

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING AGENDA**

**CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ**

**TUESDAY 2 AUGUST 2022 at 19.00**

Notice is hereby given that the MEETINGof Hazlemere Parish Council will be held at Cedar Barn Barn Lane Hazlemere HP15 7BQ at 19.00. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

**This is a public meeting - members of the public and press are cordially invited to attend, please contact the Clerk if you intend to attend the meeting at** [**clerk@hazlemereparishcouncil.org.uk**](mailto:clerk@hazlemereparishcouncil.org.uk)

1. **Apologies for absence 19.00**

To receive and approve any absences

1. **Declaration of Interest 19.01**

In accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests in items on this Agenda

1. **Public Session 19.02**

Members of the Public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the Agenda. Questions be submitted to the Clerk by 9.00 on Friday 31 July 2022 by email to enable an answer, where possible, to be provided at the meeting.

1. **Minutes from Full Council 5 July 2022 19.38**

To receive the Minutes and make recommendations.

1. **Finance 19.40**

Members are asked to receive the reports and make any recommendations

1. **Budget Report 2022/23**
2. **Expenses Payment Report July 2022**
3. **Charge Card Report**
4. **Governance 19.45**

Members are asked to receive any verbal/written reports and make any recommendations:

1. **Approval of Chairman’s Statement for 2022/23**
2. **Buckinghamshire Council Community Board Highways Feasibility Study Hazlemere Crossroads**
3. **Dropped curbs across Barn Lane in Cedar Avenue**

Please receive a verbal report from the attendees of the meetings:

1. **11 July 2022 Bellway Consultation Councillors**
2. **15 July 2022 Buckinghamshire Council Consultation**
3. **20 July 2022 Pensions Training Buckinghamshire Council Councillor J Baker**
4. **27 July 2022 Say on housing National Association Local Councils Councillor E Gemmell**
5. **1 August 2022 Pensions Training Buckinghamshire Council Councillor J Baker**

**Council objective 2: To be a strong voice for residents and local businesses ensuring that development of our built and natural environment is driven by the needs and ambitions of the community it represents**

1. **Communications Working Party 20.00**

Members are asked to consider any report and recommendations, including hall booking system and new Parish Council email addresses

1. **Planning 20.05**

Members are asked to receive written minutes/verbal report and request and advise accordingly

1. **Minutes Planning Committee Meetings 5 and 18 July 2022**
2. **Planning Strategy Committee Draft Minutes 21 July 2022**
3. **HW8 Tralee Farm**
4. **HW7 Terriers Farm**
5. **HW6 Gomm Valley**
6. **Neighbourhood Plan Update**
7. **Planning Appeals**
8. **Any other planning engagement items**

**Council Objective 3: To be a cleaner, greener, more attractive parish that is a safe and healthy place to learn, live and work**

1. **Café in Hazlemere Recreation Ground 20.30**

Members are asked to consider any verbal/written report and any recommendations

1. **Climate Change Working Party 20.35**

Members are asked to consider and receive any reports from meetings

1. **Health and Wellbeing Working Party 20.40**

Members are asked to consider and receive any reports from meetings

1. **Open Spaces Committee 20.45**

Members are asked to consider any report and recommendations

1. **Request for new bench in The Dell**
2. **Display for the Parish Council stall at Hazlemere Fete**
3. **Broken street light near HP15 7UN**
4. **Report on Open Spaces Committee Works**

**In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item.**

**It is proposed by the Chairman that the Public and Press be excluded from the remainder of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.**

**Members are reminded that legal matters, contracts and staffing matters should be considered in this session.**

1. **Exclusion of Press and Public 20.50**
2. **Easement for Queensway**
3. **Parish Council Insurance 2022/23**
4. **Quotation Street Lighting Repair Contract**
5. **Staffing Matters**

Signed Ali Banham

Date 26 July 2022

Ali Banham

Clerk of Council

**AGENDA ITEM 2**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

1. **Declaration of Interest**

*Please note that the Clerk cannot advise members on this. Members are personally responsible for declaring an interest.  Members are respectfully advised to read the Code of Conduct (previously circulated) for information. Please also note that Councillors are responsible for ensuring that their Registers of* *Interests are up to date (within 28 days of any changes).*

Cllr A Cecil: Member of Hazlemere Community Association.

Cllr P Fleming: Trustee and Governor of Sir William Ramsay School.

Councillor J Horton: Hazlemere Sports Association, Hazlemere Football Club and Hazlemere Memorial Hall Trustee

Cllr C Oliver: Trustee of Hazlemere Sports Association.

Cllr P Ruffles: Family member works for Canny Cafe

Cllr D Thompson: Member of Hazlemere Fete Committee and Wycombe Sound Radio Station.

Cllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust.

**AGENDA ITEM 4**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

**HAZLEMERE PARISH COUNCIL**

**FULL COUNCIL MINUTES 5 JULY 2022 19.00 AT CEDAR BARN**

**ACTION IN RED**

**MEMBERS OF THE COUNCIL PRESENT:**

J Baker, L Casey, A Cecil, F Doonican, P Fleming, E Gemmell, I Hamilton, J Horton, C Oliver (Chair), P Ruffles and J Weaver.

The Clerk.

**MEMBER(S) OF THE PUBLIC PRESENT:**

None.

The Chairman welcomed everyone to the meeting.

**FC01/07/22 APOLOGIES FOR ABSENCE**

**It was resolved that apologies be accepted from Councillor D Thompson.**

**FC02/07/22 DECLARATION OF INTEREST**

Councillors did not take part in any discussions involving their declaration of interests below:

Cllr A Cecil: Member of Hazlemere Community Association.

Cllr P Fleming: Trustee and Governor of Sir William Ramsay School.

Councillor J Horton: Hazlemere Sports Association, Hazlemere Football Club and Hazlemere Memorial Hall Trustee

Cllr C Oliver: Trustee of Hazlemere Sports Association.

Cllr P Ruffles: Family member works for Canny Cafe

Cllr D Thompson: Member of Hazlemere Fete Committee and Wycombe Sound Radio Station.

Cllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust.

**FC03/07/22 PUBLIC SESSION**

There were no members present.

**FC04/07/22 FULL COUNCIL MINUTES 7 JUNE 2022**

**It was resolved that the Minutes of Full Council Meeting 7 June 2022 be approved with the following amendments:**

**FC17.4/06/22 add after Councillors that: lease for**

**FC17.12/06/22 Change 3G to MUGA**

**Changed on website 18 07 22**

**FC05/07/22 STAFF COMMITTEE MINUTES 28 JUNE 2022**

**It was resolved that the resolutions from Staff Committee Minutes 28 June 2022 be approved.**

**Website 19 07 22**

**FC06/07/22 FINANCE**

1. **BUDGET 2022/23**

**It was resolved that the report with recommendations be approved.**

**Noted**

1. **EXPENSES PAYMENT REPORT JUNE 2022**

**It was resolved that the expenses be approved.**

**Noted**

Local Government Transparency Act 2020 all items of expenditure over £500 to be reported from May 2022:

£1,150.56 May Cedar Barn Cleaning

£544.86 June Cedar Barn Cleaning

£550.37 June Dog Waste Collection

£550.37 May Dog Waste Collection

£2,244.00 June 2022 Grass Cutting

£1,034.02 Paving slabs installation for Café in Hazlemere Recreation Ground

£2,436.00 Seed and Fertilizer for Hazlemere Recreation Ground

£10,601.25 Confidential Transactions

1. **CHARGE CARD POLICY**

The Parish Council are taking out a Charge Card not a Debit Card, as this offers better protection and security for the Parish Council against fraudulent usage. Councillor A Cecil and the office staff be thanked for their work on progressing the application, which has proved extremely arduous.

**FC07/07/22 GOVERNANCE**

1. **Defer 18 July 2022 Finance and Governance Committee Meeting**

**It was resolved that the date be changed to Monday 15 August 2022 at 19.00 in Cedar Barn**

**Noted**

1. **Increase in number of Hazlemere Parish Councillors**

The information provided by Buckinghamshire Council be noted.

**It was resolved that this Agenda Item be bought back to Full Council in Spring 2023 after the results of the Buckinghamshire Council Boundary Review Results have been announced.**

**Spring 2023 Full Council Agenda**

1. **Grant Request**

**It was resolved that the grant application for £500 be approved.**

**To Clerk’s Assistant 19 07 22 and applicant informed**

1. **Survey and Meeting: Chiltern and South Bucks Policing Issues Forum**

The information be noted, however there were no Councillors available to attend the meeting as it was too short notice. It is hoped that Councillors will be available to attend future meetings.

1. **Buckinghamshire Council Community Board Highways Feasibility Study Hazlemere Crossroads**

The information be noted and this will continue to be an Agenda Item until it is resolved.

**Noted**

1. **Dropped curbs across Barn Lane in Cedar Avenue**

The information be noted, an approximate cost is being obtained from Buckinghamshire Council for this location and the two entrances to Marys Mead; further discussion will be given at 2 August 2022 Full Council meeting. Consideration will be also be given to using any Accessibility Funds available through the Community Board.

**Noted**

1. **Penn Road Cemetery Visit**

Councillor C Oliver is attending the official opening of the Buckinghamshire Council cemetery and will check on the signage to ensure that Buckinghamshire Council’s contact details are visible to Members of the Public.

**Noted Councillor C Oliver chased for information 19 07 22**

The Clerk will chase Buckinghamshire Council for a Parish Councillor visit to the new cemetery.

**Councillors asked if they would like to attend this event 19 07 22**

The Clerk and Chairman have been invited to a meeting on site with Buckinghamshire Council and the Chairman of High Wycombe Town Committee in relation to the Easement for rear access to the site across Hazlemere Parish Council land.

**Clerk chased for a date 19 07 22**

1. **Request for a Community Safety Charter**

**It was resolved that the Parish Council sign up to the Community Safety Charter.**

**Signed 19 07 22**

1. **7 June 2022 Aubergine Website Training Admin Assistant**

The Training was well received and presented, the website is easy to maintain and The Clerk will be trained by the Admin Assistant on the process on 11 July 2022, to ensure full cover in the office.

**Training completed 18 07 22**

1. **8 June Society Local Council Clerks Conference Clerk**

The Clerk thanked the Parish Council for allowing her to attend this extremely useful event.

A lot is learnt, both from the presenters, as well as networking opportunity with other Town and Parish Clerks.

1. **9 June Buckinghamshire Council Neighbourhood Plan Consultation Councillors and Clerk**

The Clerk and a number of Councillors attended this event, it was disappointing and frustrating not to have taken place in Hazlemere and the spelling of both Hazlemere and Holmer Green was incorrect on the boards and not corrected as it was deemed not important by Buckinghamshire Council.

There is now another consultation in Hazlemere for HW8 on Friday 15 July 2022 in The Stables from 9.00 – 15.00, but no publicity has been seen or sent to Hazlemere Parish Council for advertising.

Bellway Homes also have a public consultation in Holmer Green, however their application is entirely in Hazlemere and not Holmer Green, again frustrating and disappointing for Hazlemere residents.

1. **14 June 2022 Buckinghamshire Council Community Board Environmental Group Councillors**

Councillor C Oliver attended on behalf of Hazlemere Parish Council and updated the Community Board on the activity within the Hazlemere Parish Council Climate Emergency Working Party.

1. **16 June 2022 Buckinghamshire Council Planning Inspectorate Meeting Tralee Farm**

This meeting was attended by Councillor P Fleming, who is the delegated speaker for Hazlemere Parish Council under Rule 6. The public enquiry will take place at the old Wycombe District Council offices in High Wycombe and will last for 7 days from 26 July 2022.

The Rule 6 speakers are Hazlemere Parish Council, Little Missenden Parish Council, Hazlemere and Holmer Green Residents’ Association and Holmer Green Society.

Hazlemere Parish Council have submitted their 3,000 word Statement of Case and will be submitting the Proof of Evidence for the Appeal.

The trees in the NW corner of the site have been destroyed and felled by Inland Homes, with the permission of the land owner. Buckinghamshire Council have now placed Tree Preservation Orders (TPO) on some remaining trees and residents have been encouraged to apply for further Orders from Buckinghamshire Council. The current fine for removal/damage to a tree protected by a TPO is £2,000.

Hazlemere Parish Council are looking at placing an easy to use Public form onto their website for TPO application, which will be sent directly to Buckinghamshire Council.

It has been noted that there have been a further 9 surveyors on site, looking at the current old hedgerow.

Buckinghamshire Council are looking at establishing a practice for access to their services at the weekend when planning is being breached.

1. **22 June 2022 Buckinghamshire Council Community Board Highways**

The next batch of Community Board Highways Projects are not in Hazlemere; the next batch to be considered will be post 2023, when it is understood that their budget will be further reduced.

1. **23 June 2022 Buckinghamshire Council Rural Farm Tour**

Councillor C Oliver attended this very interesting and helpful event near Stowe on a mixed farm, outlining the problems being faced by current farmers and conflicts with planning requirements. Other Parish Councillors and Staff were encouraged to attend any future events.

1. **25 June 2022 Reg 14 Consultation Councillor P Flemming, E Gemmell, C Oliver, Clerk and Admin Assistant**

The above event was attended by the above Staff and Councillors, Members of the Public also visited on their way to the Repair Café and Hazlemere Community Centre. The formal consultation for Reg 14 has taken place.

1. **28 June 2022 Buckinghamshire Association Local Councils Appraisal Training Councillor P Ruffles**

No one took part

1. **29 June 2022 National Association Local Councils Neighbourhood Plan Review Councillor E Gemmell**

No one took part

1. 1 July 2022 Society Local Council Clerks Bucks Clerks Meeting

The Clerk reported that the meeting is helpful to network and understand the workings of other Town and Parish Councils.

1. **4 July 2022 Buckinghamshire Association Local Councils Code of Conduct**

The Clerk reported that the training was extremely helpful and will circulate any relevant information.

**Council objective 2: To be a strong voice for residents and local businesses ensuring that development of our built and natural environment is driven by the needs and ambitions of the community it represents**

**FC08/07/22 COMMUNICATIONS WORKING PARTY**

The Chairman of Working Party gave an update on the Parish Council’s new website, requesting that any amendments/updates be given to the Admin Assistant. There is further work to be completed in the future. Training has been completed for the Administrative Assistant, the Clerk is being trained on 11 July 2022.

The new .gov email addresses will be processed once the Parish Council is in receipt of a charge card and it is hoped that current email addresses will be redirected to the new addresses.

**FC09/07/22 PLANNING**

1. **Planning Committee Minutes 7 and 20 June 2022**

The Chairman gave a verbal update.

**It was resolved that the Planning Committee Minutes and Planning Committee Terms of Reference be approved and Buckinghamshire Councillors be asked to ‘call in’ the Highbury Works into Buckinghamshire Council, as per the Hazlemere Parish Council proposed Neighbourhood Plan requirements.**

**Minutes on website 18 07 22**

**Terms of Reference to be placed on website 19 07 22**

**Buckinghamshire Councillor C Oliver called in application**

1. **Planning Strategy Committee 15 June 2022**

**It was resolved that the Planning Strategy Committee Minutes 15 June 2022 be approved.**

The Chairman gave a verbal update on the progress and received confirmation that the funding applied for, has been received.

1. **Tralee Farm HW8: HW8 Buckinghamshire Council Development Brief Consultation**

A verbal report was presented by Councillor J Baker, highlighting the main points within her report.

**It was resolved that Councillor J Baker be given devolved powers to complete the report taking into account the feedback received at the meeting from Councillors.**

**Noted**

1. **HW7 Terriers Farm**

A verbal report was given by Councillor C Oliver; consideration is being given to applying to Buckinghamshire Council for a blanket Tree Preservation Order (TPO) for the woodland opposite the old AXA site off A404 Amersham Road.

1. **HW6 Gomm Valley**

A report was given by the Councillor C Oliver, a planning application has been received by Buckinghamshire Council for 110 homes, which includes a new primary school, between Hammersley Lane and Wycombe Heights Golf Club.

1. **Neighbourhood Plan Update**

The Hazlemere Parish Council statutory consultation has taken place, and the Reg 14 consultation period finishes by Monday 11 July 2022, statutory consultees are expected to comment in the last few days. Regulation 15 will then commence and be discussed by the July Planning Strategy Committee Meeting.

1. **Planning Appeals**

Nothing further to report.

1. **Any other Planning Engagement Items**

Consideration may need to be given to the TPO’s on the Cedar Park estate as the blanket authority only covers trees that were present on the original estate before 1957.

**It was resolved that a formal statement be issued by Hazlemere Parish Council, which can be taken from the report being prepared under delegated powers by Councillor J Baker, regarding the felling of the orchard on the HW8 site. This formal report will also be placed on the Parish Council’s website.**

**Admin Assistant 19 07 22**

**Council Objective 3: To be a cleaner, greener, more attractive parish that is a safe and healthy place to learn, live and work**

**FC10/07/22 CAFE IN HAZLEMERE RECREATION GROUND**

**Councillor P Ruffles left the room due to a Declaration of Interest and did not take part in the discussion or any voting.**

**Noted**

A verbal update was given by Councillors, the licence has been signed by all parties. All associated Councillors were thanked for their work on the project.

**It was resolved that a Parish Council litter bin and bench (this will be the bench that is being replaced by a new bench near to the Croquet Club) be installed by the ‘pile of soil’ near to the Canny Café.**

**Councillor David Thompson dealing chased 19 07 22**

The Canny Café will use the Hazlemere Memorial Hall bins for their waste; and Hazlemere Memorial Hall are looking at installing a new food waste bin.

**FC11/07/22 CLIMATE CHANGE WORKING PARTY**

Councillor F Doonican is working on the Working Party’s outstanding actions.

A lengthy and helpful discussion took place regarding the Environment Audit.

**It was resolved to that the Environmental Audit be amended with the following changes:**

* **The title be changed from Audit to Status Report; and**
* **reference to any other company; and**
* **2.2 wording be changed to incorporate ageism.**

**Councillor F Doonican 19 07 22**

**The Working Party will progress plans as to how 2030 Net Zero target can be achieved for Hazlemere Parish Council and make any recommendations to Full Council.**

**Report awaited for Full Council**

Councillor F Doonican reported that the bird boxes are shortly to be delivered and will liaise with Councillor David Thompson to ascertain locations for the boxes on land owned by Hazlemere Parish Council.

**Councillor F Doonican and D Thompson dealing 19 07 22**

**21.00 It was resolved to extend Standing Orders.**

**FC12/07/22 HEALTH AND WELLBEING WORKING PARTY**

There was nothing to report.

**FC13/07/22 OPEN SPACES WORKING PARTY**

1. **Fete Parking Request**

**It was resolved that permission be granted to Hazlemere Fete Committee to use Rose Avenue Recreation Ground as an overflow car park for Hazlemere Fete on 29 August 2022.**

**Confirmed 19 07 22**

1. **New Bench for outside Hazlemere Library on Buckinghamshire Council Land**

The original request was for a litter bin, not a bench.

**Clerk and Councillor D Thompson to progress**

**It was resolved that the purchase of a new litter bin and payment for a Section 171 licence from Buckinghamshire Council be approved.**

1. Annual Allotment Inspection

Councillor J Weaver gave a verbal report of the allotment inspection, which resulted in the following uncultivated allotment:

1 The Dell

10 Queensway

The Clerk’s Assistant will be writing non cultivation letters to allotment holders, with a view of reallocating the allotments to new Members of the Public on the allotment waiting lists.

1. **Judging Allotment Competition**

Councillors J Weaver, I Hamilton and past winners will be undertaking the judging in the coming weeks and will report back to Full Council.

1. **Update of the works in play areas including playground inspection reports**

The Clerk and Councillor David Thompson will be looking at these over the summer to progress any recommendations.

1. **Update on all works Chairman’s Report**

The following Open Spaces Committee projects are ongoing:

* New play equipment in Rose Avenue Recreation Ground
* Further Audio system and sound proofing to be installed in Cedar Barn
* 2 new entrance gates received for Rose Avenue Recreation Ground to be installed by contractor together with new entrance surface
* Shackles received and to be replaced for swings in Rose Avenue Recreation Ground
* Possible new swing units in Rose Avenue Recreation Ground
* Contractor to repair steps to rear entrance The Stables, install shelves for 1st Aid Kits in all venues, reweld fence at The Dell Recreation Ground, repair holes in top of Cedar Barn with roof and install door into office wall for cable access
* Barn being decorated in August 2022
* Stables to be decorated in 2022
* Repair gate to play area in Hazlemere Recreation Ground
* Hedges to be cut in Rose Avenue Recreation Ground, public footpath through centre Rose Avenue Estate and outside Hanover Court in July 2022
* 1 Community Speed Sign to be installed
* 4 bollard barriers to be installed
* Work from Play Inspection Reports
* Supervise Community Payback workers in Queensway old pond area and dispose of cuttings on public footpath
* Install new memorial bench with plaque and move old bench in Hazlemere Recreation Ground
* Litter bin to be installed by library
* Litter bin to be installed in Hazlemere Recreation Ground by moved bench
* Continue new surfacing to footpath from Cedar Avenue to Holmer Green Road

1. **Working Party or Committee?**

**It was resolved that the Working Party be changed to a Committee to meet 3 times a year with the following members:**

**Councillor L Casey**

**Councillor J Horton**

**Councillor D Thompson**

**Councillor J Weaver**

**Terms of Reference and the election of a Chairman and Vice Chairman be decided at their first meeting.**

**Noted**

**FC14/07/22 EXCLUSION OF THE PRESS AND PUBLIC 21.20**

**It was resolved that the Public and Press be excluded from the remainder of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.**

1. **Easement for Queensway**

See FC07.7/07/22

1. **Licence for Container Café**

See FC10/07/22

1. **Parish Council Insurance 2022/23**

All requested information have been provided to the Insurance Brokers and the quotations are awaited

1. **Quotation Street Lighting Repair Contract**

Further quotations are awaited.

1. **Staffing Matters**

See FC05/07/22

**It was resolved the report from the Chairman Staff Committee be approved**

**Noted**

**The meeting finished at 21.40.**

**The next Full Council Meeting 2 August 2022 at 19.00 at Cedar Barn and the Admin Assistant will be taking the minutes.**

**AGENDA ITEM 5**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

**Council objective 1: To provide effective and accountable local government for the Parish achieving best value for our community**

**5. Finance**

1. **Budget Report 2022/23**

**CONSIDERATION**

**Please consider the 2022/23 Budget Report and make any recommendations.**

This report is on Google Drive

1. **Expenses Payment Report July 2022**

**CONSIDERATION**

**Please consider the expenditure transactions and make any recommendations.**

This report will be on Google Drive

1. **Charge Card Report**

**CONSIDERATION**

**Please consider the report below and verbal report from Councillor A Cecil and make any recommendations.**

All relevant documentation has been completed by the Parish Council and the Clerk’s Assistant, including a visit to the bank to verify identity. The Charge Card is eagerly awaited.

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

**Council objective 1: To provide effective and accountable local government for the Parish achieving best value for our community**

1. **Governance**
2. **Approval of Chairman’s Statement for 2022/23**

**CONSIDERATION**

**Please consider the report (will be on Google Drive) and make any recommendations.**

This report will be placed onto the Parish Council’s website.

1. **Buckinghamshire Council Community Board Highways Feasibility Study Hazlemere Crossroads**

**CONSIDERATION**

**Please consider any report received and make any recommendations.**

As at the time of print, there has been no information from Buckinghamshire Council regarding any progress.

1. **Dropped curbs across Barn Lane in Cedar Avenue**

**CONSIDERATION**

**Please consider the verbal update from Councillor C Oliver and make any recommendations.**

Extract from 5 July 2022 Full Council Agenda:

*The information be noted, an approximate cost is being obtained from Buckinghamshire Council for this location and the two entrances to Marys Mead; further discussion will be given at 2 August 2022 Full Council meeting. Consideration will be also be given to using any Accessibility Funds available through the Community Board.*

Please receive a verbal report from the attendees of the meetings:

1. **11 July 2022 Bellway Consultation Councillors**
2. **15 July 2022 Buckinghamshire Council Consultation**
3. **20 July 2022 Pensions Training Buckinghamshire Council Councillor J Baker**
4. **27 July 2022 Say on housing National Association Local Councils Councillor E Gemmell**
5. **1 August 2022 Pensions Training Buckinghamshire Council Councillor J Baker**

**AGENDA ITEM 7**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

**Council objective 2: To be a strong voice for residents and local businesses ensuring that development of our built and natural environment is driven by the needs and ambitions of the community it represents**

1. **Communications Working Party**

INFORMATION

Please receive a verbal update from the Chairman of the Working Party. The .gov emails will be purchased once the charge card has been received.

**AGENDA ITEM 8**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

**Council objective 2: To be a strong voice for residents and local businesses ensuring that development of our built and natural environment is driven by the needs and ambitions of the community it represents**

1. **Planning**
2. **Minutes Planning Committee Meetings 5 and 18 July 2022**

**CONSIDERATION**

**Please consider the 5 and 18 July 2022 Planning Committee Meetings and make any recommendations**

**PLANNING COMMITTEE MINUTES 5 JULY 2022 18:30**

**AT CEDAR BARN, BARN LANE, HAZLEMERE, HP15 7BQ**

**MEMBERS OF THE COUNCIL PRESENT:**

J Baker, A Cecil (Chairman), F Doonican, P Fleming, E Gemmell, I Hamilton, J Horton, C Oliver, P Ruffles and J Weaver.

The Clerk.

**MEMBER(S) OF THE PUBLIC PRESENT:**

None.

**PC01/07/22 WELCOME**

The Chairman welcomed everyone to the meeting.

**PC02/07/22 APOLOGIES FOR ABSENCE**

**It was resolved that apologies be accepted from Councillors L Casey and D Thompson.**

**PC03/07/22 DECLARATION OF INTEREST**

In accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests in items on this Agenda

It was noted that there were no declared Declaration of Interests.

**PC04/07/22 PLANNING APPLICATIONS**

**It was resolved that the following comments be submitted to Buckinghamshire Council regarding the following planning applications**

[4a. Ref. No: 22/06348/TPO 1 Brimmers Hill](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RC0I38SCHQT00&prevPage=inTray)

Reduce in height 1 x Lombardy Poplar (T1) by 25 metres to hedge height

**Under the Clerk’s delegated powers, refer to Buckinghamshire Council Arboriculturist.**

[4b. Ref. No: 22/06198/FUL 11 Hill Farm Way](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RB8PYNSCHCZ00&prevPage=inTray)

Householder application for construction of dropped kerb to existing extended driveway

**No objections**

[4c. Ref. No: 22/06093/FUL 11 Tylers Road](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RAOCQ7SCH3K00&prevPage=inTray)

Householder application for construction of front porch, single storey side & part single/part two storey rear extension

**The Parish Council notes that the cladding is not in keeping with the neighbourhood, and there is no rear access to the property other than through the house; please can Buckinghamshire Council ensure that there is adequate parking spaces and electrical charging points.**

Meeting finished at 18.45

The next Planning Meeting 18 July 2022

The next Full Council meeting is 2 August 2022

Signed A Banham  
Ali Banham   
The Clerk  
7 June 2022

**PLANNING COMMITTEE MINUTES 18 JULY 2022 18:30**

**AT CEDAR BARN, BARN LANE, HAZLEMERE, HP15 7BQ**

**MEMBERS OF THE COUNCIL PRESENT:**

A Cecil (Chair), P Fleming and D Thompson.

J Collins (Administrative Assistant)

**MEMBER(S) OF THE PUBLIC PRESENT:**

None.

**PC201/07/22 WELCOME**

The Chair welcomed everyone to the meeting.

**PC202/07/22 APOLOGIES FOR ABSENCE**

**It was resolved that apologies be accepted from Councillors J Weaver, J Baker, C Oliver, I Hamilton and J Horton.**

**PC203/07/22 DECLARATION OF INTEREST**

In accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests in items on this Agenda

It was noted that there were no declared Declaration of Interests.

**PC204/07/22 CONSULTATION FOR BUCKINGHAMSHIRE SELF BUILD AND CUSTOME HOUSEBUILDING REGISTER**

The Committee completed the survey under reference number *ANON-UT87-K5FV-M*

**PC205/07/22 PLANNING APPLICATIONS**

**It was resolved that the following comments be submitted to Buckinghamshire Council regarding the following planning applications**

**1.** [**Ref. No: 22/06539/TPO 74 - 78 Upper Lodge Lane**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RD58N1SCI6U00&prevPage=inTray)

Cut back from highway 1m from kerb and 6m high to give clearance x 1 Cherry outside 78, cut back from BT cables to give clearance x 1 Sycamore, fell to ground level as Ivy covered and tree is dead underneath x 1 Cherry outside 75 and cut back from BT cables and raise over highways 6m, and 1m back from kerb x 1 Sycamore outside 77.

**Under the Clerk’s delegated powers, refer to Buckinghamshire Council Arboriculturist.**

**2.** [**Ref. No: 22/06457/FUL Hallcroft Manor Road**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RCJ0N9SCHZA00&prevPage=inTray)

Householder application for construction of two storey/single storey side extension and triple garage with habitable accommodation above and external staircase.

**No objections although Hazlemere Parish Council wish to refer the Case Officer to Hazlemere’s emerging Neighbourhood Plan in particular reference to HAZNP3 which says**

**a) All development must be ‘zero carbon ready by design’ to minimise the amount of energy needed to heat and cool buildings through landform, layout, building orientation, massing and landscaping.**

**b) All new development must be certified to a Passivhaus or an equivalent standard with a space heating demand of less than 15KWh/m2/year.**

**3.** [**Ref. No: 22/06575/TPO 29 Willow Chase**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RD73HGSCI9200&prevPage=inTray)Fell as showing signs of Ash die back x 4 Ash (G1, T2), reduce crown by 2-3 metres to maintain size and shape x 2 Beech (T1, T3), reduce 2 trees as one crown by 2-3 metres to maintain size and shape x 2 Oak (G2).  
**Under the Clerk’s delegated powers, refer to Buckinghamshire Council Arboriculturist.**

1. [**Ref. No: 22/06581/FUL 45 Eastern Dene**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RD8XZDSCI9V00&prevPage=inTray)Householder application for construction of single storey rear extension including 2 rooflights.  
   **At the time of the meeting there were no documents for viewing on the planning portal. An extension for comments to be returned has been requested and this application will be deferred to Planning Committee meeting on the 2nd August.**

**5.** [**Ref. No: 22/06557/FUL 12 Hearn Close**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RD58TJSCI7V00&prevPage=inTray)Householder application for construction of side extension to lower ground and ground floors with fenestration and external alterations including extension of existing balcony and new steps. Construction of detached outbuilding with attached carport.

**No objections although Hazlemere Parish Council wish to refer the Case Officer to Hazlemere’s emerging Neighbourhood Plan in particular reference to HAZNP3 which says**

**a) All development must be ‘zero carbon ready by design’ to minimise the amount of energy needed to heat and cool buildings through landform, layout, building orientation, massing and landscaping.**

**b) All new development must be certified to a Passivhaus or an equivalent standard with a space heating demand of less than 15KWh/m2/year.**

Meeting finished at 18:40

The next Planning Meeting 2 August 2022 at 18.30

The next Full Council meeting is 2 August 2022 at 19.00

Signed J Collins  
Janet Collins

Administrative Assistant

19 July 2022

1. **Planning Strategy Committee Draft Minutes 21 July 2022**

This meeting was inquorate.

**CONSIDERATION**

**Please consider any reports and recommendations from the Committee**

Please consider any verbal updates

1. **HW8 Tralee Farm**
2. **HW7 Terriers Farm**
3. **HW6 Gomm Valley**
4. **Neighbourhood Plan Update**
5. **Planning Appeals**
6. **Any other planning engagement items**

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**AGENDA ITEM 9**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

**Council objective 2: To be a strong voice for residents and local businesses ensuring that development of our built and natural environment is driven by the needs and ambitions of the community it represents**

1. **Café in Hazlemere Recreation Ground**

INFORMATION

Please consider a verbal update on any outstanding items and an update on the disposal of rubbish by Hazlemere Memorial Hall Trustee/Parish Councillor JHorton.

**AGENDA ITEM 10**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

**Council objective 2: To be a strong voice for residents and local businesses ensuring that development of our built and natural environment is driven by the needs and ambitions of the community it represents**

1. **Climate Change Working Party**

**CONSIDERATION**

**Members are asked to consider and receive any reports from meetings.**

**AGENDA ITEM 11**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

**Council objective 2: To be a strong voice for residents and local businesses ensuring that development of our built and natural environment is driven by the needs and ambitions of the community it represents.**

1. **Health and Wellbeing Working Party**

**CONSIDERATION**

**Members are asked to consider and receive any reports from meetings.**

**AGENDA ITEM 12**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

**Council objective 2: To be a strong voice for residents and local businesses ensuring that development of our built and natural environment is driven by the needs and ambitions of the community it represents.**

1. **Open Spaces Committee**
2. **Request for new bench in The Dell**

**CONSIDERATION**

**Please consider and make recommendations for the request for a memorial bench at a cost of £600 in The Dell with a plaque**

Document on Google Drive

1. **Display for the Parish Council stall at Hazlemere Fete 29 August 2022**

**CONSIDERATION**

**Please consider what the Parish Council would like to display at Hazlemere Fete and which Councillors are available to be on the stall**

1. **Broken street light near HP15 7UN**

**CONSIDERATION**

**Please consider the non repair of this lighting column. SSE and C U Phosco have both been approached to repair the column; it is currently in the hands of SSE and an up to date report is expected, it has been regularly chased.**

1. **Report on Open Spaces Committee Works**

Councillor D Thompson is currently progressing:

* Repairs to the swings in Rose Avenue Recreation Ground
* Installed/ing new gates in Rose Avenue Recreation Ground
* Supervising works by Community Payback workers in Queensway, chipping cuttings
* Supervising works in Holy Trinity Churchyard, stump ground
* Arranging watering of new trees in Rose Avenue Recreation Ground and Upper Lodge Lane
* Realigning the Community Speedwatch Sign at top Brimmers Hill
* Further extension path in Holmer Green Road woodland
* Supervise new playground installation in Rose Avenue Recreation Ground
* Supervise installation of new bird boxes
* Arranging the wording for new bench by Croquet Club to enable the order to be placed
* Hanover Court, Centre Walk and Rose Avenue Hedges

The Warden is continuing to remove the graffiti from Parish Council equipment; all vandalism has been reported to Thames Valley Police, who, without photographic evidence have closed the files, request for Police patrols have now been in contact, when they have resources, they will be patrolling the areas.

**AGENDA ITEM 13**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 2 August 2022

**In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item.**

**It is proposed by the Chairman that the Public and Press be excluded from the remainder of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.**

**Members are reminded that legal matters, contracts and staffing matters should be considered in this session.**

1. **Exclusion of Press and Public**

**Reports on Google Drive**

1. **Easement for Queensway**

**CONSIDERATION**

**To consider any update from any meeting between the High Wycombe Town Committee and Hazlemere Parish Council Chairman and Clerk.**

1. **Parish Council Insurance 2022/23**

**CONSIDERATION**

**Quotations have been requested from current and new Brokers, to date they have not been received. Once received please consider and advise.**

1. **Quotation Street Lighting Repair Contract**

**CONSIDERATION**

**Quotations have been requested from current and new providers, to date they have not been received. Once received please consider and advise.**

1. **Staffing Matters**

INFORMATION

Please receive a verbal report from the Chairman of Staff Committee.