

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 13<sup>th</sup> MARCH 2019 AT 8 PM IN RADNAGE VILLAGE HALL

**Present:** Councillors: Chairman Mr Robert Nikiel, Mr Everton Merchant, Mrs Morag Wagstaff, and Clerk Mrs Lin Freeth.

There were no 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 County Cllr Carl Etholen; District Cllrs Shade Adoh and Saeed Saddique; Cllr Ms Tamsin Addison, Cllr Mr Lee Shelton and Cllr Mr Darren Ungless.

### MEETING CLOSED FOR PUBLIC SESSION

There were no members of the public present for the meeting.

### MEETING REOPENED

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

Cllr Merchant declared an interest in the planning application at Boundary Farm, to be discussed at Item 6. No other declarations were made.

### 3. Acceptance and signing of the minutes of the Ordinary Meeting of the Parish Council held on 13<sup>th</sup> February 2019.

The minutes of the meeting held on 13<sup>th</sup> February 2019 were approved as proposed by Cllr Wagstaff, seconded by Cllr Merchant, 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.

The Clerk reported that the confirmed changes to Household Recycling centres will begin on April 1<sup>st</sup>. Sites at Rabans Lane Aylesbury, Burnham, and Chesham will close two days a week on Wednesdays and Thursdays, and the Bledlow Ridge site will permanently close at the end of March with the nearest alternative sites being at Aston Clinton or High Heavens in High Wycombe. All sites will introduce charges for non-household waste items eg bags of rubble, kitchen units, fence panels etc. to bring them in line with many other authorities. Domestic and Green Waste will not be charged for.

### 5. To appoint a Vice Chair to RPC

There was some discussion and a councillor was proposed but declined to take up the post. The Chairman once again requested that all councillors give this due consideration to enable the post to be filled as soon as possible.

### 6. Planning.

#### a) To note planning decisions:

- 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. Application Permitted
- Case Ref: 18/08180/FUL & 18/08181/LBC - Ashridge Farm, Green End Road - Householder application for erection of oak timber framed loggia to side. Application Permitted
- 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. Application Permitted
- 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. Application Permitted
- Case Ref: 19/05277/MIN - Greenway, Green End Rd - non-material amendment to permission granted 18/05981/FUL. Application Refused
- 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

#### b) To consider planning applications:

- 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)

*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 as the village lanes are not suitable for such vehicles.*

- Case Ref: 19/05312/FUL - Batt Hall, Sprigs Holly Lane – Householder application for construction of a greenhouse.

*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 as the village lanes are not suitable for such vehicles.*

- 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.

*The Council agreed and recorded their objections and concerns in relation to this application as follows:*

*Variations of this application have been refused several times by WDC and the proposed amendments do not go far enough to address the reasons given for its refusal at Committee. In essence the reduction of the curtilage and the planting of a hedge do not address the original objections. Also In the photographs the stable is very close to the neighbouring property and neighbour amenity should be considered. Whilst there is no right to a view, loss of privacy is a legitimate and genuine concern. The curtilage of the property, whilst being reduced, is still being created and is very close to the footpath. The planting of a hedge alongside the footpath, depending on its planting line, could reduce the width of the path and may have access issues. The conversion of agricultural land to garden always alters the appearance of undeveloped land. From local knowledge the path is very narrow and positioned between boundary fences - this would make maintenance difficult. There would also be a significant visual and physical impact on the neighbouring properties. With regard to access the highways department notes the similarities to previously refused applications and states that the conversion of the building to residential does not meet current policy guidelines. The property does not have access to a sustainable public transport system and would therefore be heavily reliant on cars. It refers to a Planning Inspectorate decision to convert a stable to a studio flat which was declined for similar issues due to its location. (PINS REF: APP/K0425/W18/3203782). Because access to the property would be via unlit county roads it does not meet the thresholds set in para 103 of the National Planning Policy Guidelines and it should be declined.*

*The committee also noted that the track to the property would add to the urbanisation of the site. There is little detail as to how this would be overcome, other than the placing of local stone. Does this mean a paved road? Maybe more information could be provided as to how this was intended to be done in a sympathetic manner. It is also worth noting that the proposed access will divide the existing paddock and will further increase the area of change of use to agricultural land. Does this mean that the entire paddock will become unusable as agricultural land. So, again, while the curtilage of the house is reduced the change of use within the paddock, to allow access, shows that the Urbanisation aspect of the application is not insignificant.*

*In summary, reducing the curtilage of the building does not stop the impact of Urbanisation as discussed in the planners report. The installation of a green track and the planting of hedges does not stop the development breaking undeveloped ground or changing the use of the land in the paddock for access, which was of primary concern to the planning officers. Policies relating to development of the AONB discuss the lasting harm to the area needing to be outweighed by the development to be permitted. Proliferation of residential paraphernalia will have an unacceptable domestic intrusion into the open countryside and Chilterns Area of Outstanding Natural Beauty. If the development is permitted its size could be increased via permitted development rights and the property could look very different. Whilst the changes to the building may appear insignificant, the change in its use would have a significant impact on the character of the area. As such the proposal is considered to be contrary to policies C4 (Extension of Site Boundaries in the Countryside), C7 (Re-use and Adaption of Buildings in the Countryside), C10 (Development in the Countryside Beyond the Green Belt), and L1 (The Chilterns Area of Outstanding Natural Beauty) of the adopted Wycombe District Local together with CS17 (Environmental Assets) and CS19 (Raising the Quality of Place-Shaping and Design) of the Core Strategy DPD."*

- 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 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 discussed here due to time constraints imposed by the Wycombe District Council Planning Department consultee deadlines:-

- Case Ref: 19/05344/FUL – Radnage House, Green End Road – Application for cladding of existing barn containing stables for the welfare of animals.

*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 from Bledlow Ridge or Hatch Lane / Bottom Road (heading from West Wycombe) is to be avoided as wholly unsuitable.*

**c) Awaiting decision:**

- 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: 19/05107/FUL – Walters House, Green End Road - Householder application for replacement single storey rear extension, fenestration alterations and render to whole dwelling.
- 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 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:**

- The Parish Council have been informed of an Appeal Against an Enforcement Notice in respect of Mudds Bank Stud Farm – alleged change of use of land to allow the stationing of a mobile home and breach of condition of P/P 17/05627/FUL and unauthorised operational development. Any representations are to be received by the Planning Inspectorate by 03.04.2019

**7. Finance.**

- a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 28<sup>th</sup> February 2019 the Business Account held a balance of £31,071.82 representing interest of £1.40 for the last month, and the Treasurers Account a balance of £35,352.36  
Acceptance of the figures was proposed by Cllr Merchant, seconded by Cllr Wagstaff, and agreed by all.
- b) As requested the Clerk had circulated the details of the National Salary Award (ALCC/SLCC) and new SCP rates which take effect from 1<sup>st</sup> April 2019. No questions or queries arose from this.
- c) The Clerk advised that the expected invoice for the cleaning of the Village Hall ovens for the quoted £200 had now been received and included for payment. It was requested and unanimously agreed to approve payment via BACS on this occasion. The expected invoices from the village hall cleaning contractor CVCS, and British Telecom had also been received and included for payment.  
The Clerk reported that in order to finalise the accounts for the end of the current Tax Year unrepresented cheques for the Village Hall booking deposit returns had been followed up by the Bookings Clerk. It was identified that these cheques had been misplaced. Replacement cheques have been issued on the basis that the existing, previously issued, cheques are destroyed or returned, and that any lost cheques that are subsequently found also be destroyed or returned.  
The payments for February 2019 were then approved as proposed by Cllr Nikiel, seconded by Cllr Merchant and agreed by all. Cllr Nikiel and Cllr Merchant undertook the signing of the invoices and cheques.

**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 in progress. **ACTION: RN/LS**

- Cllr Nikiel reports that a complaint had been received from a regular hirer of the village hall following two of the toilet cubicles being out of service, together with cleanliness issues with the main hall floor and kitchen space, and issues with the central heating. The leak in the toilets has now been remedied and the boiler has been serviced – however it is suspected to have an intermittent fault and the engineer is due to return. The commercial ovens have been cleaned by a local contractor, as well as the fridges, extractors and surrounds. It is thought that the issues with the main hall floor were experienced due to being ‘between cleans’ but that the cleaning contractors had been contacted. The hirer expressing concerns will be contacted regarding the issues raised. **ACTION: CLERK**

During the recent boiler service it was brought to our attention that the roof of the tank is currently of wood construction and should be changed as no longer compliant. It is also suggested that the emergency oil cut-off valve be replaced with an in-line valve.

• **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 deferred to the next meeting. **ACTION: TA**

**b) Contact Magazine:**

The consideration of updating the current advert will be discussed at the next meeting.

**9. Risk Assessment/Open Spaces.**

- a) The Clerk confirmed that the monthly playground inspection report had been received from Cllr Ungless. The bolt covers required in the ball court area have been fitted and those identified as not having nuts have been sorted. Information as to suitability of outdoor fitness / gym equipment for the recreation area will be provided and considered at a future meeting. **ACTION: DU**
- b) Cllr Nikiel reported that the burial ground inspection had been carried out and that it continues to look neat and tidy. The compost bin is now full and will be emptied as required By RPC. This task is undertaken alternately by RPC and St Mary’s Parochial Church Council. The families having the graves within the burial ground that appear to have evolved with features not in line with those permitted under the Diocese of Oxford guidelines, to which RPC adheres, will be contacted to discuss how this can be addressed. **ACTION: RN/CLERK**

It was noted that the service and burial of Andrew Paterson, within the Parish burial ground, took place on March 2<sup>nd</sup> followed by a gathering of friends, family and neighbours at the village Hall.

- c) An update on the bus shelters and noticeboards has been received. It is noted that some of the Noticeboards need repairs to increase strength and stability, so prolonging their life expectancy! The Green

End Road board appears to have been damaged by hedge cutting activity and a temporary repair will be undertaken until a replacement can be installed. 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.

**ACTION: DU**

The bus shelters have been swept and the benches wiped down. Thanks are extended to our volunteers who undertake these checks.

- d) The Clerk will prepare and submit a preliminary grant application to the War Memorials Trust for proposed cleaning/restoration works to the War Memorial.

**ACTION: CLERK**

- e) The Clerk reports that several potential contractors were approached to quote for the necessary hedge and grass cutting contract works for 2019 and 2020. Some declined to quote and others only expressed an interest in either one or the other of the contracts. Those received were considered. It was then proposed by Cllr Merchant, seconded by Cllr Nikiel will all in favour to accept the quotations provided by long-term contractor Mr Spratt. A confirmation letter will be sent to Mr Spratt by the Clerk, together with copies of the contracts for signing and a request for the provision of a current Public Liability Insurance Certificate.

**ACTION: CLERK**

- f) The matter of ownership in relation to Cross Lane Pond, Bowers Lane had been raised. No definitive information could be located and so will be deferred to the next meeting. The area has been cleaned up and fencing is being erected by the presumed new owner of the adjacent pasture land. An attempt to contact the adjacent owner will be made.

**ACTION: CLERK/RN**

- g) The matter of ownership in relation to the 'track' linking Bottle Square Lane and Bowers had been raised. No definitive information could be located and so will be deferred to the next meeting.

**ACTION: CLERK/RN**

It appears that several years ago the pond and track from Bottle Square Lane needed to be registered as not having an adopted owner. It is understood that this was not undertaken as Common Land at the time. Bernard Carter who recently completed the Definitive maps project will be contacted for more information.

#### **10. Memorial Application – Bryan Dodwell.**

The application for an additional inscription states that it will be incised and enamelled in pale grey/white. The inscription must comply with the Diocese of Oxford Guidelines with the lettering being 'uncoloured, grey or black only' and so cannot be 'white'. This will be queried to ensure that it is enamelled in grey. The application paperwork will be then returned to the stonemasons as required.

#### **11. Tree Survey & Management Plan.**

Cllr Merchant reported that the quotation for follow-on works to that previously started as part of the Tree Management Plan had been received from the existing contractor, South Bucks Tree Surgeons, amounting to £2700 +VAT. It was then proposed by Cllr Nikiel, seconded by Cllr Wagstaff will all in favour to accept the quotation and instruct the contractor to commence work as soon as possible.

**ACTION: EM**

#### **12. Risk Assessment Review.**

The closed Risk Assessment Working Group Meeting took place ahead of the Regular Meeting and the existing document was agreed without any additions and approved with nothing further to add. Proposed by Cllr Nikiel, seconded by Cllr Wagstaff, with all in agreement.

#### **13. Information Policy.**

A draft information policy, which has been updated to include reference to the Data Protection Act (DPA) 2018 and vexatious processes, has been prepared by the Clerk in accordance with guidelines from BALC, and previously circulated for reference. It is agreed as proposed by Cllr Merchant and seconded by Cllr Nikiel, with all in favour, that this policy be adopted. The Clerk will include this within our Policy documents and publish via Radnage.net

**ACTION: CLERK**

#### **14. Allotments and Grazing.**

The current tenant at Chapel Pasture has provided written Notice of termination of the current Licence agreement with effect from the end of the term on April 6<sup>th</sup>. The Council are in agreement with this with the condition that all noxious weeds, thistles and brambles are cleared - most especially the removal of existing ragwort (old plants and any ground rosettes) and that the hedges will be cut at the end of the wild bird nesting season. All in accordance with the Tenancy Licence Agreement. A site visit will be made to complete a report as part of finalising the current agreement. This will be to ensure that the pasture is ready for the new tenant in the condition in which it was originally taken over. Expressions of interest to take on the tenancy of this pasture have been received stating the intended usage, type and number of animals etc and in the interests of fairness will be offered to interested parties who have been on the waiting list the longest. A one year contract will be offered initially to bring in line with other rental parcels for 2020.

**ACTION: CLERK/TA**

The council provided Notice of termination of the tenancy to an allotment holder at City Allotments for Plots 1, 2A and 2B. Expressions of interest from potential plot holders have been previously received and will be followed up.

**ACTION: RN**

The tenancy agreements and rental amounts will be reviewed for all allotment and pasture plots at the end of 2019 and new agreements and rental amounts implemented ahead of the 2020 renewal dates.

**ACTION: TA**

#### **15. 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**

#### **16. MVAS.**

The MVAS speed indication device continues to be used at various locations around the village and is charged and in use. The supplier has been contacted to rectify the ongoing software issue. Cllr Nikiel and Cllr Merchant will coordinate the management of the device.

**ACTION: RN/EM**

**17. Local Crime.**

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

**18. Meeting of the Local Parish Councils.**

The Clerk reports that the level of interest for a Public Meeting with neighbouring Parishes and the opportunity for surgery appointments with David Lidington was disappointing. It was also difficult to isolate a date/time that would suit all concerned at a central venue that wasn't booked. It was therefore decided that the meeting scheduled for March 8<sup>th</sup> would not go ahead on this occasion, but kept in reserve for another day.

**19. 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**

**20. Buckinghamshire Best Kept Village Competition 2019.**

Councillors unanimously agreed for Radnage to enter the 2019 competition following the positive comments received in both 2017 and 2018. Details will be included in Contact. Payment of the £25 entry fee is proposed by Cllr Nikiel, seconded by Cllr Merchant, and agreed by all. The Clerk will complete the necessary paperwork and submit our entry. **ACTION: CLERK**

**21. Clerk's Matters – including late received correspondence.**

- a) Community Cop Cards Scheme - This is a sticker collecting scheme involving the year 6 classes in the Marlow and south west rural areas. The 10-11 year olds aim to collect as many stickers as possible through various individual tasks or class activities. The scheme was piloted in 2017, through generous donations from Parish/Town Councils and from the feedback received from teachers, parents and pupils it was a great success. The activities/tasks include the pupils being first aid trained by St Johns Ambulance, having an input from the Neighbourhood Policing Team on road safety and anti-social behaviour, talks by NSPCC and Bucks Fire & Rescue. The scheme is a result of multi – partnership working from Thames Valley Police and Wycombe District Council and is funded by the communities that the children participating come from. Radnage School are taking part and as proposed by Cllr Wagstaff and seconded by Cllr Merchant councillors unanimously agreed to support the Community Cop Cards Scheme this year by giving the suggested amount of £150. **ACTION: CLERK**
- b) Green Lane Residents Association AGM – notice has been received of the GLRA AGM on 27<sup>th</sup> March at 7.30pm. Cllr Nikiel will attend as a resident and on behalf of RPC and suggests that other Councillors and residents also show their support.
- c) Planning Application – a late application in respect of Radnage House Stables - Case Ref: 19/05344/FUL as noted at Item 6.b) was received with a determination date ahead of the next meeting of the Parish Council. Due to these constraints it was discussed here and no objections to it were noted. Details will be circulated to all councillors for comment and if nothing arises the submission will be made by the Clerk ahead of the deadline. **ACTION: CLERK**

**22. 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 15<sup>th</sup> at the Village Hall hosted by the Parish Council as an opportunity for our electors, in a more informal setting, to contribute to the Agenda and for everyone to celebrate local activities and debate current issues in our community. The Clerk will contact 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. Refreshments will be provided.
- b) To hear a report from recently attended meetings.
  - Parish Unitary Liaison Meeting – Gt Kingshill March 8<sup>th</sup> – Cllr Nikiel & Clerk attended.  
This was not a meeting to provide further information but to give attendees the opportunity to make suggestions and comments, and to voice concerns about how the new Unitary Council will be formed, how it might operate and how we would like it to be! A useful session with all comments being passed on to ensure that our voices are heard at the early stages of this process.

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

- Demystifying Planning – Aston Clinton April 11<sup>th</sup> 10.00-15.00 – Cllr Shelton & Cllr Ungless to attend.
- Wycombe District Rural Forum – Thursday March 21<sup>st</sup> – Clerk attending.

**23. Date of Next Meeting:**

The next **Ordinary Meeting** of the Parish Council is scheduled to take place on **Wednesday 10<sup>th</sup> April 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 21.50 hours.

Chairman's Signature: R. Nikiel

Date: 10<sup>th</sup> April 2019