-year programme of research, education and conservation on hillforts and prehistoric heritage across the Chilterns. Each Parish Council is being asked to contribute £150 to the match funding element of the project, and to engage the community for this innovative project which may present an opportunity for the Radnage School children, with the new Headteacher, to be actively involved. The Council will obtain further information regarding what will happen to the funds obtained if the application is not successful and Lottery funding not forthcoming. A decision on any financial support to be deferred to the next meeting.

**ACTION: CLERK**

**17. Locally focused Village Plan**

Cllr Wass reported that councillors have been asked for their comments relating to the proposed new web presence for RPC and that these need to be received by Friday April 21<sup>st</sup>. Cllrs Wass, Merchant and Nikiel will discuss matters further as a working group and provide a progress report at the next meeting. **ACTION: ALL**

**18. Burial Ground Memorials**

Amended Memorial for Joshua Beavis – This is approved by all with no objections.  
Proposed Memorial for William Rowe – This is approved by all with no objections.

**19. Clerks Matters – including correspondence.**

Correspondence has been received from the Sears family regarding the delivery and installation of the Memorial bench by Oxford Memorial Benches, to be located on the far side of the village hall recreation ground near to the playground. This is scheduled for Tuesday May 9<sup>th</sup> at 9am. Cllr Nikiel will attend to oversee this and to ensure no problems are encountered. **ACTION: RN**

**20. Forthcoming Meetings and attendees.**

a) The Annual Parish Meeting will be actively publicised around the village, to local groups, via the website, in Contact and on the noticeboards. Refreshments will be available. Suggested ideas, content and contributions to be circulated to the Clerk ahead of the May Ordinary Meeting. **ACTION: ALL**

b) Cllr Nikiel was unable to attend the Parish Liaison Meeting on March 22<sup>nd</sup> but the Minutes from this meeting were circulated.

Cllr Nikiel and our Clerk attended the Annual Audit Training on April 4<sup>th</sup> which was reported to be very worthwhile. Notes from this event will be circulated. **ACTION: CLERK/RN**

c) The following meetings are noted:

- Demystifying Planning – Cllr Merchant will attend.
- Councillor Induction Training – Cllr Merchant, Cllr Ryan, Cllr Turner and the Clerk will attend.
- Finance Training for Councillors – Cllr Nikiel and the Clerk will attend.

**21. Date of Next Meeting:**

The Councillors will next meet at the Village Hall for the Annual Meeting of the Parish Council on **Wednesday 10<sup>th</sup> May at 7.30pm**. This will be followed by the May Ordinary Meeting of the Parish Council **at 8pm**, to be held in the Village Hall.

The formal meeting closed at 22.10 hours.

**PUBLIC SESSION**

The two members of the public present included Morag Wagstaff, who attended the meeting following her letter to the Parish Council, to answer any questions that may arise, and to update us on the current situation. We were advised that a Planning Contravention Notice had been served on Home Farm Camp Site with further information to the council pending. Mr Radford may apply for a Certificate of Lawful Use or retrospective planning consent.

Thank you to Morag Wagstaff for her comments and to both members of the public for their attendance at this meeting.

The Chairman closed the meeting at 22.20 hours

**Chairman's Signature:**

**Date:**