

# PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 27 July 2023  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 97/23 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Saintey (Vice Chairman), Cllr Mrs Crutchfield, Cllr Weber and Cllr McCarthy plus the Parish Clerk, Mrs Eagling.

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr Mitra (health reasons), Cllr Blunt, Cllr Dr Frearson, Cllr Heyman, Cllr Hawkins and Cllr Mrs Nash (annual leave).

2. Others present

Buckinghamshire Councillors Derek Town and the Parish Assistant.

### 98/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS FOR MATTERS TO BE CONSIDERED AT THE MEETING

- Cllr Mrs Crutchfield declared an interest as a tenant of Pitstone Allotment Association and abstained from voting in this agenda item.
- Cllr Weber declared that he resides in Cheddington Road close 45a, on the agenda as a potential planning breach. No discussions were tabled.
- It was noted that all councillors have standing declarations of interest as the council, as a corporate body, is trustee of the Recreation Ground Charity and Pitstone Parish Charity.
- The Clerk expressed the usual pecuniary interest in the overtime, which is approved by the staffing committee, and the clerk never has a vote.
- No other declarations nor dispensations were received.

### 99/23 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No matters were raised for discussion.

### 100/23 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town had previously circulated a report, which will be published on the parish council website for the benefit of residents.

### 101/23 MINUTES OF THE MEETING held on 29/6/23

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 29 June 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 102/23 CLERK'S REPORT ON MATTERS ARISING

This section provides updates on issues that are ongoing. Resolutions cannot be passed on items in this section of the agenda as insufficient detail will have been provided to councillors to satisfy the legal requirements, therefore minor updates will only be noted. This information is provided to keep members of the public up to date on the various ongoing matters.

1. Where third parties are responsible

- Castlemead Highways Issues:
  - BC and TW liaising. Phase V of Castlemead & business park to follow – dates tbc, business park being scoped by TW/BC. Legal issue re parcel of land ownership to be resolved before can progress.
  - Castlemead Lighting: BC advised that purchase of LED lanterns needing to be re-costed & approved due to change in highways contract at BC.
- Castlemead Public Open Space Phase III: TW to transfer to BC. Complications arising from legal charge in favour of Sancem Group which have yet to be resolved and classified as exempt disposals by TW/Sancem.

- Croudace Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards on provision that the stipulated conditions and contributions are met. BC to adopt highways prior to PPC adopting. BC and Croudace currently liaising. Comments submitted to Croudace. Currently with legals as Section 38 agreement not currently adopted to enable transfer.
- Croudace 'un-specified' S106 – BC advised the process would be reviewed but currently no changes.
- Croudace/Buckinghamshire Council holding £10k of funds for “Sustainable Community Transport and Dial-a-Ride” arising from Rushendon Furlong development. See agenda item re electric shared car. South Beds dial-a-ride is our nearest and try to accommodate any car scheme requests that we are unable to fulfil but have not required funding.
- Bellway Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting within the development. BC to adopt internal highways (following 12m maintenance period) prior to PPC adopting lighting. Bellway aware & preparing information. Section 38 agreement not currently adopted to enable transfer.
- NKH/Buckinghamshire Council highways: £37k contribution to Pitstone Safety Scheme to be defined by BC.
- NKH/Buckinghamshire Council holding £74,000 “towards the enhancement of the existing local 61 and 164 bus services” arising from NKH – BC advised “This still remains planned, but at the moment costs as exceptionally high, this being up to 40% higher than previously, and therefore we have not progressed this any further until such time as we can be sure we’ll get the best value for money.” Is due to include review of options to deliver bus to Tring station.
- NHK Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance. Internal roads will be private and therefore no requirement to adopt lighting.
- NKH replacement car park: Illuminated car park will pass to the parish council along with the MUGA in due course.
- NKH MUGA: BC liaising with NKH.
- NKH community areas / conversion to residential: NKH escalated first planning application to Planning Inspectorate on grounds of non-determination, who subsequently allowed the appeal and granted approval. Now subject of Judicial Review challenge. NKH’s second set of planning applications remain outstanding with BC.
- NKH community areas: NKH arranging to clear and tidy the sites.
- NKH open space: Transferring to “Ravensmoor (Pitstone) Management Co Ltd” and not Pitstone Parish Council.
- NKH to (a) repair the hole in their hedge to the toddler play equipment and (b) advise about replanting the hedgerow to the open space (if replanted, the parish council has agreed to protect with a section of green plastic mesh fencing).
- Land off Westfield Road/'The Mounds': with Taylor Wimpey.
- Buckinghamshire Highways Issues:
  - Reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road added to capital footway program (eta 2024)
  - Collapsed footpath in Queen Street – outstanding.
  - Marsworth Road speed humps – BC hoping to add to capital maintenance program.
  - Cheddington Road repeater signs – awaiting TRO then can install signage, plus awaiting details of potential interim solution.
  - Pedestrian safety under Cheddington Road railway bridge – BC arranging to side out under the bridge, repaint the markings down one side, patch the carriageway surface and install an extra warning sign.
  - Signage: replacement Pitstone sign for Westfield Road to be supplied; replacement sign (excluding canal cruises) for Cooks Wharf turning to be supplied, forgotten 'new speed limit' & 'new road layout' signs to be collected by BC, replacement cul-de-sac sign for Chequers Lane to be supplied.

- Marsworth Road roundabout planters – continue to seek to find permanent solution with BC. Commercial sponsorship available via Marketing Force should any commercial companies wish to pursue.
  - Ivinghoe Freight Strategy – trial underway.
  - Safety Scheme works by Westfield Road junction: BC advised unable to progress until Ivinghoe Freight Strategy implemented.
  - Safety Scheme works along Marsworth Road: BC advised unable to progress until Ivinghoe Freight Strategy implemented.
  - B489 derestriction of B-road and 7.5 tonne limit: BC advised that this could not be considered until the proposed Ivinghoe freight strategy has been implemented.
  - Cycle improvements to Tring station (HCC/CRT/BC): BC & HCC working out how can approach the proposals to deliver the alternative option to the unviable straight-line cycle/ped route to Tring Station. Both councils are investigating issues via development management and legal colleagues.
  - Project Groundwater – BC created dedicated website. Aldbury included within scope.
  - Mapping Rights of Way: Pitstone aspect of project being undertaken by local resident volunteer.
  - BC Local Heritage List: historic porch on Cheddington Road to be submitted once reinstated.
  - Pitstone Memorial Hall Charity car park: PMH investigating with NKH.
  - Pitstone Hill Agreement – National Trust may review in early 2024.
  - PAA investigating potential provision of water tap at site & will provide further details in due course so that PPC can apply for approval by National Trust
  - Fibre Broadband – in progress by both Trooli and Openreach but neither can provide a date.
  - Luton Airport Expansion proposals – PI Open Forum meeting 10/8/23. BC meeting 1/8/23. Reached out to other affected parishes (Edlesborough, Dagnall and Halton). Cllr John Wilkinson (Edlesborough & Dagnall) happy to be included.
3. Within the scope of the parish council:
- Double lane practice cricket nets – (a) Installation date eta 'July' (b) occupational licence to be finalised with I&PUC to coincide with installation.
  - Additional trees on Recreation Ground – long term aspiration.
  - Huck Teck playground remedials booked (a) equipment asap (b) safety mats in the autumn.
  - PAA – long term aspiration for additional allotment land within the parish.
  - Hedgehog Highway Surrounds – Still plenty of units for sale.
  - Information Panels for Wildlife Site – in progress via local volunteer.
  - Commemorative tree for Cllr May Everton – completed.
  - Solar panels for pavilion –Community Board carried grant request over to this new financial year. This request is due to be considered by senior management in the coming weeks, however the community board funding policy is also currently being discussed separately. Will advise in due course.
  - Town Lands Charity re additional leisure land – waiting for response from the charity.
  - Traffic speeds: Police Speed Check Area signage installed on Westfield Road. SID manufacturer will revert to the parish council once resolved technical issues to make the units more mobile.
  - Lighting illuminating PMH car park – established that PMH accidentally isolated the supply to the 'car park lights' switch, so are now engaging their electrician to reverse.
  - Old Farm lantern conversion to LED – order placed.
  - Parish council representation on Pitstone Memorial Hall Charity – outstanding, no members come forward to volunteer at present.
  - Please refer to Sports & Leisure Committee minutes for full list of S&L related matters.

## 103/23 CORRESPONDENCE

The list of correspondence received was noted.

## Committee Matters:

### 104/23 PLANNING COMMITTEE AND RELATED MATTERS

This section of the meeting was Chaired by Cllr Weber, Chair of the Planning Committee.

#### 1. Minutes

It was noted that there had been no committee meeting during the month and therefore no draft minutes had been due.

#### 2. Application Consultations

None received this month.

#### 3. Decisions notified by Buckinghamshire Council

- Duncombe Farm Cottage on Stocks Road, 23/01181/APP, Householder application for replacement single bay cart lodge: Approved by Buckinghamshire Council.
- 1 Windsor Road, 23/01572/APP, first floor side extension: Approved by Buckinghamshire Council.
- 18 Church Road, 23/01007/APP, part two storey and part single storey side and rear extensions: Approved by Buckinghamshire Council.

#### 4. Applications outstanding with Buckinghamshire Council.

Plot C on Westfield Road, Land to The South of Marsworth Road and The West of Vicarage Way (restaurant/pub site only), Land Adjacent to Allotment Gardens (nursery site only), land to the rear of 12 Marsworth Road, Land to the rear of 87 Marsworth Road (5 dwellings), 26 Albion Road and filming at Pitstone Quarry.

#### 4. Appeals dismissed by the Planning Inspectorate

27 Campbell Lane; Enforcement ref: 20/00443/CONB, Appeal ref: 21/00078/ENFNOT; Planning Inspectorate Ref: APP/J0405/C/21/3285648. Appeal dismissed by the Planning Inspectorate. Fence to be removed, wall and amenity land to be reinstated, within a period of 3-months (October).

#### 5. Enforcement outstanding with Buckinghamshire Council.

- 27 Campbell Lane (20/00443/CONB) – Enforcement notice upheld and modified by the Planning Inspectorate. Must be restored to original conditions by 4/10/23.
- Potential planning breach at 45a Cheddington Road for new fence over 1m beside footpath: Buckinghamshire Council investigating (NC/23/00232/OPHH).

#### 6. Appeals subject to Judicial Review

Land To the South of Marsworth Road and The West of Vicarage Way (the first application to turn the 2 x PDA commercial areas into residential). Planning Inspectorate Ref: APP/J0405/W/22/3292202; Appeal Ref: 22/00058/NONDET; original planning application ref: 21/02999/APP; Construction 21 no. dwellings (8 flats and 13 houses), including associated works, car parking and landscaping, Appeal grounds - non determination. Planning Inspectorate Decision: appeal allowed, and planning granted. Now subject to Judicial Review by Buckinghamshire Council: CO/1805/2023 - Buckinghamshire Council -v- (1) SSLUHC & Ors.

Following the update on the planning portal, it was **RESOLVED** to submit an enquiry to Buckinghamshire Council regarding the High Court decision date published.

Cllr Nicholls re-took the Chair.

### 105/23 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

#### 1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 13/7/23.

#### 2. Queries re Bellway Public Open Space and LEAP

Council noted the information provided by Bellway. Some queries remained regarding boundary treatments. Carry forward to next meeting.

3. Bellway Public Open Space and LEAP S106 Maintenance Monies

It was noted that the draft monies likely to arise if the open space and LEAP was adopted by the Parish Council. Commuted Sum A is based on the total size of the areas to be adopted (currently 0.157ha) and would equate to £15,332.77. Commuted Sum B is based on specific elements contained within these areas, so cannot be defined until Bellway has specified what fencing etc is included but would likely be in the region of £31,485 (including the play equipment).

BC reviewing the S106 figures to reflect the boundary elements currently proposed to be included by Bellway.

4. P&IUFC Tournament

No further information had been submitted by the club and no representatives were in attendance, it was therefore **RESOLVED** to postpone this item to the sports and leisure committee meeting on 10/8/23.

5. Huck Teck Play Equipment

It was **RESOLVED** to accept the revised quotation from Huck Teck (£7,874.10 + VAT) to now include replacement of worn matting on cableway and group swing; reinstating embankment with topsoil, turf and matting; and replacing damaged matting where required for critical fall height.

It was **RESOLVED** to enquire about the tensioning of the Cheops pyramid, as this was raised by the contractors on site.

It was **RESOLVED** to seek advice/quotation about the newly vandalised Viking swing end segment.

**106/23 STAFFING COMMITTEE AND RELATED MATTERS**

1. Minutes

It was noted that there had been no committee meeting during the month, so no draft minutes were due.

2. Summer Volunteer Event (7/9/23)

It was noted that preparations were in hand. Invitations printed and will be distributed at the start of August.

3. PPP

It was noted that a volunteer had come forward to provide relief cover for the Distribution Manager. It was noted that four volunteers had come forward to assist with quarterly distribution rounds of PPP.

**Charity Matters:**

**107/23 PITSTONE PARISH CHARITY**

It was noted that no meeting took place during the month, so no minutes/report due. Meeting convened for August.

**108/23 PITSTONE RECREATION GROUND CHARITY**

It was noted that no meeting took place during the month, so no minutes/report due.

**Working Group Matters:**

**109/23 PITSTONE DEVELOPMENT AREA**

It was noted that there were no new matters for consideration this month.

The Nicholas King Homes retrospective planning permission for the MUGA as built, remains with Buckinghamshire Council (the update from Buckinghamshire Councillor P Brazier was noted) and the Judicial Review proceedings in respect of the Planning Inspectorate decision re residential housing on the remaining two NKH plots in relation to the impact on the SAC Chiltern Beechwoods remains in progress. (Reference: CO/1805/2023 - Buckinghamshire Council -v- (1) SSLUHC & Ors - Land to the south of Marsworth Road and the west of Vicarage Way, Pitstone, Bucks).

**110/23 YOUTH CAFÉ**

The submissions from the Café Manager had not been provided, so it was **RESOLVED** to carry forward all youth café items to the August meeting.

## Other Matters:

### 111/23 DEVOLVED SERVICES

No issues for consideration this month.

### 112/23 HIGHWAYS AND RIGHTS OF WAY

#### 1. Potential footpath from Westfield Road to College Lake

The responses from BC Rights of Way and BBOWT College Lake were noted. An enquiry has been lodged with Taylor Wimpey.

#### 2. Westfield Road bus shelters

BC still to sign off process for BC Highways. Katrina to arrange a meeting with Highways and revert to the Community Board to re-enquire about potential funding.

#### 3. Cheddington Road – Cooks Wharf to Chequers Close

Awaiting feedback from the BC Local Area Technician, so carried forward to August.

#### 4. Zebra Crossings

As per the bus shelter issue above, BC are waiting for the Highways manual / sign off procedures to be finalised.

#### 5. mVAS Reports

It was **RESOLVED** to note receipt of the mVAS reports for Vicarage Road and Cheddington Road. Data uploaded to website.

### 113/23 COMMUNITY TRANSPORT

1. It was noted that the car scheme had been fairly quiet recently, probably due to the volume of strike activity at the hospitals.
2. It was noted that South Beds Dial-a-Ride had been able to assist a few residents that our car scheme had been unable to assist.
3. It was noted that information about the Haddenham electric vehicle club would be published in the upcoming edition of PPP to gauge resident interest.

Buckinghamshire Councillor Derek Town departed the meeting.

### 114/23 ALLOTMENTS

1. It was **RESOLVED** to note that Pitstone Allotment Association wished to retain their existing annual charge of £6 per quarter plot per annum.
2. It was **RESOLVED** to retain the existing Parish Council tenancy fee rate of £9 per quarter plot per annum.
3. It was **RESOLVED** to renew the annual licence to the Pitstone Allotment Association, with no amendments required.

### 115/23 POLICY AND DOCUMENT REVIEW

- It was **RESOLVED** to approve the annual review of the Street Lighting Policy and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the Reserves Policy, and the Chairman was duly authorised to sign on behalf of the council.

### 116/23 LIGHTING

- It was noted that a site meeting had been arranged with Lamps & Tubes Illuminations for 9/8/23 regarding alternative Christmas illuminations for the pavilion site.
- It was **RESOLVED** to obtain quotations for the removal of the dead tree, and grind out of the stump, located in the pavilion front car park.

### 117/23 WHISTLEBROOK

- The initial response from the Internal Drainage Board was noted. A site visit has been arranged for 18/8/23.
- The initial response from the Environment Agency was noted. It had been requested that they check with their regional estates team if they were responsible for any maintenance.

## 118/23 ISSUES RAISED BY MEMBERS OF THE PUBLIC

It was noted that there were no other outstanding matters raised by residents for consideration or to be tabled on the next agenda at present.

### Financial Matters:

#### 119/23 GENERAL FINANCIAL MATTERS

##### 1. Grant Request Consideration

- No further update from Pitstone Memorial Hall Charity regarding their potential grant request for assistance with their utility dispute.
- It was **RESOLVED** that council would provide a grant of £627 to Pitstone Memorial Hall Charity to enable them to complete the transfer of the covered walkway from the Recreation Ground Charity.
- It was **RESOLVED** to advise the newly set up Dementia Carers Respite charity that they did not meet the application criteria at this time.

##### 2. Staff Overtime

It was **RESOLVED** to ratify approval of the payment of 14.75 hours of overtime worked by the Parish Clerk during June and 9.75 hours of overtime worked by the parish assistant for that month. Already reviewed and approved by the staffing committee for inclusion in the July payroll.

##### 3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC refunded PPC £885.19 for the 1-30/6/23 period plus £200 being reclaimed on behalf of the Recreation Ground Charity for the 2022-23 financial year.

##### 6. Financial Summaries and Expenditure

The bank reconciliation, financial summary, confidential salary payments, pavilion & allotment monthly summaries, debtors and creditors were noted.

It was **RESOLVED** to make the payments outlined in the financial summary and two councillors were granted approval to enact the bacs transfers. The Chairman was granted authority to sign the financial papers on behalf of the council.

##### 7. Internal Controls

It was noted that the Internal Controls had been undertaken with no issues or actions arising.

##### 8. Budget Monitor

It was **RESOLVED** to approve the budget monitor.

##### 9. Public Sector Deposit Fund

Carried forward.

##### 10. External Audit

It was noted that council was waiting for a response from PKF Littlejohn.

### Reports & Other:

#### 120/23 REPORTS

- **Buckinghamshire Council Planning Forum** – Cllr Crutchfield provided feedback and encouraged members to read the circulated slide pack.
- **Buckinghamshire Council Parish Liaison Meeting:** Cllr Saintey provided feedback.
- **Buckinghamshire Council Clerks Forum:** The clerk had not been able to attend in person due to annual leave, but the information arising had been circulated electronically.
- **Fairhive:** It was noted that the fly-tipping and overgrown shrubbery in Yardley Avenue car park had been reported to Fairhive for remedials.
- No other reports were presented.

## 121/23 OTHER

### 1. Date and Time of Next Meeting

It was noted that the next meeting of the Parish Council would take place on 31 August 2023 at 7.30pm.

### 2. The following items were noted for inclusion on the full council agenda:

- Annual review of complaints procedure.
- Annual review of all GDPR policies, notices etc including social media/comms.
- Determine hedge cutting requirements.
- No other items were raised for inclusion.

### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 31/8/23, 28/9/23, 26/10/23, 30/11/23 (AM apologies), 4/1/24.
- Sports and Leisure Committee meetings: 10/8/23, 14/9/23, 12/10/23 and 9/11/23.
- Summer volunteer event: 7/9/23
- PPP Publication dates: April, July, October, and January.
- BC Parish Liaison Meetings: 18/10/23
- BC Planning Forum 30/10/23 – Cllr Crutchfield
- Community Board meeting: 5/9/23
- Fairhive estate walk around tbc 14/8/23.
- PAA AGM 19/10/23 7.30pm at the Pavilion
- Lamps & Tubes site visit 9/8/23.
- Internal Drainage Board visit to Whistlebrook 18/8/23.
- Planning Inspectorate Open Floor Meeting re Luton Airport Expansion 10/8/23 – Cllr Nicholls
- BC Luton Airport Expansion meeting 1/8/23 2pm Teams – Cllr Nash.

The public section of the meeting closed at 20.40 and the Parish Assistant departed the meeting.

In accordance with The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.

## 122/23 BUCKINGHAMSHIRE COUNCIL OPEN SPACE

It was **RESOLVED** to continue negotiations with Buckinghamshire Council regarding their offer.

## 123/23 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.10.

Signed *D Nicholls*

Date: 6/9/23

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Chairman