

CHALFONT ST PETER PARISH COUNCIL

Minutes of the **Advisory Council Meeting** held online using Zoom on Thursday 24th February 2022 at **7.30pm**.



This meeting is an advisory meeting to provide guidance and advice to the Clerk who during this time of COVID has delegated decision making authority.

MINUTES

In attendance: Cllr Shinner (Chairman), Cllr Dale (Vice Chairman), Cllr Dickson, Cllr Hatton, Cllr Jha, Cllr North, Cllr Rush, Cllr Ryan, Cllr Sandover, Cllr Smith, Cllr Southworth, Cllr Vladar and Cllr Wells.

Also Present: Debbie Evans (Clerk) along with one resident.

The Chairman read out the statement that this meeting is an advisory meeting due to safety concerns with meeting in person because of the increase in local COVID cases. The Council have previously agreed to devolve authority to the Clerk during this time. These meetings are to advise the Clerk of the Councils feelings towards matters to aid in her decision making.

193 Public Question Time – No update given.

194 Apologies received from Cllr Darby and Cllr Bennett.

195 The following disclosable personal or disclosable pecuniary interests were declared –

CAPP group committee members – Cllr Vladar, Cllr Dickson, Cllr Hatton and Cllr Jha
St Peters Memorial Garden group – Cllr Smith and Cllr Shinner
Feast of St Peter – Cllr Shinner

196 To discuss and agree the minutes of the meeting held on Thursday 27th January 2022. Unanimously agreed by Cllrs present.

The Clerk agreed to the course of action discussed above, as per delegated decision-making authority.

197 To discuss the actions from Previous Meetings –

306b West Hyde Lane Issue – the road was closed for 24 hrs. for water to be hooked up on the site. If anybody witnesses any changes to the site, please report to Cllr Hatton ASAP. **COMPLETED**

404 Additional MVAS cameras, Cllr Shinner now has confirmation of the recommended type of MVAS to acquire and will send in an application to the Community Board. Discussions taking place with other PC/TC to put in one bid to the community board in 2022/23. Cllr Shinner will apply to the Community Board in the new financial year. **COMPLETED**

80a St Peters Memorial Garden Lyche gate. Cllr Hatton to work with Cllr Shinner to find a suitable contractor and design to bring back to the meeting for discussion. Cllr Hatton has spoken to the Church warden to discuss the supporting walls. See agenda item 172.

101 Clerk to organise the following for the independent survey on the proposed new skate park.

ACTION- Clerk, the Clerk will write out to Cllrs for comments on questions to be raised in the survey. **COMPLETED**

ACTION – Clerk, to organise the survey with Aubergine on our own website of agreed questions up to the value of £200 plus VAT. Proposed Cllr Darby, seconded Cllr Hatton, agreed.
COMPLETED

Cllr Darby suggested trying out Mailchimp which is free to use and easy for the end user to extrapolate the information. **COMPLETED**

- 108a Cllrs to send suggestions to the Clerk of possible individuals to light the Beacon. ACTION – All c'fwd **COMPLETED**

ACTION – Clerk to send options to all Cllrs to find out what their preferences are. **COMPLETED**

Cllr Dickson clarified that we are trying to find somebody who was in the Heritage photo, as voted for by the Cllrs rather than just an individual who has been in the village along time. Which is correct. **ACTION - Cllr Smith and Cllr Shinner** are investigating the heritage link photograph through contacts within the village. In the meantime, **ACTION Cllr Vladar** will investigate independently as a resident (rather than from the PC due to GDPR rules) if anybody recognises anybody within the photo.

- 133 Cllr Rush and Cllr Shinner to approach tv producers of programmes such as country File or Monty Don with regards the BBB project. **ACTION – Cllr Rush & Cllr Vladar.**

- 176 Cllr Dickson requested clarification of the CIL rules and regulations. Cllr Darby provided a copy of the rules to Cllrs. **COMPLETED.** Cllr Dickson requested an update from the discussions had by Cllr Darby with the CIL department. **ACTION – Cllr Darby**

Cllr Vladar mentioned that there was a report available that we should be getting from the CIL department. **ACTION – Clerk** to request a copy.

- 182a Clerk to send the final version of questions to be used in the Skate park project to all Councillors before starting the survey. ACTION – Clerk. **COMPLETED**

- 182b Clerk to put the survey up on the most appropriate software. ACTION – Clerk **COMPLETED.**

- 186 Clerk to organise a new sign for the skatepark with the agreed wording. **ACTION – Clerk**

- 198 The Councillors noted the Chairman's report. *See Appendix 1*

- 199 To discuss and agree the minutes and recommendations from the following committees:

- A&P – 31st January 2022. Proposed Cllr Smith, seconded Cllr Hatton, agreed.

The Clerk agreed to the course of action discussed above, as per delegated decision-making authority.

- A&P – 21st February 2022 Proposed Cllr Smith, seconded Cllr Hatton, agreed.

The Clerk agreed to the course of action discussed above, as per delegated decision-making authority.

- 200 Cllr North proposed, seconded by Cllr Dale the cheques for February. Cllr Dickson and Cllr Shinner volunteers to sign the cheques for March.

The Clerk agreed to the course of action discussed above, as per delegated decision-making authority.

- 201 The Council received an update from Cllr North on the Local Plan and Neighbourhood.

Local Plan – The response to the public consultation from Bucks was submitted and confirmation received by way of an automatic response email.

Neighbourhood Plan – Work is well underway on the changes and the new Design Code requirements. Volunteers will be required to help soon; Cllr North will let the Council know when this is.

- 202 The Council received an update on the St Peters Memorial Garden project, the working party will be meeting again soon to discuss next steps. A potential change in the plan is to change the memorial stone to a water feature. They also will be discussing the sign at the entrance which could do with being updated. Wildflower planting is still to be undertaken. Two new benches have been delivered to the PC yard and further one is being carved, and all will be installed soon. The working party will also be looking at a re-think of Phase 2 of the garden. TVL have given an approx. costing which is similar to Phase 1.

Lych Gate – still awaiting two of the three quotes required. *See Appendix 2.*

203 Board subgroups, meetings and applications – See Appendix 2.

204 The Council noted and thanked the Bucks Cllr for the latest monthly report. See Appendix 3.

205 The Council received an update from Cllr Vladar on the CAPP group committee activities.

The group have approached several skatepark builders and have arranged site visits. They are investigating the prices for a Project Mgr to run the project.

Cllr Vladar has been contacting other Parish Councils across Bucks for info on how they managed and paid for their skate parks, Cllr Vladar will provide a report on her findings. **ACTION – Cllr Vladar.**

The Clerk asked Cllr Rush to clarify the criteria for the Community Board next year as it was originally stated that play/leisure equipment was not within the remit of the CB however, the CAPP group have been informed otherwise. **ACTION – Cllr Rush.**

The Clerk confirmed the dates for parish council survey is viewable on the council website, and paper copies are on display at the Community Library and the parish council offices.

206 Cllr Dickson and Cllr Vladar offered to undertake the Cllr surgery at the Library for February. Cllr Smith also joined them as a Bucks Cllr.

Cllr Dickson asked why we need so many Cllrs when the response by the residents does not warrant three Cllrs. Do we have to have a Bucks Cllr present? Any queries can be forwarded to the Bucks Cllrs if needed.

Cllr Smith highlighted that it's a bonus that we have both Bucks & Parish Councillors within the PC and could and should advertise this accordingly. **ACTION – Clerk** to advertise both Bucks & Parish Cllrs present.

Cllr Vladar recommend we have one Bucks Cllr and one Parish Councillor and that the should stand downstairs in the library.

Cllr Darby and Cllr Jha will undertake the next surgery on the 19th March 2022.

207 The Council discussed the Annual Meeting of the Parish on the 19th May. This is not a Parish Council meeting but a meeting of the residents of the Parish. Historically the Parish Council have organised the event and held it the PC offices however, it can be undertaken anywhere local or online.

The Council believe it would be good to have a meeting this year after the last couple have been cancelled due to COVID restrictions. However, they believe our Council chamber is too small to accommodate the historical numbers that have attended. Therefore, the Clerk is to find out the cost of booking the Community Centre on Thursday 19th May and report back to a future meeting. **ACTION – Clerk.**

The Council agreed that a short update from the Parish Council would be sufficient and that potential speakers should be local or talk about relevant local topics, such as HS2, BBB project, St Peters Memorial Garden. Councillors are asked to email the Clerk with a list of potential speakers to discuss at a future meeting. **ACTION – Cllrs.**

ACTION – Cllr Shinner and Clerk to organise a draft agenda for the meeting.

208 The Council discussed and agreed to take part in Feast Day 2022 on Saturday 25th June 2022. They would like to use the large tent and share with local groups as per normal. They agreed to pay the pitch fee of £160. Proposed Cllr Dickson, seconded Cllr Hatton, agreed. See Appendix 2.

The Clerk agreed to the course of action discussed above, as per delegated decision-making authority.

The tractor is always a popular item to take up to the event, Cllr Shinner to speak to the Feast Day team to ensure there is a location to put the vehicle either to the side or in front of the big tent, similar to previous events. **ACTION – Cllr Shinner.**

Cllr Shinner asked if anybody would like to volunteer to assist at the event, if so please let him know.

- 209 The Council discussed the Queens Jubilee in June 2022, Bucks Council have waived the fee to close roads for street parties between the 2nd and 5th June 2022. Feast Day Ltd are unable to organise anything as its too close to Feast Day at the end of June. Cllr Vladar has volunteered to contact the Chamber of Commerce to see if they would like to organise a tea party down Market Place. **ACTION – Cllr Vladar.**
- The Beacon will be lit on the 2nd June at 9pm.
- 210 The Council discussed and agreed to send in a formal request to Natural England, to commit to undertake a designation assessment of land within the parish of Chalfont St Peter, for including in the existing Chilterns AONB and any future Chilterns National Park. See Appendix 2.
- A slight word change was requested, to change “In that sense it seems *unlikely* that the village was overlooked.....” to “in that sense it seems *surprising* that the village was overlooked.....”
- The Clerk agreed to the course of action discussed above, as per delegated decision-making authority.*
- 211 The Council discussed whether the evidence of COVID cases locally enabled them to go back to face to face meetings. It was agreed that although national numbers are reducing, local numbers are still high even with the change in reporting (no PCR results and up to individuals to report positive LFT, so not as accurate).
- The Council asked for the views of the member of the public present, who informed the Council that online is easier and works for him, but does mean some people would not be able to attend if they don't have internet access, though would they still attend in person if it were face to face ?
- The Council therefore decided to continue to run via zoom due to the high COVID numbers until the end of March and revisit the decision then.
- The Clerk agreed to the course of action discussed above, as per delegated decision-making authority.*
- 212 To receive information items.
- Cllr Shinner – NAG report, A413 speeding, Network safety, Parish Council info sheet. See Appendix 2.
- Cllr Dickson – When the Comms & PR committee was disbanded in May 2021 it was agreed we would revisit that decision in the future. As the new Committee membership for 2022/23 will be agreed in May, Cllr Dickson asked if we could add this subject onto the next agenda as the work load for this committee has ramped up. This work has not gone to the new F&GP committee but looks to have been undertaken by the Clerk which was not the idea of the intended change. The Clerk confirmed this. **ACTION- Clerk** to put this onto the March agenda for discussion.
- 213 To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1)
- 214 The Council received an update on the advice sought with regards the Holy Cross case and agreed additional actions for Cllr Shinner and the Clerk. **ACTION**
- 215 Date of next meeting – **Thursday 31st March 2022 at 7.30pm**

Meeting finished at 9.45pm

Appendix 1

ITEM 198 CHALFONT ST PETER PARISH COUNCIL MEETING 24.02.2022 CHAIRMAN'S REPORT

- 1 A request again to anyone giving reports to submit a short precis in advance of full council, if possible
- 2 Despite good intentions I have been unable to take part so far in any of the BBB project work. Two local friends (both live in CSP) joined them at Cheena Meadow last week and were drenched to the skin but professed to having a good time. Let us know if any of our members have been taking part and any photos to our clerk Debbie, or to Cllr. Anne Marie Vadar (**this Friday 25th** BBB is at the Garden of Rest and on **3rd March** at the Riverside Nature Reserve)
- 3 The deadline has passed for comments to Bucks Council in response to their planning consultation. I hope every member will have submitted a response to the Bucks Council questionnaire!
- 4 Town and parish council Chairmen within the Denham GX & Chalfonts community board met on the 8th February with the board chairman Santokh Chhokar to discuss complaints by members of the sub groups. These centre around lack of continuity in processing the bids, poor administration (eg agendas and minutes + supporting paperwork such as a bids/funds balance sheet, arriving too late or not at all!) . We were promised this would be reviewed in a positive manner
- 5 On the **2nd March** Bucks Council are running a forum on the proposed local government boundary changes, something which promises an impact on this village in terms of reduced representation at Buckinghamshire Council level, but which may also perpetuate the anomaly of 'county' wards overlapping parish wards – thus BC Cllr. Tim Butcher's ward of Chalfont St Giles includes Gold Hill! The on line forum starts at 2pm on 2nd March. If you wish to take part please get details from our clerk
- 6 Gerrards Cross residents are unhappy that Bucks Council (TfB) have decided to close the centre reservation crossing point on the A413 near the bottom of South Park. This may affect some of our residents but may also add to the volume of traffic using the Kingsway roundabout. There have been too many accidents there, some of them very serious. I joined a recent Community Board Highways meeting convened at the request of GX town cllrs. to discuss this. A senior member of TfB attended and explained why the level of accidents there makes it inevitable that the crossing be closed off (see NAG report ref speed on A413)
- 7 A TfB stakeholder event is scheduled for **15th February**. For details if you are interested ask our clerk

Appendix 2

Tony Shinner, Chairman, 22.01.2022

ITEMS 108a, 202,203,208,210,212,
CHALFONT ST PETER PARISH COUNCIL - MEETING 24.02.2022

Item 108a (beacon lighting)

If the council were to favour the suggestion that residents who were in the village 50 years ago be asked to take part in lighting the beacon, several have been contacted and a list of names will be drawn up shortly. The list can remain open as several of those approached are in the process of contacting friends at the time. The council will wish to consider the practicalities of the beacon lighting event

Item 202 (lychegate for memorial garden)

(lychegate only) a request has been made for additional quotations using the dimensions agreed with the Head haywarden

Item 203 (community board and sub groups)

See Chairman's report ref. meeting of T&PC chairmen with chairman of community board to discuss performance of the board

The fund allocated to the board for 2022-22 was oversubscribed but £500 remains unspent. We are told the decision as to how to spend this will be taken by the board communicator and communities officer between them; we are also told no underspend can be rolled over. Watch this space

The Highways sub group of the CB was called for a special meeting to discuss opposition to the unitary council's proposals to close the slip road between the north and southbound carriageways which currently enables vehicles to cross from the GX section of Lower Rd (near South Park) directly to the southbound carriageway. The data show this is one of the most accident prone sections of the A413 and following consultation TfB are insisting the cut through be closed

Meanwhile cllrs. In GX and Denham in particular, but also Hedgerly and Fulmer, support urgent review of speed limits further south of CSP, but were at odds with GX cllrs. and residents over the decision to close the carriageway gap near South Park. The Wellbeing sub group meets next on the 30th March, Environment 23rd March

Item 208 (Feast Day)

Feast Day is taking place on the 25th June. The usual 3x marquees have been promised and the parish council is invited to use one of those for itself and related projects. Fees for pitches have been kept at 2019 levels so for the PC would be 4x£40 ie £160

Item 210 (AONB request)

With this is the proposed request to Natural England and Chiltern Conservation. Colne Valley Park have also applied. The request follows correspondence in December. It may have to be sent without some of the appendices. It is important to get it on their radar again. Any missing appendices can follow later, incl photos which I am waiting for

If Cllrs. or the office team have suggestions, especially re 'opportunities for outdoor recreation' please offer them

Item 212 (Information Items)

The GRACE project funded by central government aims to find solutions to the ever present issue of surplus groundwater in the Chiltern/SBucks area and the Misbourne is part of the study

This is a Bucks Council run scheme. Cllr Hatton and I have joined a few meetings of experts and council officers, and which are mainly of a technical nature. This email received last week:

"As you may be aware we are continuing to work on identifying and understanding the stakeholders for the GRACE programme.

We have compiled a programme wide list of stakeholders and also a list of stakeholders by the 9 identified communities.

I would be grateful if you could review the attached spreadsheet and see if there are any stakeholders that you can add for the community of Chalfont St Peter given your local knowledge.

Feel free to get in touch if you have any questions or issues.

Please can I have any additions back by Monday 28th February”

Please would anyone with suggestions for ‘stakeholder involvement’ let Debbie have details. I will ask that the email from GRACE and its attachment be copied to everyone

VILLAGE GUIDE – With the business community working its way out of covid damage it is perhaps sensible not to have started this project yet. However Feast Day would be a good opportunity to start to gather interest with a view to putting together the new guide for publication in late 2022 as a 2023/2024 guide. A small working group of cllrs. and representatives from the chamber of commerce could run this as before using the same format as for the current guide

Cllr.Tony Shinner

Appendix 3

Buckinghamshire Councillors Report February 2022

TFB: Verge Tree Planting

Bucks Cabinet is understood to be reconsidering TFB’s proposal for planting of verge trees,

TFB: Roads

Joiners Lane Emergency pothole repairs: 09:30 to 15:30 on 21 February 2022.

Nicol Road potholes. 09:30 to 15:30 on 21 February 2022.

A413 central reservation near Lower Road exit/entrance to be closed. Date tba.

TFB: Drainage improvement works

Gorelands Lane, Chalfont St Giles – From Deadhearn Lane to Chesham Lane

Monday 7 February to Wednesday 2 March.

Drainage improvement works using a road closure in operation Monday to Friday between 8am and 5pm.

Community Board

More than 95% of 2021/22 budget awarded. Online application process is being improved.

[A Helping Hand at half term for families in Buckinghamshire](#)

Buckinghamshire Council is providing £30 digital food vouchers to families with children eligible for free school meals this February half term school holiday.

True Grit

Bucks residents took part in a public vote throughout December to name four Transport for Buckinghamshire (TfB) gritters. Sixteen pre-selected names were whittled down through a Twitter poll.

The four names chosen by the public are:

- Spready Mercury
- David Plowie
- Grit Happens
- Chris Gritty

Public Consultations

The Bucks Council website, Your Voice Bucks section, invites individuals and organisations to give their views on the following current consultations:-

1. Education Strategy 2022 – 2027

We are reviewing the Buckinghamshire Education Strategy and we want to hear your views on the key priority areas for 2022 to 2027. A strategy for Education and Skills was developed for Buckinghamshire in 2018 as a result of collaboration and consultation with key stakeholders. It was designed to act as a compass for implementing continuous improvement in educational provision in Buckinghamshire until 2022. Closes 28th March.

2. Ward Boundaries

The Local Government Boundary Commission for England is asking local people and organisations for their help to draw up new ward boundaries across Buckinghamshire. A new pattern of wards is being developed for Buckinghamshire Council. [Following a public consultation](#) on proposed council size for the authority, the Local Government Boundary Commission has decided that the number of councillors in Buckinghamshire should be 98. The Commission wants to hear what residents and organisations think about their local area. A 12-week consultation on the proposals will run until 4 April 2022. The Commission is interested in views on which communities should be part of the same ward.

- What facilities do people share, such as parks, leisure centres or schools and shopping areas?
- What issues do neighbouring communities face that they have in common, such as high numbers of visitors or heavy traffic?
- Have there been new housing or commercial developments that have changed the focus of communities?
- Are there roads, rivers, railways or other features that people believe form strong boundaries between neighbourhoods?

3. Healthwatch Bucks

If you are a Bucks resident waiting for hospital treatment or care because of COVID-19, Healthwatch Bucks would like to know your experience waiting for the care you need, and what advice, information, or support the NHS has given you while you wait. Closes 31st October 2022

4. Your views on moving traffic offences

Bucks to be one of first local authorities outside London to have powers to enforce moving traffic offences using ANPR. For example: *Keep clear for school* in Oval Way, Chalfont St Peter. Closes 4th April