

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING AGENDA**

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

**TUESDAY 5 JULY 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 1 July 2022 by email to enable an answer, where possible, to be provided at the meeting.

1. **Minutes from Full Council 7 June 2022 19.38**

To receive the Minutes and make recommendations.

1. **Minutes from Staff Committee Meeting 28 June 2022 19.40**

To receive the Minutes and make recommendations.

1. **Finance 19.50**

Members are asked to receive the reports and make any recommendations

1. Budget Report 2022/23
2. Expenses Payment Report June 2022
3. Debit Card Report
4. **Governance 20.05**

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

1. Defer 18 July 2022 Finance and Governance Committee Meeting
2. Increase in number of Hazlemere Parish Councillors
3. Grant Request
4. Survey and Meeting: Chiltern and South Bucks Policing Issues Forum
5. Buckinghamshire Council Community Board Highways Feasibility Study Hazlemere Crossroads
6. Dropped curbs across Barn Lane in Cedar Avenue
7. Penn Road Cemetery Visit
8. Request for a Community Safety Charter

Reports from Councillors and staff on:

1. 7 June 2022 Aubergine Website Training Admin Assistant
2. 8 June Society Local Council Clerks Conference Clerk
3. 9 June Buckinghamshire Council Neighbourhood Plan Consultation Councillors and Clerk
4. 14 June 2022 Buckinghamshire Council Community Board Environmental Group Councillors
5. 16 June 2022 Buckinghamshire Council Planning Inspectorate Meeting Tralee Farm
6. 22 June 2022 Buckinghamshire Council Community Board Highways
7. 23 June 2022 Buckinghamshire Council Rural Farm Tour
8. 25 June 2022 Reg 14 Consultation Councillor P Flemming, E Gemmell, C Oliver, Clerk and Admin Assistant
9. 28 June 2022 Buckinghamshire Association Local Councils Appraisal Training Councillor P Ruffles
10. 29 June 2022 National Association Local Councils Neighbourhood Plan Review Councillor E Gemmell
11. 1 July 2022 Society Local Council Clerks Bucks Clerks Meeting
12. 4 July 2022 Buckinghamshire Association Local Councils Code of Conduct

**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 20.20**

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

1. **Planning 20.30**

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

1. Minutes Planning Committee Meetings 7 and 20 June 2022 and approval of Committee Terms of Reference
2. Planning Strategy Committee Draft Minutes 15 June 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 21.00**

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

1. Items to be completed, including paving slabs, new litter bin
2. **Climate Change Working Party 21.10**

Members are asked to consider and receive any reports from meetings

1. To discuss the Environmental Report
2. Bird box purchase
3. **Health and Wellbeing Working Party 21.20**

Members are asked to consider and receive any reports from meetings

1. **Open Spaces Working Party 21.30**

Members are asked to consider any report and recommendations

1. Fete Parking Request
2. New Bench for outside Hazlemere Library on Buckinghamshire Council Land
3. Annual Allotment Inspection
4. Judging Allotment Competition
5. Update of the works in play areas including playground inspection reports
6. Update on all works Chairman’s Report
7. Working Party or Committee?

**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 21.45**
2. Easement for Queensway
3. Licence for Container Café
4. Parish Council Insurance 2022/23
5. Quotation

Street Lighting Repair Contract

1. Staffing Matters

Signed Ali Banham

Date 28 June 2022

Ali Banham

Clerk of Council

**AGENDA ITEM 2**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 5 July 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 5 July 2022

**FULL COUNCIL MINUTES 7 JUNE 2022 19.15 AT CEDAR BARN**

**ACTION IN RED**

**MEMBERS OF THE COUNCIL PRESENT:**

J Baker, A Cecil, P Fleming, E Gemmell (left 20.20), I Hamilton, J Horton, C Oliver (Chair), D Thompson and J Weaver.

The Clerk

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

Buckinghamshire Councillor R Gaffney.

**FC01/06/22 APOLOGIES FOR ABSENCE**

**It was resolved that apologies be accepted from Councillors L Casey, F Doonican and P Ruffles.**

**Noted**

**FC02/06/22 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.

**FC03/06/22 PUBLIC SESSION**

A Member of the Public raised concern about the new payment introduced by Buckinghamshire Council for green waste collection.

**FC04/06/22 FULL COUNCIL MINUTES 3 MAY 2022**

**It was resolved that the Minutes of Full Council Meeting 3 May 2022 be approved with the following amendments:**

**FC15.4/05/22 Change contactor to contractor.**

**Changed placed on Website 22 06 22**

**FC05/06/22 EXTRAORDINARY FULL COUNCIL MINUTES 11 MAY 2022**

**It was resolved that the Minutes of ExtraOrdinary Full Council Meeting 11 May 2022 be approved.**

**Website 22 06 22**

**FC06/06/22 EXTRAORDINARY FULL COUNCIL MINUTES 16 MAY 2022**

**It was resolved that the Minutes of ExtraOrdinary Full Council Meeting 16 May 2022 be approved.**

**Website 22 06 22**

**FC07/06/22 ANNUAL PARISH COUNCIL MINUTES 16 MAY 2022**

**It was resolved that the Minutes of Annual Parish Council actions be approved.**

**Website 22 06 22**

**FC08/06/22 ANNUAL COUNCIL MINUTES 16 MAY 2022**

**It was resolved that the Minutes of Annual Council Meeting actions be approved.**

**Website 22 06 22**

**FC09/06/22 EXTRAORDINARY FULL COUNCIL MINUTES 25 MAY 2022**

**It was resolved that the Minutes of ExtraOrdinary Full Council Meeting 25 May 2022 be approved.**

**Website 22 06 22**

**FC10/06/22 FINANCE**

1. **BUDGET 2022/23**

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

**Noted**

1. **EXPENSES PAYMENT REPORT MAY 2022**

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

**Noted and on website 22 06 22**

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

£1,140.00 Hazlemere Fete Brochure Advert 2022

£972.00 PATP Session 2022

£6,678.00 New Fire Truck and surface in The Dell

£554.40 May Neighbourhood Plan Costs

£750.00 Bespoke cabinet for AV System

£2,418.00 May 2022 Grass Cutting

£910.80 Repair costs for office gas boiler

£585.00 Plant Display Market Parade Quarterly charge

£1,776.00 Drainage Hazlemere Bowls Club

£10,027.28 Confidential Transactions

1. **DEBIT CARD POLICY**

Councillor A Cecil gave a verbal update on the application for a Debit Card from Lloyds Bank, which will hopefully be received shortly.

**Noted**

**It was resolved to ask Councillor A Cecil to escalate the application to a formal complaint stage if no resolution with the application is forthcoming this week.**

**Noted**

1. **CiL RECEIPT AND PROJECT FOR ALLOCATION**

**It was resolved that the money be allocated to the footpath improvement from Cedar Avenue parallel to Holmer Green Road.**

**Clerk’s Assistant informed 11 06 22**

**FC11/06/22 GOVERNANCE**

1. **Request from Buckinghamshire Association Local Councils regarding future of old District Councils meetings**

**It was resolved that the Parish Council’s position has not changed since 3 May 2022 Full Council and this reply be forwarded to Bucks Milton Keynes Association Local Councils.**

**Email 22 06 22**

1. **Request from Hazlemere Fete for a stall for August 2022**

**It was resolved that the Parish Council would provide a board of information to display with the Climate Change Group and Hazlemere Repair Cafe, who have a stall, the Parish Council’s gazebo will be used by the Group.**

**Email 22 06 22**

A verbal report was received from attendees, all citing that their events were well presented and received, sadly Councillor I Hamilton could not gain access to the event on 25 May 2022:

1. 11 May 2022 Society Local Council Clerks Conference Clerk
2. 16 May 2022Buckinghamshire Association Local Councils Planning Councillors
3. 18 May Wycombe District Association Local Councils ECM
4. 19 May 2022 Society Local Council Clerks Big 50 Admin Assistant
5. 24 May 2022 NAG

Hazlemere now has a new Constable PC Jed Russell, the major issue discussed was illegal parking and anti-social behaviour in Flackwell Health.

1. 25 May 2022 National Association Local Councils Climate Change Councillors F Doonican, E Gemmell and I Hamilton
2. 26 May 2022 Buckinghamshire Council Pension Training Clerk
3. 31 May 2022 Buckinghamshire Association Local Councils Chairman’s Training Chairman
4. 6 June 2022 Buckinghamshire Council Highways Community Board

The Hazlemere Feasibility Study for a traffic study at Hazlemere Crossroads is currently being considered by Ringway Jacobs. Currently there is no Local Area Technician or Supervisor for Hazlemere, all concerns need to be addressed to R Tunnard at Buckinghamshire Council. The budget for this Community Board has been cut by Buckinghamshire Council, but applications should still be submitted for consideration.

**Noted**

**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**

**FC12/06/22 COMMUNICATIONS WORKING PARTY**

The Chairman of Working Party gave an update on the Parish Council’s new website, which was successfully launched on 30 May 2022, there is further work to be completed in the future. Training has been completed for the Administrative Assistant.

**Noted**

The new .gov email addresses will be processed once the Parish Council is in receipt of a debit card.

**Noted**

**It was resolved that the wider communication strategy be considered by Councillor P Fleming and the Administrative Assistant after the 13 July 2022 when the Neighbourhood Plan Regulation 14 finishes; it will also include looking at a fully integrated booking system for Cedar Barn and The Stables.**

**Noted**

**FC13/06/22 PLANNING**

1. **Planning Strategy Committee 18 May 2022**

The Chairman gave a verbal update on the progress and timetable for the Neighbourhood Plan.

**Noted**

**It was resolved that Councillor P Ruffles apply for additional Neighbourhood Plan funding for 2022/23.**

**Applied for**

1. **Planning Committee Minutes 3 and 16 May 2022**

The Chairman gave a verbal update.

**It was resolved that the Planning Committee Minutes be approved.**

**Website 22 06 22**

1. **Tralee Farm**

A verbal report be received from Councillors.

**The report regarding Rule 6 for Tralee Farm was discussed and it was resolved that delegated powers be given to Councillor P Fleming to prepare the report from Hazlemere Parish Council incorporating comments received from Councillors and the Planning Strategy Committee members.**

**Noted**

**HW8 Buckinghamshire Council Development Brief Consultation**

**It was resolved that Councillor C Oliver be asked to ascertain why the consultation for the Buckinghamshire Council Development Brief is taking place in Holmer Green and not Hazlemere and a task and finish group be created to draft a reply to be reviewed by Full Council to include Councillors J Baker, A Cecil, P Fleming and E Gemmell.**

**Noted**

**Future Full Council Agendas**

**It was resolved that all future Full Council Agendas to include an item for Planning on HW6 Gomm Valley, HW7 Terriers Farm, HW8 Tralee Farm, Planning Appeals and any other planning engagement items.**

**Noted**

1. **Enforcement Case at Hazlemere Memorial Hall**

A verbal report was given by Councillor C Oliver; no action is required.

**Noted**

1. **Neighbourhood Plan Update**

A report was given by the Chairman of the Planning Strategy Committee, 60 replies have, so far, been received from the Neighbourhood Plan Regulation 14 consultation.

**Noted**

**It was resolved that the Neighbourhood Plan Regulation 14 Consultation meeting on 17 June 2022 be cancelled as it clashes with the Buckinghamshire Council HW8 Development Brief Consultation.**

**Noted**

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

**FC14/06/22 CAFE IN HAZLEMERE RECREATION GROUND**

A verbal update was given by Councillors, the initial snagging problems have been corrected, the insurance has been taken out to cover the building; the lease/licence see FC18.2. Councillor D Thompson was thanked for his work in helping to resolve the snagging issues. The litter bin and paving slabs still need to be installed.

**Noted**

**FC15/06/22 CLIMATE CHANGE WORKING PARTY**

The Chairman of the Climate Change Working Party gave a verbal update, Councillor F Doonican was thanked for the Environmental Report, which will be discussed at 5 July 2022 Full Council Meeting.

**Noted**

**FC16/06/22 HEALTH AND WELLBEING WORKING PARTY**

The Chairman of the Health and Wellbeing Working Party reported that the helpline has been discontinued due to a lack of use and need. The SSE grant will be used for a trip or event for the social prescribing group, as per the terms and conditions of the grant; this group is being well received by the community. A local history project will be undertaken in the future from the vast local knowledge of these attendees.

**Noted**

**FC17/06/22 OPEN SPACES WORKING PARTY**

1. **Request for Memorial Bench**

**It was resolved that this request be approved for a new memorial bench to be located near to the new Café in Hazlemere Recreation Ground and the pile of top soil; a litter bin to be purchased by the Parish Council to be placed next to the bench. Councillor D Thompson be asked to contact the family and the Clerk to purchase the bench and plaque.**

**Councillor D Thompson liaising regarding memorial bench installation**

1. **Annual Allotment Inspection**

**It was resolved that Councillors D Thompson and J Weaver be asked to inspect the allotments and provide the Clerk’s Assistant with a report of any works required.**

**Noted**

1. **Judging Allotment Competition**

**It was resolved that Councillors I Hamilton, David Thompson and J Weaver, together with previous winners, be asked to judge the 2022 competition at both sites.**

**Noted**

1. **Grange Farm Update**

Councillor C Oliver updated Councillors that the Farm has been marketed by Buckinghamshire Council for tenders to be received by 16 May 2022. The Farm has been subject to recent vandalism, which Thames Valley Police are aware of and consequentially the Farm has been boarded up. Verdant and the fields farmed by Mr Barnes tenancies will remain unchanged. Buckinghamshire Council have gone out to tender to plant 12,500 trees, near to the mast, which will be maintained for 10 years.

**Noted**

1. **The Dell Allotments**

**It was noticed, on the new Parish Council CCTV, that a dog was not on a lead in The Dell allotments recently. It was resolved that the Clerk’s Assistant be asked to write a final warning to the tenant to remind them, that dogs must be on leads at all times if they are taken onto the allotments; if another breach occurs, then the terms of allotment tenancy will be enforced and the tenant will be removed from site with one month’s notice.**

**Clerk’s Assistant informed 22 06 22**

1. **Hazlemere Football Club Request for pitch works**

**It was resolved to approve the request for works.**

**Email 22 06 22**

1. **Litter Picking 9 June 2022**

**It was resolved that Councillor P Fleming be asked to provide an introduction to the Brownies regarding the work of the Parish Council and a Councillor.**

**Noted**

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

The work required at Rose Avenue Recreation Ground is ongoing. The new play equipment is to be installed in July 2022.

**Noted**

1. **Update on drainage for Hazlemere Bowls Club**

A new trench and drain has been installed, it will be reviewed after a heavy downpour as to its efficiency.

**Noted**

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

The Chairman of the Open Spaces Working Party reported that works are ongoing with various contractors, including extending the new surface in Holmer Green Road footpath.

**Noted**

1. **Location of Hazlemere Tennis Club new shed**

**It was resolved that permission be given to Hazlemere Tennis Club for the erection of the shed by their entrance.**

**Email 22 06 22**

1. **3G in Holmer Green**

**It was resolved that the Clerk be asked to reply to the resident stating that any CiL monies allocated to Hazlemere Parish Council has to be spent in Hazlemere and not Holmer Green.** Hazlemere Parish Council wishes them every success with this project.

**Email 22 06 22**

**FC18/06/22 EXCLUSION OF THE PRESS AND PUBLIC 20.55**

**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**

**It was resolved that the Clerk be asked to reply to Buckinghamshire Council stating that until an easement has been agreed and granted the exit must not be used across Parish Council land:**

* **The exit gate is only to be used for empty hearse vehicle(s) and not for other funeral, maintenance or any other vehicles; and**
* **Schedule 4.1 need to be deleted; and**
* **The Easement will be granted for a cost of £1,000 per annum, or a 10% reduction on burial rates for Hazlemere residents for a period of 99 years.**

**Email 16 06 22**

1. **Licence for Container Café**

**It was resolved that Councillor J Horton liaise with the licensee regarding signing of the two year lease and producing a relevant map.**

**Noted**

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

**It was resolved that the Clerk be asked to obtain a quotation with and without insuring the playground equipment and to consider self-insuring these playground risks.**

**Email 17 06 22**

1. **Quotations**
2. **New Footway lighting contractor**

**It was resolved that The Clerk be asked to obtain more quotations for Full Council consideration.**

**Email 17 06 22**

1. **SSE Energy Supply Contract**

**It was resolved that The Clerk be asked to investigate the quotation and to be given delegated powers to process this contract.**

**Clerk’s Assistant dealing 21 06 22**

1. **BT Contract**

**It was resolved that contract be renewed.**

**Email 22 06 22**

**The meeting finished at 21.30**

**The next Full Council Meeting 5 July 2022 at 19.00 at Cedar Barn**

**AGENDA ITEM 5**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING

Tuesday 5 July 2022

**STAFF COMMITTEE MINUTES 28 JUNE 2022 18.30 AT CEDAR BARN**

Will be on Google Drive

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AGENDA ITEM 6**  HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING  Tuesday 7 July 2022  **Council objective 1: To provide effective and accountable local government for the Parish achieving best value for our community**   1. **Finance** 2. **Budget Report 2022/23**   **CONSIDERATION**  **Please consider the 2022/23 Budget Report and make any recommendations.**  This report will be on Google Drive   1. **Expenses Payment Report June 2022**   **CONSIDERATION**  **Please consider the expenditure transactions and make any recommendations.**  This report will be on Google Drive   1. **DEBIT CARD REPORT**   **CONSIDERATION**  **Please consider the report below and make any recommendations.**  Councillor A Cecil has been working tirelessly since the last Full Council meeting on 7 June 2022, to set up a Parish Council debit card for the Clerk’s Assistant to use for office purposes; this is still ongoing and below is his latest update:  *Just come off a 35-minute call with Victoria at Lloyds, which at times was like the ‘Spanish inquisition’ but I guess she was only doing her job.*  *We have been through the card application, discussing fully how the Council can and will pay off the balance each month by direct debit.*  *The application now goes forward to Credit Approval Team with an answer expected very soon, probably within 48 hours.*  *They will then send out a paper copy of the agreement - to Cedar Barn address- which will need me and John to sign plus you, Rachel, and then be returned.*  *Card and PIN should then be issued within 2 weeks and sent out separately. You will get a PIN and be able to make cash withdrawals if required (petty cash?) through any cash withdrawals do incur a 2.5% extra fee, so should be avoided unless essential. Cashing a cheque is still an option while the local Lloyds branch is open!*  *The Charge card account and statement will be added to our online banking for you to view at any time but you will also get a paper statement of the transactions, clearly showing when the direct debit will be claimed for the outstanding balance.*  *I have taken the liberty of adding myself as an ‘extra Admin’ for this facility, just ion case any change to limit, cardholder, statement detail etc is required.*  *The bank do fully understand now that if any member of the council retires at any time from their duty that the Council as an entity carries on!*    **AGENDA ITEM 7**  HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING  Tuesday 5 July 2022  **Council objective 1: To provide effective and accountable local government for the Parish achieving best value for our community**   1. **Governance** 2. **Defer 18 July 2022 Finance and Governance Committee Meeting**   **CONSIDERATION**  **Please consider deferring the above meeting as the 2021/2 Committee Chairman is unable make this date and advise on a suitable date.**   1. **Request from Hazlemere Parish Council to increase the number of Hazlemere Parish Councillors from 12 to 16**   **CONSIDERATION**  **Please consider the advice in the email from Buckinghamshire Council and advise accordingly**  *Any proposed change to the size of a parish council would need to be considered by the principal council (Buckinghamshire Council) and any changes would require a community governance review (CGR) to be carried out. These take around a year to complete, and involve a formal process, including several stages of consultation. Any proposed change would require evidence to be submitted to demonstrate why a change is required. Relevant guidance on the process is available via:*  [*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/8312/1527635.pdf*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf)  *The Local Government Boundary Commission is currently conducting a community governance review for Buckinghamshire Council which is expected to conclude in Spring 2023. Further information is available via:* [*https://www.lgbce.org.uk/all-reviews/south-east/buckinghamshire/buckinghamshire-council*](https://www.lgbce.org.uk/all-reviews/south-east/buckinghamshire/buckinghamshire-council) *Guidance on Community Governance Reviews and Electoral Reviews says that principal councils should avoid starting CGRs if a review of electoral arrangements is being, or is about to be, carried out.*  *The Standards & General Purposes Committee on 2 July 2020 agreed the following in relation to two requests to carry out CGRs:*  *(6) That consideration of the decision for the Community Governance Review for High Wycombe and Longwick-cum-Ilmer be deferred until the completion of the Electoral Review or until such time as the LGBCE considered it appropriate, whichever is the sooner.*  *(7) That, in accordance with the LGBCE advice, consideration of any future Community Governance Review requests should only be approved in very exceptional circumstances during the period of the Electoral Review.*  *It is recommended that, unless there are exceptional circumstances, any formal requests to carry out a CGR be submitted to the Council after the current Buckinghamshire Council Electoral Review has been concluded by the Local Government Boundary Commission which is likely to be in Spring 2023. Further information about the progress of the Electoral Review will be provided to parish councils in due course.*  *We have made a note of your intension to request a CGR, as set out in your email below, and will contact you once the Electoral Review has been completed.*  *Best regards,*  ***Mat Bloxham***  *Electoral Services Manager*  *Directorate for Deputy Chief Executive Buckinghamshire Council*  *01494 732143 (Direct Line)*   1. **Grant Request**   Documents are on Google Drive  **CONSIDERATION**  **Please consider the request from Cedar Park School for £500 towards developing a Forestry School and advise accordingly.**   1. **Survey and Meeting: Chiltern and South Bucks Policing Issues Forum**   **CONSIDERATION**  **Please consider the email from Community Board below and advise accordingly:**  *The reason this is the first time I have contacted you about our surveys and meetings is that there has been some ambiguity about this specific Community Board and LPAs,and I always assumed you were outside the LPA.  I expect you know that a rearrangement of Thames Valley Police's Local Policing Areas was implemented this week, with Wycombe and Chiltern & S Bucks being amalgamated.  It was explained that this was partly driven by the need to bring Thames Valley Police's geographic organisation more in line with Buckinghamshire Council's.*   |  | | --- | | *To be honest, I am not certain where Hazlemere sits and will sit in terms of Local Policing Area.  Your e-mail has prompted me to send your query on to TVP and I shall come back to you when I have a reply*.  *Best wishes,  Robert Gibson for Chiltern & S Bucks Policing Issues Forum    Help set Neighbourhood Policing focus areas* | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | |  | | --- | |  | | ***Survey and Meeting Invitation*** | | | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | *Chiltern & South Bucks Policing Issues Forum (*[*www.csb-forum.org*](http://www.csb-forum.org)*) has opened its survey of residents' concerns. This starts the next cycle of residents' survey - public meeting with Thames Valley Police - setting of Neighbourhood Policing focus areas.  I am writing to all the parish and town councils in the Chiltern & South Bucks local policing area, requesting assistance in getting the word around to residents and Councillors, via social media, newsletters and other means you use and feel appropriate. It is an important opportunity for residents to help shape Neighbourhood and local policing.  The survey can be accessed at* [*www.csb-forum.org/june22-survey/*](http://www.csb-forum.org/june22-survey/) *This also has details of the meeting.*    *A panel of Community Board Chairs will agree future Neighbourhood Policing focus areas. Residents' responses will be presented to help inform their decision; these will then immediately form part of the Neighbourhood Police team's workflow and reporting. The graphic below shows how quickly and transparently residents' opinions are put to work (in contrast to so many other surveys and feedback forms that come our way!). So it is desirable to get as rich a data set as possible via the survey.* | | | |  | | | | | |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | |  | | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | |  | | |  |  | | --- | --- | | |  | | --- | | *The meeting will be held at 6.30pm on Tuesday 12th July, at The Packhorse Room, The Memorial Centre, 8 East Common Gerrards Cross Bucks SL9 7AD; it will be a 'blended' meeting, so those who prefer to continue to attend via Zoom can request a link when completing the survey. Alternatively, a link can be requested from* [*contact@csb-forum.org*](mailto:contact@csb-forum.org) *.*    *Robert Gibson for Chiltern & South Bucks Policing Issues Forum*    ***Chiltern & South Bucks Policing Issues Forum***- supporting the process for identifying and setting areas of focus for the Chiltern & South Bucks LPA Neighbourhood Police teams.- providing a platform for meaningful engagement between local residents and Neighbourhood Police teams.- promoting community engagement, encouraging involvement by individuals, businesses and other stakeholders within the area.- our overall goal is to make the Chiltern & South Bucks community more resilient, and for Chiltern and South Bucks to be a better, safer place to live and work.Join our mailing list at [*https://www.csb-forum.org/mailing-list/*](https://www.csb-forum.org/mailing-list/) | | | |  | | | | | |  1. **Council Community Board Highways Feasibility Study Hazlemere Crossroads**   **CONSIDERATION**  The above Feasibility Study should have been completed by end June 2022, but no report has been received.  **Please consider the above information and advise accordingly.**   1. **Dropped curbs across junction on Barn Lane in Cedar Avenue**   **CONSIDERATION**  **Please consider the request from the resident below and advise accordingly:**  *Walking down Cedar Avenue and crossing over Barn lane there is no dropped curb. You have to walk out in the road for quite a long way to avoid the curb. This is an issue I have with my mother when using the wheel chair and it led to an accident causing injury when the wheelchair tipped over while trying to cross. Considering there is a care home nearby, do you have plans to make this more accessible?*   1. **Penn Road Cemetery Visit**   The Parish Council has confirmed, that until an Easement is in place, the ‘rear’ access should not be used by any vehicles as it is across Hazlemere Parish Council’s land.  **CONSIDERATION**  **Please consider the email from Buckinghamshire Council offering a visit to the new cemetery and an update on the cemetery operation and advice accordingly:**  *We can arrange for the Parish Council to visit if they would like to, please can you let me know when you’d like to do this and I can put a date in the diary?*  *I am aware of the Parish Council correspondence on the easement and that this is yet to be resolved with our legal team. The Cemeteries team will not be using this access route until this is resolved with the Parish Council. If you could direct any correspondence on this to me please going forward that would be great as Andy has less of a role in the day to day management of the cemeteries now.*  *I will pick this up with legal as I think you are waiting on a response from the Council on the easement following feedback from a recent meeting.*  *I look forward to hearing from you*  *Thanks Lindsey*  *I can confirm that the Cemetery does have a large sign at the gates which clearly states that it is a Buckinghamshire Council operated cemetery. We are at the point that we are starting to bury on the site and the gates to the cemetery will be opened and locked daily from this point onwards. Our staff will be working from the cemetery office more regularly from the beginning of July, once the building is fully operational, which should also help customers who wish to make enquiries.*  *In addition the new cemetery webpage is currently being added to the Buckinghamshire Council website which will mean that customers are more easily able to find information about the cemetery themselves. Our call centre teams use the website to help support customers that contact on the main council telephone numbers so again this should limit any incorrect contact with the Parish Council. The website update was due to be completed this week but I have asked that this is fast-tracked following your email, and should now be available today.*  *Thank you for your feedback, please do contact me if I can be of any further assistance*  *Regards*  ***Lindsey Vallis***  *Head of Licensing, Cemeteries & Crematoria Services Communities Directorate 01296 585152*   1. **Request for a Community Safety Charter**   **CONSIDERATION**  **Please consider the email below and advise accordingly:**  *Perhaps you have already seen the document below on the Community Safety Charter.  I am contacting local businesses and other organisations with  some encouragement to sign up.  This can be done via the link in the message.*  *Best regards*  *Geoff Pegg*   |  | | --- | |  | | *This is a message from Wycombe District Neighbourhood Watch Association.  We all want to reduce the fear of harassment, anti-social behaviour and intimidation experienced by anyone who lives, works, studies, or visits anywhere in England and Wales. Neighbourhood Watch has launched the Community Safety Charter aimed to involve a wide range of local organisations, ranging from Councils, charities, businesses to local shops.  In this way we can all work towards eliminating such behaviour.  Any organisations can sign up for FREE, including schools, universities, community centres, taxi firms, and public places such as libraries and they will receive a poster confirming their intention to make their locality a better place to live in.  Further information is available at:* [*https://www.ourwatch.org.uk/charter*](https://www.ourwatch.org.uk/charter)  *This is the website of the national body for Neighbourhood Watch in England and Wales.  It includes the signing-up procedure.  Anyone signing up will receive a downloadable copy of the Charter to sign and display in their premises and/or on their website, plus a range of useful information.  We ask recipients of this message to pass it on to organisations known to them with encouragement for them to sign up.  These organisations can also sign up as Neighbourhood Watch Members through the same link.* | | ***Message Sent By*** *Geoff Pegg (NWN, Multi Scheme Administrator, Thames Valley, Wycombe LPA, High Wycombe, Hazlemere, Marlow )* | |  |   **Councillors and Staff have attended the following meetings, please receive a verbal update:**   1. **7 June 2022 Aubergine Website Training Admin Assistant** 2. **8 June Society Local Council Clerks Conference Clerk** 3. **9 June Buckinghamshire Council Neighbourhood Plan Consultation Councillors and Clerk** 4. **14 June 2022 Buckinghamshire Council Community Board Environmental Group Councillors** 5. **16 June 2022 Buckinghamshire Council Planning Inspectorate Meeting Tralee Farm** 6. **22 June 2022 Buckinghamshire Council Community Board Highways** 7. **23 June 2022 Buckinghamshire Council Rural Farm Tour** 8. **25 June 2022 Reg 14 Consultation Councillor P Flemming, E Gemmell, C Oliver, Clerk and Admin Assistant** 9. **28 June 2022 Buckinghamshire Association Local Councils Appraisal Training Councillor P Ruffles** 10. **29 June 2022 National Association Local Councils Neighbourhood Plan Review Councillor E Gemmell** 11. **1 July 2022 Society Local Council Clerks Bucks Clerks Meeting** 12. **4 July 2022 Buckinghamshire Association Local Councils Code of Conduct**   **AGENDA ITEM 8**  HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING  Tuesday 5 July 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 any additional updates from the Chairman of the Working Party.  The Parish Council will purchase new email addresses when the new card has been received from Lloyds Bank. The existing booking system will remain in place until Full Council make any further resolutions.  **AGENDA ITEM 9**  HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING  Tuesday 5 July 2022   1. **Planning** 2. **Minutes Planning Committee Meetings 7 and 20 June 2022 and approval of Committee Terms of Reference**   Please note that the postcode on the minutes will be changed and spelling for Councillor E Gemmell. PLANNING APPLICATIONS MINUTES 7 JUNE 2022 18:30AT CEDAR BARN, BARN LANE, HAZLEMERE, HP15 7ED Link to Buckinghamshire Council Wycombe area of the website to access the planning applications and then search with the application number:  <https://publicaccess.wycombe.gov.uk/idoxpa-web/> **Minutes** **1. Welcome**  The Chair welcomed Councillors and Members of the Public.  *Cllr A Cecil, Cllr P Fleming, Cllr C Oliver, Cllr J Baker, Cllr J Weaver and Cllr E Gemmel (arrived at 18:40). J Collins (Administrative Assistant).*  *Member of the public : R Gaffney (arrived at 18:45)*  **2. Apologies for absence**  To receive any apologies for absence from the Meeting  *Cllr P Ruffles, Cllr F Doonican and Cllr L Casey*  **3. Declarations of Interest**  In accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests in items on this Agenda  *None declared*  **4. Election for Chair of Planning Committee**  *It was resolved that Councillor A Cecil be elected as Chairman of Planning Committee for 2022/23.*  **5. Election for Vice Chair of Planning Committee**  *It was resolved that Councillor P Fleming be elected as Vice Chairman of Planning Committee for 2022/23.*  **6. Review the Terms of Reference for the Planning Committee**  *It was resolved to submit the amended Terms of Reference for Full Council ratification on the 5 July 2022. Terms of Reference have been forwarded to The Clerk for the agenda inclusion.*  **7. The following Planning Applications were discussed:**  **7a.** [**Ref. No: 21/06864/OUT Highbury Works & 12 & 13 Inkerman Drive Inkerman Drive**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=QUVTZUSCGCX00&prevPage=inTray)  Outline application (including details of layout/scale/access/appearance) for demolition of existing buildings and erection of 6 x detached and 10 x semi-detached two storey dwellings (16 in total). Use of vehicular access off Inkerman Drive and Chestnut Lane (details of landscaping reserved)  *The Parish Council wishes to draw the Case Officer’s attention to Policy HW14 of HWLP 2019 which states:*  *4. Provide approximately 640 square metres of B1 office space.* ***The Parish Council would like it noted*** *t****he developer has yet again not proposed any office space***  *5.1.109 The indicative capacity of the site is 14 dwellings;* ***the developer has proposed 16****.*  *5.1.110 Development proposals should deliver a mixed use site which integrates with the local character of the area, as well as delivering B1 office space in line with the policy requirement above.* ***There is no office space proposed****.*  *Buckinghamshire Countywide Parking Guidance September 2015 defines number of parking and cycle spaces for a development*  ***This proposal has 32 spaces and 2 garages and only five visitor parking spaces. There is no provision for cycle storage in this proposal although it could be argued that numbers 4 and 6 can use their garages. The Parish Council therefore require a minimum of 28 cycle parking spaces for the remaining plots.***  *According to Table 5. Residential car parking standards (above 10 dwellings), there should be a minimum of 32 residential parking spaces. This has been achieved however where more than half of parking is allocated, an additional 20% of the total number of spaces are required for unallocated/ visitor parking.* ***Therefore, this development requires a minimum of 6 additional unallocated visitor parking spaces.***  *Hazlemere Neighbourhood Plan (at regulation 14 consultation stage and therefore a material consideration)*  *POLICY HAZNP2: Protecting and Improving Green Infrastructure D. … In addition, on sites of 0.5 ha or more, future canopy cover of at least 30% of the site area within ten years should be achieved.*  ***As this site is 0.62Ha, this level of canopy cover is a requirement.***  *POLICY HAZNP3: Delivering Zero Carbon Buildings*   1. *All development must be ‘zero carbon ready by design’* 2. *All new development must be certified to a Passivhaus or an equivalent standard* 3. *All planning applications for development (except householder applications) are also required to be accompanied by a Whole Life-Cycle Carbon Emission Assessment* 4. *An Energy Statement will be submitted to demonstrate compliance with the policy*   ***All of Policy HAZNP3 is a requirement of this application***  *POLICY HAZNP4: Promoting Sustainable Transport*   1. *All development proposals should sustain, enhance the functionality of local footpaths and cycleways and public transport infrastructure by way of their layout and means of access, and by linking up existing routes.* 2. *All development schemes will be required to make a financial contribution to a package of local measures to reduce the reliance on car ownership and to achieve the aim of enabling someone to walk/cycle from one end of the parish to the other without going on a road.* 3. *All development schemes will be required to provide car club spaces and to establish/fund appropriate car clubs. Requirements for provision of private car parking will be adjusted to reflect the provision of car club spaces.* 4. *All development schemes will be required to provide access to EV charging for all parking spaces.* 5. *Not applicable* 6. *All developments must ensure that transport routes and public spaces within the development meet best standards of accessibility, so that the whole development meets the needs of people with a wide range of disabilities, including age-related impacts and hidden disabilities.*   ***The above clauses of Policy HAZNP4 are a requirement of this application***  **7b.** [**Ref. No: 22/06190/FUL 9 Highfield Way**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RB50QHSCHCB00&prevPage=inTray)  [Householder application for construction of tiled pitched roof over exiting single storey front extension](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RB50QHSCHCB00&prevPage=inTray)  *No objections*  **7c.** [**Ref. No: 22/05986/FUL 59 Inkerman Drive**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RA0A6KSCGV600&prevPage=inTray)  Householder application for construction of two storey front extension with dormer window and insertion of 1 x dormer window to each side elevation (2 in total) to facilitate additional habitable accommodation to first floor  *The Parish Council believe that the unneighbourly and dominating dormers run the risk of overlooking into the properties on Badger Way and Inkerman Drive.*  *The Parish Council wishes for assurances required that additional habitable accommodation is adequately covered by the number of parking spaces available.*  In addition and in line with Policy HAZNP4 of the emerging Hazlemere Neighbourhood Plan D*. All development schemes will be required to provide access to EV charging for all parking spaces.*  **7d.** [**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 *We query why the proposed drop kerb is not extended further to provide easier access to all the off road parking spaces at this property.*  *The Parish Council wish to draw the Council Officer’s attention to Policy 4 of the emerging Hazlemere Neighbourhood Plan that*  *D. All development schemes will be required to provide access to EV charging for all parking spaces.*  *Meeting finished at 19:06*  *Signed J Collins*  *Janet Collins*  *Administrative Assistant*  *7 June 2022*  PLANNING COMMITTEE MINUTES 20 JUNE 2022 18:30AT CEDAR BARN, BARN LANE, HAZLEMERE, HP15 7ED **1. Welcome**  Councillors and Members of the Public were welcomed  *The Councillors in attendance included Cllr A Cecil, Cllr C Oliver, Cllr J Baker and Administrative Assistant Janet Collins*  *Members of the public : Mr and Mrs Payne*  **2. Apologies for absence**  **It was resolved that apologies for absence be received from Councillors P Fleming and I Hamilton**  **3. Declarations of Interest**  In accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests in items on this Agenda  *No DPIs were declared*  **4. Buckinghamshire Council Call for Brownfields**  ***It was resolved that The Clerk be asked to submit a nil by return to the original email request.***  **5. The following Planning Applications are due to be discussed.**  [**5a. Ref. No: 22/06288/FUL 103 Penn Road**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RBPE1BSCHLJ00&prevPage=inTray)  Householder application for construction of single storey front and rear extensions  *The Parish Council welcome and appreciate the steps the applicant has taken to accommodate feedback and adjust the proposed plans based on previous feedback on the same property. The Parish Council would like the Case Officer to review both of the two current applications and suggest they are looked at together. This includes this planning application and application Ref. No: 22/06316/CLP , given that the two sets of drawings show different aspects of and intentions for the same property. Due consideration should be given to the neighbouring property regarding their light impact at the southern rear and the right of way access that they share.*  [**5b. Ref. No: 22/06312/FUL 36A Green Street**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RBS019SC0OF00&prevPage=inTray)  Householder application for single storey front, side and rear extensions, creation of dropped kerb to allow for vehicular access from Green Street, creation of 2 x parking spaces with driveway area and external alterations  Th*e Parish Council, in line with their declaration of Climate Emergency wish to express their regret of the partial loss of the hedge and garden space and seek to request that the applicant mitigates for any loss of biodiversity and natural drainage. The proposed driveway could have a risk to pedestrians and other road users as there will be limited sight line from the property onto the road.*  [**5c. Ref. No: 22/06360/FUL 31 Brackley Road**](https://publicaccess.wycombe.gov.uk/idoxpa-web/applicationDetails.do?activeTab=summary&keyVal=RC2CQ7SCHRL00&prevPage=inTray)  Householder application for construction of front porch and single storey rear extension following removal of rear patio  *No objections.*  *Meeting finished at 19:06*  *The next Planning Meeting and Full Council meeting is the 5 July 2022.*  *Signed J Collins Janet Collins Admin Assistant 21 June 2022*  **Planning Committee Terms of Reference**  The Planning Terms of Reference were adopted Full Council at its Full Council Meeting held on 5 July 2022.   1. **Objective**   Hazlemere Parish Council is currently an advisory body to the Local Planning Authority (Buckinghamshire Council) for all planning applications that relate to the Parish area.  The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.   1. **Membership**   Membership shall consist of all Councillors of the Parish Council, unless they have actively opted out of the Planning Committee.  The Chairman and Vice Chairman of the Committee shall each be one member elected by the membership.  A quorum shall consist of three members.   1. **Areas of Responsibility**   The Planning Committee has the delegated authority from Hazlemere Parish Council:   * To make representations to the Local Planning Authority on applications for planning permission, development briefs, consultations and all planning matters that may be relevant to the residents of Hazlemere; * To make representations in respect of appeals against the refusal of planning permission; * To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations; * To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure; * To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee; * The Clerk or a nominated Council Officer be given delegated powers for all Tree Preservation Orders to state that the Council comments are ‘Refer to Buckinghamshire Council Arboriculturist’; the planning application will be reported in the normal way on the planning list, with relevant comments; and * To consider a ’call in’ on an application on a case by case to the relevant planning committee. The ’call in’ guidelines will be as used by Buckinghamshire Council.  Planning Applications Planning applications shall be circulated to Planning Committee members within three clear working days of the Parish Council Planning Meeting by the Parish Clerk or a nominated Council Officer. The applications may be viewed on the Buckinghamshire Council Planning Portal (West Area).   1. **Meetings**   The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Hazlemere Parish Council.  The Parish Clerk, the Chairman or the Vice Chair of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.  The Planning Committee will use their best endeavors to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.  Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings. All planning applications and their responses shall be noted in the minutes of Full Council.   1. **Responses**   The Parish Clerk or a nominated Council Officer will communicate to the Local Planning Authority the Committee’s comments in respect of applications considered.  Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.  Wherever possible, a member of the Planning Committee is to be nominated to attend the Planning Authority’s relevant Planning committee meeting, as necessary.  All correspondence should be conducted through the Parish Clerk or a nominated Council Officer.   1. **Review**   These terms of reference are to be reviewed annually.  **To be Reviewed: May 2023**  **Last Reviewed: June 2022**   1. **Planning Strategy Committee Draft Minutes 15 June 2022**   To follow on Google Drive   1. **HW8 Tralee Farm**   The Development Brief has been sent by email from Councillor J Baker and is on Google Drive.  **CONSIDERATION**  **Please consider the brief and make any recommendations**   1. **HW7 Terriers Farm**   To receive any verbal update   1. **HW6 Gomm Valley**   To receive any verbal update   1. **Neighbourhood Plan Update**   To receive any verbal update including the Reg 14 Consultation   1. **Planning Appeals**   To receive any verbal update   1. **Any other planning engagement items**   To receive any verbal update  **AGENDA ITEM 10**  HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING  Tuesday 5 July 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**   **CONSIDERATION**  **Members are asked to consider any verbal/written report and any recommendations, including items to be completed, including installing the new paving slabs and litter bin. Keys(s) will be needed for the office to keep for emergencies. The lease is being discussed under Agenda Item 18.3.**  **Please see email below regarding installing a Parish Council litter bin and make recommendations as to its type and size:**  Email from Councillor John Horton:  *We have previously indicated to Sarah at the Canny Café that we would be providing a litter bin and this is still her understanding, as confirmed by her note yesterday regarding the licence agreement.*  *The reason for her using her own bin is for the kiosk waste and because ours wasn’t in place when she started trading. Therefore, I think we should stick to the original plan. She will still need a bin for Kiosk waste, ours should be for the general public to use.*  *Regards,*  *John*  Councillor David Thompson has expressed his opinion that as the proposed litter bin will not be emptied until Monday am, with the café operating on Saturdays and Sundays that a small Parish Council bin would not be big enough for this purpose. The litter bins the Parish Council use are also ‘open’ so no sealed food waste is open to wild life disturbance. He also presumed that the bins outside the Hazlemere Memorial Hall cannot be used by the Parish Council, as the Warden brings all the rubbish back to the Cedar Barn complex.  **AGENDA ITEM 11**  HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING  Tuesday 5 July 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**   Environmental Audit is on Google Drive  **CONSIDERATION**  **Please consider the Environmental Audit and make any recommendations**  **AGENDA ITEM 12**  HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING  Tuesday 5 July 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**   Please receive a verbal update from the Chairman.  **AGENDA ITEM 13**  HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING  Tuesday 7 June 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 Working Party** 2. **Fete Parking Request**   **CONSIDERATION**  **Please consider and make recommendations for the request for using Rose Avenue Recreation Ground for overflow parking for Hazlemere Fete:**  *We have to submit a detailed  form to Buckinghamshire Council Safety Group re the Fete and assure them we have car parking for 1000 vehicles so as not to impact the public highway. We estimate we can park 800 - 900 vehicles on the grounds of Sir William Ramsay school.  In the event of an overflow being required may we please use part of  the Rose Avenure playing field.  All safety precautions will be observed and the use will be oversenn by David  Thompson your open spaces chairman.*   1. **New Bench for outside Hazlemere Library on Buckinghamshire Council Land**   **CONSIDERATION**  **The Parish Council asked if it could place a new bench at the above location at its own cost, with associated bin, if needed, please consider and make recommendations for the request from the information in the email below:**  *The cost is £165*  *No problems. As you will be making minor excavations on the Highway you will need to I’m afraid apply for a Section 171 licence.*  [*Apply for a Section 171 licence to do minor works on the public highway (including Christmas decorations and banners) | Buckinghamshire Council*](https://www.buckinghamshire.gov.uk/parking-roads-and-transport/highway-licences-and-permits/apply-for-a-section-171-licence/)  *I have no objection from a Highways perspective.*  *Rosie Tunnard CMgr MCMI**Highways Community Liaison Manager 07734 327178*   1. **Annual Allotment Inspection**   Thank you to Councillor J Weaver, this has now taken place and the Clerk’s Assistant is currently working with the allotment holders. Councillor J Weaver has pointed out that this inspection should take pace annually in April not June. This has been noted.   1. **Judging Allotment Competition**   This is due to take place shortly and arrangements are in hand for the judging and return of the annual trophies from the 2021 relevant winners.   1. **Update of the works in play areas including playground inspection reports**   Councillor David Thompson is working with a new play contractor and will report to Full Council in August 2022.   1. **Update on all works Chairman’s Report**   The following projects are ongoing:   * New play equipment in Rose Avenue Recreation Ground delayed until 4 July 2022 * 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 replaced for swings in Rose Avenue Recreation Ground, Councillor David Thompson to talk to contractor re order for new swing units * 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 and holes in top of Cedar Barn with roof * Repair to entrance gate to The Dell and repair fence * Barn being decorated in August 2022 * Repair gate to play area in Hazlemere Recreation Ground * Hedges to be cut in Rose Avenue Recreation Ground and outside Hanover Court in July 2022 * Community Sign to be installed * 4 bollard barriers to be installed * Work from Play Inspection Reports * Supervise Community Payback workers in Queensway old pond area * Install new memorial bench with plaque and move old bench in Hazlemere Recreation Ground  1. **Working Party or Committee?**   **CONSIDERATION**  **Please consider whether the Open Spaces Group should be a Committee or Working Party from the Council Chairman and advice accordingly.**  **AGENDA ITEM 14**  HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING  Tuesday 5 July 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 and advice on the advice received from Buckinghamshire Council.**   1. **Licence for Container Café**   **CONSIDERATION**  **To consider and advice on the emails received.**   1. **Parish Council Insurance 2022/23**   **CONSIDERATION**  **To consider and advice on the emails received.**   1. **Quotation**   **Street Lighting Repair Contract**   1. **Staffing Matters** |