

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 13th FEBRUARY 2019 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Mr Everton Merchant, Mr Darren Ungless, Mr Lee Shelton, Mrs Morag Wagstaff, 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, County Cllr Carl Etholen; and District Cllrs Shade Adoh and Saeed Saddique.

MEETING CLOSED FOR PUBLIC SESSION

No comments were made and no points raised.

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 9th January 2019.

The minutes of the meeting held on 9th January 2019 were approved with a minor, non-material amendment, as proposed by Cllr Shelton, seconded by Cllr Ungless, 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.

- i) Minerals & Waste Consultation – The Clerk reports that BCC have proposed modifications to the Minerals & Waste Local Plan, as per the paperwork previously circulated to all councillors, and that there is now an 8 week consultation if comments need to be made.
- ii) Unitary Council for Buckinghamshire – The Clerk reports that WDC, as well as Chiltern DC and South Bucks DC, are progressing legal proceedings regarding the formation of a new unitary council in Buckinghamshire to challenge the process being used.
- iii) Tree Survey & Maintenance Plan – Cllr Merchant reports that the survey has been completed, a site meeting is scheduled and that the report will be brought to the next meeting on March 13th.
ACTION: EM
- iv) WDC Ward Budget / LAF Funding – Cllr Nikiel reports that the restoration works planned for the pond in Green End Road would fit most appropriately with potential grant funding from the LAF as an environmental project. The budget has now been allocated but with a possibility that further funds may become available at a later date and so a late submission will be made.
ACTION: RN
- v) Dog Warden – The Clerk reports that following the receipt of many concerns raised, and complaints, by local people regarding owners/handlers not picking up after their dog/s, particularly in and around the village hall recreation ground, that the dog warden has been contacted and a formal report submitted.

5. To appoint a Vice Chair to RPC

The Chairman gave a brief overview of the position and what it entails, and requested that all councillors give this due consideration to enable the post to be filled at the next meeting.

6. Planning.

a) To note planning decisions:

- Case Ref: 18/07659/CLP – 52 Green Lane – Certificate of lawfulness for proposed construction of single storey rear extension. Certificate Granted – Proposed Development.
- Case Ref: 18/07778/FUL & 18/07779/LBC – 1 Green End Cottages, Green End Road – Householder and Listed Building applications for ground floor alterations to existing two storey rear extension involving alterations to ground floor windows, internal walls, relocation of WC. Demolition of existing summer house and garage and erection of new replacement outbuilding to rear with ancillary accommodation and linked side porch to dwelling and extension to existing pergola. Application Permitted.
- Case Ref: 18/08006/FUL – Guelder Barn – Householder application for the construction of replacement detached 2-bay garage with storage above. Application Permitted.

b) To consider planning applications:

- 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.

The Council agreed and recorded that they had no objection to this application.

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 other access routes are not suitable for such vehicles.

- 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.

The Council agreed and recorded that they had no objection to this application.

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 other access routes are not suitable for such vehicles.

The following case was added due to time constraints imposed by the Wycombe District Council Planning Department consultee deadlines:-

- Case Ref: 19/05255/FUL – Vale Cottage, 3 Bottom Road – Application for single storey side extension incorporating porch roof linked with existing bay window.

The Council agreed and recorded they had no objection to this application.

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 or Bottom Road (heading from West Wycombe) is to be avoided as wholly unsuitable.

c) Awaiting decision:

- Case Ref: 18/08042/FUL – Cross Lane Farm, Bennett End Road – Application for conversion and change of use of existing disused barn to self catering holiday let including access, parking and associated works.
- 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: 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: 18/08180/FUL & 18/08181/LBC - Ashridge Farm, Green End Road - Householder application for erection of oak timber framed loggia to side.
- Case Ref: 18/08356/FUL - Efford Down Cottage, Green End Road - Householder application for insertion of dormer window to side and 4 x roof-lights to roof in connection with loft conversion and conversion of garage and garage loft to form additional living accommodation.
- Case Ref: 18/08328/FUL - Yewdene, Bottom Road - Householder application for single storey and first floor rear extensions, hip to gable roof alterations including dormer to front roof slope.

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.

e) A closed meeting was held on January 30th with representatives from the WDC Planning & Enforcement office to discuss concerns raised over recent weeks / months, to explore better ways for RPC to submit comments, and to explore new ways of working effectively with WDC and our local community, to understand the specifics and to talk about Radnage. This was a very useful meeting and our thanks were extended to all present.

7. Finance.

- a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 31st January 2019 the Business Account held a balance of £31,070.42 representing interest of £1.28 for the last month, and the Treasurers Account a balance of £37,437.71. Acceptance of the figures were proposed by Cllr Nikiel, seconded by Cllr Merchant, and agreed by all.
- b) The Clerk advised that the expected invoice from Suez for £4.61 had now been received and included for payment. The payments for January 2019 were then approved as proposed by Cllr Nikiel, seconded by Cllr Shelton and agreed by all. Cllr Ungless and Cllr Wagstaff undertook the signing of the invoices and cheques.
- f) A further copy of the required bank mandate will be sent to Cllr Shelton to be completed in person at a local branch of Lloyds Bank.

ACTION: CLERK/LS

8. Village Hall.

a) Maintenance / Electrics:

• Maintenance / electrics:

- Cllr Nikiel reports that arrangements will be made for the maintenance paperwork and file/s to be passed to Cllr Shelton as part of the maintenance handover. **ACTION: RN/LS**
- Cllr Unless reports that the guttering to the rear/patio side of the hall is leaking and needs to be cleaned and re-fitted, and that the 'safety' handrail is loose and will be removed pending attention and refitting. Cllr Ungless will organise the necessary works. **ACTION: DU**
- Cllr Nikiel reports that there had been a leak in the ladies toilets which had now been fixed, but that the other toilets were now leaking. The problems were not related and this matter will be remedied as soon as possible. Notification signs have been put in place. The dishwasher had developed a fault which has now been remedied and a service on the machine carried out at minimal expense. The ovens are scheduled for a deep clean.

• Fire alarm and fire extinguishers:

The report and update on this matter is deferred to the next meeting.

ACTION: TA

b) To receive an update of renting of the village hall kitchen space:

Cllr Nikiel reports that the company currently renting the kitchen space have temporarily suspended the arrangement and will resume as soon as possible.

9. Risk Assessment/Open Spaces.

- a) The Clerk confirmed that the monthly playground inspection report had been received from Cllr Ungless who has taken over the responsibility for this. It is noted that the basketball backboards are starting to delaminate which will be monitored, that there are some bolt heads missing from the slide and that some bolt ends within the playground need to be fitted with caps which Cllr Ungless will arrange to be fitted. Advice will be sought regarding the overall suitability of outdoor fitness / gym equipment for the recreation area to be of maximum benefit across all potential users. This will then be considered at a future meeting. **ACTION: DU**
- b) Cllr Nikiel reported that the burial ground inspection had been carried out and that all is as it should be with no problems and continues to look neat and tidy. The compost bin continues to be monitored and will be emptied by the Parish Council when necessary. The Clerk reports that it has been brought to the Councils attention that some of the graves within the burial ground appear to have certain 'features' which are not permitted under the Diocese of Oxford guidelines to which RPC adheres. Examples of there are any raised 'kerb-effect', and the planting of permanent shrubs etc. The Clerk and Cllr Nikiel will visit the burial ground to discuss further. **ACTION: RN/CLERK**
- c) An update on the bus shelters and noticeboards will be received at a future meeting. All noticeboards still need to be treated with wood preservative. The Clerk reminds the council that the noticeboard by the pond at the junction with Bottom Road needs attention as it is not secure. This will be added to the list of required jobs being put out to quote. **ACTION: DU**
- d) The Clerk reports that the Hedge & Grass Cutting contracts are soon due for renewal and that potential contractors have been approached to quote for the necessary works. A site meeting has been arranged and details of quotations received will be supplied at the next meeting of RPC. **ACTION: CLERK**
- e) The Clerk reports that conversations have been had with Stokenchurch Parish Council to potentially synchronise the maintenance / remedial works to their own Memorial with those required at the Radnage War Memorial. The War Memorials Trust offer help and advice but do not carry out remedial works themselves. They do, however, offer the possibility of a grant for required works and so an application will now be submitted. If successful there is potential to combine with Stokenchurch for the final contracts.
- f) Following the recent winter weather further road signs have been damaged – at junction with City Road and Green End Road and at City Road with Bowers Lane. These will be photographed and reported to the appropriate TfB department to be repaired / replaced as required. e) & f) **ACTION: CLERK**

10. Risk Assessment Review.

A Risk Assessment Working Group Meeting will take place at 7.30pm on March 13th ahead of the Regular Meeting. This will be a closed meeting and not open to the public.

11. Emergency Plan.

AVDC has responsibilities as a Category One Responder, under the Civil Contingencies Act 2004 and a vital part of this is to encourage Community Resilience. The Clerk reports that RPC have been asked as to the existence of a local Community Emergency Plan. An acknowledgement that Radnage Parish Council do have an Emergency Plan in place, as agreed and updated in June 2018 has been sent to AVDC by the Clerk.

12. Allotments and Grazing.

The allotment agreements are renewed annually in April and the grazing every 2 years (from January 2020). The current documents will be updated and rental amounts reviewed to bring in line for 2020. **ACTION: TA**
The current tenant at Chapel Pasture has enquired if the current 2-year arrangement can be terminated at the next payment date in April. The Council will agree to this, if required, with the condition that the Ragwort is properly and correctly removed and that the hedges are cut (by the end of March due to nesting season) before this time. The council could undertake these works if required but the full costs incurred would be the responsibility of the current tenant. The Clerk will reply accordingly. **ACTION: CLERK**

The council were informed directly of recent damage that occurred to the Chapel Allotments boundary fence on the Green End Road boundary between the corner of Radnage Common Road and the bus stop. A car mounted the pavement and drove into the concrete post / fence. A quotation will be obtained and an appropriate repair will be carried out as soon as possible without any cost to RPC. **ACTION: DU**

13. Defibrillator – Village Hall.

The first training session for the use of the defibrillator scheduled to take place on January 22nd had to be cancelled due to closure of the school hall.

The second defibrillator unit that is planned has been agreed to be sited, in principle, at The Mash Inn, Bennett End. Update at next meeting. **ACTION: TA**

14. MVAS.

The MVAS speed indication device continues to be used at various locations around the village. The time / date data collected is not consistent, and continues to shift, so the supply company will be contacted to rectify the fault as accuracy is required for data collection. Consideration will be made of suggestion to cap speed displayed at 30mph. A 'leader-board' was recently displayed by a member of the public. This has now been removed. **ACTION: RN/EM**

15. Local Crime.

a) The Neighbourhood Watch hosted by Geoff Pegg took place on January 16th in the Village Hall and was very well attended. Literature and stickers for display were handed out and new NHW co-ordinators took road signage to put in their area.

b) The consideration of the provision of CCTV/ANPR enabled cameras on access routes to the village is ongoing and potential sites have been identified. Cllr Nikiel will follow up. **ACTION: RN**

c) A Public Meeting attended by David Lidington, held at a central venue, and involving our neighbouring Parishes or Bledlow Ridge, Stokenchurch, West Wycombe, Bradenham & Piddington with surgery appointments was thought to be a good idea. The clerk has contacted the other Parishes and will co-ordinate the meeting to be held provisionally on March 8th when responses are received. **ACTION: CLERK**

16. Councillor Election / Co-option.

The Clerk reports that no expressions of interest or responses have yet been received. A further notice will be included in Contact. **ACTION: CLERK**

17. Consider the proposed Memorial for Nigel Morgan.

The proposed memorial complies with the Diocese of Oxford requirements and is approved by all with no objections. The application paperwork will be returned to the stonemasons as required. **ACTION: CLERK**

18. Definitive Maps of Radnage – Restoring the Rights Project update.

The Clerk reports that notification has been received from Bernard Carter that this project has now been completed. The 13pp report supplied has been included on the Radnage.net website. There is the possibility of a presentation of the report, if required, at a future meeting. Thanks will be extended to Bernard for his hard work in completing this lengthy project. **ACTION: CLERK**

19. BCC Rights of Way Improvement Plan.

Buckinghamshire has a network of 3,359 kilometres (2,087 miles) of public rights of way, and it is the responsibility of Buckinghamshire County Council to ensure that residents and visitors alike have free access to these routes and are able to get the maximum benefit from the access they provide, not only to the wonderful Bucks countryside but also through urban areas. BCC are requesting views about Buckinghamshire's rights of way in a new online survey. The Clerk had previously circulated details to councillors and posted the public version onto the Radnage.net website for comment. Cllr Addison will be asked to complete the survey on behalf of RPC. **ACTION: CLERK**

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

a) Keep Britain Tidy aim to make history this year with the country's biggest ever, mass action environmental campaign to clear litter, including single-use plastic, from our roads, parks and community, and recycle as much as possible. The Great British Spring Clean is from March 22nd – April 23rd. Details will be included in Contact. **ACTION: CLERK**

21. Meetings and attendees.

To agree and approve attendance at any forthcoming meetings.

- To receive a report from recently attended meeting/s:

Councillor Training – Aylesbury January 24th - Cllr Shelton attended and reported that this event was very well attended, informative with valuable information provided both during the session and in the literature to take away.

- Attendance at the following BMKALC courses 2018-19 has been agreed and the necessary arrangements will be made by the Clerk for councillors:

- Parish Unitary Liaison Meeting - 8th March – to be attended by Cllr Nikiel and the Clerk
- Demystifying Planning - 11th April – to be attended by Cllr Shelton and Cllr Ungless

ACTION: CLERK

22. Date of Next Meeting:

The next **Ordinary Meeting** of the Parish Council is scheduled to take place on **Wednesday 13th March at 8pm**, to be held in the Village Hall.

PUBLIC SESSION

There were no members of the public present for this session.

The Chairman closed the meeting at 21.40 hours.

Chairman's Signature: R. Nikiel

Date: 13th March 2019