



**Minutes of the Parish Council Meeting
held on Monday 10th August 2020 via teleconference (Zoom)
at 7.30 p.m.**

(Meeting held by teleconference as per The Local Authorities and Police and Crime Panels (coronavirus) Regulations 2020)

Public Forum:

A resident regarding the track around Prestwood Common

Present: Councillor A Hewett, Chair (left the meeting at 9.45pm)
Councillors: C Baxter, J Brooke, S Humphreys, I Lovegrove,
M Johnstone, V Marshall, V Martin, K Pither, R Pusey,
T Stevenson

Also present: Jane Hennessy, clerk

1. Apologies: Cllr L Cook, M Lee, S Rhodes

2. Declarations of Interest:

Cllr Martin – items 8 & 10
Cllr Stevenson – item 11.c)iii)

3. Minutes The minutes of the meeting held on 13th July 2020 were **agreed** as a correct record and will be signed at a later date according to lockdown restrictions.

4. Matters arising

The meeting was held by Zoom video conferencing due to the ongoing lockdown restrictions. A regular football group has been noted meeting on Prestwood Common, the Colts are aware and have no objections currently. The group usually meet at Sprinters which is currently closed. It was suggested that they should be approached for a copy of their contact details. Cllr Pither advised that quotes were being sought for the external repairs and decoration of Prestwood Community Centre and the quotes would be presented at the September meeting. The noticeboards have now all be installed at all the allotment sites. Cllr Pither advised that the allotment competition judging was nearly completed by Cllrs Pither, Baxter and Marshall, however if any other councillor would like to view the allotments and send through any comments please could they do so by the end of next week. The repair work at Ballinger car park was due to start and is just awaiting a licence for reusing the planings. Once this is obtained work can commence. PAT testing is now complete at Prestwood Community Centre and the parish office. Playgrounds remain closed, signs advising of this have been removed at most sites and the deputy clerk has replaced them. The clerk reported that the large bin behind the Memorial Hall has been filling up with rubbish and overflowing. It appears that it is not just litter being picked from the Buryfield. This needs to be monitored as the weekly cost of emptying this is met by the Memorial Hall Committee.

5. Councillor Vacancy

The legal process is now completed for both vacancies (Great Missenden ward & Prestwood & Heath End ward). All suggestions for councillors welcomed. An advert will be placed in the next edition of The Source.

6. Standing Order update – proposals for remote meetings & delegated authority

Due to the continuing Covid 19 lockdown restrictions the following delegated authority to the clerk was also resolved by the council:-

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance, as necessary. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place

7. Covid-19 – Parish Update

There continues to be a communication between all the local community groups regarding supporting the local community, although demand continues to be lowering. There is a project underway to try and enable a community counselling service to continue or to operate under a new charity as there is a feeling that demand for a local counselling service may increase as the lockdown continues.

8. Parking

i) Request from Bucks Council regarding coach parking

Bucks Council have submitted a concept layout plan of a suggested turning circle, incorporating school land on the south eastern side of the Buryfield car park extension. It would require some reconfiguration of the spaces on the council's new car park and the entire turning circle would be fenced to secure it from Great Missenden Combined School. Bucks Council have advised that this design has support from the school and the process would involve an application to the Department of Education for a Section 77 change of designation of school land, followed by a planning application. It has been indicated by Bucks Council that they would intend implementing this plan once the parish council and the school's car park works have completed, this would allow time for the various permissions to be applied for and granted. Bucks Council have also asked of the parish council the following; if they would consider minor amendments to their car parking plans on any work not yet completed; to consider formalisation of the access arrangements between the school and the parish council; and if there are any surplus funds from the undertaking and assurance replacement car park fund would the parish council support this going towards the turning circle scheme.

The council resolved by majority vote to support the concept car parking plans but had the following observations:-

- Is the 12m turning circle on the Bucks Council plans sufficient? Cllr Johnstone reported that Highways have confirmed that it is. Will this size of turning circle continue to be sufficient in the future?

- Will there be a contribution from Bucks Council towards the maintenance of this additional parcel of land?
- As the funding is managed by Bucks Council, on behalf of HS2, there may be restrictions on what can be claimed through the funding.
- The parish council are still investigating the final requirements for the car park which include, amongst other items, electric charging points, so are not in a position to confirm any surplus funds at this stage.

ii) Buryfield car park extension – update

Cllr Humphreys reported that the car park extension project was progressing, the majority of the bank has been dug out ahead of the installation of the gabions and the kerbing has been inserted. The planning permission for the car park extension was granted on the condition that coaches would not be able to park there due to not enough room to safely turn. As the project is expected to complete before the end of the school holidays, it was proposed to write to Bucks Council and Great Missenden Combined School for an indication as to what plans for the school coaches have been made, as and when the school coach services resume. This was resolved by majority vote.

The council noted the costings update of the car park extension, including the £30,000 contingency, some of which had already been allocated towards a replacement double LED light at the corner of the play area, to match the two new lights, protection around the 3 LED lights and an additional excavation work to the gabion wall, at a total of approx. £5,000. It had also been suggested that the architect costs and costs of investigating the suitability of both London Road & Buryfield could also be sought to be reclaimed under the U&A. This is a total of £2,742.

Councillors were requested to email through any further replacement parking/improvement suggestions to the clerks.

iii) Car park management update & accounts

The Buryfield car parking account from 2019/20 from Bucks Council was noted. Particular attention was paid to the increase in non domestic rates for car park which, following a re-evaluation were increased from approximately £3,600 to £8,347. Bucks Council have absorbed this cost this year as it was an unexpected cost to the parish council, however it does need to be noted as an increase for 2020/21 onwards. Cllr Pither offered to arrange a meeting of the car park management working party to progress the tender for car park management.

9. Great Missenden Memorial Hall - update

It was reported that at a meeting of the Memorial Hall Committee at the end of July, it was decided to aim for a September opening of the hall, but to meet again at the end of August to ensure all the regulations could be met to enable the hall to open safely. The Committee also agreed to spend up to £1,500 for improvements to the changing rooms, the majority of which the football team are going to carry out. There was also a decision to install a commercial dishwasher. Outstanding works include a deep clean, replacement tables for the committee room and picture re-framing.

10. LAF – Frith Hill projects – estimated costs for consideration

The council considered the costs of the two Frith Hill projects below:-

| | Feasibility stage & Preliminary design | Estimate for civil works |
|---------------------|---|-----------------------------|
| Frith Hill Footpath | £4,879.81 | £37,527.17 |
| Frith Hill parking | £4,758.49 | £109,629.32 |

The council resolved by majority vote to progress the Frith Hill footpath project at this stage, as the overall cost of the project was less prohibitive than the parking project. At this stage the council did not want to commit any funds to the project, but to see if the Community Board would approve the project without any match funding.

The council resolved to write to Bucks Highways and Department of Education to express their concerns over the safety of people parking on the verge on Frith Hill, usually at school pick up and drop off time, to see what responsibility they may accept for this.

11. Reports from Committees

a) Planning Committee

i) The minutes of the meeting held on **3rd August 2020** were agreed and confirmed, with minor amendments.

b) HS2

i) Enabling Work

Cllr Johnstone reported the following :-

- Replacement parking project – Extension to Buryfield car park - work started on 13th July with a contract signed and £30,000 contingency agreed. A Memorandum of Understanding has been agreed and signed with Bucks Council as the fundholders.
- Improvements to Great Missenden - survey of utilities and vegetation cut back on the Link Road is completed and work to widen the entrance to Buryfield to improve safety is underway.
- Communication of works - a public display of the works was carried out in the Baptist Church on 25th & 26th February, an 18 page Advance Works Notice was issue to HS2 and a virtual exhibition of the display boards showing the plans on Commonplace was visited by 521 people to date. The parish council published a summary of the works on its and other local websites and on social media.
- Save Our Trees - 8 trees have been saved with a decision pending on the 8th tree.
- Buryfield entrance works - this work is underway but likely to take a couple of days longer as an unexpected cable has been found
- Frith Hill - signage and white lining over 3 nights has been completed
- Link Road & A413 widening - the one-way traffic management plan on the Link Road has been re-instated on 10th August until the 25th September
- Planting - 9 semi mature trees and 220 plants will be planted in the autumn.

ii) Main Works Civil Contractors

Bucks Council has recently been sent a schedule 17 submission for the north portal site along with a local traffic management plan. The parish council is awaiting details of these plans and the consequential lorry routes and movements in the area.

The previous joint parish councils meeting with HS2 have been superseded and split up following the advent of the unitary authority. There is now a Missendens HS2 meeting hosted by officers on Bucks Council infrastructure team. There are also the new Community

Boards and in this area the route of HS2 crosses two of them – the Missendens and the Chesham & villages.

c) Open Spaces and Lighting

i) Prestwood Common track project – update

The council noted the report from the deputy clerk regarding the start date of 10th or 11th August and Cllr Pither advised that this had now been moved back to Thursday 13th. Cllrs Pither, Baxter and the deputy clerk will meet with the contractors on Thursday. The car park will be reduced in capacity as it will need to house the main site compound as well as the contractors vehicles. It was discussed if it might be more appropriate and safer to consider deferring the re-opening of Prestwood Community Centre (PCC) to avoid parking disruption for the users. The re-opening of the PCC is to be considered under item iv) below.

It was likely that there would be a price reduction for Cllr Pusey to receive the topsoil from this project, however it was requested that it is minuted that Cllr Pusey will not make any financial gain from this.

The request from Misbourne Area Youth, to reconsider the surface of the track to make it suitable for use by skateboards was discussed. Cllr Pither noted that the council had already chosen a surface suitable for the purpose intended, which is an accessible track for walkers, including buggies and wheelchairs, and the contract had been signed with work due to commence on Thursday. However, it would be possible to consider the practicalities of a skateboarding area in phase 2 of the Prestwood Common development project, which would include further consultation.

ii) Toddler Pocket Park - Update

The update confirming the installation of two of the finger posts and the two picnic benches at the Buryfield toddler pocket park was noted, as was the imminent delivery of the lectern which will be installed shortly. The final finger post will be installed on completion of the Buryfield car park extension. This just leaves the evaluation report outstanding.

iii) Land at London Road – next step

Cllr Hewett asked for opinions on what the next step should be for the land at London Road. One suggestion put forward was perhaps developing the land to provide affordable housing for the area, that the council may then be able to rent. The clerk was asked to check if the council had the power to do this. This item was requested back on the September agenda.

iv) Prestwood Community Centre – proposal to consider re-opening

Cllr Pither presented the recommendation from the PCC working party that the council consider re-opening. All the regular users have contacted the office to enquiry about plans to re-open. A proposed risk assessment and supplemental terms and conditions were presented for approval. The clerk added the update that since the documents were prepared the government had updated the guidelines to include community centres in the list of places that masks are required to be worn inside, except for exercise classes. It was reported that some local halls have re-opened but the majority were waiting until September. It was resolved to look at re-opening the PCC in September (at the same time that the Great Missenden Memorial Centre re-opens). Cllr Lovegrove ask that it be minuted that he would prefer that they are opened as soon as is safely possible.

v) Request for yoga class on Prestwood Common

The request for an outdoor weekly yoga class on Prestwood Common, with parking available in the PCC car park was approved, with the usual charges and terms applying. The email from the yoga teacher also asked about congested roads and traffic around Prestwood Common and it was suggested that this was passed onto county councillor Peter Martin for comment.

vi) The Misbourne Greenway

The council considered the proposal by the working party to contract Sustrans to arrange a meeting and to include the list of initial questions identified prior to the meeting to allow Sustrans to be prepared at the meeting. It was suggested to include the questions raised in an email received from a local resident. This was approved by resolution and Cllr Pither requested any additional questions were emailed to the deputy clerk by the end of the week for inclusion.

The information from Network Rail regarding the possible closure of an unmanned pedestrian crossing of the Chiltern railway line, near Road Farm, Great Missenden, and divert the existing footpath GMI/70/4 was discussed. This is a plan by Network Rail on safety grounds and in connection with the proposed Misbourne Greenway. Cllr Johnstone presented a proposal that the council support this closure and diversion which did not achieve a majority vote.

Cllr Hewett left the meeting at 9.45pm and Cllr Pither chaired the remainder of the meeting.

vii) Chiltern Society – Assets of Community Value – for noting

The council noted the update from the Chiltern Society that they had sent an application for the Black Horse in Great Missenden to become an asset of community value but had so far had no response from Bucks Council. It was also noted that Chiltern Society were encouraging parish councils to make their own applications due to volume of applications that the Chiltern Society were faced with making.

viii) Annual tree inspection – quote for approval

The quote from Ridgeway Woodlands for £400 for the annual inspection of all the parish owned trees was approved by resolution.

ix) Request for a Commemorative tree on Buryfield

The request by a local Women's Institute group for a commemorative tree for their 100th anniversary was considered. The requested location was next to the chequers tree on the corner of Buryfield by the parish office. The parish council already have plans to plant to Woodland Trust trees in that location in the autumn and there are plans for hedging and other trees in and around the Buryfield. The clerk was asked to contact the WI and ask if there was another location on parish council land that they might propose to plant a tree.

x) Prestwood Nature – hedgehog survey – request to use Buryfield

The request from Prestwood Nature to carry out a hedgehog survey at three locations on Buryfield, over two periods of 5 days and nights in August/September was resolved by majority vote.

d) Finance & General Purposes Committee

i) Request for a grant – Great Kingshill Residents Association – for approval

The council considered the grant application for £500 towards a quarterly newsletter delivered to residents in Great Kingshill. The council discussed that they already provide a grant to a community newspaper that delivers to every house in the parish and therefore declined the grant request.

ii) Asset Register – for review

The council reviewed the asset register and agreed its adoption.

iii) Councillor Email Addresses

Following the launch of the new website the next project, which has already been agreed, is to move the email hosting to Orbit Carrot. The email hosting package is for unlimited storage and unlimited email addresses. The hosting server is a UK server and GDPR compliant. It would be best practice for the councillors to have a @greatmissendenpc.co.uk email address to improve data protection. The council approved by resolution this.

Councillors will decide the format of their council email address and inform the clerk. Clarification on how the new email can be accessed will be prepared.

iv) Legal Notices – LTN279 – Staff Pensions, LO20 Coronavirus Regulations

Noted.

v) Payment of accounts for August 2020

It was **resolved** that accounts numbers **82-97** in the sum of **£30,770.58 (inc VAT)** be agreed for payment and petty cash items of **£52.81** be ratified. (The payment sheets will be signed when lockdown restrictions allow.)

13. Editorial Working Party

No update.

14. Reports from Representatives to outside Groups.

None.

15. Clerks Report

i) The clerk's progress report was noted.

ii) The clerk advised that the office would be open for reduced hours next week due to annual leave.

16. Matters for information

None.

17. Future meetings

a) Planning Committee – **7.30 p.m. Monday 7th September 2020** by video conference

b) Parish Council Meeting – **7.30 p.m. Monday 14th September 2020** by video conference.

The meeting closed at 10.30pm.