

## DRAFT MINUTES

2018/01

**CUDDINGTON PARISH COUNCIL**  
**Draft Minutes of Parish Council Meeting held in The Bernard Hall**  
**Monday 29<sup>th</sup> January 2018 at 7.30pm**

**PRESENT:** Ken Birkby (**KB**), Ken Brown (**KMB**), Lorraine Stevens (**LS**), Ravern Stevens (**RS**), Ken Trew (**KT**), Andrew Vickers (**AV**), Venetia Davies (**Clerk and RFO**).

**Parishioners:** There were 12 parishioners present including BCC Cllr Paul Irwin (**PI**), AVDC Cllr Judy Brandis (**JB**).

**NB: Action points highlighted**

**Parishioners Question Time**

- **Item 8: 18/00137/APP.** The meeting was informed that surveying works at Kent's View, where there was concern raised about the distance between the rear elevation of Kent's View and plot 4, were still outstanding despite the planning application being submitted. The Strategic Flood Management Team at BCC has objected to the proposed development requiring further details regarding surface water management. There is not sufficient information provided to meet the requirements to complete a SuDS (Sustainable Drainage System). It was felt that a number of issues had not been addressed including number of car parking spaces, pedestrian access, turning circles, provision for refuse.
- **Item 8: 17/04892/APP.** Overlooking concerns were expressed to the 4 proposed windows to the North facing side elevation of Jaydan.
- **Item 9: D18/00137/APP.** A Parishioner asked for more clarity (see Item 9). Correspondence from a Parishioner asking the PC to consider moving the play area to another location was discussed but not supported. **ACTION: CLERK to respond.**

**1. Apologies**

There were no apologies.

**2. Approval of Minutes – Monday 11<sup>th</sup> December 2017**

Draft Minutes of the above meeting were accepted as a true record & signed by Chairman, KB.

**3. Matters Arising from previous Minutes**

- **Village Maintenance/Administration**
  - Footpath Map (Angela Sanderson)
  - Defibrillator Light (**CLERK**)
  - Sign for Litter in Low Lane (**KB**)
  - Playground – Plan of Works, Funding, Opening Ceremony (**LS**)
  - Water on Dadbook Road – treatment and ownership of ditch for clearing (**PI**)
  - Uneven Footpath and Pruning of Cherry Trees (Risk Assessment) Swan Hill (**LS**)
  - Pruning of Cherry trees along Dadbrook (**KB**)
  - Online banking (**CLERK**)
  - 'Slow Down for Horses signs'/Steps to reduce speed - Low Lane (**PI**)
  - Footpath Stile (in field behind Frog Lane) (**KB**)
  - Footpath Lower Winchendon 10B / Cuddington 1. Works raised by BCC to replace boardwalk and rotten handrail. Works now weather dependant.
  - Inclusion of Greenways title on Register of Common Land, and, also from Land Registry. (**KB**/Helen Francis)

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2018/02

- **Sentinel Speed Training Update.** **ACTION: LS/RTS/KMB/RS** to compile risk/health and safety assessment and arrange training session for volunteers to develop into first observation in Spring. **CLERK** to inform Came and Company of training dates and speed assessment dates and to list equipment on Asset Register.
- **Defibrillator Awareness session.** RS has arranged training session for up to 20 people on **Saturday 10<sup>th</sup> March at 3pm** (until 4.30). **ACTION: CLERK** to promote in Village Voice, Website and Notice Boards. **Parishioners** to confirm attendance to the Clerk at [cuddingtonpc@gmail.com](mailto:cuddingtonpc@gmail.com).

#### 4. Declarations of Interest

There were no interests declared.

#### 5. Correspondence

- CCPC. Councillors **agreed** a donation of £450 towards the upkeep of the Churchyard.
- Resident. Reference to speeding village traffic. Whilst a variety of speeding measures (with Sentinel Speed watch scheduled for Spring) have been carried out, Councillors **agreed** a meeting with BCC for a potential feasibility study was necessary. **ACTION: PI/CLERK to arrange meeting date.** Reference to drains at village crossroads and inability to cope with winter rainfall. **ACTION: PI to instruct investigation of drains.**

#### 6. Reports from Councillors attending meetings and outside organisations

LAF report circulated to Councillors from KMB. The Chairman has requested that all members update their attendance details to Korinne Leney. It was noted there is to be one Parish representative for each area who can be counted in a vote. Substitutes could still be sent if needed. **ACTION: KB to inform [koleney@buckscc.gov.uk](mailto:koleney@buckscc.gov.uk).**

**Allocation of LAF's 2018/19 budget.** **Note:** Non-transport applications by Friday 9<sup>th</sup> February 2018.

#### 7. Contributions from AVDC and BCC Cllrs

- Cllr Judy Brandis informed the meeting that AVDC had sold Aylesbury Vale Broadband. Its commercial companies have also lapsed. The Vale Lottery continues to help support good cases in Aylesbury Vale.
- Cllr Paul Irwin reported that works for a cycleway linking Waddesdon Manor to Aylesbury Vale Parkway is underway. Repair works to the bridge in Cuddington continue. Paul reported on a disappointing OFSTED re-inspection report on the arrangements for children's services in Bucks where the overall findings remain 'inadequate'. BCC's cabinet has decided to close a number of Children's centres across Buckinghamshire. An announcement regarding a Unitary Council for Buckinghamshire is still awaited. The NIC report has highlighted 155,000 new homes between Buckingham and Bicester. It is thought that the route of the Express Way (Oxford to Cambridge) will take the shape of the East West Rail Route.

#### 8. Planning

- **17/04892/APP – Jaydan Cottage, Holly Tree Lane, Cuddington HP18 0BA**  
Erection of single storey rear extension, replacement windows in timber, new flue to rear, new windows to side elevation, oak brackets to existing entrance canopy, widening of steps to existing entrance, removal of pipework from side elevation. Case Officer: Mr James Davis. Comments by: 9 February 2018.

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2018/03

**ACTION: CLERK to return OPPOSES the application to AVDC and comment:**

The Parish Council has no objection to the proposed extension at the back of Jaydan but has concerns about the addition of new windows facing north towards the neighbouring property (Milford), particularly at first floor level. Although this is not an attractive elevation, Jaydan currently functions without these windows and there are no proposed changes to the ground floor (living room) and first floor (bedrooms); these all have existing windows that face east and/or west. The proposed new windows at first floor level may adversely affect the privacy and amenity of Milford. **ACTION: CLERK to register PC to speak if it the application is considered by Committee.**

- **18/00137/APP – Land North of Aylesbury Road, Cuddington HP18 0BG**

Erection of 8 dwellings including alterations to the existing access & associated landscaping works.

Case Officer: Mr Christopher Sawden. Comments by: 13 February 2018

**ACTION: CLERK to return OPPOSES the application and comment.**

The Parish Council welcomes the pre-application consultation with the developer and has no objection to the overall design and layout of the proposals. The majority of issues the PC raised about the initial proposals have been amended or mitigated. However there remain concerns about development on the northern boundary and pedestrian access that have not been fully resolved by the latest proposals.

- **Northern boundary.** Development on the northern boundary is still continuous but it is acknowledged that it is broken up in plan and elevation to create a more irregular profile. The Planning Statement (paras 6.6 and 6.14) also refers to changes in the distance of development from the boundary and additional boundary planting. Nevertheless, it is felt that the massing and scale of development in the NW corner does not respond to the topography (falling levels to the north) or the scale of adjacent single storey properties. Rectory agreed to do a site survey to investigate the falling levels in this position, but this survey had not been carried out prior to submission and hence no account of any findings could have been taken. The developer has recognised the need to take account of adjacent properties at the entrance to the site and the Planning Statement (para 4.8) states that *'The two dwellings at the entrance to the courtyard (plots 1 and 8) are proposed as single storey units to respect the height and proportions of the neighbouring dwelling Little Stone Barn.'* A similarly sensitive approach to development in the Conservation Area is requested for the NW corner of the development to reduce the building height, for example by replacing the corner two storey unit with a single storey unit.
- **Pedestrian access.** The Transport Statement does not adequately address the pedestrian access to the site and it is noted that the BCC highways officer has reservations about the width of the pedestrian access and proposed pedestrian crossing point where it links to an existing driveway. BCC has requested further information from the applicant. The crossing is located close to the 30/ 50mph signs at the eastern edge of the village where vehicles have been regularly recorded exceeding the speed limits both entering and leaving the village. The current proposals are considered to be unsafe and more thought is needed to arrive at a satisfactory and holistic solution.

## DRAFT MINUTES

2018/04

**ACTION: CLERK** to register PC to speak if the application is considered by Committee.

**NOTE:** Following this Parish Council meeting and subsequent to the drafting of the Minutes, contact from Rectory Homes KB and KT has been made informing the Council of various measures that are being taken in response to queries about the application from Consultee bodies. **The Parish Council would like to reserve the right to make further comment, in light of any amendments to the Application that are made in response to the Parish Council comments above.**

### 9. D18/00137/APP – Land North of Aylesbury Road, Cuddington, HP18 0BG

Since 6<sup>th</sup> April 2015, the CIL Regulation 123 requires the Local Planning Authority to detail specific sport and leisure projects against any financial contributions generated by the development with the drafting of S106 Agreements. Therefore, Parish and Town Councils now need to identify suitable sport and leisure projects, with approximate costings, as part of the planning application process when making formal representation on residential planning applications. It is noted that it is advisable to have the projects already defined before any applications are made, potentially through a Neighbourhood Plan. It was also noted that the Parish Council can pool a maximum of 5 separate S106 agreements towards 1 specific project. If the development proceeds it will generate a £30,798.00 generated sport/leisure off-site financial contribution. Councillors discussed appropriate sport/leisure project/s for inclusion in the drafting of the S106 legal agreement (subject to the above development proceeding), but no definite project was agreed at this stage. It was noted that as the Parish Council will object to the application (or if AVDC refuse permission), the drafting of the S106 Agreements are prepared on a 'without prejudice basis' to secure the Council's requirement for financial contributions in the event that the application is subsequently granted. **ACTION: CLERK** to email Joe Houston, AVDC and request the Parish Council responds after its February meeting. **CLERK** to agenda for February meeting.

### 10. Cuddington Neighbourhood Plan

Following RS report on the initial process of a Neighbourhood Plan, Councillors **resolved** to designate Cuddington as a Neighbourhood Area. Rather than go out to tender, it was agreed to request Neil Holmer, Planning Consultant who has produced plans for neighbouring villages, attend the February meeting to give a full account of what's involved. It was decided to contact Parishioners who have expressed an interest in forming a Neighbourhood Planning Group after the February meeting once a better understanding of the work involved was obtained. It was noted that new grant funding opens in April 2018. **ACTION: RS** to invite Neil Holmer to the February meeting of the Parish Council - Monday 26<sup>th</sup> February 2018.

### 11. Finance

a. **Balance from Minutes of previous meeting** (27<sup>th</sup> November 2017): **BALANCE: £19,783.10**

- **Receipts:** £0.00
- **Debits:** £0.00
- **Plus returned cheque: £332.35** (AVDC – for issuing incorrect invoice for Dog Waste Service)
- **Plus unrepresented cheques: £0.00**
- **Balance of Bank Account: £20,115.45** (as at 15<sup>th</sup> January 2018)  
**Available Funds: £20,115.45** (balance of bank account less unrepresented cheques)

## DRAFT MINUTES

2018/05

### b. Orders for Payment: **£1,421.18**

- **Venetia Davies - £374.00** (January including NHP meeting and subsequent action)
- **Venetia Davies - £11.00** (Laminating Pouches)
- **Trustees of Bernard Hall Committee - £24.00** (Hall hire - December Meeting/heating)
- **AVDC – £216.18** (£180.15+ VAT £36.03) (Dog Waste Service – April 2017 to March 2018)
- **Ken Birkby - £212.00** (second Christmas Tree (purchased from Hartwell House Nurseries), £12.00 Ladder Hire)
- **Brian Woodford - £134.00** (£35.00 Electricity - Christmas Tree Lights, £99.00 Outside electricity point at Greenways installed also for Parish Council use on Village Green).
- **CCPC - £450.00** (upkeep of Churchyard)
- **BALANCE: £18,694.27** (Available Funds less Orders for Payment)

### 12.2018 Parish Council Meetings

The following dates were agreed, subject to Bernard Hall availability:

Monday 26th February, Monday 26th March, Wednesday 18th April (Annual Village Meeting), Monday 30th April, Tuesday 29th May (Annual Meeting of Parish Council), Monday 25th June, Monday 30th July, Monday 20th August, Monday 24th September, Monday 29th October, Monday 26th November, Monday 10th December. **ACTION: CLERK to book Bernard Hall.**

### 13. Items for Information including Diary Dates

- AVDC Parish Liaison Conference - 20th February 2018 at 17.30 (to 19.30), The Gateway. **ACTION: CLERK to confirm attendance of one Councillor.**
- LAF – 13<sup>th</sup> March 2018, Haddenham.

### 12. Date and Time of Next Meeting:

**Monday 26<sup>th</sup> February 2018 in the Bernard Hall 7.30pm**  
**Wednesday 18<sup>th</sup> April at 7.30pm - Annual Village Meeting**

The Parish Council meet on **the last Monday of every month** (or the 4<sup>th</sup> Monday in the event of a Bank Holiday Monday).