



Minutes of the Meeting of the Downley Parish Council held on Tuesday 14th June at 7:30 pm

Present: Councillors M Lazenby (Chairman presiding), S Biggs, P Brooks, K Chandara, A Mann, W Monroe-West, T Snaith and W Steneskog.

In attendance: one member of the public.

Officers: G Tandy (Clerk)

1) Apologies for absence (8528/06/22)

Apologies were received and accepted from Cllr K Ahmed, Cllr A Lenard and Buckinghamshire Councillors M Hussain, M Smith and P Turner.

2) Declarations of Interest (8529/06/22)

There were none

3) Minutes (8529/06/22)

It was **RESOLVED** that the **Minutes of the meeting held on 10th May be received, approved, adopted and signed by the Chairman as a true and correct record.**

4) Public Participation Session (8530/06/22)

A member of the public commented on the progress of the lighting project which is now largely complete with work having been undertaken on Littleworth Road and Commonsides, there are however several lights that remain outstanding of which the clerk is aware and pursuing.

He also asked about the provision of bins with lids on the Common that would make it less likely that birds, animals and the wind would cause refuse to spill out of these. Buckinghamshire Council had been asked for guidance around what types of bins were acceptable and the Clerk will chase for this information.

He asked about the bunds in School Close/Turners Field where weeds have grown at the expense of grass. It was explained that while the bunds had been seeded with grass, when done, there followed a dry spell of weather that prevented the seed from taking. Buckinghamshire Council however are planning to re-seed in September when it is anticipated that there will be ample rainfall.

Finally, he asked if there has been an increase in correspondence regarding speeding motorists and motorists with intrusive exhausts. The clerk said that there had not, having received only one email on the subject in recent months. It was mentioned that we are still seeking additional volunteers for Downley Parish Community Speedwatch and that we would be promoting this on Downley Day. The Parish Council are purchasing Community Speedwatch signs for roadside display. Mention was made of sleeping policemen to slow traffic and it was explained that Buckinghamshire Council no longer install these as they are bad for buses and not environmentally friendly. Chicanes offer an alternative but are prohibitively expensive and out of reach for most parish councils particularly in the light of reductions in funding to the Community Board.

5) Reports from Buckinghamshire Councillors (8531/06/22)

There were none.

6) Comments on Planning Applications (8532/06/22)

Comments on planning applications as set out in appendix a) of the agenda were noted.

7) Decision Notices (8533/06/22)

The Decision notices made by Buckinghamshire Council in respect of the Planning Applications as set out in appendix b) were noted

8) Annual Governance and Accountability Return (8534/06/22)

Section 1 of the Annual Governance and Accounting Return was considered noted and signed

9) Annual Governance and Accountability Return (8535/06/22)

Section 2 of the Annual Governance and Accounting Return was considered noted and signed

10) Councillor Vacancy (8536/06/22)

One application has been received for the advertised position but the applicant was unable to attend this evenings meeting, as such this item will be considered at our July meeting.

11) Document retention policy (8537/06/22)

Council discussed adopting a document retention policy to specify the periods that records should be kept. Councillor Brooks was in possession of an example policy that could be used as a model. She agreed to forward this to the clerk for onward transmission and to allow us to select those sections that are relevant to us.

12) School Close Bench (8538/06/22)

Council considered the clerks report regarding the siting of a bench in School Close/Turners Field. The bench would be in memory of the late Councillor Richard Bowden. The Clerk had written to residents of School Close and Turners field and had received responses from nine households, eight of which were in favour of having a bench and one against. Comments for consideration were that it should not get in the way of children playing, that it should not be too close to houses and should not provide

a view through residents' windows. It should be relatively close to lighting, it should be mounted on a hard surface, access to litter bins should be considered and residents should be advised of plans prior to work starting. It was agreed that the Clerk should contact Buckinghamshire council to seek permission before updating residents of any plans.

13) Sandpit Pond Gosling Grove purchase of equipment (8539/06/22)

Council have previously allocated a budget of £2500 towards renovation of the pond Cllr Lazenby explained that we are now looking to use some of these funds to purchase equipment such as nets and provide signage.

It was agreed that the clerk should contact the Fire Brigade and ask them to drench the dry area around the edge of the pond to help facilitate removal of the Iris'. Cllr Snaith made us aware of the Veolia Trust and suggested the Clerk approach them for funding.

14) Downley bus service reduction (8539/06/22)

Cllr Snaith suggested that the reduction in the bus service was contrary to the ambitions of High Wycombe to be a night-time cultural destination. However there has not been an influx of correspondence from the public on the subject and it was agreed that we were unable to influence the commercial decisions of the bus company who need to balance supply and demand.

15) The Clerks Progress Report (8540/06/22)

The Clerks Progress Report was noted. It was agreed that a map showing the location of defibrillators in the village be added to our website.

16) Reports from other Committees and Working Parties (8525/05/22)

Cllr Brooks reported on her attendance at the AGM of Wycombe Area Association of Local Councils (WAALC) previously Wycombe and District Association of Local Councils WDALC.

Cllr Lazenby reported on the working party at the Sandpit Pond that met last Saturday and that consisted of 7 members of the public and four councillors.

17) Bank Reconciliation (8541/06/22)

The latest bank reconciliation was noted.

18) To note the date and place of the next meeting (8527/05/22)

Tuesday 12th July 2022 at Downley Community Centre

There being no other business the Chairman closed the meeting at 08:30 p.m.

Appendix a) 14/06/22

Comments on Planning applications received:

- 22/06076/FUL 96 Littleworth Road Construction of a single storey front extension
Neutral
Downley Parish Council feel that their remains adequate space for parking but please take into account the concerns of the neighbour. We believe that their may be an encroachment on light to the neighbour's window
- 22/05801/FUL 24 Hillfield Close Construction of a front porch and installation of a rear box dormer in connection with loft conversion
Neutral
Downley Parish Council feels that the design of the conversion could be amended to allow for smaller windows. Pitch roof dormers would be preferable.
- 22/06206 2 The Stables, Downley Common Construction of a single storey side extension
Object
Downley Parish Council objects very strongly to this development. This is an overdevelopment of the site and an overbearing development in a sensitive conservation area. It is unnecessary to have an extension of this size with a toilet and utility room attached.
- 22/06279/FUL 19 Downs Park Construction of a first floor, front, side and rear extension
Object
Downley Parish Council see this as an overdevelopment of the site. There will be insufficient parking for a five-bedroom property. It will have an overbearing impact on the neighbours property leading to a loss of light.

Appendix b 14/06/22

Buckinghamshire Council decision notices

22/05919/FUL Bohayes School Close Downley Buckinghamshire HP13 5TR

Householder application for construction of single storey rear extension and fenestration alterations

Application Permitted

22/05828/FUL 14 Kestrel Close High Wycombe Buckinghamshire HP13 5JN

Householder application for partial garage/store conversion, extension to raised rear patio and fenestrations alterations

Application Permitted

22/05666/FUL 2 Coronation Cottages Downley Common Downley
Buckinghamshire HP13 5YQ

Householder application for erection of rear outbuilding with mezzanine floor to be used as a home office/gym and solar panels

Application Permitted

22/05570/FUL 20 Downs Park High Wycombe Buckinghamshire HP13 5LX

Change of use from 6-bed HMO (C4) by of conversion of first floor living room to bedroom creating 7-bed HMO (Sui Generis)

Application Permitted

22/05112/FUL 113 Littleworth Road Downley Buckinghamshire HP13 5XA

Householder application for construction of part single, part two storey side extension, single storey rear extension and fenestration alterations

Application Permitted

21/08776/FUL 55 Commonsides Downley Buckinghamshire HP13 5XG

Householder application for construction of single storey front and rear extension, loft conversion with 2 x rear and 2 x front roof dormers and insertion of front roof light

Application Permitted

21/08606/FUL 24 Hillfield Close High Wycombe Buckinghamshire HP13 5NA

Householder application for construction of front porch and first floor front and side extension

Application Permitted

21/08337/FUL 2 Commonsides Downley Buckinghamshire HP13 5XG

Householder application for partial demolition of existing single storey side extension and construction of part single, part two storey side extension, insertion of front bay window, fenestration alterations and erection of front boundary fence and double gates

Application Permitted

Progress Report to Council June 2022

Minute Reference	Subject	Progress (updates to bold)
8304/03/21	Streetlight replacement project	Contract awarded to Sparkx on 1 April 2021 Currently all columns have been inspected and numbered on site. Lantern installation currently underway Sparkx have gained the accreditation to undertake overhead connections and confirm that they have successfully passed audit & are authorised for overhead works, allowing them to schedule the remaining lanterns. Overhead linesman not in place- chasing Sparkx for explanation & timeline
7973/07/19 7997/09/19 Finance Committee 30.7.19 8242/01/21	The Downley Controlled Crossing Feasibility Study	Email sent to Community Board on 15.01.2021 confirming DPC will contribute £4,855.22 towards this scheme as its matched funding contribution. Buckinghamshire Council will invoice Downley Parish Council upon completion of the scheme or at the end of the next financial year (March 2022) whichever is sooner. The Downley Communications Group has contributed £2,500 towards this feasibility study. Final Report sent to Council April tabled for discussion July.
8224/12/20 8240/01/21	Additional Defibrillator for the Village	Council to procure an additional defibrillator from London Hearts. Sprit Hair confirm happy with the location Ongoing
8147/09/20	Web accessibility	WCAG 2.1 AA rated website under construction by Aubergine Work undertaken by working party to populate pages
8265/02/21	Banking arrangements for the Council	New bank account to be set up with Unity Bank. All councillors to sign bank mandate prior to activation. January 2022 Unity Bank advise they

		<p>have a backlog of new accounts due to unprecedented demand coupled with staff absences through Covid.</p> <p>March 2022 Councillors to update existing mandate in the interim Ongoing</p>
8268/02/21	Community Right to Bid	<p>Council agreed to make application for the re-listing of the Le De Spencer's Arms and the Bricklayers Arms as Assets of Community Value. Council must make new application stating grounds for listing. Cllr Lazenby to assist the Clerk in this matter. Ongoing</p>
8271/02/21	Signage	<p>(i) Residents to erect sign themselves naming the 3 cottages off Plomer Green Lane</p> <p>(ii) West Wycombe Estate has granted permission to sign allotments – To be progressed by new clerk</p> <p>(iii) email to DOSCA about signing the Community Centre. Ongoing</p>
	Co-option opportunity	<p>Following the resignation of a Councillor, the casual vacancy notices were displayed between 21st September 2021 and 11th October 2021. There were no calls for an election and the vacancy can be filled in accordance with our Casual Vacancy/Co-option policy with applicants sought from the public</p> <p>Article provided to Downley Village News & to be advertised simultaneously across noticeboards & website/Facebook</p> <p>Applications to be discussed at June meeting</p>
8465/02/02	Dog Faeces	<p>SDK Dog warden service have been contacted & asked to put up signage throughout Downley asking people to clear up after their dogs</p>