

PARISH OF RADNAGE
A MEETING OF THE PARISH COUNCIL WAS HELD ON
WEDNESDAY 10th APRIL 2019 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Cllr Mr Lee Shelton, Cllr Mr Darren Ungless, Mrs Morag Wagstaff, County Cllr Carl Etholen; and Clerk Mrs Lin Freeth.

There were 2 members of the public present.

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting.

Apologies for absence had been received from Cllr Ms Tamsin Addison, Cllr Mr Everton Merchant, District Cllrs Shade Adoh and Saeed Saddique.

MEETING CLOSED FOR PUBLIC SESSION

A member of the public raised several points with the Parish Council: consideration of collecting grass cuttings on the recreation ground to assist native plants and discourage fungi, and also for consideration of the football club who train there. This will be discussed with David Salisbury of Radnage Raiders. A reminder was given to contact the suggested expert in relation to planned conservation and remedial work to the pond in Green End Road, opposite Radnage House.

ACTION: CLERK

It was also brought to the attention of RPC that the metal footings from a previously removed bench seat in the recreation ground were protruding and need to be removed as a priority. A site visit and inspection will be made and this matter dealt with.

ACTION: RN

MEETING REOPENED

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

No declarations were made.

3. Acceptance and signing of the minutes of the Ordinary Meeting of the Parish Council held on 13th March 2019.

The minutes of the meeting held on 13th March 2019 were approved as proposed by Cllr Shelton, seconded by Cllr Wagstaff, 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 on which to report.

5. To appoint a Vice Chair to RPC

Following some discussion Cllr Morag Wagstaff was proposed by Cllr Ungless, seconded by Cllr Shelton, and unanimously elected as Vice Chair to RPC.

6. Planning.

a) To note planning decisions:

- Case Ref: 19/05044/FUL – 24 Green Lane – Application for alterations to roof including front roof extension, side dormer window and rooflights in connection with loft conversion, replacement rear flat roofs with pitched roofs and associated alteration to windows and doors. Application Permitted
- Case Ref: 19/05107/FUL – Walters House, Green End Road - Householder application for replacement single storey rear extension, fenestration alterations and render to whole dwelling. Application Permitted
- Case Ref: 19/05307/FUL – Harefield House, Sprigs Holly Lane – Householder application for construction of part two storey, part single storey side extension and 3 x dormer windows to existing annexe. (Consultee deadline date extended to 15/03) Application Permitted
- Case Ref: 19/05312/FUL - Batt Hall, Sprigs Holly Lane – Householder application for construction of a greenhouse. Application Permitted
- Case Ref: 19/05393/FUL – Boundary Farm, Sprigs Holly Lane – Application for change of use of existing single storey building to form a two bedroom home with parking, access and amenity space. Application Refused

b) To consider planning applications:

- Case Ref: 19/05431/FUL – The Barn, Four Acres, Green End Road – Householder application for erection of entrance gates. (consultee deadline extended to 12/04)

The Council agreed and recorded that as a council they object to this application and recommend its rejection.

The property was subject to conditions relating to its use as a residential property, whilst planning was granted on the basis that no greater harm would be suffered by its conversion from an occasional outbuilding to a residential property, it did not consider the harm of an additional driveway. The proposal introduces another substantial driveway to this section of road and this would impact on its character. The property currently has a drive and its access was considered adequate in previous planning matters. Due to its proximity to Common Road where historically there have been complaints of speeding the sight lines need to be carefully examined.

The Council have been made aware that the development could impact the root structure of an ancient Ash tree believed to have been the boundary of Radnage Common. This should be investigated further to see if action needs to be taken to preserve and protect the tree. The impact on the other mature trees on the drive boundary would also need careful consideration. Mature trees allow the area to preserve its rural characteristics and are in keeping with the AONB. The driveway proximity to neighbouring properties should also be considered as neighbouring amenity would be impacted by this development.

- Case Ref: 19/05553/FUL – Yewdene, Bottom Road - Householder application for demolition of existing garage and construction of detached garage with carport and store, hardstanding and patio to rear, retaining wall and associated landscaping.

The Council agreed and recorded that they had no objection to this planning application but that the garage/store must be used only in respect of the existing dwelling and its use restricted so as to prevent it being used for, or converted to, residential accommodation, or occupied in any way as an independent unit. It will be requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully from the A40 via Mudds Bank and City Road as the village lanes and access routes are not suitable for such vehicles. Access via Church Lane (from Bledlow Ridge) or Bottom Road (heading from West Wycombe) is to be avoided as wholly unsuitable.

- Case Ref: 19/05747/FUL - Forli, Green End Road – Householder application for the construction of hip-to-gable roof extensions incorporating window in gable end, 1 x rear dormer and 2 x roof lights to front in connection with loft conversion, single storey rear extension and detached garage.

The Council agreed and recorded that they had no objection to this planning application but that the garage development must be used only in respect of the existing dwelling and its use restricted so as to prevent it being used for, or converted to, residential accommodation, or occupied in any way as an independent unit.

It will be requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully from the A40 via Mudds Bank and City Road as the village lanes and access routes are not suitable for such vehicles.

c) Awaiting decision:

- Case Ref: 18/07927/CLE – Home Farm, City Road – Application for Certificate of Lawfulness of Existing use/development – use of agricultural fields as extension of Caravan & Glamping site, use of barn for caravan storage (B8) and use of barn for lawn motor business.
- Case Ref: 18/08182/FUL – Ashridge Farm, Green End Road – Application for conversion of existing barn to form 1 x 2 bed dwelling ancillary to Ashridge Farmhouse and 1 x 3 bed dwelling with detached garage/store and associated external works.
- Case Ref: 19/05255/FUL – Vale Cottage, 3 Bottom Road – Application for single storey side extension incorporating porch roof linked with existing bay window.
- Case Ref: 19/05433/FUL – 52 Green Lane – Householder application for construction of single storey side and rear extension, alterations to roof to provide first floor accommodation and associated external alterations. Erection of detached single storey replacement store to rear.

The consultee comments as recorded were agreed by all present and they will be submitted to the Planning Department at Wycombe District Council via PublicAccess. Planning comments are submitted by the Clerk on behalf of the Council.

ACTION: CLERK

d) Planning Control:

- There were no further updates at this time.

7. Finance.

- a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 31st March 2019 the Business Account held a balance of £31,073.01 representing interest of £1.19 for the last month, and the Treasurers Account a balance of £36,694.31
Acceptance of the figures was proposed by Cllr Nikiel, seconded by Cllr Shelton, and agreed by all.

- b) The Clerk advised that the expected invoices for the recent maintenance and service of the VH boiler of £488.40, the Certas oil delivery of £500.83 and the paperwork in relation to the support of TVP Community Cop Card Scheme (as agreed last month and minuted at Item 21.a) for £150 (to be paid by cheque NOT BACS) had now been received and included for payment. The expected invoices from the village hall cleaning contractor CVCS, Suez and Castle Water had also been received and included for payment. The payments for March 2019 were then approved as proposed by Cllr Nikiel, seconded by Cllr Shelton and agreed by all. Cllr Nikiel and Cllr Ungless undertook the signing of the invoices and cheques.
- c) The Clerk confirmed that there will be no charge for the Year 2019-20 in respect of Business Rates.
- d) Lucy Stupples of Autumn Cottage Ltd had indicated that she would be prepared to act as the internal auditor for this year. Lucy is based in West Wycombe providing book-keeping and accountancy services to sole traders and small businesses. The Clerk suggests the appointment of Lucy Stupples as internal auditor and is proposed by Cllr Nikiel, seconded by Cllr Wagstaff and agreed by all.

8. Village Hall.

a) Update on Village Hall Matters

• Maintenance / Electrics / Repairs:

- Cllr Nikiel reports that arrangements for the transfer of responsibility for the village hall maintenance are still in progress. **ACTION: RN/MW**
- Janitorial supplies have been replenished.
- Having been brought to our attention that the roof of the oil tank is not compliant as it is of wood construction Cllr Shelton will obtain quotes and oversee a suitable replacement. **ACTION: LS**
- Cllr Nikiel reports that the oil shut-off valve has now been replaced and the oil gauge has been fixed so that the correct level is displayed. Also, that the boiler still has a fault despite servicing, replacement parts, filter, valve etc. An engineer will be called to rectify this and in the meanwhile a manual over-ride will be carried out to ensure that it is working for any bookings. The cleaning contractors are being more vigilant and areas of concern seem to be rectified. The assessment of the electrics are on the schedule of works and quotations are being obtained. **ACTION: RN**
- Cllr Shelton reports that there are areas of visible cracks and paintwork needing attention and that the outside handrail still needs to be removed as unsafe. This will be done as a matter of urgency. **ACTION: LS**

• Utilities Providers:

Information, quotations and/or options will be considered at a future meeting. **ACTION: DU**

• Fire alarm and fire extinguishers – Certificate of Conformity:

The report and update on this matter is again deferred to the next meeting. **ACTION: TA**

b) Contact Magazine:

Updating the current advert was discussed and any additional copy will be sent to the Clerk to update.

9. Risk Assessment/Open Spaces.

- a) The Clerk confirmed that the monthly playground inspection report had been received from Cllr Ungless. A request for information will be included in Contact to ascertain what target age local residents would like to see any new equipment provided for in the playground. The new Spinner Bowl is not now re-centralising and so is filling with water whenever it rains as the drainage hole is off to the side. The company who supplied this unit in July 2018, and the company who carried out the installation, will be contacted to remedy this. **ACTION: CLERK**
The Clerk reports that the Annual Playground Inspection has been scheduled and will be carried out shortly, although an exact date has not been supplied.
- b) There is an increasing problem with dog fouling especially within the recreation ground and despite signage, provision of bins, reporting this to the Dog Warden and reminders being published in Contact the problem remains. It is suggested to renew the signs at all entrance points. Social media is active on this matter and the suggestion of individuals using CCTV is to be avoided. A further notice will be included in the next edition of Contact. **ACTION: CLERK**
- c) Cllr Nikiel reported that the burial ground inspection had been carried out and that it continues to look neat and tidy. The compost bin has now been emptied as required, and in accordance with the existing agreement St Mary's PCC will undertake this on the next occasion as part of the alternating cycle. The Clerk has approached St. Mary's in relation to the plots within the Parish burial ground having evolving features not permitted under the Diocese of Oxford guidelines, to which RPC adheres. Letters will be sent to those families affected to try and reach a solution. Faculties would need to be applied for for any that will remain and which do not comply with the guidelines. **ACTION: RN/CLERK**
- d) An update on the bus shelters and noticeboards will be received at a future meeting. Some of the Noticeboards need repairs to increase strength and stability. All noticeboards still need to be treated with wood preservative. **ACTION: DU**
- e) There is nothing further to report at this time.
- f) The Clerk reports that a request has been received from a plot holder at Chapel allotments to site a greenhouse. Councillors have no objection to this as long as it is within the guidelines as outlined in the tenancy agreement which states that 'Sheds and greenhouses are permitted, subject to conditions. They are defined as 'temporary structures', constructed of wood or metal, capable of being moved without difficulty, of a floor area no greater than 48 sq ft. The location of any shed or greenhouse must be

acceptable to the adjacent plot holders and to any person appointed by the Council to oversee the allotments' The Clerk will request that any greenhouse be located responsibly to avoid restriction of light, access or other and not having any detrimental effect on other tenants. **ACTION: CLERK**

- g) The Clerk reports that a new tenant has taken over Chapel Pasture and a site visit made by Cllr Addison to complete a report as part of finalising the exiting tenancy agreement. This is to ensure that the pasture is ready for the new tenant in the condition in which the previous tenant took it over in respect of boundaries etc, and that any noxious weeds, thistles and brambles have been cleared - most especially the removal of existing ragwort (old plants and any ground rosettes), all being part of the Tenancy Licence. The new tenant has been informed that the hedges will be cut at the end of the wild bird nesting season by the exiting tenant, as agreed. **ACTION: TA**

- h) The matter of ownership in relation to Cross Lane Pond, Bowers Lane was discussed. The area has been cleaned up and fencing is being erected by the presumed new owner of the adjacent pasture land. Details have been obtained and the adjacent owner will be contacted. It does not appear that there is any historical reason to adopt this pond but further investigation and information is needed as there is the possibility of an environmental impact if not retained and maintained as a soak-away for surface water and run off for the natural spring. County Cllr Carl Etholen will see what information regarding this area regarding responsibility and liability is available. **ACTION: CLERK/RN**

- i) The matter of ownership in relation to the 'track' linking Bottle Square Lane and Bowers was discussed. Further investigation and information is needed regarding potential implications, any historical importance, responsibility and existing rights of way, and so will be deferred to a future meeting.

- j) The annual review of Budgetary Control (Bookings Clerk and Clerk) was deferred by the Chairman and will be carried out ahead of the May meeting. **ACTION: RN**

10. Tree Survey & Management Plan.

Cllr Merchant was not present and so this matter is deferred to the next meeting. **ACTION: EM**

11. Risk Assessment Review.

As previously reported the closed Risk Assessment Working Group Meeting took place ahead of the last meeting in March and the document was agreed without any additions and approved with nothing further to add. This has now been duly filed by the Clerk.

12. Defibrillator – Village Hall.

A second defibrillator unit that is planned will be sited at The Mash Inn, Bennett End. Actual location to be agreed. Update at next meeting. **ACTION: TA**

13. MVAS.

The MVAS speed indication device is due to be recharged and will be relocated to Radnage School. The supplier has been contacted regarding the ongoing software issue and a software update is expected from the manufacturer. If this does not resolve the issue then a replacement unit will be provided. **ACTION: RN/EM**

An increase in the speed of vehicles between Pophleys & Stocks since the hedging was cut back was brought to the councils attention and a request made to site the MVAS at this location. This will have to be considered as this was not an identified or accepted location when sites were agreed with Transport for Bucks which take into account existing street furniture, height of existing posts, distance from the highway, line of sight etc.

14. Local Crime.

a) No further update at this time.

b) CCTV/ANPR enabled cameras – no further update at this time.

15. Councillor Election / Co-option.

The Clerk reports that a couple of verbal expressions of interest had been received from potentially interested parties but nothing in writing has as yet been received. Notices have been put on each Noticeboard and will be included again in Contact. **ACTION: CLERK**

16. Neighbourhood Awards 2019.

This initiative is to recognise and appreciate the members of our community who are helping to improve their neighbourhoods, and the lives of the people who live in them and give recognition to the people who really make a difference. The competition includes awards for the best gardens, to recognise the people who go the extra mile to make their gardens stand out and improve their local area, as well as celebrating good neighbours, young heroes and amazing volunteers in our community. The Awards Ceremony will take place on Thursday 18th July. It is suggested that David Salisbury of Radnage Raiders be put forward for this award. The Clerk will complete the necessary paperwork and submit our nomination. **ACTION: CLERK**

17. Clerk's Matters – including late received correspondence.

a) Chapel Pond – The Parish Council has been made aware of new fencing and planting of new hedging whips beyond the boundary of Stratford House alongside Chapel Pond. It appears that the new fencing has been erected on the parish side of the boundary line so moving into 'Common Land'. The owner of Stratford House will be contacted to move both the fencing and hedging to within the boundary of their property. **ACTION: DU**

- b) Crowell / Sprigs Holly road closures – The Clerk reports that notices have been received stating that Sprigs Holly Lane will remain closed until June 14th for ongoing works by Thames Water, with a closure for works at Crowell Hill Farm from June 10th - 14th also taking place for new water connection. Bennett End Road will be closed, with diversions in place, for works by Thames Water, from April 15th for 5 consecutive days. This information will be included at www.radnage.net **ACTION: CLERK**
- c) WDC Ward Budgets – The Clerk is pleased to report that £250 has been received from each of our two District Councillors towards the planned provision of white lines and an outdoor table tennis table at the recreation ground, and for restoration works to the pond in Green End Road. Our grateful thanks will be extended to them for their contribution towards these projects to improve our community facilities for the enjoyment of all.
- d) The Clerk reports that the long term agreement (LTA) Local Council Policy in place with our insurance provider is coming to an end. A quotation for a further 3 year term has been obtained which also reflects the addition of the MVAS, defibrillator and cabinet. The quoted price for the years 2019-2021 is £930.03 pa inclusive of IPT which equates to a £35.05 pa increase, and represents a preferential rate as compared to an annual insurance premium. Acceptance of this 3 year agreement is proposed by Cllr Nikiel, seconded by Cllr Ungless, and agreed by all. The Clerk will ensure that the necessary paperwork is prepared and the Public Liability Letter correctly displayed. **ACTION: CLERK**

18. Forthcoming Meetings and Attendees.

To agree and approve attendance at any forthcoming meetings.

a) To confirm the plan for the Annual Parish Meeting.

The APM will take place on Wednesday May 15th at the Village Hall. The Clerk has contacted all local associations, clubs and organisations inviting them to contribute by talking about what they do, what plans they have and to engage with the community, or if they cannot attend, then to provide a report that can be presented on their behalf. An agenda will be prepared for the required format of this meeting to include the Chairman's Report and any reports received from local associations / groups. A précis of these reports will be given if a representative is not in attendance. Refreshments will be available. **ACTION: RN/CLERK**

b) To hear a report from recently attended meetings.

- Wycombe District Rural Forum – Thursday March 21st – The Clerk attended and reported that this was another enjoyable and informative evening with updates and speakers from the NFU, Berkshire College of Agriculture, Chilterns AONB, Orchard View Farm and the Rural Services Network. Attendees included representatives from local councils, Thames Valley Police, Chiltern Conservation Board and many farmers and landowners. There is a Farm Visit planned for 20 June 2019 at Hampden Bottom Farm.
- To agree attendance at any forthcoming meetings. Attendance at the following BMKALC courses 2019-20 has been agreed and the necessary arrangements have been made by the Clerk for councillors:
- Demystifying Planning – Aston Clinton April 11th 10.00-15.00
Cllr Shelton & Cllr Ungless have both given their apologies as, due to unforeseen business commitments, they are unable to now attend. If any other councillor wishes to attend they would be most welcome.

19. Date of Next Meeting:

The Councillors will next meet at the Village Hall for the **Annual Meeting of the Parish Council** scheduled to take place on **Wednesday 8th May 2019 at 7.30pm**. This will be followed by the **Ordinary Meeting** of the Parish Council **at 8pm**, to be held in the Village Hall.

The formal meeting closed at 21.35 hours

PUBLIC SESSION

The matter of the way in which Dowdy's drivers exit the yard at the start of the day was raised. Cllr Nikiel will follow this up. **ACTION: RN**

The Council are advised to exercise caution when considering ownership / adoption of Cross Lane Pond & the track between Bottle Square Lane and Bowers Lane (discussed at Item 9.h/i) - Bernard Carter who recently completed the Definitive maps project included information within the final document which is available via our website at www.radnage.net and can also be sent to interested parties on request to the RPC Clerk.

County Councillor Carl Etholen provided an update on the current situation with progress towards the Single Unitary Council for Bucks which will begin on 1st April 2020. He also gave interesting figures from the Street Lighting Report, recently published and although it doesn't relate directly to Radnage any problems encountered elsewhere can now be reported directly on FixMyStreet. The closure of the Bledlow Ridge Recycling Centre was also discussed along with potential solutions for the site which are being explored. It is still hoped that within a year it may well re-open with a private company, with possibly a 'residents' scheme in operation. Any developments will be reported here.

The Chairman closed the meeting at 22.00 hours.

Chairman's Signature: R. Nikiel

Date: 8th May 2019