

**Downley Parish Council**  
**Minutes of a meeting of the Parish Council**  
**Held online via Zoom, Tuesday 13<sup>th</sup> October 2020 at 7pm.**

**1) Attendance** (8160/10/20)

Chairman Cllr Lazenby, Cllr Bowden, Cllr Burslem, Cllr Chandarana, Cllr Egmore, Monroe-West, Cllr Naik, Cllr V Srao, Cllr W Steneskog, Cllr Tozer, Cllr Lenard

In attendance: 3 members of the public.

Apologies for Absence – C Fenech - Clerk, Cllr P Turner - Buckinghamshire Council

The Chairman welcomed Councillor Lenard to his first meeting of the Council following his co-option onto the Council.

**2) Declaration of interest in items on the agenda** (8161/10/20)

None

**3) Minutes of the Previous meeting** (8162/10/20)

The Minutes of the Meeting of the Council held on 8 September were presented for adoption. Before the Minutes were formally agreed, the Chairman invited Councillor Bowden to raise a point of order. Minutes not approved deferred to next meeting.

**4) Point of Order** (8163/10/20)

Councillor Bowden raised a point of order on the agenda items for Council's attention. He had asked the Chairman, by email, marked confidential, 2 weeks prior to the meeting for the inclusion of 3 agenda items for consideration at this meeting: the lighting project; allotments and Personnel Committee. However, only one item had been included for debate.

The Chairman was unable to locate Councillor Bowden's email. Given the email was headed "confidential" and at Councillor Egmore's suggestion that the matter be taken "off-line", the Chairman ruled that the matter be considered off-line.

**5) Public Questions** (8164/10/20)

A member of the public requested that the zoom link be included on the Council's website for ease of access.

**6) Reports from Buckinghamshire Councillors** (8165/10/20)

None

**7) Streetlight replacement project** - (8165/10/20)

The Chairman read out the following statement –

“I would like to give an update on the Street Light replacement project. This project was due to have been completed in Spring 2020. After going through a tender process, the Parish Council made the decision to restart part of the process. This has led to a delay in the project completion. Following a full review of the tender by legal advisers it was deemed that whilst the tender adhered with all protocols required, best practice would be to use the Local Government Contract Finder. The Council decided that this was the best way forward. The next steps are full Council agreement here

tonight that this tender be uploaded onto Contract Finder, with a view to awarding the contract if all requirements are met. The Council are aware of the frustration this has caused residents. The lighting project is our number one priority this year”.

Councillor Munroe-West understood that the scheme would be uploaded to the Government’s Contract Finder website in the week commencing 1 August and sought clarification as to why there had been a delay. Councillor Egmore responded that emails had been issued to all Members confirming a response time of 1 month for contractors to submit their quotations which had been agreed. The matter had been brought back to the Council for endorsement.

Resolution followed under item 14 on the agenda. The Council resolved to submit the lighting tender to Contract Finder.

Arising from the foregoing, Councillor Bowden asked whether the two companies who had supplied initial quotations had been informed of the Council’s decision to re-tender the work on Contract Finder. He also sought clarification on the situation concerning one company who had understood that the Council had appointed them and whether they had been informed of the Council’s position. Councillor Egmore confirmed that they had and that any further dispute is to be considered by the Council’s legal representative.

Councillor Bowden also raised the long outstanding issue of the streetlight at Narrow Lane and the overhanging hedge and wondered when the matter would be completed. The Chairman understood that it was in the process of being resolved.

**8) Parking issues on Faulkner Way- The Downley School (8166/10/20)**

Cllr Steneskog raised the issue of parking on Faulkner Way particularly during school hours. Cllr Egmore advised that a traffic survey was done some time ago in conjunction with the school. This is an ongoing issue at the School. Local solutions involving the community and the school were suggested. Following a lengthy decision, it was agreed that Councillor Egmore circulates the traffic survey previously conducted to all Councillors.

**9) Junction Markings (8167/10/20)**

Junction marking have been submitted to the Community Board based on community feedback from the public. There was some confusion over works out of boundary being paid for by the Council. The Clerk and the Chairman met with members of the Community Board to clarify that the Council have never paid for works outside of the Parish boundary and have not agreed to pay for works outside of the Parish. The Chairman outlined which road junctions would be marked. The junction markings will be submitted as a final listing at a cost of £3078.85 to the Parish Council.

Cllr Munroe-West expressed concern that the list of junctions had been submitted to the Community Board for approval before the Parish Council had agreed to them. Councillor Munroe-West also sought clarification on which junction markings within Hithercroft Road would be paid for by this Council . The Chairman clarified the position that only those roads within the Parish Boundary have been included.

Councillor Munroe-West also sought clarification on markings in Mines Close. The Chairman confirmed that inclusion of Mines Close would cost £1,142. However, Councillor Egmore thought that this would be paid for by Buckinghamshire Council because the Parish Council had agreed not to support it as there are wider priorities for the Parish and Mines Close is not on the bus routes.

Council subsequently agreed that Mines Close be discussed in more detail at a future meeting and that it would be separated from the decision to part fund the junction markings previously outlined by the Chairman in her report.

Resolution under item 14 to resolve this.

**10) Allotments (8168/10/20)**

Cllr Lazenby updated the Council that all vacant and uncultivated plots have been cut, cleared, and allocated to those on the waiting list and rent notifications sent out. A £50 non-refundable deposit would be requested should plotters vacant their plot in an uncultivated state.

**11) New Councillor following Co-option (8168a/10/20)**

The Chairman welcomed Councillor Adrian Lenard to the meeting following his co-option to the Council. Councillor Lazenby highlighted an email she had sent to all Councillors outlining the Co-option process and suggested that if Councillors were unhappy then any written complaints should be referred to the Monitoring Officer.

Councillor Bowden queried reference made in the Chairman's email to a legal briefing note issued by the National Association of Local Councils (NALC) which no longer exists. The Chairman acknowledged she had got this wrong. Councillor Srao said that the Council can adapt its own arrangements as part of its governance review. The Chairman accepted that the Council needs to adapt its own policies given the change from Wycombe District Council to Buckinghamshire Council.

**12) Planning applications (8169/10/20)**

**A) 6 Curlew Close, HP13 5JY | 20/07563/FUL |** Householder application for construction of dropped kerb and front hardstanding to create an additional parking space with access steps, raised decking area and retaining wall to rear garden to create two leveled areas

DPC recommendation is to approve this application.

Cars in Curlew Close are regularly parked on the pavements/roads. This proposal keeps the number of parking bays neutral at two.

It is noted that the raised area to the rear, along with new retaining wall, will increase the possibility of over-looking to 11 & 15 Partridge Way, but it is not felt to be significant.

**B) Hughenden Hall, HP13 5XN | 20/07437/LBC |** Listed building application for construction of single storey linked extension, extension to & conversion of carport to store, internal alterations and landscaping (alternative scheme to 18/05434/LBC)

DPC make no recommendation. Application 18/05434/LBC was permitted in May 2018. That application impacted Green belt, AONB & Conservation area and DPC objections were addressed but not reflected in the decision. DPC note the minor

changes but feel that there has been minimal impact on the overall impact arising from 18/05434/LBC.

**C) 29 Hillfield Close, HP13 5NA** | 20/07203/VCDN | Variation of condition 2 (plan) attached to PP 20/05900/FUL (Householder application for construction of front porch extension, part single/part first floor side and rear extensions with associated alterations, raising of roof and roof alterations to existing single storey element and removal of chimney) to allow for a more clear and simple design. DPC make no recommendation.

**D) 55 Plomer Green Lane, HP13 5TU** | 20/07252/FUL | Construction of an attached two storey end terrace dwelling, creation of new access to rear with associated car parking. DPC recommendation is to approve, but should Buckinghamshire Council be minded to grant this, DPC ask that no building materials be stored on public land or block public footpaths or highways also request that conditions be put in place that ensure the parking is completed prior to any building works, so as to ensure any vehicles servicing the development do not block the public highway or impeded residents' access to their properties.

Furthermore, given this road sits on a crucial bus route for Downley, DPC ask that conditions be put in place to require the operator can make all reasonable efforts to keep the public highway clean and prevent the creation of a dangerous surface on the public highway.

#### **Decision Notices**

**E)20/07051/FUL** - The Stables Downley Common Downley Buckinghamshire HP13 5YND – refused

**F)Ref. No: 20/07002/ADRC** 23 Plomer Green Lane - Application for approval of details subject to conditions 3 (Approval of materials), 4 (Surfacing), 5 (Badger mitigation), 7 (Parking), 14 (Fencing), 15 (Landscaping) pursuant to planning ref 20/06051/FUL Status: Split- detail Reserved by Condition

**G)Ref. No: 20/06871/FUL** 2 Court Close - Householder application for roof alterations including front and rear roof dormers in connection with loft conversion to habitable accommodation with front balcony, alterations to fenestrations and retaining wall to garden - Status: Application Withdrawn

**H)Ref. No: 20/06789/FUL** 22 Plomer Green Lane - Householder application for construction of single storey front, side and rear extension and fenestration alterations - Status: Application Permitted.

**I)Ref. No: 20/06776/FUL** - 42 South View - Householder application for construction of two storey side and rear extension, single storey side extension and alterations to rear conservatory and new front porch (Part Retrospective) (Alternative scheme to 19/06095/FUL) - Status: Application Permitted

**J)Ref. No: 20/06711/CLE** - 56 Falcon Rise - Certificate of Existing Lawfulness for the erection of single storey rear extension and conservatory to rear Single storey rear conservatory extension. Refer to application Planning Statement & accompanying drawings. Status: Grant Certificate of Lawful Use

**K)Ref. No: 20/06695/FUL** - 11 Brenchwood Close - Householder application for construction of single storey front extension, garage conversion and proposed new roof to existing dormer window - Status: Application Permitted

**L)Ref. No: 20/06657/FUL** 4 Mole Run High Wycombe- Householder application for construction of two storey rear extension- Status: Application Permitted

**M)Ref. No: 20/06601/ADRC** Le De Spencer Arms Downley Common - Application for approval of details subject to condition 4 (Pre-start Condition) of planning ref: 19/07520/FUL- Status: Permit - detail Reserved by Condition

**13) Accounts** (8170/10/20)

Items agreed for payment by the Council.

Balance 1<sup>st</sup> October £ 250,119.17

<b>To whom paid</b>	<b>Chq number</b>	<b>Amount</b>
J Morris - reimbursement of library screen	1909	181.14
Mini Skips - Allotment clearance	1910	276.00
J Glasgow - Bus stop refurb and Graffiti removal	1910	877.00
C Fenech - Clerks salary and expenses	1911	1612.75
KAD Garden Services	1912	2544.00
HMRC Clerks tax and NI	1913	3445.41

**Amount** **£8936.30**

Balance includes £35,000 reserve fund for lighting replacement project

Balance includes the following receipts –

- £500 from a Tesco grant for the DCAG
- Precept payment of £52,017.65

**14) Resolutions Notified** (8171/10/20)

The Council resolved to –

- To submit the lighting tender to Contract Finder
- To agree the Junction protection markings for roads in Downley
- To not support road markings in Mines Close
- To formally agree the Parish Priorities

**15) Correspondence** (8172/10/20)

- Lights out in Hithercoft Road
- Fence in School Close damaged
- No Remembrance Service this year due to Covid restrictions

**16) Date and Place of next Meeting** (8173/10/20)

Online – Tuesday 10th November 2020.

**17) Date and place of next meetings of Committees** (8174/10/20)

DOSCA, DCPS, DCAG

**18) Closure of the Meeting** (8175/10/20)

There being no other business the Chairman closed the meeting at 8.05pm and thanked everyone for attending.

**Chairman** \_\_\_\_\_

**Date** \_\_\_\_\_