

**Downley Parish Council**  
**Minutes of a meeting of the Parish Council**  
**Held in the Downley Community Centre 10<sup>th</sup> April 2018 at 19.45**

**1 Attendance**

Chairman Cllr C Burslem, Cllr Bowden, Cllr Chandarana, Cllr Egmore, Cllr Lazenby, Cllr Loadman, Cllr Monroe-West, Cllr Sapsford, Cllr Srao.  
District Councillor –Paul Turner

**Apologies** County Councillor Wendy Mallen, Cllr Steneskog, Clerk – Chettina Masters

Four members of the public were present

Cllr Loadman taking the minutes in the absence of the Clerk on annual leave.

**2) Declaration of interest in items on the agenda** (7733/04/18)

None

**3) Minutes of the Previous meeting** (7734/04/18)

The minutes were agreed as correct and signed by Cllr Burslem

**4) Adjournment for Public Questions** (7753/04/18)

Mr Peter Towersey Footpath Maintenance Volunteer from the Chiltern Society introduced himself as the person responsible for keeping the five designated paths in Downley clear from obstruction. He asked if the Parish Council were happy for the Chiltern Society to continue with the path cutting programme in 2018 and if there were any changes the Council would like to see in the paths on the list?

Council Members were happy with the state of path cutting in Downley and expressed appreciation for what was being done.

No change was anticipated. A definitive footpath map would be circulated to all councilors together with a list of the five designated paths to give Councillors a chance to comment. Downley Simply Walk Leaders would also be invited to comment.

**5) Reports from County Councillor and District Councillor** (7736/04/18)

Cllr Turner reported that the Wycombe Local Plan had been submitted to the Government Dept for inspection. He was hopeful that the outcome would be known by the end of 2018. Cllr Turner also reported on the local reaction to the statement of the Secretary of State that he was “minded “ to set up a single unitary council for the whole of Buckinghamshire. The four existing local district councils were talking to each other to see what more could be done to support the alternative view of two Unitary Councils for Bucks.

More information was available on the WDC website explaining their position. He encouraged the Council and individual Councillors to make representations to the Government. Consultation was open until 25<sup>th</sup> of May.

He also reported that the new authority would decide on the future representation of “unparished “ areas and this was already in the public arena.

**6) Allotment Management (7737/04/18)**

Cllr Bowden reported that it would be helpful to have devolved powers from the Parish Council to give them authority in speaking to allotment holders. It was agreed in principle that this was sensible and a Resolution would be placed on the next DPC agenda to formalise this.

**7) Lighting Update (7738/04/18)**

Clive Knapman updated the Council in the absence of the Clerk. The lighting working party had identified eight potential contractors for changing the Parish owned lights and had asked for pre-contact information. The deadline was 25<sup>th</sup> of April. The aim was to narrow down the list to 3 or 4 contractors and ask for prices and service commitments.

The results would be summarised and a recommendation passed to the Assets Committee for a decision in due course.

Cllr Bowden asked if this could also include Narrow Lane which was still outstanding. It was noted that Bucks County had already started on changing to LED lighting on those lights that they were responsible for e.g. Pheasant Drive

**8) GDPR update (7739/04/18)**

Cllr Burslem reported on the new General Data Protection Regulations ( GDPR) which are due to come into force from 25<sup>th</sup> of May. Three Downley members had been trained in GDPR on 14<sup>th</sup> of March the Clerk, Cllr Loadman and the Chairman of the Community Centre David Worsdall.

The Parish Council would be required to appoint a Data Protection Officer, the decision on who that person should be was still undecided and at the committee stage in Parliament. It was recognised that something had to be done to enforce the 1988 Act. A Parish Council could not appoint its own clerk to avoid any conflict of interest but would need to come to a reciprocal arrangement with a neighbouring parish.

There was still uncertainty on how this should be implemented but would cover any information held on personal data. This would mean that all Councillors would have to sign their agreement to their data being recorded and held by the Clerk.

They would also have to set up a “non-personal” e-mail account for use on Parish business such as a g-mail account.

The Downley Parish website would also have to be brought into line and Cllr Burden agreed to do this.

GDPR would be on the agenda of the next DPC meeting to agree how best to implement this and roll it out to societies etc.

**9) Planning Applications and Decision Notices (7740/04/18)**

**A) Ref. No: 18/05824/CTREE - Various tree works - Le De Spencer Arms- Downley Common**

NO COMMENT - Await arborial report

**B) Ref. No: 18/05718/FUL - 50 Grays Lane - Householder application for construction of new external platform lift, new level access driveway and associated external alterations**

NO COMMENTS FROM DPC

**C)Ref. No: 18/05683/FUL - 47 Gosling Grove - Householder application for construction of single storey rear extension**

NEUTRAL COMMENT - Single story rear extension with no impact on the street scene. The extension is in line with that of the neighbour's conservatory.

**D)Ref. No: 18/05656/FUL - 3 Westover Road - Householder application for construction of hip to gable end roof extension and 1 x rear dormer window in connection with loft conversion**

OBJECTION - Addition of a loft room to create a three story property. The third story will be visible from the road, but plans show that it is to run along the existing roof level.

The Downley Village Design Statement contains a recommendation that "...Downley buildings in the main should be simple and uncomplicated in character, and should generally be two storey."

It is felt that the impact of this third story will be minimised given the sloping nature of the road.

The proposed loft room includes non-obscured glazing to the rear of the property, including an opening set of doors. There are concerns that there will be a loss of privacy to neighbouring properties given these facts.

**E) Ref. No: 18/05605/FUL - 37 Middlebrook Road - Householder application for erection of single storey front porch, two storey side extension including hip to gable roof extension, insertion of rear dormer & two velux windows to front and one to rear in association with loft conversion. Creation of additional parking area to front with new retaining walls & stairs**

NEUTRAL COMMENT - It is noted that new/altered vehicle access is proposed to the public highway but that an additional parking area will be provided in front garden.

The design includes a hip to gable roof extension and rear dormer in association with loft conversion. There seem no privacy issues associated with this as there is a large garden to the rear and no immediate neighbours to the rear.

**F) Ref. No: 18/05550/FUL - 57 Westover Road - Householder application for construction of single storey rear extension, internal alterations and insertion of door and windows in connection with garage conversion to office**

OBJECTION - Inadequate consideration of impact on SAC to allow a qualified assessment of the application to be undertaken. Furthermore, the conversion of the property's garage to accommodation is likely to add pressure on parking at the property - parking already spills onto Westover Road amenity space, a registered Green Space.

**NOTES**

1 - The plot sits within "Special Area of Conservation 2 Km Buffer Zone" but there has been no Ecological Assessment completed to demonstrate how this application will accommodate the requirements of the SAC Buffer. Given that the plans include the introduction of new rooflines, this checklist is something that will review the impact of that.

2 - It is also noted that the plan includes designs to convert the existing garage into a study. This will reduce the amount of car parking space for the property. It is noted that parking on Westover Drive is a problem with vehicles regularly parking on Westover Road amenity space, registered as "Green Space" under policy DM12, that aims to protect key green infrastructure.

**G) Ref. No: 18/05483/CLP - Hawes Green Downley Common - Certificate of lawfulness for proposed construction of single storey rear extension and two detached outbuildings**

OBJECTION - The site is within the AONB and the plans make no indication how these considerations are to be addressed i.e. Design & Access statement.

Furthermore, the site is within SSSI buffer zone (Site name: Naphill Common, Buckinghamshire O LD1002879). Natural England states that of "Operations likely to damage the special interest" includes "23 Erection of permanent or temporary structures, or the undertaking of engineering works, including drilling." These proposals include the erection of two detached outbuildings.

The site is within the Conservation area buffer so should marry in well with the original dwellings and respect the scale and character of surrounding area, including its openness. It is felt that the construction of two 'glass cubes' is not in keeping with that of a conservation area. The Downley Village Design Statement also recommends that "External changes to properties should be in sympathy with surrounding properties." The Chilterns Building Design Guide also makes references to "Other less attractive characteristics" such as mixed building styles that diffuses the character of an area.

Councillors also expressed concerns that access to the site is along a public right of way – that right should be respected throughout any building works.

**H) MPJ/18/05528/FUL- 35 Plomer Green Avenue- APPLICATION FOR: Householder application for construction of part two storey, part single storey side and rear extension (alternative scheme to pp 17/08207/FUL)**

Concerns raised on the previous plans (17/08207/FUL) have been addressed. No concerns

**Decision Notices**

I)Ref. No: 18/05291/CTREE - 7 Commonsides - Crown reduction by 1.5 metres to 1 x Yew Tree

Status: Not to make a Tree Preservation Order

J)Ref. No: 18/05237/FUL - 27 Gosling Grove - Householder application for construction of single storey rear extension to house - Status: Application Permitted

K)Ref. No: 18/05088/FUL - 38 Downs Park - Householder application for erection of single storey rear extension and conversion of garage to habitable room - Status:

Application Permitted

L)Ref. No: 18/05054/FUL -5 Plomer Hill - Erection of 2 x 3 bed dwellings located on an existing residential plot with associated parking - Status: Application Withdrawn

**10) Correspondence (7741/04/18)**

The Clerk's previously circulated report was noted.

a) Thursday 21 June A rural Farm Walk to be hosted by Mr and Mrs Naylor of New Hatches Great Kingshill;

b) A song for Barry – a special Memorial Concert for the late Councillor Barry Gay on Friday 27<sup>th</sup> of April;

c) Conference on Better Working Relations to be hosted by BALC at Green Park on 19 April. Councillors encouraged to attend;

d) Concern about numbers of cars being parked outside the garage on Littleworth Road blocking the pavement and access/egress to the parade of shops and to the rear of the parade.

**Action** Agreed that the police should be asked to check parking and obstruction particularly on Double Yellow lines.

e) Hearing Dogs for Deaf People had notified DPC of Volunteer Fair on 14 April and Sub Woofers Music Festival on 6 May;

f) Downley School have invited Councillors to see the re-development of their outdoor space on 20<sup>th</sup> of April at 3 pm. Councillors were encouraged to attend and let the Clerk know.

### **11) Reports from other Committees** (7742/04/18)

#### **Downley Common Preservation Society**

Cllr Egmore reported the following from a recent meeting;

Request that any future bollards on the Common should be planted in place on the Common and not cemented please. Requests for Memorial Benches and trees had been discussed. DCPS feeling that there are sufficient benches on the Common already with the possible exception of the boundary of the Cricket Pitch.

Replacement benches in front of the Blacksmith's cottage should be considered. The main emphasis on trees was in managing existing ones properly rather than adding to their number.

Concern about length of time being taken on the decision on planning application 17/08077/FUL land between Silvergate and the Dairy on Downley Common. Objections had been sent in.

#### **Community Initiatives and Action Committee (CIA)**

The minutes had been previously circulated to Councillors.

Cllr Loadman commented briefly on three aspects :-

The idea of Street Associations as a means of contacting residents urgently ( e.g. in an emergency) and keeping an eye open for the vulnerable and elderly had much to commend it. The lady from Bucks CC responsible for this initiative would be invited to a future DPC meeting;

The Library working party had met once and had begun to scope what needed to be done to make the Library space more open while retaining its primary function. Research was being initiated on just what physical changes were practical;

Gosling Grove Pond. Tribute was paid to the work masterminded by Clive Knapman and the Chiltern Rangers and the improvements already being enjoyed by local residents. A third stage was being planned to analyse the water quality and degree of silt. An interpretation board and seating was being considered.

### **12) Resolutions and Items for Discussion** (7743/04/18)

None

**13 Accounts** (7744/04/18)

A statement of itemised expenditure in April 2018 had already been circulated and was agreed. Cheques had been signed so that they could be despatched before the Clerk's departure on annual leave. Expenditure in April totalled £4002.93 and the Bank Balance stood at £91,182.

**21) Date of Next Meeting-** (7745/04/18)

8<sup>th</sup> May 2018 at the Downley Community Centre

**15) Date and Place of Next Meetings of Committees** (7746/04/18)

DCPS on 17<sup>th</sup> of April.

Comms Forum on 24<sup>th</sup> of April in the Library;

The Chairman closed the meeting at 21.30pm

CIA meeting on 2<sup>nd</sup> of July in the library.

**16 Closure of the Meeting** (7747/04/18)

There being no other business the Chairman closed the meeting at c 8.45 pm and thanked everyone for attending.

Chairman \_\_\_\_\_

Date \_\_\_\_\_