



**Minutes of the Parish Council Meeting
held on Monday 12th October 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:

None.

Present: Councillor A Hewett, Chair
Councillors: C Baxter, J Brooke, L Cook, S Humphreys, I Lovegrove,
M Johnstone, V Marshall, V Martin, K Pither, R Pusey, T Stevenson

Also present: Jane Hennessy, clerk

1. Apologies: Cllrs M Lee; S Rhodes

2. Declarations of Interest:
Cllr Martin – items 7 & 8

3. Minutes The minutes of the meeting held on 14th September 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 nomination had been made on behalf of the council to the Proud of Bucks awards for Lindsey Farn and her volunteer group.

The council's questions regarding The Misbourne Greenway have been passed to Sustrans and a response was currently awaited.

Following contact from Ballinger Waggoners Cricket Club (BWCC) last month, it has been confirmed that the club are responsible, under the licence, for the maintenance of the pitch and therefore for the pest control. BWCC have been advised.

Correspondence has been received from a resident of Westrick Walk regarding work to the conifer trees adjacent to their house. The ownership of a small triangle of land where the conifers are has previously been referred to the Treasury and the clerk has chased this up. GMVA had approached the parish office with regards applying for a grant for the Great Missenden Christmas lights this year. The paperwork would follow.

5. Councillor Vacancy

An advert has been placed in the recent edition of The Source advising of the councillor vacancies.

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. Parking

i) Bucks Council coach parking - update

Following recent contact with Bucks Council the only update for the coach turning circle is that they are still awaiting permission from the Education Department. Bucks Council have asked their legal department to get in touch with the parish council with regards formalising the access agreement, however they have not yet been in contact.

ii) Buryfield car park extension – update & parking spaces

Bucks Council were advised of the resolution at last months' meeting for them not to manage the additional 22 car parking spaces due to the required increase in the cost of the one hour free parking charge. Bucks Council have subsequently responded with the offer of managing the entire car park, at no additional cost for the increase in the number of spaces. The only cost to the council would be the legal cost to prepare a variation to the existing lease to increase the boundary of the car park area. An indicative cost had been obtained of £650 + VAT for this work. The council resolved by majority decision for Bucks Council to manage the entire car park until the end of the lease, 31st January 2021. The council also resolved to spend a maximum of £650 + VAT for the lease variation.

iii) Car park management – update

The advert for an expression of interest for the car park management has been placed on Contract Finder. Responses have been received and the working party has agreed to meet with 4 of the contractors to find out more information on the car park management systems available. The next step will then to be formalise the specification and place it on Contract Finder. It is hoped that the meetings will take place over the next two to three weeks.

8. Community Board Ideas for Transport schemes for 2021-2022

The council resolved to submit both the Frith Hill parking project and the Chiltern Hospital roundabout project for consideration by the Missenden's Community Board.

9. Great Missenden TSB closure

The communication from TSB advising the closure of the Great Missenden branch was noted. A letter of thanks for their service to the village was requested. It was noted that the Post Office was able to offer banking services and that there is a cashpoint in the Co-op.

10. Bucks Council 2021/22 Budget Consultation

The council discussed the practicality of a council response to the online survey and agreed to complete the survey individually. Cllr Stevenson will prepare a short council response which he will circulate and which could then be emailed to Bucks Council.

11. Reports from Committees

a) Planning Committee

i) The minutes of the meeting held on **5th October 2020** were agreed and confirmed.

ii) Planning for the Future – proposed response for approval

The draft response to the governments consultation on Planning for the Future was accepted by resolution with a minor amendment. The deputy clerk was thanked for all his work on the response, as was the chair of the working party, Cllr Cook.

b) HS2

i) **HS2 Protestors evicted from Jones Hill Wood** from the ground and from the trees which was covered by the local Facebook group and also the national media.

ii) Enabling Works

- Habitat work – investigations and vegetation clearance continue. Archaeological investigations will be carried out between Leather Lane and Bowood. Near the north portal to the Chiltern Tunnel in South Heath there is a newt and reptile relocation project and the building of a bat house, there is a chalk embankment trial on the left of the haul road and a temporary compound being constructed in South Heath.
- The footpath adjacent to the haul road is to be partly re-opened. The diverted footpath GMI/12/1 is now open as far as Stocking's Wood where it stops but it does connect with GMI/32/1 going east towards Frith Hill. The rest of GMI/13/3 and GMI/12 to Potter Row will continue to be closed until May 2021.

iii) Other Enabling Works

- The work to extend the Buryfield car park is largely completed. Thanks to Cllr Humphreys who project managed it and to NC & JC Construction Ltd.
- The project to widen the Link Road is now taking longer. The road closure and one-way system will now continue to the week ending 6th November. The delays are due to the re-routing of the utilities and the widening of the Buryfield entrance both taking longer than anticipated. The installation of the safety bollards and the vehicle restraint kerbs is complete which just leaves the widening of the road and cutting back of the vegetation.
- The improvements to the entrance and path into the Buryfield have been completed but the parish council has asked for the work to be finished to a higher standard and with some additional safety features.
- The parish council have been reviewing the landscaping options along with Prestwood Nature. Starting in November there will be some plantings to screen further the view of the haul road from the village. Ten semi-mature trees and new hedgerows will be planted around the skate park and the extended car park in the Buryfield, followed by some hedge in-filling along the Link Road.
- Further planned landscape work include a village gateway sign to Great Missenden, ditch and verge clearance along the Link Road and any other suggestions should be passed to Cllr Johnstone.

iv) Main Works Civil Contractors (MWCC)

- The MWCC's carrying out the tunnelling and the main earthworks have been given permission to start work in this area. Align are conducting ground investigation works around the Chesham Road vent shaft in South Heath. They are also designing the vent shafts of which the one in Amersham by the hospital will be the most visible. EKFB are installing traffic counters at six locations in the area. The counters will monitor the traffic movements so that the impact of any traffic can be assessed once the main works begin. The counters will remain in place for 12 months. Local parish councils are still

demanding information on construction traffic routes and lorry volumes as their impact on the A413 and other roads in the area is likely to be significant.

- The HS2 Construction Commission has asked for a return visit to Great Missenden. We have offered to set up a short physical, socially distanced meeting in GMMC for a few stakeholders but are waiting to hear.

c) Open Spaces and Lighting

i) Prestwood Common track project – update

The track is now complete including the 4 link paths. The total cost of the project has reduced due to Cllr Pusey's offer to receive some of the spoil. The total cost is £30,311.50 + VAT, of which £28,868.10 is being paid now leaving a 5% retention due in three months. In addition the new metal bollards have been installed alongside the car park. There are two collapsible bollards for emergency access for ambulances and currently there are three keys to the padlocks held by Sextons, Prestwood Colts and the parish office. The council agreed to the cutting of a further 4 keys, one for the Scouts, an additional key for Prestwood Colts, one for the Community Centre and a spare for the parish office. All holders of the keys to be restricted from making further copies.

There was a request for an additional collapsible bollard to be installed alongside that already in place by the Community Centre and that a portable 'Keep Clear/No Parking' sign is obtained for Prestwood Colts to use when they are training/playing. These requests were resolved by majority and costs will be circulated for approval. It was suggested that permanent signage may be more appropriate and costs will be investigated and circulated by Cllrs Pither and Baxter.

The council resolved the request for a further 12 grass mats adjacent to the track and Prestwood Colts pavilion. Two quotes were considered and it was resolved to accept the contractor who had availability to complete the work earliest, to a maximum cost of £396.00 + VAT.

The completed track also has marker slabs at 100m intervals. It was resolved to invite the scouts and/or Prestwood Colts to design and paint the 100 metre markers. It was discussed that there might be more permanent solutions to creating the markers but that it would be good to involve the community and to work with the scouts/Colts would be the council's first preference.

ii) Buryfield Tree Damage

Following the loss of a large limb of a lime tree at the Buryfield toddler play area, Dickinsons Tree surgeons have removed the fallen bough from the toddler play area for a quoted and approved cost of £500 + VAT. A report from Ridgeway Woodland, the arboriculturists, following the damage, recommended that it would be prudent to undertake some remedial works. A significant crown reduction or preferably a pollarding be carried out to remove much of the weight from the canopy and retain a balanced tree. Given the short timeframe only two quotes had been provided giving options for a significant reduction to the tree or to fell it. The council considered the quotes and resolved by majority for a two thirds reduction to the tree, with the proviso that if upon starting the reduction work it was apparent that there was a problem with the remainder of the tree the appointed tree surgeon would then fell the tree on safety grounds. The two quotes obtained gave costs of £2,500 and £2,640 (+VAT). The council resolved to engage the contractor who could complete the work at the earliest date. The clerk had contacted the tree officer at Bucks Council for confirmation that the work could go ahead on safety grounds as the lime tree is in a conservation area. Cllr Brooke also requested that confirmation was sought from the insurers as to whether logs from the tree can be left on the ground and used as part of the play area.

iii) Bucks Council – response to expression of interest for devolution pilot – for noting

The response from Bucks Council advising that the parish council had been unsuccessful in their application for Phase 1 of the place-based devolution pilot in respect of Prestwood Common was noted. As was the indication that there would be a phase 2 and 3 pilot. Cllr Hewett suggested that it might be opportune to reiterate the council's interest in taking ownership of Prestwood Recreation Ground. Cllr Pither suggested that this could be carried out as part of the phase two of the Prestwood Common project.

iv) Prestwood Community Centre – external repairs

Following the agreement at the last council meeting to investigate the costs of plastic boarding as an alternative to wooden boarding and the possible cost reaching £25,000, an advert was placed on the Contract Finder website with a closing date of 12th November. It was suggested by Cllr Hewett that it may be useful for either Cllrs Pusey or Humphreys, with their relevant expertise, to be included in any discussions with contractors.

v) Woodland Trust – tree planting

Cllr Marshall advised that locations had been identified in Prestwood on the Common and Recreation ground for 15 of the Woodland Trust trees. Bucks Council have been approached for permission for the planting on the Recreation ground and a response is awaited. The clerk was asked to email around the proposed planting plan.

vi) Best Kept Allotment Competition – for discussion

Cllr Pither suggested that the winners be announced in the next edition of The Source. The winners would need to be contacted in advance for GDPR compliance. In the meantime the cups will be retrieved from last year's winners. Cllr Hewett will speak to Hildreth's regarding possible prizes.

vii) Buryfield – proposal to improve drainage

The proposal to improve the drainage on Buryfield was discussed and agreed. A price was being obtained from Agripower and would be circulated for approval.

viii) Prestwood Community Centre – quote for repair of security alarm sounder for approval

The quote for £260 + VAT from AAA Security to replace the two external sounders on the Prestwood Community Centre was approved.

ix) Emergency lighting repair – Great Missenden Memorial Centre – quote for approval

The quote from Barlows Electrical for the repair to the 3 emergency lights in the ceiling of the main hall of £876.00 + VAT was approved by resolution. It was noted however that these lights are still under warranty and depending on the outcome of the fault the cost may be reduced. The council resolved to accept the quote but requested that a Cllr be present during the repair work to ascertain the fault.

x) Proposal for hedge to be planted around Buryfield

The council approved by majority vote to extend the proposed short hedge around the edge of the Buryfield. It would be a maximum 4ft height, pre-formed hedge. This would enable the wooden posts to be removed. The responsibility of maintenance was also discussed as was the species of hedging for which further information would be provided.

xi) Noticeboard, Station Approach, Great Missenden – proposal for refurbishment by GMVA The kind offer from GMVA to refurbish the noticeboard on Station Approach was approved by unanimous vote with thanks.

xii) Request to use Prestwood Common – keep fit class

The request for a further keep fit class on the Common on a Friday afternoon was approved by the council previously by email. Alice Hearne will now be running 3 classes a week, Monday evening 6pm, Friday morning 9.30am and 10.40am. Alice Hearne had also enquired

about running the Monday evening class on Prestwood Recreation Ground and using the floodlights. The council noted that Prestwood Recreation Ground is owned by Bucks Council and therefore permission should be sought from them.

d) Finance & General Purposes Committee

i) Conclusion of annual audit

Cllr Johnstone reported that the external auditors had completed their audit and had not found any matters that gave cause for concern. The clerk was thanked for her hard work in preparing the accounts.

ii) Ideas for 2021/22 budget

Cllr Johnstone reminded the council of the up coming budget setting and requested any ideas for the budget for 2021/22 should be emailed through to himself and the clerk. A meeting of the finance and general purposes committee would be planned for the beginning of November.

iii) Request for grant – PEG – for approval

The request for a grant for Christmas lights for Prestwood was discussed and a total of £1,500 was agreed by resolution.

iv) Payment of accounts for October 2020

It was **resolved** that accounts numbers **114-133** in the sum of **£175,734.47 (inc VAT)** be agreed for payment and petty cash items of **£86.61** be ratified. The payments this month include a stage payment to the Buryfield car park contractors of £116,468.72 (inc VAT), funding of which has already been received from Bucks Council and also payment to the contractors for the Prestwood track of £34,641.72, funding for which had previously been received. (The payment sheets will be signed when lockdown restrictions allow.)

13. Editorial Working Party

Cllr Hewett thanked everyone for their submissions for the recent edition of The Source.

14. Reports from Representatives to outside Groups.

None.

15. Clerks Report

i) The clerk's progress report was noted. Cllr Pither advised that the step into Buryfield car park was ongoing.

16. Matters for information

The clerk advised she would be on annual leave from 14th – 26th October and there would therefore be reduced office support.

17. Future meetings

- a) Planning Committee – **7.30 p.m. Monday 2nd November 2020** by video conference
- b) Parish Council Meeting – **7.30 p.m. Monday 9th November 2020** by video conference.

The meeting closed at 9.40pm.