

**Downley Parish Council**  
**Minutes of a meeting of the Parish Council**  
**Held in the Downley Memorial Hall, 2019 at 19.45**

**1 Attendance**

Chairman Cllr C Burslem, Cllr Bowden, Cllr Egmore, Cllr P Loadman, Cllr Monroe-West, Cllr Sapsford, Cllr W Steneskog, Cllr Srao

**Apologies** – Cllr Chandarana, Cllr Lazenby Cllr Mallen

District Councillor Paul Turner was present

No members of the public in attendance

**2) Declaration of interest in items on the agenda** (7907/03/19)

Cllr Sapsford declared an interest in item 8, The Downley School

**3) Minutes of the Previous meeting** (7908/03/19)

The February minutes were agreed as correct and signed.

**4) Adjournment for Public Questions** (7909/03/19)

None

**5) Reports from County Councillor and District Councillor** (7910/03/19)

Councillor Turner updated the Council on the Community Governance Review, a meeting will be taking place in March.

Residents of Hughenden Boulevard are unhappy as the road has yet to be adopted by Bucks County Council and this is causing a problem with non residents and parking. The road is frequently blocked by cars that are double parked and this is causing access issues for emergency vehicles. There is criminal activity taking place in the car park, the car park is still owned by Careys who are not taking responsibility for it.

**6) Draft Parish Plan** (7911/03/19)

Cllr Loadman circulated the draft Parish Plan and gave an update on the current status of the plan. Cllr Egmore stated that following a review of the Community Plan there were recommendations that could be added to the Parish Plan, it was agreed that recommendations could be added to the plan as required. Final comments were requested before the final draft is issued.

**7) DPC Website update (7912/03/19)**

Cllr Bowden wants to upload a document to the website that he has created, the document is a summary of the Council's finances. The Council thanked Cllr Bowden for his efforts in preparing the document, it was agreed that no documents would be uploaded to the website until the Council had reviewed them in full. All finance documents should go through the RFO.

Cllr Bowden reminded Councillors to delete any unwanted emails to save on storage space.

**8) The Downley School (7913/03/19)**

The hygiene rating at the Downley School is three out of five which is lower than expected. Cllr Bowden wanted clarification as to why the grading was low. Cllr Sapsford will be attending a meeting at the School and will ask the School for an explanation.

**9) Best Kept Village Competition (7914/03/19)**

The Clerk informed Councillors that the Best Kept Village Competition is now taking applications for 2019. The CIA group have been working on initiatives to improve the Village. The Clerk stated that this year for the first time points will be awarded for floral displays, the Clerk will look into having floral displays around the Village.

**10) Local Area Forum (7915/03/19)**

The Clerk attended the recent LAF meeting and raised issues that are of concern to the Council such as damaged street lights and verge parking. At the LAF meeting the Council were awarded £4556 which is 50% of the cost towards yellow lines on Commonsides and Plomer Green Avenue.

**11) Bucks County Council Street Lights (7916/03/19)**

There are numerous damaged street lights in the Village that are owned by Bucks County Council. These lights were formally mentioned at the LAF as being in desperate need for repair, some of the lights are blocking the highway and have barriers around them forcing pedestrians into the road. The Clerk will follow this up.

**12) Parish Council Communications plan (7917/03/19)**

It is recommended that the Council have a communications plan. Cllr Egmore suggested a plan that would cover all modes of communication with the public including Facebook, twitter, notice boards and the DVN. Cllr Loadman suggested that the Comms forum could be of some help. The Clerk will look into this and report back to the Council at the April meeting.

### **13) Library Refurbishment (7918/03/19)**

There has been no agreement within the working party of a new layout for the library refurbishment. A floor plan was provisionally agreed; however the library volunteers are not satisfied with the proposed configuration. DOSCA will create with a plan that suits the needs of hirers, this will then go to the Council for approval. Factors such as the heating are still being considered.

### **14) Planning applications (7919/03/19)**

**A) Twin Firs, Downley Common-19/05374/FUL** - Householder application for construction of detached garden office/garage building- DPC have neutral comment on this application, given that given the sensitive location of the property (AONB, Green Belt, registered common land, Conservation area) it is noted that no Ecological or Environmental Impact Assessment reports have been submitted to inform the planning process.

In addition, DPC recognise that the aggregate size of the resultant property is less than 120sqm, so still meets the Green Belt policy on size increase. It is also noted that similar works have taken place in neighbouring properties.

Downley Parish Council request that should this be approved, conditions be put in place to ensure that, given the sensitive location of the property (AONB, registered common land, Conservation area) no building materials be stored, or obstruction made to common land or registered footpaths.

**B) 27 Gosling Grove- 19/05362/FUL** | Householder application for construction of part two storey, part first floor side extension- DPC have neutral comment on this application, a number of neighbouring properties in Gosling Grove have undertaken similar works. Plans show an increase to parking with a new bay to the front of the property. The proposals do not meet the required widths outlined in Buckinghamshire Countywide Parking Guidance (September 2015) however meaning a risk of an increase of on-street parking.

Additionally, the resultant property will have four bedrooms (7 habitable rooms) and properties in Downley (Zone B) should have three parking spaces (Table 6, Buckinghamshire Countywide Parking Guidance, Sept 2015). The plans show two parking spaces but it is not clear where (or whether) the third required space will be.

**C) 24 Downs Park-19/05274/FUL** | Householder application for construction of part two storey, part first floor, part single storey front, side & rear extensions, incorporating garage conversion and widening of dropped kerb- PC have neutral comment on this application, that the proposed work is similar to those undertaken at 35 Downs Park (ref 01/05963/FUL), 5 Downs Park (ref 13/07540/FUL) & 27 Downs Park (ref 15/05826/FUL).

Downley Parish Council do have concerns that the plans fail to give clear outline of how the required parking arrangements will meet the requirements defined in Buckinghamshire Countywide Parking Guidance, September 2015 - a particular concern given the conversion on the garage.

**Decision notices**

**D) Ref. No: 19/05157 - 59 Hithercroft Road** - Proposed non-material amendment to permission for erection of first floor side extension, single storey rear & single storey front extension incorporating new front porch & conversion of garage to habitable room granted under planning ref: 15/06154/FUL - **Status: Application Refused**

**E) Ref. No: 18/08266/FUL - 42 Middlebrook Road** - Householder application for single storey side extension and alterations to existing car parking bay and vehicular access together with formation new stepped access - **Application Permitted**

**F) Ref. No: 18/08225/FUL - 83 Westover Road** - Householder application for single storey rear extension, retaining garden wall and raised decking. - **Status: Application Permitted**

**G) Ref. No: 18/08093/FUL - 29 Ford Way** - Householder application for single storey side extension, widening existing dropped kerb and create two additional parking spaces incorporating raised planter. - **Status: Application Permitted**

**H) Ref. No: 18/07981/FUL - 16 The Pastures** - Householder application for part two storey, part single storey front extension, single storey side/rear extension. Construction of boxed rear dormer and associated fenestration alterations in connection with loft conversion and new fencing. - **Status: Application Permitted**

**I) Ref. No: 18/08163/FUL - 42 South View** - Erection of detached 2 bed dwelling, new dropped kerb & crossover and associated external alterations **Status: Application Refused**

**J) Ref. No: 18/07236/FUL - 10 Avery Avenue** - Householder application for construction of two storey rear extension - **Status: Application Withdrawn**

**14) Correspondence** (7920/03/19)

- Councillors are reminded to check the BALC website for training opportunities
- The Clerk has received numerous complaints this month about street lights, hedges and parking
- The Downley School are looking for a new governor
- The Great British Spring Clean takes place on the 22 March to 23 April

**15) Reports and minutes of Committees** (7921/03/19)

Councillors gave an overview of meetings attended this month including – Traffic working party, Allotments, DCPS, CIA,

**16) To consider Resolutions and Items for discussion which have been notified**

(7922/03/19)

None

**17) Accounts (7923/03/19)**

Items approved in March 2019

<b>To whom paid</b>	<b>Chq number</b>	<b>Amount</b>
Downley War Memorial -DPC meeting venue hire	1732	15.00
Cllr D Egmore - Training expenses	1733	16.00
Four Four consultancy-website admin	1734	42.37
TBS Hygiene Ltd - Dog waste collection	1735	187.20
West Wycombe Estate -Manning's Field Rent	1736	718.75
ASW Marquees Ltd -Deposit for festival equipment hire	1737	900.00
KAD Garden Services -Grass maintenance in Village inc tree pruning	1738	1,360.00
C Masters - Clerks Salary & Expenses inc annual website renewal fees	1739	1,636.03
<b>Total</b>		<b>4,875.35</b>

**18) Date and Place of next Meeting (7924/03/19)**

9<sup>th</sup> April 2019 Downley War Memorial Hall

**19) Date and place of next meetings of Committees (7925/03/19)**

Dosca 19<sup>th</sup> March, Street light committee 19<sup>th</sup> March, Comms forum 15<sup>th</sup> April

**20) Closure of the Meeting (7926/03/19)**

There being no other business the Chairman closed the meeting at 9.30pm and thanked everyone for attending.

Chairman\_\_\_\_\_

Date\_\_\_\_\_