

**LONGWICK-CUM-ILMER PARISH COUNCIL**  
**A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY**  
**20<sup>th</sup> SEPTEMBER 2016 AT 7.30 PM IN LONGWICK VILLAGE HALL**  
**AGENDA**

**Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay and observe the rest of the meeting.**

- 1. Welcome and Apologies for Absence.**
- 2. Acceptance of Minutes of the previous meeting on the 16<sup>th</sup> August 2016**
- 3. Declarations of Interest -To receive any pecuniary or non-pecuniary declarations of interest.**
- 4. To receive Matters Arising not otherwise on the Agenda**
- 5. To receive a report from Cllr Bendyshe-Brown (BCC) on matters concerning Longwick-cum-Ilmer Parish Council**
- 6. Finance - To note accounts for payment in accordance with the budget**
- 7. Capital Items and Community Facilities**
  - A. Playing Field**
  - B. Children's Play Area**
- 8. To consider and decide on a response to correspondence received by the Parish Council**
- 9. To receive an update on the Tesco grant playground equipment (Cllr S Whitworth)**
- 10. To discuss and decide on whether to purchase a hand rail at footpath No 4 (Cllr Rolf van Apeldoorn)**
- 11. To discuss and decide on whether to limit access to the playing field( Cllr Val McPherson)**
- 12. To discuss and decide on whether to withdraw permission to use the playing field if the required paperwork is not in order at least 36 hours before an event. (Cllr B Richards)**
- 13. To receive the Auditors Report on the Annual Return**
- 14. To receive an update and decide on any action to be taken on the Parish Newsletter (Cllr Val McPherson)**
- 15. To discuss and decide on resubmitting the Neighbourhood Plan (Cllr B Richards)**
- 16. To discuss and decide on whether to request 25% of CIL monies from the Gladmans development (Cllr B Richards)**
- 17. To discuss and decide on action to be taken to re site the two notice boards following receipt of planning advice from Wycombe District Council**
- 18. Planning Applications**
  - a. To consider New and Amendments to Planning Applications**
  - b. To Receive Notice of Planning Applications Approved**
  - c. To Receive Notice of Planning Applications Refused**
- 19. Agenda items for the Next Meeting**
- 20. To pass a resolution to exclude the public and press in accordance with Section (12) of the Public Bodies (Admission to Meetings) Act 1960 to discuss and approve the preferred contractor for the collection of dog waste and litter bins.**
- 21. Date of Next Meeting.**

*Susanne Griffiths*

14<sup>th</sup> September 2016

**LONGWICK-CUM-ILMER PARISH COUNCIL  
MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON  
TUESDAY 16TH AUGUST 2016 AT 4 PM  
IN THE PRINCES CENTRE CLIFFORD ROAD PRINCES RISBOROUGH**

**PRESENT**

Cllr Mrs Valerie McPherson BEM (Chairman)  
Cllrs. Ian Walker, Jane Rogers, Rolf van Apeldoorn and Brian Richards  
Clerk Susanne Griffiths  
Deputy Clerk Jayne Mylchreest  
3 members of the public

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Sally Whitworth.

**2. MINUTES**

The Minutes of the previous meeting of the Parish Council on the 19<sup>th</sup> July 2016 having been circulated were approved by the Meeting and signed by the Chairman.

**3. DECLARATIONS OF INTEREST**

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

**4. MATTERS ARISING FROM LAST MEETING NOT OTHERWISE ON THE AGENDA**

The Tesco Grant Playground Equipment

The Deputy Clerk reported that the start of the project is likely to be in August and take approximately one week to complete. Security fencing will be installed around the work area so potentially the play area can remain open. The work will take approximately 1 week to complete. The supplier is to arrange a post installation risk assessment.

Neighbourhood Plan update

Cllr Brian Richards reported on the following:-

- Costs incurred to date
- His investigation into Grants to fund the project which amounted to approximately £1000
- Agenda item for the next meeting to discuss and decide whether to proceed and borrow monies to fund the project

**5. PLANNING APPLICATIONS**

To consider New Planning Applications

**16/06835/FUL**

**Address:** Ray Farmhouse Thame Road Longwick Buckinghamshire HP27 9QU

**Proposal:** Householder application for the demolition of existing lean-to and porch; construction of new porch, chimney and insertion of flue and fenestration alterations in connection with the conversion of existing attached barn to create additional habitable living accommodation in association with existing dwelling.

Cllr Brian Richards proposed to recommend no objection to this application. Seconded by Cllr Val McPherson. All present agreed

**Resolved:** That the Parish Council has no objection.

**16/06673/OUT**

**Address:** Land To The South Of Rose Farm Thame Road Longwick Buckinghamshire HP27 9SW

**Proposal:** Outline application (including details of access) for the removal of existing buildings and construction of 65 dwellings with access from Thame Road, creation of pedestrian and cycle access to Walnut Tree Lane, public open space and landscaping.

Cllr Brian Richards proposed to object to this application. Seconded by Cllr Val McPherson. All present agreed.

**Resolved:** The Parish Council object to this application as planning permission has recently been granted for another development of 160 houses with the existing infrastructure already under pressure. The creation of a pedestrian and cycle access to Walnut Tree Lane is not a convincing reason to approve this application and not a suitable alternative to creating acceptable conditions for local pedestrians and cyclists on the Thame Road. There is the potential for further extensions to this development to the east given the extent of the Barn Road/Boxer Road scheme up to the railway line. The far reaching vista would be impaired from Whiteleaf Cross as the housing estate would be visible from there.

**16/06860/FUL**

**Address:** Land Adjacent Home Farm Thame Road Longwick Buckinghamshire HP27 9SW

**Proposal:** Demolition of existing livery and re-development of site to provide 3 x 4 bed detached dwelling houses with garages/car ports and associated works

Cllr Brian Richards proposed to recommend to approve the application. Seconded by Cllr Val McPherson.

Cllr Ian Walker counter proposed to object to the application due to the location of the property being outside of the village curtilage. Seconded by Cllr Jane Rogers.

A vote was taken on the counter proposal with 2 votes for and 3 votes against. Therefore the counter proposal was defeated.

**Resolved:** To recommend to approve the application.

**16/06864/OUT**

**Address:** Land Rear Of Hazeldene Lodge Thame Road Longwick Buckinghamshire HP27 9SW

**Proposal:** Outline application with all matters reserved for erection of one single dwelling.

Cllr Rolf van Apeldoorn proposed to recommend to approve the application. Seconded by Cllr Brian Richards. A vote was taken with 4 votes for and 1 abstention. Therefore the proposal was carried.

**Resolved:** To recommend to approve the application

**16/07071/FUL**

**Address:** Holly Tree Barn Owlswick Lane Owlswick Buckinghamshire HP27 9RJ

**Proposal:** Householder application for construction of single storey rear infill extension

Cllr Jane Rogers proposed to recommend no objection to this application. Seconded by Cllr Val McPherson. All present agreed.

**Resolved:** The Parish Council has no objection to this application.

**16/06994/FUL**

**Address:** Folly Cottage Ilmer Lane Ilmer Buckinghamshire HP27 9QZ

**Proposal:** Householder application for construction of single storey rear extensions and new front porch

Cllr Val McPherson proposed to recommend no objection to this application. Seconded by Cllr Rolf van Apeldoorn. All present agreed.

**Resolved:** The Parish Council has no objection to this application.

**16/06375/FUL**

**Address:** Land To North & Rear Of The Old Pigeons Thame Road Longwick Buckinghamshire HP279SU

**Proposal:** Erection of a two storey 5-bed detached dwelling with associated vehicular shared access and parking

Cllr Val McPherson proposed to recommend refusal of this application. Seconded by Brian Richards  
All present agreed.

**Resolved:** The Parish Council recommends refusal of this application as it considers the proposal to be an overdevelopment of the site and has concerns that the dwelling is too large for the size of the plot. The plot does not sit within the building line. The proposed development is considered to be overbearing to the surrounding properties, particularly those at the rear. The Parish Council considers the proposal to be detrimental to the wildlife and unenvironmentally friendly if the trees are removed.

Notice of Planning Applications Approved

**16/06682/CTR** *Decision* Not to make a Tree Preservation Order

**Address:** Bank Farm Meadle Village Road Meadle Buckinghamshire HP17 9UD

**Proposal:** Remove 10 Plum trees and "sucker copses

**16/06893/MIN** *Decision* Application Permitted

**Address:** Three Cottages Stockwell Lane Meadle Buckinghamshire HP17 9UD

**Proposal:** Proposed non-material amendment to permission for construction of two storey side extension, 2 x two storey rear extensions, conversion of attached garage into habitable accommodation with associated alterations and erection of a replacement double garage with store room over granted under householder

To receive Notice of Applications Refused

None

**6. AGENDA ITEMS FOR THE NEXT MEETING.**

To discuss and decide on whether to proceed with the Neighbourhood Plan and to apply for a loan to fund the project (Cllr Brian Richards)

To receive an update on the playground equipment (Cllr Sally Whitworth)

To discuss and decide on whether to purchase a hand rail at footpath No 4 (Cllr Rolf van Apeldoorn)

To discuss and decide on whether to limit the access to the playing field (Cllr Val McPherson)

To discuss and decide on whether to obtain quotations for new notice boards to be considered at the estimates meeting in November (Cllr Rolf van Apeldoorn)

To receive an update on the provision of flower containers at the entrances to the village (Cllrs Val McPherson and Sally Whitworth)

To discuss and decide on the arrangements for the Christmas Parish Carol Service(Cllr Val McPherson)

To discuss and decide on the arrangements for the Remembrance Service (Cllr Val McPherson)

To discuss and decide on whether to impose a timescale to withdraw permission to use the playing field if the correct documents are not received (Cllr Brian Richards)

To discuss and decide on whether to write to Wycombe District Council to request 25% of the CIL monies relating to the approved Gladmans development

To receive the Auditors Report on the Annual Return

**7. NEXT MEETING**

The next meeting of the Parish Council will take place on Tuesday 20<sup>th</sup> September 2016 in Longwick Village Hall at 7.30 pm. There being no further business to discuss the Meeting closed at 4.50

Agenda Item No 6

Sep	s/o	September salaries	321.97		321.97
Sep	s/o	BCC Local Government pension scheme	101.60		101.60
Sep	s/o	PRTC Maintenance duties 6/10	300.00	60.00	360.00
Sep	s/o	K Dobson- Risk assessment August	15.50		15.50
Sep	270	Updating website re Neighbourhood Plan	15.00	3.00	18.00
Sep	271	Mileage claim re Neighbourhood Plan meeting	9.45		9.45
Sep	272	Pk Inprint Ltd - printing Newsletter	293.47		293.47
Sep	273	Art & Office - printing re Neighbourhood Plan	7.20		7.20
Sep	274	Shoosmiths LLP - legal advice re Neighbourhood Plan	600.00	120.00	720.00
Sep	275	Shoosmiths LLP - legal advice re Neighbourhood Plan	650.00	130.00	780.00
Sep	276	TBS Hygiene Ltd – June dog waste collection	93.60	18.72	112.32
Sep	277	The Princes Risborough Centre Ltd - August extraordinary meeting hire of hall	11.00		11.00
Sep	278	PRTC - Maintenance Duties 12/8/2016	260.00	52.00	312.00
Sep	279	Mazars LLP - Annual audit year ended 31/3/2016	200.00	40.00	240.00
Sep	280	HMRC - paye Jly Aug Sep	117.60		117.60

**INSPECTION 23/08/16**

**LOCATION: Longwick Playing Field**

**Defects  
Yes/No**

**Category**

**Level  
of Risk**

		Defects Yes/No	Category	Level of Risk
<b>Surfaces: Paths</b>	Good			No
<b>Grass</b>	OK			No
<b>Pi Seats</b>	Generally OK			No
<b>Bins</b>	Good			No
<b>Play Area</b>	See separate report	Yes	3	Low
<b>Skate Ramp &amp; Shelter</b>	Large crack on concrete surface, may benefit from some preventative work - no change	Yes	3	Low
<b>Aerial Runway</b>	OK			No
<b>Goal Posts</b>	Good			No
<b>Gate</b>	Good			No
<b>Fencing</b>	Good			No
<b>Boundaries</b>	OK			No
<b>General Comments</b>				

**LONGWICK MISCELLANEOUS AREAS AND ITEMS**

**Level of Risk**

<b>Ilmer Green</b>	Good			<b>No</b>
<b>Ilmer Bench</b>	Good			<b>No</b>
<b>Longwick shop notice board</b>	Good			<b>No</b>
<b>Longwick War Memorial</b>	Quite untidy	<b>Yes</b>	<b>3</b>	<b>Low</b>
<b>Owlswick Chapel Bench</b>	Slightly overgrown	<b>Yes</b>	<b>3</b>	<b>Low</b>

**Council inspection report form – play areas**

Date 23/08/16

Inspectors name: Keith Dobson

Site inspected: Longwick Play Area

Item or area	Specific item/location	Defects Yes/no	Category
Stability and condition of frames		No	
Fittings and fixings – present and secure?		No	
Guard rails and other safety features		No	
Sharp edges or other protrusions?		No	
Working of moving parts		No	
Swing seats, chains and shackles		No	
Slide surface		No	
Base plate or spring items secure?		No	
Seats		No	
Fencing and gate		No	
Debris (broken glass, litter, etc)		No	
Surfaces (under equipment and elsewhere)		No	
Notice and warning signs – presence and condition	Nothing noted for the new installation, however, everything appears very well secured	Yes	3

**CATEGORY OF DEFECT & RESPONSE TIMES**

- Category 1 – Safety defect within 24 hours
- Category 2 – Maintenance defect within 14 days
- Category 3 – Maintenance defect with 26 weeks



Agenda Item No 8

**From:** Neighbourhood Planning [<mailto:Neighbourhood.Planning@wycombe.gov.uk>]

**Sent:** 09 September 2016 16:30

**Subject:** Bledlow-cum-Saunderton Neighbourhood Development Plan - publication stage

**Importance:** High

Dear all,

This email is to notify you that Bledlow-cum-Saunderton Parish Council has submitted a proposed neighbourhood plan for formal consultation.

Consultation on the plan will take place between **Monday 12 September and Tuesday 25 October 2016**.

The proposed plan is supported by the following documents:

- A map of the plan area
- A consultation statement
- A Basic Conditions statement
- A Sustainability Appraisal / SEA report and
- A Habitats Regulations – screening opinion report (produced by WDC).

All the documents can be downloaded at : [www.wycombe.gov.uk/haveyoursay](http://www.wycombe.gov.uk/haveyoursay)

Hard copies of the plan and supporting documents are also available at:

- Wycombe District Council offices in Queen Victoria Road, High Wycombe, HP11 1BB
- Princes Risborough Town Council offices, the Princes Centre, Clifford Road, Princes Risborough, Bucks HP27 0DP
- High Wycombe library, Eden Shopping Centre, 5 Eden Place, High Wycombe HP11 2DH and
- Princes Risborough library, Bell Street, HP27 0AA .

Representations on the proposed plan should be submitted to us before **midnight** on the last day of the consultation period, which is **Tuesday 25 October 2016**.

**Please note that any representations may include a request to be notified of the local planning authority's decision on whether to 'make' the neighbourhood plan (i.e. adopt it, following the examination and referendum) (regulation 19).**

You can send your comments in one of the following ways:

Web form: [www.wycombe.gov.uk/haveyoursay](http://www.wycombe.gov.uk/haveyoursay)

Email: [neighbourhood.planning@wycombe.gov.uk](mailto:neighbourhood.planning@wycombe.gov.uk)

Post: Planning Policy Team, Wycombe District Council, Council Offices, Queen Victoria Road, High Wycombe, Bucks HP11 1BB. The proposed plan follows a consultation by the Parish Council on a draft plan (the pre-submission version) which took place in summer 2016. Following this consultation the plan will be submitted to an independent examiner, alongside supporting documents and the representations made at this stage. Subject to the outcome of the examination, the neighbourhood plan will then be the subject of a local referendum, which could take place in spring 2017.

Yours sincerely

Aude Pantel Planning Policy Officer

Wycombe District Council, Queen Victoria Road, High Wycombe HP11 1BB

01494421538 [aude\\_pantel@wycombe.gov.uk](mailto:aude_pantel@wycombe.gov.uk)

Agenda Item No 8

**From:** Vickie Mcswiggan [<mailto:Vickie.Mcswiggan@wycombe.gov.uk>]  
**Sent:** 18 August 2016 11:38  
**To:** Kerry Rackstraw  
**Subject:** Wycombe District Council - Play Strategy Consultation

Dear Sir or Madam,

Wycombe District Council are in the process of consulting with key stakeholders in relation to the drafting of a new Play Strategy for the District.

We recently sent you an email attaching a questionnaire which asks for your input and opinions on the direction, aims and outcomes of the future play strategy. Your views are vital to ensuring that we obtain the right balance of priorities to enhance play and play facilities across the District for all children and young people. Please find attached again the questionnaire for your information.

I would be extremely grateful if you could find the time to complete and return the questionnaire by **30<sup>th</sup> August 2016**. The information we receive from your responses will enable us to make a more informed decision as to the aim and direction of the Play Strategy.

However, I am aware that some Parish Councils may not have a meeting within this time frame. If that is the case, please do let me know and I would be very happy to receive your completed questionnaire after the above deadline.

I thank you in advance for your help and look forward to hearing from you shortly.

Many thanks.

With kind regards.

Yours faithfully,

**Vickie McSwiggan**  
**Policy Officer**  
Community Services  
Wycombe District Council  
Queen Victoria Road  
High Wycombe  
Bucks  
HP11 1BB  
Direct line: 01494 421495

Agenda Item No 8

Comments: Dear Parish Clerk

Have you heard about ToolShed? We offer an 18 week full time course for 16 - 24 year in multi - trade construction skills. To help the students with the course we are looking at doing work within the community.

The reason for this e-mail is to ask you two questions:

1. If you or the Parish Councillors know of any community/village halls in your parish that are in need of painting? If there is we would be able to offer our students to come along and do the work that is needed they will of course be supervised. We would need the Parish to pay for the materials to do the work but all labour would be free.

2. If you know of any youths in your Parish that could benefit in doing the course.

If you would like to know more about us or you would like us to come along to a parish council meeting to talk about what we do please let me know.

Regards

## **Agenda Item No 8**

**Subject:** Lost rights of way - volunteers needed for some Bucks Parish Councils

Dear Board Member,

On 1st January 2026, it will no longer be possible to use documentary evidence to claim 'lost rights-of-ways' – the expression "once a highway, always a highway" will become history. Any path, track, alleyway, bridleway, cut-through, etc. not registered on the Definitive map could be in danger of being lost forever. Even old and still well-used, but officially **unrecorded**, paths and tracks may at risk. To lessen the possible impact of this, the Buckinghamshire Local Access Forum, Open Spaces Society, the Ramblers and British Horse Society and some parish councils are joining forces to both help secure unrecorded paths for future generations to enjoy as well as ensuring that what is currently shown on the Definitive Map is accurate and that no anomalies exist.

The Buckinghamshire Local Access Forum is leading on this project being assisted by Ross Osborn [rossosborn41@gmail.com] who is attempting to recruit a volunteer[s] IN EVERY PARISH – some outside the AONB [see list of Parishes attached] - to spread the load and speed up the recording. Nearly 10 years sounds a lot of time but it isn't! Currently only 42% of the County is covered but he is still very short of volunteers in large areas of Buckinghamshire where extra volunteers are urgently required.

The project is a two-pronged event with historical research being supported by field work. Volunteers are needed to check maps, walk paths, do research, interview local people about their memories and get new links approved so there is something that virtually anyone can do to get involved. No previous knowledge or training is needed since the Project Team are preparing a simple Step-by-Step guide which will answer most of the more common questions.

Attached is a flyer which gives more details and I would appreciate it if you could circulate it among your contacts, place in local magazines and on notice boards and generally spread the word.

Thank you and best regards

Annette

Annette Venters  
Strategic Access Officer  
Chilterns Conservation Board  
The Lodge  
90 Station Road  
Chinnor OX39 4HA  
01844 355508  
[www.chilternsaonb.org](http://www.chilternsaonb.org)

Agenda Item No 8

**Subject:** CIL & S106 Workshop Material + Local Priority Datasheets

Dear Sir/Madam

Following my five successful workshops regarding the Community Infrastructure Levy and Section 106 Agreements I hereby attach a copy of the presentation given for your information. My apologies for the delay in circulating this email.

In addition to the presentation I have included a short document highlighting some key questions raised across the workshops with regards to infrastructure planning and expenditure. This document is not designed to be an exhaustive list of issues discussed but highlights important areas of legislation and processes taking place within Buckinghamshire. Should additional questions be raised, please do not hesitate to contact me and I will do my best to answer your queries.

Finally, and possibly most importantly, I have included a .pdf and a .excel file which will allow each Parish and Town Council to highlight their current infrastructure priorities i.e. traffic calming at junction XX or speeding along road YY. If I can ask that you fill out these forms (please use multiple sheets if necessary) and return to [amacdougall@buckscc.gov.uk](mailto:amacdougall@buckscc.gov.uk). These forms have been designed to highlight your local infrastructure priorities in order that I may utilise this information to ensure my database is robust. Moving forward this wealth of information will be utilised by key departments at the County Council so as to better inform early Section 106 negotiations. Knowing local infrastructure priorities at an early stage is considered essential if requests for funding from development is going to be justified.

Should you find that your local infrastructure priorities change or indeed new ones come to light, please do not hesitate to fill out another form, or contact me direct. I can then update information held here at the County.

Please do not hesitate to contact me,

Agenda Item No 18

16/07247/FUL 5 Willow Way Longwick

16/07283/FUL Barn Longwick Mill Lower Icknield Way Longwick