

THE IVERS PARISH COUNCIL

Documents for Agenda.

Instructions for joining the Zoom meeting

Link: <https://us02web.zoom.us/j/84099229194?pwd=TzAxRTcySllyZlZlL1dMZkZjbjB4UT09>
Meeting ID: 840 9922 9194
Password: 668524

Stephanie Bennett

Clerk to the Council

1. MINUTES

To confirm and sign the minutes of the meeting held on the 4th May 2020 circulated and loaded separately on website.

2. COMMITTEE MINUTES

To receive and confirm the following minutes:

- a) **Planning Committee** 31st March and 28th April 2020.

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 28th APRIL 2020 at 6.00 PM as an E meeting via Zoom

Present: Councillor Carol Gibson (in the Chair)

Councillors:

Cllrs: Geoff Bennett, Chris Woolley joined at 18.30, Wendy Mathews and Ann Mayling.

In attendance: Martin Haley Administration Asst

153 PUBLIC PARTICIPATION:

None

154 TO RECEIVE APOLOGIES FOR ABSENCE:

Apologies: Cllr Reg Gould.

155 DECLARATIONS OF INTEREST:

To resolve that it be noted that the participation of those Parish Councillors who are also members of the South Bucks District Council Planning Committee, in both the debate and any subsequent vote on matters contained in the agenda, was on the basis that the views expressed were preliminary views taking account of the information currently available to the Parish Council. Parish Council members who are also District Councillors reserved their final views on the applications until they were in full possession of all relevant information both for and against.

Cllr Wendy Mathews – BC

156 THE MINUTES:

It was RESOLVED that:

The minutes of the Planning Committee meeting held on the 03rd March together with the notes of comments and observations for the meeting scheduled for 31st March submitted to the new Buckinghamshire

Area Planning team for Chiltern and South Bucks dated 1st April be accepted and approved as a correct record and the Chairman be authorised to sign the same – signed.

157 PLANNING APPLICATIONS:

No	Planning applications received:		
1	Application No./site	PL/20/1051/EU	Mercers Farm Thorney Mill Road Iver Buckinghamshire SL0 9AR
	Proposal	The existing use of the land and buildings for waste management services including the recycling of scrap metal and the sorting and storage of industrial and domestic waste	
	P. C. Comments	<p>Objection This application for waste transfer is not an acceptable use of land in Green Belt and a residential area where the only route is along residential roads. The operation will be noisy and likely to produce dust. There is no indication of the likely intensity of use nor of expected traffic movements.</p> <p>Waste processing activity was being carried out on the site about 3 years ago, nothing has been going on on the site since then until recently.</p> <p>There is no planning permission for an HGV operating centre at Mercers Farm.</p> <p>The only reference to an Operator's licence for HGVs at Mercers farm is OF2030394, issued in February 2020. There may be historical records, not accessible. The DVLA may grant a HGV drivers licence, that is not the same as an O licence, required for the transport of goods belonging to another.</p> <p>The Company's House record for K Lee Grab Services Ltd and Mercers Haulage and Plant Hire Ltd which are supposed to have been operating out of the site show that these registrations appear just to be shell companies which have never traded, there is no record of any trading profit or loss on their balance sheets which would again indicate that there has been no activity on the site.</p>	
2	Application No./site	PL/20/0903/SA	8 Holmsdale Close Iver Buckinghamshire SL0 9HY
	Proposal	Certificate of Lawful Development for proposed : Conversion of existing integral garage for residential use and extension of existing vehicular access.	
	P. C. Comments	Noted	
3	Application No./site	PL/20/0955/FA	25 Oak End Drive, Iver Heath, Buckinghamshire, SL0 0SE
	Proposal	Demolish existing garage and erection of part two storey, part single storey side extension and a single storey rear extension	
	P. C. Comments	No Objection. Please note 3 Parking spaces required, should not rely on space at cul de sac	
4	Application No./site	PL/20/0837/PNE	3 Apsley Walk Iver Buckinghamshire SL0 9BQ
	Proposal	Notification under The Town and Country Planning (General Permitted Development) Order 2015, Part 1 of Schedule 2 Class A.4 for a single storey rear extension (Dimensions D 6m, MH 3m, EH 3m)	
	P. C. Comments	Noted – Query, were P.D.R not removed when Apsley Walk was approved for development?	
5	Application No./site	PL/20/0969/FA	19 Old Slade Lane Iver Buckinghamshire SL0 9DY
	Proposal	Erection of a detached double garage to front of property	
	P. C. Comments	No Objection – However please note there is no Site Plan and a discrepancy between the Block Plan and the plan included at page 12 of the Tree Report .Subject to clarification and compliance with tree protection measures, no objection.	
6	Application No./site	PL/20/1133/PNE	100 Swallow Street Iver Buckinghamshire SL0 0HQ
	Proposal	Notification under The Town and Country Planning (General Permitted Development) Order 2015, Part 1 of Schedule 2 Class A 4 for single storey rear extension (depth extending from rear wall 6m, maximum height 3m, eaves height 3m	

	P. C. Comments	Noted	
7	Application No./site	PL/20/1032/FA	Land To The East Of Swallow Street and South Of The Starlings Iver
	Proposal	Erection of stable block and associated hardstanding	
	P. C. Comments	Objection - While equestrian activity may be acceptable in Green Belt, TIPC objects to this over-large brick built stable. Elevations suggest a timber structure. Referring to 16/01408/FUL, The Starlings, an Ecological Appraisal was required. A map of the entire site r/o 77 Swallow Street page 21 of the EA, shows the dilapidated field shelter, scrub and 'pond'. There is no reference to these in PL/20/1032/FA and all those features have been cleared, apparently given verbal permission by 'the planning department'. This is a large area of undisturbed grassland, not grazed for a while, and should have been subject to an ecological survey. The remaining land and boundary trees should be surveyed. Please refer to Ecology Officer and Tree Officer	
8	Application No./site	PL/20/1034/FA	Boteler 80 Slough Road Iver Heath Buckinghamshire SL0 0DY
	Proposal	Part two storey, part single storey side extension, rear and side dormer and 2no. front roof lights, single storey rear extension, demolition of existing garage and utility shelter	
	P. C. Comments	Objection - Existing access also serves 80A, this application results in 6 bed house requiring 3 parking spaces. Refer to Highways for opinion on additional vehicle movements at busy junctions. Construction material will have to be delivered direct to the site. There is no road space for deliveries and only a single track driveway across the footway. Protection of street trees is essential. Refer to Tree Officer for tree protection, there may be TPO on boundary trees. Ensure drainage and sewerage adequate for further development of this site	
9	Application No./site	PL/20/0991/PNE	18 Stonecroft Avenue Iver Buckinghamshire SL0 9QF
	Proposal	Notification under The Town and Country Planning (General Permitted Development) Order 2015, Part 1 of Schedule 2 Class A 4 for single storey rear extension (depth extending from rear wall 5.95m, maximum height 2.95m, eaves height 2.95m	
	P. C. Comments	Noted	
10	Application No./site	PL/20/1032/FA	Land To The East Of Swallow Street and South Of The Starlings Iver
	Proposal	Erection of stable block and associated hardstanding	
	P. C. Comments	Duplicate entry.	
11	Application No./site	PL/20/0362/FA	3 Elizabeth Court 19 - 21 Bathurst Walk Iver Buckinghamshire SL0 9DQ
	Proposal	Extension to existing apartment to incorporate redundant store and removal of external door	
	P. C. Comments	Objection. The conversion from store to "study" still creates potential for a two bedroom apartment and would require 2 additional parking spaces. Previous Bin and Cycle Store seem to have been sacrificed and this is another attempt to replicate the original refused application. The small north facing window is inadequate for a habitable space.	
12	Application No./site	PL/20/1237/CONDA	16 Coopers Row Iver Heath Buckinghamshire SL0 0HW
	Proposal	Application for approval of details reserved by conditions 5, 7, 8, & 11 on planning application PL/18/4491/FA. (Subdivision of plot and erection of detached dwelling.)	
	P. C. Comments	Noted. Is the visibility splay satisfactory?	
13	Application No./site	PL/20/1253/CONDA	2A Holmsdale Close Iver Buckinghamshire SL0 9HY

	Proposal	Application for approval of details reserved by condition 3 on planning permission PL/19/0669/FA. (Erection of detached dwelling house following demolition of brick garden wall and shed.)	
	P. C. Comments	Noted details of hard landscaping	
14	Application No./site	PL/20/1219/CONDA	Plot 1.04 Pinewood Studios Pinewood Road Iver Heath Buckinghamshire SL0 0NH
	Proposal	Application for approval of details reserved by condition 3 & 7 on planning permission PL/19/3858/FA. (Demolition of existing building and replacement with a single sound stage.)	
	P. C. Comments	Noted - 3. Noted.& no objection. 7 Not satisfactory . Details of traffic routes off site needs more detail. A means for residents to identify contractors and subcontractors off site to ensure full compliance with routing agreement is required..	

158 To Receive & note on Decision Notices - planning applications received:

			Decision	PC Objection Notes
1	PL/20/0657/PNE	4 Apsley Walk Iver Buckinghamshire SL0 9BQ	Prior Approval Not Required	Noted – Objection due shading and overlooking neighbour
	Notification under The Town and Country Planning (General Permitted Development) Order 2015, Part 1 of Schedule 2 Class A 4 for: single storey rear extension (depth extending from the original rear wall of 6.0 metres, maximum height 3.0 metres, eaves height 3.0 metres)			
2	PL/20/0540/SA	6 The Close Iver Heath Buckinghamshire SL0 0HE	Cert of law proposed dev or use issued	No Objection
	Application for a Certificate of Lawfulness for proposed: Single storey rear extension.			
3	PL/20/0497/FA	48 Langley Park Road Iver Buckinghamshire SL0 9QR	Refuse Permission	Objection – Overdevelopment of plot, Loss of Hip to Gable roof, parking, overlooking neighbouring plot.
	Part two storey part single storey rear extension and loft conversion			
4	PL/20/0044/NMA	19 - 21 Bathurst Walk Iver Buckinghamshire SL0 9DQ	Accepted	No Objection – Front Door, Objection – Change of roof line, removal of timber brackets, out of keeping streetscene.
	Non Material Amendment to planning permission PL/19/0983/VRC (Variation of condition 2 of Planning Permission 17/01562/FUL (Redevelopment of site to provide a block containing 19 apartments with associated access, landscaping and hardstanding) to allow removal of bin store from the building and erection of an external bin store) to allow for: bringing the front door forward to align with the front elevation, removal of side door, removal of timbered front gable and removal of front gable roof to window, addition and changes to front/ rear/side roof lights, change to roof line of side wing, removal of timber brackets and internal changes			
5	PL/19/4334/FA	Littlebury Wood Lane Iver Heath Buckinghamshire SL0 0LD	Conditional Permission	No Objection – subject to G.B. Policy and new build no larger of existing footprint.
	Single storey rear/side extension and demolition of existing outbuilding			
6	PL/19/3932/FA	Plot 1.03 Pinewood Studios Pinewood Road Iver Heath Buckinghamshire SL0 0NH	Conditional Permission	No Objection – concerned rearding impact on adjoining Heatherden Hall – refer to HBO
	Demolition of existing buildings and replacement with 2 sound stages on Plot 1.03.			
7	18/00353/CLUED	93 Slough Road Iver Heath Buckinghamshire SL0 0DH	Refuse to Grant Use Certificate	Objection
	Application for a Certificate of Lawfulness for Existing Use: Car showroom (sui generis)-display of cars for sale on land hatched in red exceeding those in condition 4/5 of planning application reference SBD/589/89.			
8	PL/20/0546/FA	Elizabeth Court 19 - 21 Bathurst Walk Iver Buckinghamshire SL0 9DQ	Conditional Permission	Objection
	Alterations to existing vehicular access and creation of a new vehicular access to the rear of the existing apartment block			
9	PL/20/0077/EU	244 Swallow Street Iver Buckinghamshire SL0 0HT	Refuse to Grant Use Certificate	Objection
	Application for a Certificate of Lawfulness for existing: Use of land as domestic curtilage ancillary to occupancy of 244 Swallow Street, Iver, SL0 0HT			
10	PL/20/0493/FA	32 North Park Iver Buckinghamshire SL0 9DJ	Conditional Permission	Objection – previously extended property

159 TO RECEIVE AND NOTE AMENDED, ADDITIONAL OR WITHDRAWN PLANS

- None.

160 TO RECEIVE AND NOTE APPEALS AND ENFORCEMENT NOTICES:

- None

161 THE IVERS NEIGHBOURHOOD PLANNING GROUP

- Appointment of Consultancy: - Reported that letter of appointment to Neil Homer of Consultancy Oniel Homer had been sent by the Clerk. Awaiting acceptance and full contact terms.

162 UNRESOLVED UNAUTHORISED DEVELOPMENT

- Povey's Yard referred - Waste Management still being undertaken on site. Details of unsafe practices referred to Enforcement and Environmental Health. Application PL/20/0332/FA still pending.
- Link Park. - Planning Application still pending, but activity still proceeding with no prior approval.

163 TO RECEIVE AND COMMENT ON CORRESPONDENCE:

- None

165 CHAIRMANS REPORT

- New Area Planning team in place for Chiltern and South Bucks area of Buckinghamshire County.
 - Provision for Town and Parish Councils to be represented at Area Planning meetings.
 - Comments/observations in person to Committee can include Objectors and Supporters of the scheme.
 - No minimum number of responses needed to "call in plans" - Any Councillor can ask for an application to be called in.
- Given the 4 Council vacancies (two for this Committee) we need full participation/attendance even electronically to remain quorate.

Next meeting to take place on Tuesday 26th **May 2020 at 6.00pm.**

There being no further business to discuss, the Chairman closed the meeting at 6.455 pm.

Signed..... Chairman

Dated.....

b) Amenities Committee 18th March 2020

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON 18th MARCH 2020 AT 7.30PM IN THE MEETING ROOM, JUBILEE PAVILION, IVER.

Present: Councillors Ann Mayling (Chairman), Chris Jordan, Wendy Matthews

In Attendance: Councillor Carol Gibson

Minutes taken by Cllr Ann Mayling

72. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs. C Woolley, B Lidgate and R Gould.

73. DECLARATIONS OF INTEREST

None

74. PUBLIC PARTICIPATION SESSION

No questions were put.

75. THE MINUTES

To confirm as correct the minutes (previously circulated) of the meeting held on the 22nd January 2020, and to authorise the Chairman to sign the same. It was **RESOLVED** to sign the minutes as a correct record of proceedings save for Minute Item 64.(o) where it was noted that the approval of the expenditure on the materials for the fencing work at Hardings Row field had not been recorded. Approval for expenditure to be carried forward to next Amenities Meeting to be held on Wednesday 27th May 2020 for retrospective approval.

76. PROGRESS REPORT

Members had before them the progress report dated 12th March 2020. The following additional point was made:

Fees and Charges for Pavilions and Allotments and date of implementation – The Assistant Clerk had circulated Allotment charges researched from neighbouring Parish Councils for price comparisons to the Committee. The fees and charges were reviewed. It was **RESOLVED** that these will be further discussed in the development of an action plan for the Iver Heath Allotments.

It was **RESOLVED** that the progress report be received and noted.

77. CLERK'S REPORT

Members had before them the report of the clerk dated 15th January 2020. Arising from the report:

a) **DELAFORD COLTS AND THE FOOTBALL FOUNDATION**

The Assistant Clerk had prior to the Pandemic lockdown arranged a meeting between the Parish Council and the Football Foundation (who advised that they would liaise with Delaford Colts FC to attend) on 20th April 2020. Going forward, it is hoped that the current and future User Agreements will be discussed and resolved; that a Steering Group be formally set-up between the Parish Council and Delaford Colts FC as recommended by the Football Foundation, and reassess Delaford Colts FC's plans for the continued use of the Jubilee Pavilion and pitches. Following discussions, it was **RESOLVED** that the Assistant Clerk to arrange for the meeting to be conducted using a Zoom call on the agreed date as no face to face meetings can take place in the current lockdown.

b) **RENEWAL OF FIRE, INTRUDER AND FIRE EXTINGUISHER MAINTENANCE CONTRACTS**

The Assistant Clerk has placed an order to renew the fire and intruder alarms, and the fire extinguisher maintenance contracts on all sites for one year with Town and Country. The total price for the annual contract is £1497.00 plus VAT. The first 6 months service will be carried out on 18th and 19th March 2020. A price comparison was carried out at the end of last year, and Town & Country still offer a competitive price. Following discussions, it was **RESOLVED** that the report be noted and that the Assistant Clerk circulate to the Committee Members the quotes in the price comparison.

c) **IVER HEATH CHILDREN'S PLAYGROUND REFURBISHMENT PROJECT - UPDATE**

The Assistant Clerk is pleased to report that following the last Amenities meeting held on 22nd January 2020, an order has been placed with Hags for the refurbishment and replacement equipment at the Iver Heath Children's playground which includes the Spinmee inclusive roundabout; replacement of a new springer and rocker, and replacement equipment for the Zingo Bubble Trail balancing equipment of 4 Stepping stones (Ross Ice Shelf). The new revised total price to include everything the Parish Council have asked for came to £39,658.69 plus VAT. The Assistant Clerk negotiated a lower total price of £38,000.00 plus VAT with Hags which was accepted. With the grant received from the Heathrow Community Fund, the total cost to the Parish Council for the children's playground project is £36,500.00 plus VAT, an additional increase of £3,830.43 from the original tender price from Hags. As it was resolved by the Committee at the Amenities meeting held on 22nd January 2020 to approve the tender received from Hags with the above changes to the specification, the Assistant Clerk went ahead and placed an order with Hags to secure the revised price and not to incur any further price increases to the order. A pre-start meeting has been arranged with the Assistant Clerk and Hags for Monday 16th March 2020 to discuss the installation of the project. Following discussions, it was **RESOLVED** that the additional spend of £3,830.43 for the Iver Heath Children's Playground (as per the revised quotation from Hags) be agreed.

d) **HEDGE AT THE NEW DISABLED CAR PARK – IVER RECREATION GROUND**

The Assistant Clerk is pleased to report that despite the weather, the making good and finishing off works at the new disabled car park was completed on 24th February 2020. The final area of the car park plans that needs to be completed is the planting of the low-level hedge to separate the parking and grassed areas. Prices for the purchase of the hedging from a Nursery was obtained in November 2019 along with 2 quotations for the works to be contracted out. New quotations will have to be obtained once a decision has been made as to whether the work will be carried out in-house or contracted out. It was **RESOLVED** that the Assistant Clerk obtain updated quotations from contractors to complete the planting of low-level hedging at the car park in the Iver Recreation Ground, and that the work is to take place in the next growing season.

e) **QUOTATION FOR TREE WORKS AT ST LEONARD'S MOUND**

Following the recent bad weather, an ash tree has fallen at St Leonard's Mound and the Head Groundsman has expressed concerns about overhanging branches from trees on the

side of the main road. Three quotations for the tree works have been obtained and circulated. Following discussions, it was **RESOLVED** that Heritage Tree Services to proceed with the tree works at St Leonard's Mound at a cost of £1,128.00 (inc VAT).

f) **THE IVERS PARISH COUNCIL'S BURIAL CHARGES SCHEDULE – ADDITIONAL CHARGE TO BE INCLUDED**

A resident requested to purchase an extension to their recently purchased plot deed. The Assistant Clerk sought advice from South Bucks District Council (SBDC) and was advised that this is not how it works. When the licence is due for renewal (close to the end of the licence and usually by the 24th year), the District Council sends a letter to the family asking if they would like to extend their licence. It is at this point that an extension to the licence can be purchased and was advised not before. Following this request, it was also noted that the Parish Council did not have a charge for a relicence fee in the Burial charges schedule. Following discussions, it was **RESOLVED** that the Committee approved the addition of a Re-licence Fee of £300.00 to be included in The Ivers Parish Council's Burial charges schedule in line with SBDC's burial charges to commence on 1st April 2020; clarification be given on whether this fee covers both burial plots and cremation plots, and the Committee also requested an update of the Parish Council's Burial Regulations to reflect the process and fees as conforming to existing regulations in South Bucks.

g) **IVER HEATH PAVILION REFURBISHMENT PROJECT – UPDATE**

The Assistant Clerk has now received a comparison quotation from Furlong & Higgs for the electrical works as reported by Palmac Electrical Services Ltd in their electrical installation inspection and tests report. Furlong & Higgs have also provided a quotation for heating controls to be installed so that the boiler can be controlled from the kitchen area for all users and a quotation for a new fire alarm system to be installed. Furlong & Higgs have sent over the JCT Form of Contract to sign. The Clerk and Assistant Clerk to review and complete the document for signing. Following discussions, it was **RESOLVED** that both quotations received from Furlong & Higgs Ltd for the Heating Controls at a cost of £432.00 plus VAT to extend and relocate heating controls from boiler room to kitchen (reusing existing controls) so that all Users can programme the boiler from the kitchen area as requested by the Working Group; and the Electrical works quotation to rectify all items with a code C1, C2 and C3 as recommended in the Electrical Installation Condition Report at a cost of £7,998.00 plus VAT be approved. However, the Committee Members requested a review of the fire alarm system specification quoted from Furlong & Higgs; that further quotes be provided, and that discussions with both the Iver Heath Bowls and Tennis Club will be required as they would be responsible for a proportion of the cost under the terms of their lease.

78. IVER HEATH VILLAGE FOOTBALL CLUB – STORAGE

The Iver Heath Village Football Club have now paid their hire and storage charges for 2019/2020. The Football Club no longer seeks use of the Pavilion for storage, restricting their needs to the garage only. However, the Football Club have asked if the Amenities Committee will consider letting the Club put their cabinet and trophies in the large meeting room. Following discussions, the Committee re-iterated the policy at both Pavilions to keep the

community meeting space clear for all users. It was **RESOLVED** that if the Club wishes to re-visit internal storage for next season then this can be discussed at the appropriate time.

79. GROUNDWORK – PROVISION OF CONSERVATION SERVICES AGREEMENT FOR APRIL 2020

Members had before them, copy having already been circulated, a copy of the Provision of Conservation Services Agreement for April 2020 from Groundwork South. Groundwork South had made some changes to the frequency and number of visits based on the new 5-Year Management Plans, and these changes will mean a saving of £1081.00. Groundwork South also advised that their day rate has gone up from £150.00 to £160.00. It was **RESOLVED** that the Provision of Conservation Services Agreement for 2020/21 be renewed for one year for all sites except the Mud Wharf. Following the receipt of mitigation funds for the Mud Wharf a project plan will need to be developed later for this site. The funding will be placed in EMR for next year. The new revised total costs from Groundwork South for the Provision of Conservation Services Agreement for 2020/2021 is £7084.00 plus VAT.

80. GROUNDWORK

- a) Groundwork report
A written report prepared by Matthew Hartgrove was circulated to the committee. Following discussions, it was **RESOLVED** that the report be noted.
- b) Reptile Surveys to be carried out by Groundwork South – email circulated
The Assistant Clerk reported that permission had been given to Groundwork South to carry out reptile surveys at Hardings Row, Swan Meadow and the Iver Allotments Wildlife areas. Following discussions, it was **RESOLVED** that the emails and request be noted and agreed.

81. TREE WARDEN

- a) Tree Warden report
An email was circulated to the Committee by the Tree Warden, Cllr. C Gibson, who reported that a number of trees had come down this winter. Following discussions, it was **RESOLVED** that potential funding opportunities for re-planting of trees should be monitored.

82. REPORT FROM GROUNDS TEAM

- a) Grounds Team report
A written report prepared by the Head Groundsman was circulated to the committee. Following discussions, it was **RESOLVED** report be that the noted.

83. BUDGET MONITORING

- a) Current budget status
Papers showing the current budget status had been circulated and questions invited. Following discussions, it was **RESOLVED** that the report be noted.

84. PRESS RELEASES/WEBSITE

None

85. EXCLUSION OF THE PUBLIC AND PRESS

It was **RESOLVED** that the Public and Press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

PART TWO

86. IVER HEATH ALLOTMENTS

The Chairman presented an oral report to the Committee following an earlier meeting with The Ivers Parish Council (TIPC) and the Iver Heath Allotments Association committee (IHAA). In summary the Parish Council have been asked to be more hands on and prescriptive moving forward and, for the time being, to make it clear that self-management is off the table for the foreseeable future. The renewal process this year will include the issue of revised documents. It was **RESOLVED** to allocate funds for reparation works to Iver Heath Allotments following the unauthorised work undertaken by a tenant.

Meeting finished at 9.10pm

Date of Next Meeting – Wednesday 27th May 2020, 7.30 pm, Iver Parish Council Offices.

Signed.....Chairman

Date.....

c) Policy, Finance & General Purposes 22nd April 2020

**MINUTES OF A MEETING OF POLICY, FINANCE & GENERAL PURPOSES COMMITTEE
HELD [As an electronically convened session] COMMENCING AT 6.00PM ON
WEDNESDAY 22nd APRIL 2020**

Present: Councillors W. Matthews, Chairman (Presiding), A. Mayling, C. Gibson
C. Jordan and K. Bembey

In Attendance: S. Bennett (Clerk)

M Kennedy (Outgoing Interim Clerk) and
M. Haley (Administration Officer) – Minutes taken by M Haley.

CHAIRMAN'S ANNOUNCEMENT

The Chairman opened the meeting in welcoming and introducing the new Clerk [in post w.e.f 20th April 2020] and explained the arrangements and format for the meeting in accordance with the provisions of the Covid C19 Bill & regulations.

84. APOLOGIES FOR ABSENCE

No Apologies were received.

85. DECLARATIONS OF INTEREST

None declared

86. PUBLIC PARTICIPATION

The Chairman explained the need for the meeting and public participation would be confined to the Agenda items shown below. Public participation would be by Zoom, and residents signed in would be welcome to place questions/comments at this time.

1 member of the public logged on to the meeting but no items were raised at this point

87. MINUTES

It was **RESOLVED** that the minutes of the meeting of

1. Policy Finance and General Purpose Committee – Held 5th February and
2. Human Resources Committee – Held 26th February

be received, approved and adopted and signed by the Chairman as a true record.

88. HR COMMITTEE

Noted and Agreed as detailed above.

89. PROGRESS REPORT

The Chairman presented to Council the Progress Report prepared by the Interim Clerk. The following points were raised for further discussion:

- **Banking and Investment** – Pending receipt of the Precept from the new Council -Buckinghamshire County, £40,000.00 has been transferred from the CCLA Account to Metro Bank.
- **IT Service & Administration of IT Account** – As a result of the COVID 19 remote working arrangements, the purchase of 3 new Lap Tops and reconfiguration of an existing unit amounting to approximately £5,000.00 had been brought forward and will need to be covered from the 2020/21 budget for provision for Tablets for Councillors.
- **Health and Safety Issues** – additional item.

Two recent events at the Recreation Ground were noted:

- Child on a pedal cycle had ridden into an elderly resident of Saxon Court over the Easter Weekend. Notices have been posted at the Recreation regarding cycling in the park other than in designated area of the BMX track and the car park and access to the High Street.
- Four youths on the evening of 16th April lit a BBQ on the Tyre Swing in the youth area of the Recreation Ground. This unfortunately resulted in the swing catching fire. Whilst the incident was witnessed it was not captured on CCTV and they escaped via the Allotments. Both the Police and Fire attended and the incident was reported and treated as arson by the Police. The Council will need to claim through insurance (subject to the excess of £250.00) for replacement of same.

Noted and Agreed – That the Progress Report subject to the aforementioned is accepted.

90. **CLERKS REPORT**

The Interim Clerk had prepared a report for presentation and the new Clerk updated the Committee as under:

(a) **Review of Council Policies:**

- (i) Local Government Pension Scheme – **Noted and Agreed** that the Pensions Discretions Policy statement be adopted.
- (ii) Green Belt Policy – **Noted** the paper is still “work in progress” – will need to introduce measures to monitor progress to ensure compliance.
- (iii) Annual Investment Strategy – Amendments have been made to the AIS plan ADOPTED in November 2018 and set out in the revised document circulated to members. **Noted and Agreed** to accept the amendments as detailed therein.

(b) **Allowances for Parish Councillors:**

Noted but given the current situation not in favour of pursuing Allowances and Payments as previously proposed. **Agreed** reference to Chairman’s Allowance be renamed to avoid confusion.

(c) **Window Flowers Contract:**

Order placed prior to lockdown but awaiting confirmation of order. Anticipated installation end of May/early June. **Noted and Agreed** to approve **retrospective expenditure of £5,966.80** order for the provision of summer Hanging Baskets. Clerk to check progress and that the Contractor will be able fulfil the Contract as anticipated.

(d) **GDPR:**

A large amount of detail is on sharepoint for dissemination. **Noted and agreed** to accept this as an “Interim Report” so that the new Clerk can fully review same to cover the Councils changing needs. Thanks noted to Interim Clerk for his work to-date. **Action** – New Clerk to review same and report back

(e) **Business Continuity Policy:**

First draft of Policy circulated but given current situation will use it as “work in progress” to form basis against which to benchmark changes in need of current operations during COVID C19 arrangements,

(f) **The Community Hub Repair Café and Charging Policy:**

Proposals now on hold – but noted the following items:

- Hub facility and Charging. Community and not for profit use will continue to enjoy free use of the hub.
- Will introduce charging for other usage including surgery for MP/County Council activities.
- CAB and Housing Support – no charge .

(g) **Christmas Tree Lighting (Removal redundant lighting):**

Reported to Committee that 3 trees need to have the lighting (which is now considered life expired) to be removed as two of the trees are also considered to be too weak to host further lighting.

- **Noted** awaiting feed back from Iver Heath Residents Association regarding their preference for replacement feature.
- Richings Park have responded with proposals.
- Clerk reported now has new quote and will arrange to get working group organised as cut off date for new orders will be end of June.
- Remaining budget allocated for the year 2020/21 - £4,000.00

(h) **Colne Valley 2020/21**

The Annual contribution is now due and they have requested a grant of £2,500.00 from Council, as part of their Bringing the Colne Valley indoors project. Other contributions come from CIC funds including Cola Cola, Heathrow Community Funding, Heritage Lottery Fund. **Noted and agreed to approve** expenditure contribution of £2,500.00 to the project.

(i) **Grant Application – Domestic Abuse Survivors:**

A grant application of £200.00 has been received from Vicky Wheaton the founder of DAS towards the cost of a van. Noted that she has also received help from London Borough of Hillingdon. Noted that this is the first year of operation, so no Accounts available for ratification. and **Noted and Agreed to facilitate approve** the Application for grant of £200.00 the coming year.

(j) **New Policy on Virtual Meetings:**

New Policy on holding and managing virtual/remote meetings has been presented to Council in accordance with “The Local Authorities (Cononavirus) (Flexibility of Local Authority Meetings [England] Regulations 2020) and available on Sharepoint for reference. **Noted and Agreed that Virtual Meetings Policy Be adopted.**

(k) **Revision to Standing Orders:**

Underpinning the requirements to meet the above regulations and provisions for Virtual Meetings, the new Clerk has put a paper as “work in progress” to form a working framework for such meetings. Main provisions:

- Notice of meetings – Need at least one hard copy to be posted with e notice on the web-site 3 days beforehand.
- Need to extend publication across all platforms and
- Include Residents Associations.

Noted and Agreed to adopt revision to Standing Orders.

(l) **Mobile Phone for new Clerk:**

Existing phone are over 3 years old and may not facilitate full access to off site working. Clerk will put together new report identifying needs, but at this stage need to source a compatible phone for the Clerk. With this in mind the Clerk has identified a Baseline Samsung on a 12 month contract at a cost of £19.06 per month.

Resolved that the Clerk will prepare a full report for presentation to Council. **Noted and agreed** that in the interim the Clerk will secure a new phone on a 12 month contract.

(m) **Changes to Existing Mandate:**

As a result of the Appointment of the new Clerk, the Committee were asked to approve the following changes to existing mandates:

- **Metro Bank**

- (a) Mrs Stephanie Bennett to replace Mr Michael Kennedy as the Councils authorised individual to contact the Bank on all banking matters.
- (b) Mrs Stephanie Bennett be authorised to hold a Metro bank Debit Card and that the current card held by Mr Michel Kennedy be cancelled.
- (c) Mrs Stephanie Bennett be authorised to have access to the Metro Bank online Business banking for viewing the bank balance and all debit and credit transactions accordingly.

- **Churches Charities and Local Authorities – (CCLA)**

- (a) Mrs Stephanie Bennett be authorised to make transfers from the Councils CCLA Account to the Council’s nominated Bank (currently Metro Bank) and from nominated Account to CCLA for the purpose of maintain the Councils cash flow and optimising the Council’s income generation by CCLA.

- **Nationwide**

- (a) Mrs Stephanie Bennett to replace Mr Mike Kennedy as the Council's authorised individual to contact the Society in respect of all banking matters, and manage transfers between the above accounts.

It was **resolved that** the Clerk be authorised to make all arrangements with each of the institutions to change the mandated authorised officer as detailed above.

(n) Arrangements for Virtual Meetings:

Thank you noted to Cllr Ann Mayling for use of her Zoom Account to facilitate current meeting. Clerk reported that the Council can have it's own Account for a cost of £11.99 per month

Noted and agreed that the Clerk be authorised to open a Zoom Account for the use of Council to hold virtual meetings.

91 **CHAIRMANS REPORT.**

(a) Current Office and staffing arrangements:

The Chairman confirmed the Clerk now in post and will be working from the Office, whilst other Office staff will continue to work from home. Ground team are working on a reduced work plan on a rota basis to maintain the Councils property and grounds. Thanks were extended to Lorraine, Margaret together with Cllr Ann Mayling and husband John for their work with the Covid 19 Community care Kits.

(b) Vacancies – Councillors

We now have 4 vacancies for Councillors, and guidance in light of the postponement of the Local Government Elections from May 2020 to 2021 and the new regulations has now been promulgated by the Returning Officer for Chiltern and South Bucks area of the new Buckinghamshire County.

- Notice of the 4 vacancies to be posted on the Website and Notice Boards for 14 working days.
- In the event of more than 4 candidates coming forward and 10 or more residents calling for an election – then the earliest date will still be May 2021.
- The Council will be able to fill the 4 places from the list of candidates (if any) otherwise they may invite other known residents to fill the vacancies (Co Option) pending elections.

(c) New Council for Buckinghamshire.

The new Council is now up and running and incorporates the 4 former District Councils. Councillors from both the District and County will continue to serve the new Authority until elections next year.

- Work currently is being concentrated on Covid 19 and many staff have been given new temporary rolls.
- Committee Structure still to be confirmed.
- New Planning Area organisation for Chiltern and South Bucks now in place, and Planning Applications are being validated. Currently decisions in respect of applications that need site visits or are called for full meetings will need to be deferred until Covid 19 regulations are relaxed.
- Parish Councils will now have the opportunity to present in own right at Planning Meetings. Both objections and representations in support of schemes will now the facility to present to Council.
- Each Councillor can now also call an application to be reviewed at a Planning Meeting. *(no need for 10 or more objections to be received to call for the application to be referred to Cabinet)*

- Martin Tett (*Leader* of the Council is sending out regular updates) regarding operation of the new Council.
- The Clerk will co-ordinate these broadcasts and other news items for weekly dissemination to members.

92. **FINANCE**

(a) **Budget analysis papers:**

Two sets of papers were presented to Council:

- (2019/2020)
- (2020/2021)

Noted and agreed to accept the budget analysis papers.

(b) **Consideration of outstanding debts:**

- Oakwood Estate Agents and Pinewood Studios in respect of sponsorship offered for promotion of activities at last years fun day at Iver Heath.
- Pranic Health Clinic – Hire of Jubilee Hall in reconciling actual usage with that invoiced. Sessions now cancelled and may have difficulty in contacting the organiser who has not responded to earlier messages.

Noted and agreed to accept write off of debts in respect of the fun day as both organisations have since supported the Council with other projects, it was also **noted** that the shortfall had been covered by grant from the Heathrow Community Fund. .
Noted and agreed that should the user of the hall look to re hire efforts will still be made to cover shortfall of hire fees before writing off the outstanding charges.

(c) **To review authorised payment of Accounts: from March 2020.**

Due to the rapid close down of the Office in March, it was realised that Accounts for the week commencing 19th March had not been signed off. The papers have now been recovered and will be signed off this week.

Noted and agreed to accept summary of Accounts and sign off accordingly with authorisation for payment.

- o Query was raised regarding the high expenditure shown for 2019 vehicle expenses – Understood this was due to urgent MOT work and replacement Tyres and urgent repairs undertaken last summer. Clerk to check history and advise accordingly.

93. **PRESS RELEASES/WEBSITE**

- **Note of thanks and introduction of new Clerk.**

Agreed to post an article of thanks to Mike Kennedy as Interim Clerk for his work over the past 6 months and to welcome Stephanie Bennett in post as the new Clerk.

The Chairman prior to closing the meeting gave formal thanks to Mike Kennedy for his work and looked forward when self isolation ends that he will return and visit the office in person.

Meeting closed at 7 .08 pm

Signed by the Chairman.....

Date of next meeting, Wednesday 3rd June 2020. at 7.30 pm – Venue and timing to be confirmed in due course.

3. NEIGHBOURHOOD PLANNING

- a. Council to consider and agree the draft Terms of Reference for a new Neighbourhood Planning sub-committee (attached)

The Ivers Parish Council

Terms of Reference Neighbourhood Planning Sub Committee

1. Background

Through the last four years, discussions have taken place regarding a Neighbourhood Plan for the communities of Iver, Iver Heath and Richings Park. It is the aim of the Parish Council that this process will provide an opportunity to communities to actively influence land use and development, and improvements to infrastructure, as part of the planning processes. The Ivers Parish Council believe that Neighbourhood Planning provides an opportunity to shape future development whilst safeguarding and enhancing what is valued by the community

In November 2016, the Parish Council received agreement for the proposed Neighbourhood Plan to cover the area contained within the whole of the Parish Council boundary.

2. Purpose

The sub committee's purpose is to design, implement and oversee 2 distinct pieces of work:

- The Neighbourhood Plan development process
- Communication, engagement, and training to facilitate the Neighbourhood Plan process.

These two pieces of work, when delivered, will produce the Neighbourhood Development Plan that will then progress to Independent Examination and community referendum. Ultimately the Plan will be adopted by Buckinghamshire Council to sit alongside the Local Plan and other strategic planning documents.

3. Principles

The sub committee is to work to the following principles:

- To undertake the process in a democratic, transparent, and fair fashion, allowing opinions and ideas to be put forward by all.
- To give those who live in the parish, or operate a business in the parish, the opportunity to inform and shape the process e.g. through taking part in the consultation and development process.
- To make this a positive and constructive process.

4. Tasks and Activities of the sub committee

The following is a summary of the tasks and activities expected of the sub-committee:

- Work with the Parish Council and ensure that the council is fully informed throughout the process, with appropriate decisions referred to them when applicable. (All key decisions are to be recommended by the sub-committee and agreed by the Parish Council);
- Prepare a project plan, with milestones, to set out how the sub-committee will undertake the process of developing a Neighbourhood Plan;

- Prepare a communication, engagement and capacity building plan that aims to encourage engagement in the process;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information required for the production of the Neighbourhood Plan and associated documents;
- Establish and understand the needs of residents and businesses, and what their long term visions or aspirations are;
- Decide upon, and, if required, set up sub-groups (or theme groups) to gather statistics, information and views. All sub-groups to be agreed by the full sub-committee;
- Identify and liaise with all stakeholders throughout the development of the Plan;
- Consult as widely and thoroughly as possible to ensure that the draft and final Plan is representative of the views that have been collected in order to fulfil the requirements of the consultation statement;
- Analyse the available information to prepare the draft and final Plan;
- Produce notes/minutes from sub- committee meetings and publish these and any relevant reports and data on the Parish Council Neighbourhood Planning webpage
- Set up a process of timely updates to the community and stakeholders
- Actively publicise the draft Plan prior to the Referendum;
- Receive instruction on financial arrangements and budget from the Parish Council.

5. Membership of sub-committee

- The sub-committee shall consist of no more than 12 representatives:
 - Chairman of The Ivers Parish Council Planning Committee
 - 5 parish councillors
 - 1 representative of the spiritual sector
 - 3 representatives of the residents associations. (1 each from Richings Park Residents Association, Iver Residents Association and Iver Heath Residents Association);
 - 1 representative of the young people/young family sector
 - 1 representative for the environment sector
- Members must reside or operate a business/organisation in the Parish Council area;
- The sub-committee shall be quorate when at least one third of the members attend;
- Council/agency officers, councillors, and community members, as well as others appointed by the council to support the process, cannot be voting members of the sub-committee but are able to attend meetings and contribute to the discussions as required.

6. Roles within sub committee

The sub-committee shall elect a Chairman and Vice Chairman. If neither can attend a meeting, then a temporary Chairman (selected from the sub-committee members) will be elected for that meeting.

The Clerk to the Parish Council will provide administration to the sub-committee.

7. Sub Committee Meeting Arrangements

- The sub-committee (and sub or theme groups) shall meet regularly and as necessary;
- The public can observe the meeting and speak at the Chairman's discretion;
- Recommendations from theme/sub-groups will be relayed back to the full sub- committee for ratification and/or information;

- From time to time other stakeholders or interested parties may be invited to attend a specific sub-committee (or theme group meeting) to give a presentation and/or discuss their interest in the developing plan;
- A list of sub-committee members and contact details shall be maintained.
- Details of, and any changes to, the sub-committee membership will need to be recommended to, and agreed by the Parish Council.

8. Finance and resource management

- Finance and resources required by the sub-committee will be made available by the Parish Council for specific uses;
- Expenditure to be agreed by majority decision by the sub-committee;
- Decisions regarding the use of resources will be recorded in the minutes and must not result in an overspend on funds allocated.

9. Changes to the Terms of Reference

Any amendments to the terms of reference may be identified by the sub-committee and will be considered and agreed by the Parish Council.

The Terms of Reference was adopted by The Ivers Parish Council on the

Signed..... Chairman

- b. Clerk to report on the plan to convene the sub-committee on Monday 15th June at 2.00pm

4. FINANCE

- To receive the schedule of payments for April 2020
- To receive end of year accounts for 2019/20
- To receive the outturn report for 2019-2020
Recommendations:
 - Receive the outturn report;
 - Agree that the funds listed in 4.2 are allocated to new project-specific ear marked reserves
 - In consideration of the unknown costs related to the Iver Heath Pavilion Refurbishment and the changes required to the council's infrastructure and operations in relation to Covid-19 to maintain the General Reserve balance with no further allocations to Ear Marked Reserves at this time;
 - To consider further ear marked reserve allocations at a time when costs are available in relation to b.

5. INSURANCE

Council to consider and agree the insurance cover for 1 June 2020 to 31 May 2021:

- Motor Vehicle and Machinery Schedule
- Other insured risks (to be forwarded)

6. MEETINGS

- Clerk to report on a proposal to merge the operation of the Policy, Finance and General Purposes Committee to the Council for the foreseeable future and to convene a Council meeting every month on the third Monday at 1800. (attached)

THE IVERS PARISH COUNCIL

Draft revised Council, Committee, Sub-Committee and Advisory Meetings 2020/2021

DAY	DATE	TIME	VENUE	DETAILS
Monday	18 May 20	19.30	E. Meeting.	Full Council & Finance AGM
Tuesday	26 May 20	18.00	E. Meeting	Planning Committee
Wednesday	27 May 20	19.30	E. Meeting	Amenities Committee
Wednesday	10 June 20	19.30	Parish Council Offices	Highways & Infrastructure
Monday	22 June 20	19.30	Jubilee Pavilion	Full Council & Adoption of Accounts 2019/20
Tuesday	23 June 20	18.00	Parish Council Offices	Planning Committee
Wednesday	15 July 20	19.30	Parish Council Offices	Amenities Committee
Monday	20 July 20	19.30	Parish Council Offices	Full Council & Finance
Tuesday	21 July 20	18.00	Parish Council Offices	Planning Committee
Monday	17 August	19.30	Jubilee Pavilion Hall	Full Council & Finance
Tuesday	18 August 20	18.00	Parish Council Offices	Planning Committee
Wednesday	9 September 20	19.30	Parish Council Offices	Amenities Committee
Tuesday	15 September 20	18.00	Parish Council Offices	Planning Committee
Wednesday	16 September 20	19.30	Parish Council Offices	Highways & Infrastructure
Monday	21 September 20	19.30	Iver Heath Village Hall	Full Council & Finance
Monday	19 October 20	19.30	Jubilee Pavilion Hall	Full Council & Finance
Tuesday	13 October 20	18.00	Parish Council Offices	Planning Committee
Wednesday	4 November 20	19.30	Parish Council Offices	Highways & Infrastructure (Budget)
Monday	16 November 20	19.30	Jubilee Pavilion Hall	Full Council & Finance
Tuesday	10 November 20	18.00	Parish Council Offices	Planning Committee
Wednesday	18 November 20	19.30	Parish Council Offices	Amenities Committee (Budget)
Tuesday	8 December 20	18.00	Parish Council Office	Planning Committee
Monday	14 December 20	19.30	Parish Council Offices	Planning Committee
Tuesday	5 January 21	18.00	St Leonards Hall	Planning Committee
Tuesday	11 January 21	19.30	St Leonards Hall	Full Council & Finance (Precept Setting)
Wednesday	20 January 21	19.30	Parish Council Offices	Amenities Committee
Tuesday	2 February 21	18.00	Parish Council Offices	Planning Committee
Monday	8 February 21	19.30	Jubilee Pavilion Hall	Full Council Policy & Finance
Wednesday	10 February 21	19.30	Parish Council Offices	Highways & Infrastructure
Tuesday	2 March 21	18.00	Parish Council Office	Planning Committee
Monday	8 March 21	19.00 20.00	Iver Village Hall Iver Village Hall	Full Council & Finance Mtg Annual Meeting of Electorate
Wednesday	17 March 21	19.30	Parish Council Offices	Amenities Committee
Tuesday	30 March 21	18.00	Parish Council Offices	Planning Committee
Tuesday	27 April 21	18.00	Parish Council Offices	Planning Committee

b. Councillors to consider the proposal

7. CHRISTMAS LIGHTS:

a. To consider the Quotes received for the Christmas Lights (Please see additional documents for further details on types of lights quoted for)

i.) Blachere Lighting	£12,929.02
ii.) Lamps and Tubes	£11,906.00
iii.) Festive Lighting	£11,976.19

b. To agree the supplier of Christmas Lights to the Council 2020 – 2023.