

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 8th MARCH 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 Gill MacKenzie, Clerk (designate) Mrs Lin Freeth, and 1 member 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 that may be discussed at Item 6 (added due to time constraints imposed by Wycombe District Council Planning Dept.) was her own.

3. To receive up to date DPI forms for signing by the District Solicitor.

The necessary forms have been completed and were received, with those from Cllr Addison and Cllr Wass to be presented to the Clerk, Lin Freeth, following this meeting.

ACTION: GW / TA

The paperwork will be sent to the District Solicitor for signing.

ACTION: CLERK

4. Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 8th February 2017.

The minutes of the meeting held on 8th February 2017 were approved as proposed by Cllr Wass and seconded by Cllr Ryan and agreed by all as a true and accurate record. The Chairman signed and dated the minutes.

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

Cllr Addison reported that the enquiry to WDC for the possible removal of the bulky items on City Allotments (tractor tyres) was not something that could be done as RPC is considered a business and the waste categorised as being motor parts.

6. Planning Applications.

To consider Planning Applications for:

- a) Guelder Barn - *Householder and Listed Building application for construction of part two storey, part first floor side/rear extension and part two storey, part single storey side extension.*

The council recorded: no objection to this planning application. The Parish Council 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, as the village lanes and other routes of access are not suitable for such vehicles.

- b) 31 Green Lane - *Householder application for construction of single storey side porch extension, single storey rear extension and insertion of rooflight to front roofslope.*

The council recorded: no objection to this planning application but would comment that as this property is on an access track to 33 Green Lane / Golden Acre and is adjacent to the Red Kite social housing that any site vehicles should keep this access clear at all times. The Parish Council request that should permission be given 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.

The following 2 planning applications were received on March 6th and March 7th respectively. As this was after the publication date of the Agenda Wycombe District Planning Department were approached to request an extension to the deadline for consultee comments to enable due and proper consideration to these applications, for them to be formally publicised to the local populous and to give the public / residents the opportunity to attend the next meeting of the Council to express their views. However, an extension was refused due to the due dates for determination and the planning officer needing time to duly consider the various comments submitted. As this timeframe is unacceptable the Parish Council will be contacting the Head of Planning and our District Councillor to voice our complaint. In the meantime Councillors suggested that the applications be given consideration and be discussed, and a response agreed, via email, but recognise that this would not give the public an opportunity to discuss their views with the council.

- c) 24 Green Lane - Application for *erection of replacement 5 bed dwelling*
The Council recorded that without the necessary time to properly consider this application and with an apparent lack of information included within the documents relating to this application, with regard to footprint size, proposed materials etc and inconsistencies such as new access to the highway and public/private road, the Council find it difficult to assess the impact of this development. It is therefore unable to comment at this time.
The Parish Council would request that 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.
- d) Radnage House Riding Stables - *Application for retention of loose asphalt trackways flanking outdoor manege (supplementary to those approved under planning applications 14/05147/FUL & 16/05842/FUL)*
The Council recorded that there is no objection but that the timeframe for comment, to enable inclusion at the next meeting of the council, is unacceptable in giving the necessary time to properly consider this application. Cllr Addison was not active in the discussion of this application.

These consultee comments as stated, were proposed by Cllr Turner and seconded by Cllr Nikiel. All agreed and they will be submitted to the Planning Department at Wycombe District Council via PublicAccess. The properties relating to items c) and d) will be reported as 'unable to comment' unless any reply from the Head of Planning / District Councillor allows the correct due process to be followed by extending the consultee deadline as required.

ACTION: CLERK

7. Finance

- a) The Clerk Gill MacKenzie had circulated the latest budget summary and no questions arose from this. She advised that as at 28 February 2017 the Business Account held a balance of £31,040.69 representing interest of £1.32 for the last month and the Treasurers Account a balance of £12,148.71
- b) The invoice from Debbie White has not yet been submitted and will be paid via Direct Debit when received, as approved by the Chairman.
The payments for February 2017 were approved as proposed by Cllr Jones, seconded by Cllr Nikiel and agreed by all. Cllrs Nikiel and Addison undertook the signing of the invoices and cheques.
- c) A cheque in the sum of £473.71 has been received from Carol Wheeler as a donation towards the playground. The money is the last of the funds raised by a small group of villagers who fundraised for the children's play area and who provided the brightly coloured climbing frame and funded the building of the baseball court. Carol and Kay Brown are the only two remaining ladies in the group and the account has now been closed. A file containing previous correspondence and paperwork, together with two replacement basketball nets, has also been received and will be held with the Clerk. A letter of thanks for their hard work and timely donation, which will be used for the necessary repairs to the backboards of the court, will be sent. **ACTION: CLERK**

- d) Membership of the Society of Local Council Clerks (SLCC) who offer comprehensive advice from a team of expert and experienced advisors as well as training, regular essential publications and representation was considered for our Clerk. The payment of this annual membership was approved as proposed by Cllr Jones, seconded by Cllr Merchant and agreed by all.

8. Risk Assessment

- a) The Clerk (designate) confirmed that the monthly playground inspection report had been received. Cllr Ryan and Cllr Nikiel reported that the treatments to the backboards has been completed but the time allocated to fit these has had to be postponed due to bad weather. The works will be completed before the next meeting of the Parish Council. Cllr Ryan reported that meetings had taken place with two playground manufacturers to discuss the possibility of new equipment and how best to save the existing swing instead of replacing it. Any funding that may be available will be investigated. **ACTION: AR/RN**
- b) The Clerk (designate) confirmed that a report on the inspection of the noticeboards and bus shelters had been received. All of the six noticeboards were checked and found to be in a serviceable condition with one needing the supporting wedges re-fitted. This will be done. The application of wood preservative to all boards will be completed when the weather is warmer. The bus shelters have been swept and surrounding areas trimmed back and cleared. The bus shelter in Green End Road has been found to be in a potentially dangerous condition with one end of the lintel spanning the entrance having degraded so as not to be supporting the structure. It is also identified as having a corrugated roof that may be of an asbestos material. Immediate action will be taken to prevent any further use of this bus shelter by blocking the entrance with hazard warning tape and displaying warning signage to be prepared and laminated by Cllr Jones. Advice and quotations from appropriately qualified tradesmen will be sought at the earliest opportunity to identify options regarding repair, demolition and/or disposal. **ACTION: SJ/CLERK/EM**

9. Village Hall

- a) Cllr Addison provided an update that the Village Hall landscaping project is half way through with the handrail at the rear fixed as firmly as possible although not suitable for sitting/swinging on and so will need to be checked on a regular basis. The repointing of the paving slabs is underway and will be completed when the contractor returns from time away. Cllr Turner requests that the fire exit slope be repointed at the end where it meets the level. The cost of carriage for the post that will prevent vehicles driving onto the playing field was misquoted and so the contractor will incur additional costs for delivery of approximately £65. It was agreed to meet these additional costs as proposed by Cllr Jones, seconded by Cllr Nikiel and agreed by all. The flower bed to be installed at the front of the village hall will necessitate relocation of the current smoking area and rubbish bin.
- With regard to the exercising of dogs within the village hall recreation field, and picking up after them, evidence of several misdemeanours have been found recently with one individual in particular being a persistent offender. The Parish Council is considering their action against this person and will seek guidance from the local Dog Warden and from environmental health. Dog owners/walkers need to behave responsibly and use the ample bins provided.
- b) It is wonderful to report that there are now lovely new signs in the most appropriate places - 2 outside the main door of the hall advising hirers of emergency contact details for the Village Hall team and information regarding the locking of the car park; a sign denoting the emergency gathering point, a sign with bookings details and another car park sign. Thanks to Cllr Addison and Cllr Turner for fitting them. The laminated sign remains on the wall outside as it includes the full village hall address if this is needed in the event of any emergency.
- c) In reviewing the Village Hall manual Cllr Turner has satisfactory evidence to suggest that the safety measures in respect of the fire alarm, boiler, emergency lighting and electrics are being appropriately monitored. The insurance provider will be asked for any stipulated timescales for the frequency of inspections. **ACTION: SJ**

Initial documents have been produced for 1. Maintenance and 2. User Manual with a schedule of tasks with timescales. The boiler service has been carried out for which a Certificate Is pending. The engineer could not locate an oil supply isolation switch which will need to be considered at the next point of service. An emergency cut-off is in place. It was also noted that the cover to the oil tank is of an age that its replacement to meet current regulations may be due for consideration. A carbon monoxide alarm will be purchased to a maximum budget of £35 and installed as proposed by Cllr Jones, seconded by Cllr Addison and agreed by all. **ACTION: PT**

Cllr Jones and Cllr Ryan have obtained hire rates from other Village Halls in the area to create a comparison of rates charged, and hire packages offered. It is proposed to include a Children's 3-hour Party rate to attract the school families at a single rate for all, whether residents or not. Also to offer a free hour (if the hall is available) for setting up and clearing away for events bookings. It is proving difficult to distinguish between the Radnage resident rate and the non-resident rate when applying discounts to differing hire groups and regular users. The rates will therefore remain unchanged and this matter will be revisited at a later date. A working group meeting will discuss options and report back findings. **ACTION: SJ**

- d) Cllr Addison has approached various organisations to offer the chairs but they have not yet been taken. If they cannot be found a new home they will be disposed of.

10. Decide upon the siting of a Memorial Bench in the Village Hall Recreation Ground.

Permission for a memorial bench was agreed in principle at the February meeting, pending further detailed information. There are currently 2 other Memorial Benches within the Village Hall grounds of the same design, and so it was suggested to the family that it may be appropriate and favourable for any new bench to fit in with, and match, those. They were given the information taken from the existing benches (both being supplied by Oxford Memorial Benches www.oxmembench.co.uk) if they wanted to consider contacting them. The family have decided that this would be appropriate and suggest one to match, at 1.5m, with a simple engraved inscription. The company would install the bench using earth anchors to secure it. It is anticipated that any order for this bench would have a delivery / installation schedule of approximately 2 months. The details supplied are appropriate and permission for the new bench to be located either alongside the entrance driveway or immediately opposite on the other side of the recreation ground, is proposed by Cllr Jones, seconded by Cllr Nikiel and agreed by all. Cllr Jones is happy to meet a representative of the family for a site visit and to also ensure that a member of the council is on site when the bench is delivered/installed. Any of the existing benches found to be unfit for purpose will be removed. **ACTION: RN**

11. Update on advertising using the Noticeboards at Stokenchurch Library.

Cllr Jones reports that noticeboard has been completed and extended thanks to Tony Eden for the photographs and to Carol Eden for helping to put the details onto the board. Bookings will be tracked to see if this method of advertising works for Radnage. **ACTION: SJ**

12. Open Spaces

- a) The update on the repairs to the backboards within the playground was covered at Item 8.a)
- b) Cllr Ryan will report on the playground signage at the April meeting. **ACTION: AR**
- c) The update on the bus shelters and noticeboards was covered at Item 8.b)
- d) Cllr Nikiel reported that quotes for the allotment improvement project have been obtained and if no investment into the allotments is made it will be very difficult to attract new tenants. Much of the necessary works could be carried out by a working party with City as the priority. **ACTION: RN**
- e) Cllr Merchant reported that meetings have taken place with two companies, with another scheduled, to discuss the initiation of a tree survey. Quotes are pending. **ACTION: EM**
- f) Cllr Wass advised that there has been no further progress in relation to the challenge of ownership of the small parcel of Radnage Common that includes the small building/shed. **ACTION: GW**
- g) Correspondence has been received from the solicitor in respect of the Deed of Easement relating to 1, Chapel Cottage. It is proposed by Cllr Wass, seconded by Cllr Addison and agreed by all that to avoid undue wear and tear on the grass a weight restriction be imposed to limited the right of way to Class B vehicles only. There will be no parking rights granted.

All residents on the Common will be reminded of their responsibilities and of the rules that do not allow parking on common land. The council is aware of the situation and is choosing not to enforce this at the present time. Deed of Easements have been granted to some properties and those who have not already done so can apply at their own cost and at no cost to the council.

ACTION: GW

- h) We have been contacted by Mr Leach, a volunteer from the War Memorials Trust, the charity that works for the protection and conservation of war memorials in the UK. In conjunction with Historic England the Trust is engaged in a project to have free-standing memorials recorded as listed structures during the centenary of the First World War, and he is undertaking the task for several memorials in Buckinghamshire. The memorial in Radnage has been identified as being suitable for listing and the process is underway. Historic England have received the application to add the War Memorial to the List of Buildings of Special Architectural or Historic Interest, and will make an assessment before making a recommendation to the Secretary of State as to whether it should appear on the List.
- i) The Deed of Variation documents in favour of Southern Electric to extend the existing underground cable run outside the village hall to the edge of Green Lane and making good any damage caused in the process) have been received and their signature by the Chairman done at this meeting. In returning the duly signed documents confirmation will be requested of the Provision within the variation of the existing Deed of Grant for Southern Electric to make good any damage caused in the course of extending the existing underground cable run. It will also be requested that the Parish Council be informed of the date of commencement of the scheduled works and the duration of them. It will also be noted and advised that adjacent to the boundary hedge to the rear of Radnage Village Hall, and in line with the back of the neighbouring property (2, Green Lane), there is a transformer box present and clarification will be sought as to what will happen to this as a result of the works.

ACTION: CLERK

13. Locally focused Village Plan

Members of the council attended a further Working Group Meeting, which took place on Thursday 2nd March at 8pm at the home of Cllr Ryan, to discuss how the the process of the plan can be progressed. The SCAF Village Survey 2015 and Stokenchurch Village Survey 2015 Report documents were referred to for information regarding timescales used and the types of issues and topics covered. The key issues discussed were to facilitate a proper understanding of what our village wants, the provision of an informative, current and usable website platform, to ensure the facilities provided within the playground are appropriate for all age recreation and so to understand the village demographic (particularly in relation to age and gender) and to ensure we are meeting the needs of our older population. As proposed by Cllr Turner, seconded by Cllr Nikiel and agreed by all, the items identified at this meeting and therefore to be taken forward are to develop our website presence, to ensure that the existing information via Radnage.net is updated and relevant and for further meetings to take place enabling progress of the key areas identified.

ACTION: All

14. Modernising Local Government

Cllr Nikiel suggested that the Bucks County Council proposal of a new single unitary option is probably not as workable as the proposal for two new unitary councils in Bucks (one in the North and one in the South) from the four District Councils as the unusual geography of Bucks already favours an area of two halves, and so is a more logical step. This proposal already put forward by the District Councils is agreed in principle and there are no further comments to make at this time.

15. Consider the proposed Memorial for Joshua Beavis

The council agree in principle to the application for a new memorial but in accordance with the Diocese of Oxford Churchyard Regulations the lettering must be in black or grey only and the proposed daffodil ornament (etching or carving) be uncoloured, and not covering more than one fifth of the surface of the monument. As agreed at the July 2016 meeting of the Council there will be no costs submitted (child under the age of 16 years).

16. Clerks Matters - including correspondence.

It has been noted that despite numerous requests the overgrowth of the stretch of hedge on City Road, between Green Lane and the postbox opposite The Crown public house has still not been addressed. This matter has been brought to our attention by residents and horseriders who have explained that the overhanging branches make it treacherous for riders at head height and to drivers negotiating the corner. We are also aware of the dangers of that particular corner with any overgrowth making the line of sight very difficult at all levels. It also obscures the small length of pavement, making it unusable. Transport for Bucks have been previously asked to add this to their flail list as there has been no response from the property who own this boundary hedge. This matter is ongoing in the search for a solution.

ACTION: CLERK

17. Forthcoming Meetings and attendees.

a) The councillors are asked to bring proposals for the format of the forthcoming Annual Parish Meeting to the next regular meeting of the council. It is thought that it will be a less structured occasion with the opportunity for members of the public to come and meet their councillors, discover what has been achieved in the past year, ask the questions about any issues that concern them and discover the objectives for the coming years. We will be welcoming ideas, suggestions and comments for an open dialogue. This meeting will be actively publicised around the village, to local groups, via the website, in Contact and on the noticeboards. Refreshments will be available.

ACTION: ALL

b) Cllr Nikiel attended the South West Chiltern and Marlow LAF on February 28th and reported that whilst it is heavily centred on Great Marlow and surrounding parishes it is a useful resource. It advised of TVP Speedwatch initiatives for Green End Road and City Road, particularly outside of Radnage School, TVP Traveller Incursion Initiatives, the availability of Speed Warning Signs for hire, traffic calming in West Wycombe on Chorley Road and for parking bollards around CJ Stores and Tesco in Stokenchurch. Cllr Nikiel is happy to continue attendance at these meetings.

c) The council have been advised of many forthcoming meetings and Cllr Nikiel plans to attend the Parish Liason Meeting as our representative on Wednesday 22nd March. As a 'new' council there is much interest in attending training course delivered by BALC, as follows:

- Annual Audit Training 4th April
- Demystifying Planning Monday 22nd May
- Councillor Induction Training Tuesday 23rd May
- Finance Training for Councillors Thursday 20th July

Representatives of the council will also attend the CPRE Planning meeting on Saturday May 6th.

18. To approve attendance at forthcoming trainings.

As proposed by Cllr Jones, seconded by Cllr Nikiel and agreed by all, the attendance of our councillors at the trainings being offered is welcomed and encouraged and the cost of which will be covered by the Parish Council as accounted for in the 2017-18 Precept.

19. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 19th April 2017 at 8pm**, to be held in the Village Hall.

The formal meeting closed at 22.15 hours.

PUBLIC SESSION

The member of the public, Tony Eden, attending the meeting raised the following points:

- When the boiler is serviced can the timing mechanism please be checked?
Cllr Turner advised that this has been done as part of the recent servicing and that the engineer and passed as okay.

- Please be vigilant as to the dog walker / owner exercising two dogs in the village hall grounds and not clearing up after them.
- The outside laminated sign is for information for those who cannot gain access to the hall.
- Having looked at Chiltern Villages Longburrow Hall seems to be targeting their efforts towards conference bookings rather than weddings.
- SSE - as a neighbour could the Green Lane residents be informed of the plans regarding the future works as discussed at Item 12. i) in due course. Cllr Nikiel reports that from previous experience SSE are very good at relaying information to residents.

Thank you to Tony Eden for his comments and for his attendance at this meeting.

The Chairman closed the meeting at 22.20 hours

There followed the presentation of a card and living flowers to our Clerk Gill MacKenzie as a huge thank you for her 8 years of service to Radnage Parish Council and in wishing her a very happy retirement. She will be missed although we look forward to seeing her in the public gallery at future meetings!

Chairman's Signature:

Date: