

# CHALFONT ST PETER PARISH COUNCIL

Minutes of the **Main Council Meeting** held at the Parish Council offices, Gravel Hill, Chalfont St Peter, Bucks at **7pm on** Thursday 28<sup>th</sup> July 2022.

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## MINUTES

In attendance: Cllr Shinner (Chairman), Cllr Dale (Vice Chairman), Cllr Darby, Cllr Harrold, Cllr Hatton, Cllr Jha, Cllr Rush, Cllr Smith, and Cllr Vladar.

Also Present: Debbie Evans (Clerk)

48 Public question time. Two members of the Chalfont Activity Park (CAP) group attended the meeting and updated the Council on the progress so far. A first draft design has been created and residents have been given the opportunity to comment. The Council offered the following suggestions –

- Remove the greened area between the first block of concrete and second as this would add additional time for grass cutting.
- Use different coloured sections to zone areas for use.
- Add small bumps to the areas proposed for small children to make it more interesting.

The approx. build time is 3 months and approx. costings in the region of £280k. Once the CAP group have agreed the final design they will start fundraising for the project. Cllr Shinner asked if the CAP group could produce a copy of the illustration on which the existing footprint could be marked in a red dotted line.

Cllr Smith & Cllr Murray arrived during discussions.

49 Apologies received from Cllr Dickson, Cllr Longshaw, Cllr North, Cllr Ryan, Cllr Sandover & Cllr Southworth.

50 The following personal or disclosable pecuniary interests were declared –

- Buckinghamshire Council – Cllr Darby, Cllr Rush and Cllr Smith.
- Member of NAG & Feast of St Peter Ltd – Cllr Shinner
- SENSE – Cllr Hatton
- CAP Committee members – Cllr Hatton, Cllr Jha and Cllr Vladar.

Cllr Shinner clarified that although all Cllrs declare their interests on their Declaration of Interest forms, they should still declare at each meeting, if relevant to discussions.

51 The minutes of the meeting held on Thursday 30<sup>th</sup> June 2022 was proposed by Cllr Hatton, seconded Cllr Smith, agreed.

52 Cllr Darby proposed, seconded Cllr Rush Cllr Harrold and Cllr Longshaw joining the Open Spaces Committee. Cllr Shinner thanked both for standing in at a recent A&P meeting to ensure the meeting was quorate.

53 To discuss the actions from Previous Meetings –

205 Cllr Dickson explained that the project was moving forward and that the CAPP group would like an opportunity to come back to the Parish Council to give an update. It was noted that Council was keen to know the timetable and whether problems over the dimensions of the proposal in relation to the site had been overcome. It was agreed they should be invited to Council in July and Cllr Hatton confirmed that he had already spoken to the group about this. Clerk to contact the group and put on agenda for meeting on 28<sup>th</sup> July 2022. ACTION Clerk **COMPLETED**

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208     Feast Day – **completed**

13     NHP Public Consultation event – **completed**. Cllr Hatton expressed his disappointment for the low turn out and said that the Parish Council needed a better distribution mechanism to get information out to residents. Cllr Darby responded by saying that this had already been discussed at the Finance and General-Purpose Committee on 9<sup>th</sup> June and was in hand and that the collection of resident e-mail addresses at Feast Day for a parish council database was a starting point to achieve this. This would complement our social media output. Cllr Vladar suggested we ask residents to be a part of any working party. As one of the co-option candidates had shown, there was specialist knowledge within the village. It was noted that 25 e-mail addresses had been collected on Feast Day and Cllr Darby reminded Council that all resident details must be kept in the office and that Councillors should not hold this information.

19     Nag meeting with residents and local schools - Update within NAG report –**Completed**

20     Jubilee Event – **Completed**

38     Clerk to add the Jubilee Tree onto the next Open Spaces Committee for discussion. **COMPLETED** it is on the agenda for the 9<sup>th</sup> August.

44     Cllr Shinner to circulate the recommendations to Cllrs from the meeting held with interested parties at Gayhurst School with regards speed issues in the local area. ACTION – Cllr Shinner. **COMPLETED**

54     Chairman's Announcements were noted in the report given. *Appendix 1*

55     To discuss and agree the minutes and recommendations from the following committees:

- F&GP – 14<sup>th</sup> July 2022. Minutes were proposed Cllr Darby, seconded by Cllr Rush, agreed.

89 - Recommend to Main Council: The Parish Council Project List. Proposed Cllr Darby, seconded Cllr Vladar, agreed.

22 - Recommend to Main Council: Set up a dedicated parish council e-mail address for the Chairman if required. Proposed Cllr Darby, seconded Cllr Vladar, agreed.

29 - Recommend to Main Council: The Parish Council Communication Strategy and Action Plan, subject to the suggested changes Cllr Darby proposed, seconded Cllr Vladar, agreed.

#### Proposed changes

- 1) Change the last heading from Measuring Success to Evaluation and Measurement of Success
- 2) Add Instagram to the list, measurement = increase in traffic.
- 3) Add Cllr Surgeries & Parish events, measurement = number of residents attended/visited.
- 4) Add online surveys. Measurement = number of responders.

32 - Recommend to Main Council: The Financial Regulations be agreed. Proposed Cllr Darby, seconded Cllr Dale, agreed.

33 - Recommend to Main Council: The Financial Risk Assessments 2022 be agreed. Proposed Cllr Darby, seconded Cllr Hatton, agreed.

34 - Recommend to Main Council: To appoint Auditing Solutions for 2022-23. Proposed Cllr Darby, seconded by Cllr Dale, agreed.

36 - Recommend to Main Council: To renew the subscription to The Allotment Society up to a cost of £65. Proposed Cllr Darby, seconded Cllr Hatton, agreed.

- A&P – 18<sup>th</sup> July 2022. Minutes proposed Cllr Dale, seconded Cllr Harrold, agreed.

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- 56 The cheques signed in July, were proposed by Cllr Darby, seconded by Cllr Shinner, agreed. Cllr Dale and Cllr Smith offered to sign cheques in August and Cllr Vladar and Cllr Dickson was nominated in her absence as a cheque signatory.
- 57 Update received in the public session of the meeting from members of the Chalfont Activity Park Project group.
- 58 The Council noted the report provided by Cllr North on the Motorway Service Area planning application, Local Plan and Neighbourhood Plan. *Appendix 2*
- 59 Cllr Smith gave the Council and update on the St Peters Memorial Garden project. The working group are looking at Phase 2 of the project now and will meet in Sept to discuss proposed designs. Audley Homes have offered to purchase an additional bench for the garden.
- Cllr Hatton suggested until funding is available for a permanent monument that the Fallen Soldier statue that the Parish Council purchased could be used. Cllr Hatton would be happy to assist with anchoring the statue to try and make it more robust. Agreed.
- Cllr Smith requested that a bin be placed along the path. **ACTION – Clerk** to speak to the HH and organise installation, location to be confirmed by Cllr Smith. Cllr Shinner asked when CCTV signs would be available. Clerk reported they had been ordered.
- 60 Report provided by Cllr Shinner was noted. *Appendix 3*
- 61 Report provided by Buckinghamshire Councillors was noted. *Appendix 4*
- Further clarification on anything within the report can be requested from Cllr Rush, Cllr Darby and Cllr Smith (Buckinghamshire Councillors).
- 62 The Project Priority list for July 2022 was agreed at the F&GP meeting (see above recommendations). No further changes were suggested.
- 63 The Council agreed that due to tight timescales of the next Community Board funding decision meeting, if required, the Open Spaces Committee could apply for a community board grant in support of the next phase of the Big Biodiversity Battle project, within the guidance and financial limits set by the CB. Proposed Cllr Hatton, seconded Cllr Vladar, agreed.
- 64 The Council agreed the annual review of the LCRS (Local Council Risk Survey) for 2022-23, subject to the suggested changes below. Proposed Cllr Rush, seconded Cllr Hatton. Cllr Hatton thanked the Clerk for the work undertaken in producing this report.

#### Suggested Changes –

- Allotments – Consider the risks for a drought or hose-pipe ban.
- Bus Shelters – Take out advertising in bus shelters as this is not a process we follow
- Extreme Heat – Review our current risks to see if extreme heat should be included as a risk.

- 65 To receive information items.

- NAG report – *Appendix 5*

**ACTION- Cllr Rush, Cllr Darby & Cllr Smith** to take forward the request from Cllr Shinner to Buckinghamshire Council to provide data on parking offences, enforcement and details of times of parking patrols.

- Best Kept Village Winners 2022 – Pushman Cup. Congratulations to the staff and all involved for winning this award. **ACTION – Clerk** to invite our contractor who has managed our planters and invite him to the award ceremony on the 24<sup>th</sup> September.

- 66 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). AGREED
- 67 Cllr Shinner provided an update to the Council on the advice sought with regards the Holy Cross. The Parish Council have agreed to undertake a course of action ASAP. Proposed Cllr Hatton, seconded Cllr Harrold, agreed. **ACTION – Cllr Shinner.**
- 68 To ensure delays are kept to a minimum with requirement, Cllr Hatton (Chairman of Open Spaces) and Cllr Rush (Chairman of HR) have been given delegated authority to agree the appropriate candidate and offer the position after the interviews take place on the 5<sup>th</sup> August 2022. Proposed Cllr Vadar, seconded Cllr Darby, agreed.
- 69 Date of next meeting – **Thursday 29<sup>th</sup> September 2022 at 7pm**

Meeting finished at 8.45pm

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## **APPENDIX 1**

### **ITEM 54 CHALFONT ST PETER PARISH COUNCIL MEETING 28.07.2022 CHAIRMAN'S REPORT**

- 1 I attended the Chalfont St Peter Youth Centre annual meeting and awards ceremony at Tithe Barn, on the 5<sup>th</sup> July. As a former member of the management team some years ago I was delighted to see they had survived the pandemic and lockdown and all appears to be in very good shape for the future. James Simmons takes over as new chairman and they are running regular supervised activities three days a week
- 2 On the 13<sup>th</sup> July, with Cllr Linda Smith, I joined a Community Board Funding meeting using zoom when a wide range of funding projects were approved subject to match funding. This included the Church Lane car park project to replace the damaged concrete post and scaffold tube 'fencing' along the edge of the Misbourne, opposite the back of the Greyhound. This is land owned by Buckinghamshire Council who accept the argument the existing railings are damaged and need repair but will only do so on a like for like basis. The project is to replace 51m of railings with new black paint coated railings to match those on the Vic Wotton bridge

Total cost of the project is put at £7,590 of which £4,000 was sought from the community board

- 3 Later the same evening Cllr. Linda Smith and I attended the Thames Valley Police Forum held at the GXCA (it appears the police are now content to use zoom rather than MS teams) - this was a hybrid meeting with zoom and Insp. James Ellis gave a positive and detailed update on crime. The clerk has distributed results of the residents' survey announced at the forum with a copy of TVP's latest newsletter
- 4 I have not been able to attend any other events since due to contracting covid, as did Linda Smith, quite possibly at the same TVP forum meeting
- 5 A&P alone operates through August. (+ of course the postponed July meeting of Open Spaces which is now on 9<sup>th</sup> August) .I am grateful to our two new Cllrs. Murray and Diana for standing in on A&P on the 18<sup>th</sup> July at the 11<sup>th</sup> hour to ensure it was quorate, in view of my and Linda's covid isolation
- 6 Deadlines to watch include Buckinghamshire Council's consultation on development sites (11<sup>th</sup> September)

Tony Shinner  
Chairman  
26.07.2022

## **APPENDIX 2**

### **CHALFONT ST PETER PARISH COUNCIL MEETING 28.07.2022**

ITEM 58 (submitted Cllr. Hazel North)

**1 Motorway Service Area**

Our submission for the MSA planning application has been submitted. A copy of the submission can be viewed on our Parish Council website.

**2 Local Plan**

Buckinghamshire Council has reported on their Survey Results. For those interested, our Clerk has a copy which she can forward to you. This will form part of their evidence for the Local Plan development.

**3 Neighbourhood Plan (NHP)**

**3.1 Drop In Consultation** – a necessary process in the update of the NHP

- Our local Drop In Consultation event was held in June. Thank you to the many Parish Councillor's that contributed 'on the day'.
- The resulting report on the Consultation has been circulated to Parish Councillors.
- Thanks to Ana and Ruth, we have 40 drawings from children and intend to select the appropriate ones for inclusion in the Drop In report next week. (we will still potentially use further drawings in the final NHP)
- Once this is complete the report will be submitted to Bucks.

**3.2 Design Code**

- Troy's team is currently working on the initial draft version of the Design Code, planned for delivery to us in August.
- Once this has been agreed by the Parish Council it will be submitted to Bucks for their comments. (as the government definition for the Design Code is still not finalised, it is important to get Bucks Council's agreement to the proposed structure & content, before finalising the document)
- The Parish Council work on the character areas (including photos) has been passed over to Troy, for inclusion.

**3.3 A key part of the work, for example, is to work out what applies across the character areas,** such as potentially on-street parking and loss of garages as converted to accommodation and what is specific to a character area. The next step is to decide what Policies would support this, which will then be updated in the NHP

**3.4 Local Heritage Asset List**

- A detailed check is underway to ensure that we have the relevant sites, with appropriate description and photos. This document is based on the original version, produced at the same time as the NHP – so there are some changes. This document is aimed to be ready for circulation in September.

Cllr. Hazel North.27.07.2022

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### **APPENDIX 3**

#### **CHALFONT ST PETER PARISH COUNCIL MEETING 28.07.2022 ITEMS 60**

Item 60      **Community Boards** – A CB Funding Meeting on the 12<sup>th</sup> July approved our application for replacing railings in Church Lane car park. At the same time Verge bollards have been approved for installation using our own contractor.

A reminder that total funding for the Denham GX & Chalfonts Community Board for 202/23 is \$114,000. Applications will be limited to £15,000 max and will require a degree of matched funding, save where the amount asked for does not exceed £1,000 when no match funding will be required

See also separate NAG report

**Cllr.Tony Shinner, 28.07.2022**

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## **APPENDIX 4**

### **Buckinghamshire Councillors Report July 2022**

#### **News**

##### **Rural Roads Repairs**

Buckinghamshire Council has embarked on work to tackle some of the most damaged rural roads in the county. In the first phase of this work, specialist machinery is being used to pulverise the old surface material and reuse it alongside new materials, a technique which reduces the council's carbon footprint, saves money and resources and allows long-lasting repairs to be made more quickly.

##### **Special Guardian Website**

Buckinghamshire Council has launched a unique website to support people who may be taking on the role of a Special Guardian in a child or young person's life.

The innovative 'Guardian's Guide' website – makes it easy for guardians and parents involved in Special Guardianship Orders to gain access to a variety of helpful information, advice and support.

##### **High Court HS2 Decision**

On 21 July, in the High Court, Sir Duncan Ouseley dismissed the appeals brought by Buckinghamshire Council to quash decisions made by the Planning Inspectors to allow four environmentally damaging lorry routes submitted by HS2 Limited in 2021.

##### **Buckinghamshire Council to hit 25% renewable electricity target**

As part of its commitment to tackling the climate crisis, Buckinghamshire Council is pleased to announce that from October of this year, 25% of the electricity it uses will come from renewable sources.

##### **Community Board**

A detailed briefing note on the new contract to replace TFB and its implications for Community Boards was issued by Bucks Council.

Our local Community Board held an event in Gerrards Cross Community Centre at which half a dozen organisations showcased their services. One of the major presentations was by Chiltern Rangers and CSP Parish Council on its BBB; building on lessons learned, joint working between different parishes will be investigated.

A funding meeting was held on 13<sup>th</sup> July: please see the Chairman's report for details on CSP projects. A new Community Board Manager has been recruited. She will start in early September, replacing the incumbent, Marco Dias, who leaves at the end of August.

##### **Public Consultations**

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

#### **1. Bucks wants your help to identify land available for development within Buckinghamshire.**

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The Council is beginning work on the new Local Plan for Buckinghamshire (LP4B). The LP4B will allocate sites for development in the period up to 2040 to meet the housing and economic development needs of Buckinghamshire.

Buckinghamshire Council is still committed to 'Brown before Green'. We have carried out an initial assessment of the brownfield sites submitted to us. Based on this initial assessment and what we currently understand our needs to be, it is important to also understand what further sites are available. This is to ensure we have enough capacity to meet our future needs.

To help us do this, we are now undertaking a 'Wider Call for Sites' (including greenfield sites) to gather a fuller understanding of the land available for development within Buckinghamshire. Closes midnight on Sunday 11 September 2022. Sites submitted after this may still be considered.

## **2. Get involved with the SEND local offer**

Bucks wants to hear your views on how we can improve the SEND local offer. You can also contact us if you find information in the SEND local offer that needs to be updated. To contact us, children and young people with SEND, and their parents and carers, can:

use our [feedback form](#)

post on our [SEND local offer Facebook page](#)

[email the Buckinghamshire Family Information Service \(BFIS\)](#) with your comments

call BFIS on [01296 383 293](#)

talk to professionals you work with, such as teachers or social workers

Parents and carers can also contact [FACT Bucks](#), a group of parents and carers who helped us to develop the SEND local offer.

No closing date given.

## **3. Buckinghamshire Design Awards 2022: Nominate your favourite new building or open space**

Bucks want your nominations for the best examples of good design in Buckinghamshire from the last three years. Buckinghamshire residents deserve great places to live and work as well as a healthy environment everyone can enjoy. Closes 18 September 2022

## **4. Local Connection Test for the Buckinghamshire Self-build and Custom Housebuilding Register**

Bucks invites residents to register with The Self-build and Custom Housebuilding Register which local authorities have to keep of people looking to acquire land within their area, to build a home. The register provides local authorities with level of demand. This can then be used to plan for future needs for this type of housing in their area. Closes midnight on Monday 8 August 2022.

## **APPENDIX 5**



*Chalfont St Peter Neighbourhood Action Group (NAG)*  
*working with Thames Valley Police, Buckinghamshire Unitary  
and Parish Councils and residents  
to promote Safer Communities*

*NAG c/o Chalfont St Peter Parish Council, Cranial Hill*

**THE NAG REPORT - REPORT TO CHALFONT ST PETER PARISH COUNCIL 28.07.2022)** - Last met: 6<sup>th</sup> April 2022, **NEXT MEETING: WED 10<sup>TH</sup> AUGUST 6PM**

- 1 A413 speed limits** *(repeated from previous report) This has been costed by Ringway Jacobs the unitary council's highways contractors with a predicted figure of over £40,000. There seems no point in querying this as we are told Ringways will not implement the work before termination of their contract on 31<sup>st</sup> March 2023. We have asked when Bucks' new in house design team can start accepting and reviewing designs and costs*
- 2 Bull Lane** - We are now investigating possibility of a new style MVA which the school(s) might fund, and from which we can capture data on a weekly basis which gives us traffic and speed levels on an hour to hour basis

### **3 COMMUNITY SPEEDWATCH**

Two NAG members, Howard Dawson and Gio Pedalino, have taken on the task of managing the CSW sessions along with Pete Dale. They have been able to arrange a meeting with TVP CSW officer Lee Turnham at these offices on the 4<sup>th</sup> August. Any Cllr. who is interested can attend this training session and so qualify for being part of the CSW team. We are hopeful we can re start the project in August

### **4 NEXT NAG MEETINGS:**

4<sup>th</sup> August 6pm for Community Speedwatch Training (council chamber)

Next Meeting Wed 17<sup>th</sup> August 6pm at the council chamber

**Tony Shinner, as Chairman of NAG. 28.07.2022**

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