

AGENDA – HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING**7 July 2020 at 19.00**<https://us02web.zoom.us/j/87408653686?pwd=KzllMmxXRXRzRW1vM29Dajl2bk9uUT09>

Meeting ID: 874 0865 3686

Password: 580185

Notice is hereby given that the MEETING of Hazlemere Parish Council will be held remotely at 19.00 at the link below in accordance with The Local Authorities and Police and Crime Panel Meetings (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulation 2020 no.392. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

<https://us02web.zoom.us/j/87408653686?pwd=KzllMmxXRXRzRW1vM29Dajl2bk9uUT09>

Meeting ID: 874 0865 3686

Password: 580185

This is a public meeting - members of the public and press are cordially invited to attend

ITEM	CONTEXT	TIMING
1. Apologies for absence	To receive and accept any apologies from Councillors for absence from the Meeting	19.00
2. Declarations of Interest (Page 4)	In accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests in items on this Agenda	19.01
3. Public Session	Members of the Public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the Agenda. Questions be submitted to the Clerk by 9.00 on Friday 3 July 2020 by email to enable an answer, where possible, to be provided at the meeting	19.02
4. Minutes of Full Council Meeting 2 June 2020 (Pages 5 – 10)	Members are asked to consider and approve the Full Council Minutes 2 June 2020	19.22
5. Annual Council Meeting 2 June 2020 (Pages 11 – 14)	Members are asked to consider and approve any resolutions from the Annual Council Meeting	19.25
6. Minutes Planning Committee Meetings 2 and 15 June 2020 (Pages 15 -16)	Members are asked to receive written minutes	19.28
7. a) Expenditure Transactions b) Budget Report 2020/21 c) Bank Mandate Councillor signatories (Page 17)	a. Members are asked to receive the reports, make any necessary recommendations b. To make any recommendations to changes on this report c. To consider adding new Councillor(s) to bank mandate; old Councillors have been removed	19.30
8. June Correspondence (Pages 18 – 20)	Members to receive the report: 1. Holmer Green Senior School expansion plans and travel proposals 2. Request for bench at bottom entrance to The Dell near Cedar Avenue	19.40

June Correspondence (Pages 18 – 20)	3. Request for drive-in cinema 4. Wycombe Museum request to adopt an object for Hazlemere 5. Insurance claim for Coronavirus business interruption 6. Use of public spaces for exercise classes	
9. Quotations (Page 21)	To receive any report and make any recommendations for: 1. Eastern Dene/A404 speed reduction costs 2. Maintenance inspection cost for aerial runway at Hazlemere Recreation Ground	19.50
10. Hazlemere Parish Council Objectives for 2020/21 (Page 22)	To consider the report and make recommendations	19.55
11. Hazlemere Parish Council Newsletter (Page 3)	To receive the report and make recommendations	20.00
12. Hazlemere Memorial Hall (Page 24)	To receive the report and make recommendations to make a request for a donation from Hazlemere Memorial Hall CIO for repayment of PWBL	20.05
13. Land Asset Working Party (Pages 25 - 27)	To receive and make recommendations for: a. the draft Terms of Reference b. adding Councillor D Thompson onto the Working Party c. the report from the 25 June 2020 meeting	20.19
14. Community Boards priorities for Hazlemere (Page 28)	To consider the report and make recommendations	19.55
15. Worksheets (Page 29)	To receive any updates, reports and make recommendations	20.30
16. Climate Change (Pages 30 - 32)	To receive the notes and make recommendations with recommendations for: 1. New tree planting in Hazlemere 2. Report from meeting 26 May and 9 June 2020	20.31
17. Coronavirus Update (Pages 33 - 39)	To consider the report and make recommendations a. Draft Recovery Plan from impact of the Coronavirus b. Opening up of Play and Outdoor Gym Equipment on 4 July 2020 c. Opening up of Community Halls on 4 July 2020 d. Future Venue Council Meetings 2020/21	20.40
18. Report from/for Outside Bodies/Training Events (Page 40)	To receive any report and make any recommendations: a. 16 June 2020 Clerk appraisee training b. 18 June 2020 Clerk Wycombe District Association Local Councils c. 22 June 2020 Clerk Buckinghamshire Association Local Councils Clerk's meeting	20.50
19. Exclusion of the Press and Public (Page 41)	In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item.	20.52

	<p>It is proposed by the Chairman 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.</p> <p>Members are reminded that legal matters, contracts and staffing matters should be considered in this session.</p>	
	<p>To receive written/verbal report from Members and make recommendations:</p> <p>a) Human Resources</p>	

Signed *A Banham*

Ali Banham
Clerk of the Council
30 June 2020

AGENDA ITEM 2**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020****Declaration of Interest**

Please note that the Clerk cannot advise members on this. Members are personally responsible for declaring an interest. Members are respectfully advised to read the Code of Conduct (previously circulated) for information. Please also note that Councillors are responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).

Councillor	Interest
J Baker	None
A Baldwin	None
A Cecil	Member of Hazlemere Community and Gardening Association
E Gemmell	None
J Hagan	None
J Horton	Member of Hazlemere Football Club, Hazlemere Sports Association and Trustee at Hazlemere Memorial Hall
C Oliver	Member of Hazlemere Sports Association
M Roberts	Member of Hazlemere Bowls Club, Sports Association and Buckinghamshire Council Pension Scheme
A Slater	Scout Association, Buckinghamshire Council Pension Scheme and member of Hazlemere Community Association.
D Thompson	Member of Hazlemere Fete Committee and Wycombe Sound Radio
J Weaver	Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust

AGENDA ITEM 4

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020

Minutes Full Council 2 June 2020

HAZLEMERE PARISH COUNCIL
CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ
MINUTES OF THE FULL COUNCIL MEETING HELD ONLINE AT:
<https://us06web.zoom.us/j/76125910824?pwd=dzFVRzNKOHJuM0w4Q3h0ZEZpYktkZz09>

2 June 2020 20.00 (The meeting started at 20.15)

Members of the Council present:

J Baker (Chairman, A Baldwin, A Cecil, E Gemmell (arrived 20.20), J Horton, C Oliver, M Roberts, A Slater, D Thompson and J Weaver. Clerk A Banham

Member(s) of the Public present:

None

ITEM NUMBER	ITEM TOPIC	DECISION
FC01/06/20	APOLOGIES FOR ABSENCE	
	No apologies were received.	Noted
FC02/06/20	DECLARATION OF INTEREST	
	Councillors did not take part in any discussions involving their declaration of interests below:	Noted
	Cllr A Cecil: Member of Hazlemere Community Association.	Noted
	Cllr J Horton: Member of Hazlemere Football Club, Hazlemere Sports Association and Trustee of Hazlemere Memorial Hall CIO.	Noted
	Cllr C Oliver: Trustee of Hazlemere Sports Association.	Noted
	Cllr M Roberts: Member of Hazlemere Bowls Club, Hazlemere Sports Association and Bucks County Council Pension Scheme.	Noted
	Cllr A Slater: Scout Association, Member of Hazlemere Community Association and Bucks County Council Pension Scheme.	Noted
	Cllr D Thompson: Member of Hazlemere Fete Committee and Wycombe Sound Radio Station.	Noted
	Cllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust.	Noted
FC03/06/20	PUBLIC SESSION	
	There were no Members of the Public present.	Noted
FC04/06/20	MINUTES OF FULL COUNCIL MEETING 21 APRIL 2020	
	It was resolved that the Minutes of Full Council Meeting 21 April 2020 be approved.	Approved

ITEM NUMBER	ITEM TOPIC	DECISION														
FC05/06/20	MINUTES STAFF COMMITTEE MEETINGS 3 DECMEBER 2019 AND 8 JANUARY 2020															
	It was resolved that the resolutions be approved.	Approved														
FC06/06/20	MINUTES PLANNING COMMITTEE MEETINGS 5 AND 19 MAY 2020 AND NOTES OF PLANNING COMMENTS MADE REMOTELY															
	It was resolved that the Planning Committee Minutes be approved.	Approved														
FC07/06/20	UNPAID EXPENDITURE TRANSACTIONS AND BUDGET REPORT															
	<p>a. Unpaid Expenses Transactions Councillor A Cecil was thanked for all the help provided to the office during the Coronavirus pandemic. It was noted that the Council had received a grant from SSE for coronavirus support which is being disbursed through the Hazlemere Memorial Hall CIO.</p> <p>It was resolved that the following payments be approved:</p> <p> i. electronic payments for May 2020 Numbers 11 - 30;</p> <p> ii. direct debits for May 2020 to Sage, BT, EON, Lloyds, ESSO and Siemens.</p> <p>Local Government Transparency Act 2020 all items of expenditure over £500 to be reported:</p> <table><tr><td>Monthly Grass Cutting</td><td>£2,796.00</td></tr><tr><td>SSE Funding For Coronavirus Community Support</td><td>£3,000.00</td></tr><tr><td>Decorating at Cedar Barn Complex and 3 play areas</td><td>£2,850.26</td></tr><tr><td>Cleaning Cedar Barn Complex</td><td>£520.92</td></tr><tr><td>Confidential Transactions May</td><td>£8,948.54</td></tr></table> <p>b. Budget Report 2019/20 It was resolved that the Budget Report be approved.</p> <p>c. Budget Report 2020/21 It was resolved that the following amendments be approved and the following further adjustments be made:</p> <table><tr><td><u>Budget Heading</u></td><td><u>Budget Amount £</u></td></tr><tr><td>Salix</td><td>8,000.00</td></tr></table> <p>Change the name for matched Funding to Highways Projects</p> <p>d. End of Year Accounts 2019/20 and AGAR It was resolved that be approved and where appropriate signed:</p> <ul style="list-style-type: none">• AGAR Section 1 Page 4;• AGAR Section 2 Page 5;• Period of Exercise of Rights;	Monthly Grass Cutting	£2,796.00	SSE Funding For Coronavirus Community Support	£3,000.00	Decorating at Cedar Barn Complex and 3 play areas	£2,850.26	Cleaning Cedar Barn Complex	£520.92	Confidential Transactions May	£8,948.54	<u>Budget Heading</u>	<u>Budget Amount £</u>	Salix	8,000.00	<p>Noted</p> <p>Approved Approved</p> <p>Noted</p> <p>Approved</p> <p>Approved</p>
Monthly Grass Cutting	£2,796.00															
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Decorating at Cedar Barn Complex and 3 play areas	£2,850.26															
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<u>Budget Heading</u>	<u>Budget Amount £</u>															
Salix	8,000.00															

ITEM NUMBER	ITEM TOPIC	DECISION
	<ul style="list-style-type: none"> • Bank Reconciliation; • Variances; • Explanation to Internal Auditors comments; • End of Year Accounts; and • The AGAR papers <p>e. Internal Audit 2019/20 It was resolved that the Internal Audit report be approved with the comments noted in relation to risk assessment and relevant action taken in Annual Council Meeting 2 June 2020.</p> <p>f. Fixed Term Deposits It was resolved that authority and discretion be given to Councillor A Cecil and the Clerk's Assistant to increase each Fixed Term Deposits up to £75,000 per quarter, depending on Council's reserves and cash flow. A discussion took place on changing the bank to a more environmentally friendly bank, but no action to be taken.</p> <p>g. Lease Payments It was resolved that the Parish Council will permit payment holidays for leases and hirers that are not using the facilities due to the Coronavirus pandemic.</p> <p>h. Eastern Dene Crossing It was resolved that the scheme to create a crossing point near to Holmer Green Road by changing the colour of the road surface be approved. The Clerk be asked to investigate a 'ball park' costing figure for installing speed humps along Eastern Dene, prior to undertaking a public consultation with residents.</p>	<p>Approved</p> <p>Approved Noted</p> <p>Approved</p> <p>Approved</p>
FC08/06/20	CORRESPONDENCE SENT AND RECEIVED FOR MAY 2020	
	<p>7. New parking restrictions to parking limits from 3 to 2 hours at Park Parade The information was discussed and the plans be noted, no further action is required.</p> <p>8. Defib funding available The information be noted and no further action is required.</p> <p>9. Damaged Wall at Holmer Green Road Woodland by Cedar Avenue It was resolved that the Clerk be asked to contact the grass cutting contractor to arrange for the debris from the wall to be placed in the Parish Council's skip and to contact the tree contractor to arrange for the self-seeded trees against this wall to be removed.</p>	<p>Noted</p> <p>Noted</p> <p>Approved</p>

ITEM NUMBER	ITEM TOPIC	DECISION
	<p>10. Hazlemere Parish Council website compliance with new legislation WCAG 2.1 It was resolved that Councillor A Baldwin be asked to investigate any action that the Parish Council needs to undertake to ensure that the Parish Council's website complies with the new regulations, or complies with the requirement to demonstrate that the work needed is too onerous.</p> <p>11. Uncultivated Queensway Allotment It was resolved that the tenant of the uncultivated Queensway allotment be asked to give up half the plot due to non-cultivation, the draft email be approved by the Chairman of Full Council.</p> <p>12. Devolved services for Hanover Court planter It was resolved to approve the offer from Buckinghamshire Council for adding the above service to the devolution agreement; the Parish Council's contractor be informed and added to the works required.</p> <p>13. Member of the Public FOI Request It was resolved that the Clerk be asked to draft a reply and circulate to all Councillors for their comments before being sent to the Member of the Public.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
FC09/06/20	QUOTATIONS	
	<p>1. Change to LED Lighting at Cedar Barn complex It was resolved that Councillor D Thompson be asked to contact the contractor to ascertain the technical details of the works and to report back to Full Council and Councillor E Gemmell be asked to produce a report detailing the savings that can be made by undertaking these works.</p> <p>2. Maintenance of Hazlemere Recreation Ground for Hazlemere Football Club It was resolved that Councillor J Horton be asked to liaise with the Contractor with a £2,500 budget for 2020/21 works.</p>	<p>Approved</p> <p>Approved</p>
FC10/06/20	DONATION	
	It was resolved that the request for a donation from the National Marie Curie Charity be declined as there is no evidence that this donation will benefit Hazlemere residents.	Approved
FC11/06/20	DECISION NOT TO CUT GRASS ON THE PUBLIC FOOTPATH AT QUEENSWAY FROM PENN ROAD TO QUEENSWAY	
	It was resolved that the Parish Council will continue to cut the grass on the public footpath from Queensway to Penn Road, as per the Buckinghamshire Council devolved services agreement and the contract	Approved

ITEM NUMBER	ITEM TOPIC	DECISION
	with the Parish Council's grass cutting contractor	
FC12/06/20	BUCKINGHAMSHIRE COUNCIL LAND AND AMENITIES	
	It was resolved that a new Land Asset Working Party be created to ascertain, what, if any, assets the Parish Council might want to have devolved to them or for them to purchase. The Working Party will comprise of the following members: Councillor A Baldwin Councillor E Gemmell Councillor J Horton Councillor C Oliver The Clerk	Approved
FC13/06/20	SAFETY BARRIERS FOR HAZLEMERE PARISH COUNCIL LAND	
	It was resolved that the recommended safety barriers be purchased and installed.	Approved
FC14/06/20	TERMS OF REFERENCE FOR CLIMATE CHANGE AND SSEN FUNDING WORKING PARTIES	
	It was resolved that Terms of Reference be approved.	Approved
FC15/06/20	WORKSHEETS	
	The new format is preferred by Councillors and the report be noted.	Noted
FC16/06/20	CLIMATE CHANGE	
	Councillor E Gemmell reported there were between 10 and 12 people attending the first meeting on recycling, the next meeting is already being prepared and further members are being recruited from the public. It was resolved that the Councillor E Gemmell be asked to inform the Clerk of any recommendations regarding electrical car charging points in Hazlemere by 11 June 2020 and to report back to Full Council regarding recommendations for planting new trees in Hazlemere to include a cost analysis for planting and maintenance.	Noted Approved
FC17/06/20	CORONAVIRUS UPDATE	
	It was resolved that the Clerk be asked to update the current Emergency Planning document with the lessons that have been learnt so far from the coronavirus support work in the Parish. The Hazlemere community was praised for its community spirit and enthusiasm to help the vulnerable during the pandemic; the number of requests for help are gradually reducing.	Approved Noted
FC18/06/20	REPORT FROM/FOR OUTSIDE BODIES/TRAINING EVENTS	
	The meetings be noted.	Noted

AGENDA ITEM 5

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020

Minutes Annual Council Meeting 2 June 2020

HAZLEMERE PARISH COUNCIL
CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ
MINUTES OF THE 34th ANNUAL COUNCIL MEETING HELD BY ZOOM ON

02 June 2020 at 19.30

Members of the Council present:

A Baldwin, J Baker (Chairman), A Cecil, E Gemmell, J Horton, C Oliver, M Roberts, A Slater, D Thompson, J Weaver and The Clerk A Banham.

Members of the Public present:

None

ITEM NUMBER	ITEM TOPIC	DECISION
ACM01/06/20	WELCOME TO 34th ANNUAL COUNCIL MEETING	
	The past Chairman welcomed everybody to the meeting.	Noted
ACM02/06/20	ELECTION FOR CHAIRMAN OF COUNCIL	
	<p>It was resolved that:</p> <ul style="list-style-type: none"> i. Cllr J Baker be elected as Chairman; and ii. Cllr J Baker to be asked to sign the Register of Acceptance of Office, countersigned by the Proper Officer after this meeting. <p>Councillor J Baker thanked the outgoing Chairman, Councillor M Roberts, for all her hard work over the past 4 years and to all Councillors for serving an additional 2 year term with such commitment. Councillor J Hagan was thanked for his invaluable contribution for new bus shelter projects and for planning.</p>	<p>Approved</p> <p>Approved</p> <p>Noted</p>
ACM03/06/20	ELECTION OF VICE-CHAIRMAN OF COUNCIL	
	<p>It was resolved that:</p> <ul style="list-style-type: none"> i. Cllr A Cecil be elected as Vice-Chairman; and ii. Cllr A Cecil to be asked to sign the Register of Acceptance of Office, countersigned by the Proper Officer after this meeting. 	<p>Approved</p> <p>Approved</p>
ACM04/06/20	APOLOGIES FOR ABSENCE	
	No apologies for absence were received. Cllr J Hagan's resignation was accepted by Full Council with immediate effect. The Clerk be asked to notify Buckinghamshire Council re vacancy.	Approved

ITEM NUMBER	ITEM TOPIC	DECISION
ACM05/06/20	DECLARATION OF INTERESTS	
	The following Councillors declared an interest: Cllr A Cecil: Member of Hazlemere Community Association. Cllr J Horton: Member of Hazlemere Football Club, Hazlemere Sports Association and Trustee of Hazlemere Memorial Hall CIO. Cllr C Oliver: Trustee of Hazlemere Sports Association. Cllr M Roberts: Member of Hazlemere Bowls Club, Hazlemere Sports Association and Bucks County Council Pension Scheme. Cllr A Slater: Scout Association, Member of Hazlemere Community Association and Bucks County Council Pension Scheme. Cllr D Thompson: Member of Hazlemere Fete Committee and Wycombe Sound Radio Station. Cllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust.	Noted
ACM06/06/20	PUBLIC SESSION	
	There were no Member of the Public in attendance.	Noted
ACM07/06/20	APPROVAL OF MINUTES OF 33 rd ANNUAL COUNCIL MEETING ON 7 MAY 2019	
	The Annual Council Meeting Minutes on 7 May 2019 were resolved and approved.	Approved
ACM08/06/20	REVIEW OF THE TERMS OF RERERENCE FOR COMMITTEES	
	It was resolved that the Terms of Reference for Committees be approved.	Approved
ACM09/06/20	COMMITTEE MEMBERSHIP APPOINTMENT 2020/21	
	It was resolved that during the Coronavirus pandemic the Open Spaces Committee and Finance General Purposes Committee business will be taken by Full Council. All Councillors will be members of the Planning Committee, who will continue to operate in a virtual email environment. This operation will be reviewed, when appropriate.	Approved
	The following Councillors are 'lead' Councillors for the previous Committees' work: Planning Finance General Purposes Committee Open Spaces Committee	Approved
	Councillor A Cecil Councillor C Oliver Councillor D Thompson	
	The following Councillors be appointed to the Staff Committee: <u>Staff Committee Membership:</u> Cllr J Baker Cllr C Oliver	Approved

ITEM NUMBER	ITEM TOPIC	DECISION
	<p>Cllr M Roberts Cllr J Weaver</p> <p>All Parish Council's policies will next be reviewed in May 2021, unless there are any material changes required.</p>	Approved
ACM10/06/20	<p>REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS</p> <p>It was resolved that the Standing Orders and Financial Regulations be approved.</p>	Approved
ACM11/06/20	<p>WORKING PARTY TERMS OF REFERENCE</p> <p>It was resolved that the Terms of Reference for Working Parties be approved.</p>	Approved
ACM12/06/20	<p>APPOINTMENT TO WORKING PARTY MEMBERSHIP 2020/2021</p> <p>The following Councillors be appointed to the Working Parties:</p> <p><u>Hazlemere Memorial Hall</u> Jane Baker (Chairman) Andy Baldwin John Horton Catherine Oliver David Thompson The Clerk by invitation</p> <p><u>Tidy Hazlemere/Great British Spring Clean</u> Jane Baker Andy Baldwin Alan Cecil John Horton Catherine Oliver The Clerk</p> <p><u>Climate Change</u> Jane Baker Andy Baldwin Ed Gemmell (Chairman) David Thompson</p>	Approved
ACM13/06/20	<p>VOLUNTARY BODY MEMBERSHIP 2020/21</p> <p>It was resolved that the following Councillors be appointed on voluntary bodies:</p> <p><u>Hub (Old LAF):</u> Cllrs A Cecil and J Weaver</p>	Approved

ITEM NUMBER	ITEM TOPIC	DECISION
	<u>Neighbourhood Action Group:</u> Cllrs A Cecil and E Gemmell <u>Wycombe District Association Local Councils (WDALC):</u> There was no Councillor appointed. <u>BMKALC</u> Cllr J Baker	Approved Approved Approved
ACM14/06/20	REVIEW OF ASSET REGISTER	
	It was resolved that the Asset Register be approved, the Clerk be asked to add the following assets: bus shelter, bus shelter perch, playground equipment, fences, gates and security bollards.	Approved
ACM15/06/20	REVIEW OF INSURANCE COVER	
	It was resolved that the Insurance Cover be approved.	Approved
ACM16/06/20	REVIEW RISK REGISTER	
	It was resolved that the Risk Register be approved, the Clerk be asked to add an element for consideration of infectious diseases unauthorised encampments and electrical testing.	Approved
ACM17/06/20	COUNCIL MEETING DATES 2021	
	It was resolved that the dates be approved and the meetings in 2020 onwards will now commence at 19.00.	Approved

The meeting finished at 20.10

- The next Full Council Meeting is Tuesday 7 July 2020 at 19.00

AGENDA ITEM 5

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020

Minutes Planning Committee 2 June 2020

**HAZLEMERE PARISH COUNCIL
PLANNING APPLICATIONS LIST COMMENTS 2 JUNE 2020**

Link to Buckinghamshire Council Wycombe area of the website to access the planning applications and then simple search with the application number:

<https://publicaccess.wycombe.gov.uk/idxpa-web/>

PLANNING APPLICATION	COMMENTS
20/06103/FUL 60 Holmer Green Road Householder application for single storey rear extension	
20/06137/TPO 57 Cedar Avenue Cut back by 2 metres from the side and 4 metres from the top owing to excessive shading - tree leaning a concern x 1 Beech (G1)	Clerk's delegated powers refer to Buckinghamshire Council Arboriculturist
20/06003/FUL 3 Wellfield Householder application for construction of first floor side extension	
20/06125/TPO Cedar Avenue Tree works as per schedule	Clerk's delegated powers refer to Buckinghamshire Council Arboriculturist
20/05979/FUL Chestnuts 3 Kestrel Drive Demolition of existing bungalow and garage and erection of 1 x 4-bed detached dwelling with integral garage and 1 x 4-bed detached dwelling with detached double garage	
20/06108/FUL 2 Almond Walk Householder application for construction of two storey side and single storey front extensions (alternative scheme to 17/05591/FUL) (part retrospective)	

Signed *A Banham*

Ali Banham
Clerk of the Council
Date 26 May 2020

Minutes Planning Committee 15 June 2020

HAZLEMERE PARISH COUNCIL

PLANNING APPLICATIONS LIST COMMENTS 15 JUNE 2020

Link to Buckinghamshire Council Wycombe area of the website to access the planning applications and then simple search with the application number:

<https://publicaccess.wycombe.gov.uk/idxpa-web/>

PLANNING APPLICATION	COMMENTS
20/06183/FUL Broadgates Manor Road Householder application for construction of single storey detached garage	Property sits along a cul-de-sac and is not visible from Manor Road. Previous garage is about to be converted to habitable accommodation (playroom – see 20/05872/FUL). If height of new garage has no detrimental effect on neighbouring properties, then we have no objection. Seems to be a large enough plot.
20/06185/TPO 55 Cedar Avenue Remove 3 metres off the top and 2 metres off sides to maintain the tree as got very large and is reducing light x 1 Sycamore (G1)	Refer to Buckinghamshire Council Arboriculturist
20/06177/TPO 46 Lower Lodge Lane Crown reduction and trim the sides by 5 metres (16 feet) due to the trees overhanging garden and loss of sunlight 2 x Sycamore	Refer to Buckinghamshire Council Arboriculturist
20/06294/TPO 61 Copes Shroves Crown thin by 25% to reduce excessive shading and Crown lift to 4 meters x 1 Silver Birch (T1)	Refer to Buckinghamshire Council Arboriculturist
20/06323/TPO 28 Magnolia Dene Prune back overhang by 2.5 meters and reduce height by 2.5 meters as the tree is beginning to overhang and drop branches onto the lawn and to create more light x 1 spilt stem Oak (T1) and prune back side branches by 2.5 meters and reduce height 2.5 metres to create more light x 1 spilt stem Oak (T2)	Refer to Buckinghamshire Council Arboriculturist
20/06265/TPO 2 Beeches Grove Manor Road Raise up canopies to give 5m clearance from the ground and reduce the height of trees by 2-3m to allow the light into the garden, group of Beech and Oak (02/1988)	Refer to Buckinghamshire Council Arboriculturist

Signed *A Banham*
Ali Banham
Clerk of the Council
16 June 2020

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020

Bank Mandate Councillor Signatories

Currently most Councillors are on the Parish Council Bank Mandate, enabling them to be able to look and authorise the Parish Council accounts; all 'old' Councillors have been removed from the mandate.

CONSIDERATION

Please consider if Councillor E Gemmell should be added to the list of authorised signatories until the next election which is due on May 2021.

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020**

Correspondence

1. Holmer Green Senior School Expansion Plan

It was recently brought to the Parish Council's attention that the above school plans to extend their capacity by 25% and within the travel and planning documents for this expansion is a recommendation that the parents use a drop and walk scheme for the pupils. One of the proposed drop and collect sites is Park Parade car park 1.5km from the school. The new proposed crossing in Eastern Dene could help pupils with this scheme.

The parking area is part privately owned and part owned by Buckinghamshire Council, however it is extensively used by Members of the Public using the shops and additional cars just dropping off could cause problems.

Hazlemere Parish Council has not been consulted on this idea and the scheme has already been passed by Buckinghamshire Council.

CONSIDERATION

Please consider if Hazlemere Parish Council would like to formally reply to Buckinghamshire Council to the above scheme outlining any objections/support for the drop and collect scheme.

2. Request for a bench at the bottom of The Dell near to Cedar Avenue

Some residents have requested a new bench at the bottom entrance gate to enable them to rest before walking up the hill with their dogs. Councillor D Thompson has visited the site to ascertain if there is a suitable location away from the houses, as benches can cause late night gatherings and anti-social behaviour. It was identified that there is no suitable location away from the houses for a new bench. The recommendation is to decline the request.

CONSIDERATION

Please consider if Hazlemere Parish Council would like to formally decline the request.

3. Request for drive in cinema

Dear Ali,

We are a lighting and AV company based in Milton Keynes with a proposal for an outdoor Drive-in Cinema to help you generate some revenue.

In these strange times of social distance an outdoor Drive-In Cinema seems like the ideal way to offer your customers an event but from the safety of their own car. While many of your attractions are not open this is one thing you can implement to raise funds.

We have two simple options, a drive-in cinema where car access is available or an open air cinema marked for social distance using green field spaces. Using our Ultra Bright LED screen for day & night time use, we can build an outdoor cinema with either an FM radio

transmitter to car stereo or a sound system for a green field option, converting a green field or car park into a drive-in cinema.

CONSIDERATION

Please consider if Hazlemere Parish Council would like offer the community this facility on its land e.g. Hazlemere Recreation Ground.

4. Wycombe Museum Request to adopt an object

The full document from the museum is available to view on Google Drive or on the Museums website.

The price of an annual corporate adoption is £150, which could be allocated from the Donation/Grant Budget.

The following items are from Hazlemere:

- **Model of De Havilland's Mosquito Aeroplane
(Item 1.9 in brochure where you can see a picture)**

Perfect choice for pilots, plane spotters and World War buffs. During the two World Wars, Wycombe's furniture factories were used to produce wooden aircraft parts to support the war effort. This included frames and wings for the de Havilland Mosquito, designed by Wycombe local Geoffrey de Havilland. This balsa wood model was produced by a model maker, Mr Ewell, for his friend Jack Tranter who worked at Gomme's furniture factory, where full sized Mosquito aircraft were produced during World War The pair served together in the RAF during World War.

- **District nurse's bag and contents from the 1950s, Highfield Surgery, Hazlemere**
- **Booklet illustrating the tables, cabinets, bookcases and bureaux made by George Morley and Son Ltd of Hazlemere, 1976.**
- **Two tickets bought by Laurie Wilson of Hazlemere for Wycombe Wanderers FA Cup semi-final match against Liverpool FC at Villa Park, 08.04.2001**
- **Lead spindle whorl plus two smaller similar objects. Found in fields near Green Street Hazlemere. Possibly mediaeval or Roman.**

5. Insurance claim for Coronavirus business interruptions

Came and Company have notified the Parish Council that their insurer is going to the High Court to investigate whether a claim can be made for disrupted business activity due to Coronavirus. The area of business interruption and loss of income for Hazlemere Parish Council would be the income lost from room bookings and leases. The Clerk has lodged that the Parish Council would make a claim on their insurance policy, should this be available after the High Court action.

6. Use of outdoor spaces for exercise classes

As exercise classes cannot be carried indoors at the moment, the Parish Council has been approached by organisers of exercise classes to carry out their classes on Hazlemere Parish Council's outdoor spaces, complying with Government advice on numbers, currently 6 people including the instructor. Coronavirus Risk Assessment and Liability Insurance would need to be provided to the Parish Council. The use of car parks does not seem appropriate with traffic movement and people.

CONSIDERATION

Please consider the use of all Recreation Grounds for outdoor exercise classes, regarding any hire charges and number of users at any one time.

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020**

Quotations

CONSIDERATION

Please consider and make recommendations:

1. Eastern Dene/A404 speed reduction costs

In response to the request from Full Council this is the reply from Buckinghamshire Council for a 'ball part' figure:

"As a really vague figure, for 5 sets of speed cushions (like the picture attached), I think you would be looking at around £35,000. However, TfB would still be required to produce a Project Initiation Document (PID) which will look at the exact scope of the project and if it would be possible at all.

There is still £15,235.44 in reserve, if the project is able to go ahead. This figure is made up of £7617.72 from the LAF and £7617.72 match funding from the Parish Council."



2. Maintenance inspection cost for aerial runway at Hazlemere Recreation Ground

Following Full Council's request to progress the play inspection reports, currently only a visual ground level inspection is undertaken and no internal mechanisms are looked at, as per the play inspection report, who recommend a thorough inspection is undertaken annually. Therefore the Clerk has obtained a quotation to include this as part of the inspection once a year.

The quotation is for £100 + VAT, scaffolding may be required on site to access the top of the runway.

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020**

Hazlemere Parish Council Objectives for 2020/21

Objectives are needed both for the Parish Council, Councillors and staff as the annual performance reviews are linked to fulfilling the Parish Council objectives.

2020/21 is a very different year, with the Coronavirus restrictions and Councillors now entering a 6th term, 2 extra years. Elections are due on May 2021, but are yet to be confirmed.

CONSIDERATION

The proposal for the Objectives for Hazlemere Parish Council 2020/21 is as follows:

- 1. Support local Coronavirus group(s), both with man power and grants/donations, where possible**
- 2. Improve communication at all levels e.g Councillor, staff, social media etc**
- 3. Action recommendations from the pay inspections reports**
- 4. Action advice from coming out of the Coronavirus pandemic and adjust working practices accordingly**
- 5. Reconsider an additional member of staff post Coronavirus**
- 6. Progress the work on the tree survey for Hazlemere**
- 7. Monitor the build of the Buckinghamshire Council Queensway cemetery to ensure no encroachment**
- 8. Maintain services currently provided by Buckinghamshire Council and ensure that, where appropriate, these are maintained**
- 9. Improve the quality of Hazlemere Recreation Ground's land**
- 10. Actively engage with the new Buckinghamshire Council community board to enable Hazlemere to benefit from the monies available and propose relevant Hazlemere projects**
- 11. Complete the Highways projects from the Local Area Forum 2019/20**
- 12. No new large capital expenditure projects are proposed**

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020**

Hazlemere Parish Council Newsletter 2020

In the absence of the annual Hazlemere Fete, where the Parish Council has a 4 page news article on its activities and the Annual Parish Meeting, there is currently no way of promoting the Parish Council.

CONSIDERATION

Does the Parish Council wish to create a newsletter/magazine for delivery to all Hazlemere residents?

If so:

- 1. Who would produce the articles?
(Councillors, Members of the Public, Members of Working Parties, Staff)**
- 2. Who would prepare the articles for publication?
(Councillors, Members of the Public, Members of Working Parties, Staff)**
- 3. What would be the format?
(size, pages, advert, booklet, single sheet)**
- 4. What would be the cost?
(there is £5,000 in Consultation Budget and £500 in advertising Budget)**
- 5. How would it be delivered?
(paid through post or volunteers)**
- 6. What would the content be?
(consultation(s), news on the past and future inc Working Parties, clubs available in Hazlemere, Councillor explanation for new Councillors for the 2021 elections)**
- 7. Should it be delivered outside Hazlemere as per the Fete programme?
(Widmer End, Tylers Green, Penn)**

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020**

Hazlemere Memorial Hall Request for a donation

As advised by the Internal Auditor the Parish Council can apply for a grant towards the repayment of the Public Works Board Loan, which was taken out to build the Hazlemere Memorial Hall in 2010. Currently there is £163,484.18 outstanding, it is repaid at £40,000 per annum until 31 July 2024.

CONSIDERATION

Please consider applying for a donation from the Trustees at Hazlemere Memorial Hall from their community award fund?

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020**

Land Asset Working Party

a. Draft Terms of Reference

CONSIDERATION

Please consider the draft Terms of Reference and make any recommendations

Hazlemere Parish Council Land Asset Working Party Terms of Reference

This policy was adopted by Full Council at its Meeting held on x

Membership of Working Party:

Councillors A Baldwin, E Gemmell, J Horton, C Oliver, D Thompson and The Clerk

To prepare a report for Full Council on recommendations for the Parish Council to take over from Buckinghamshire Council.

Operations of the Working Party

- The Working Party will have not have a Parish Council Budget.
- The leader of the Working Party to be appointed by the Full Council at the time of the Working Party appointment.
- A Working Party must consist of at least 3 Councillors.
- Quorate: Minimum of 2 Councillors at each meeting.
- Work priorities and co-option of named experts to be approved by Full Council.
- Prepare notes of meetings for Full Council to report on any activity and progress.
- A Working Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- To examine options and make recommendations to Full Council.
- All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.

Specific Action:

To prepare a report for Full Council on recommendations for the Parish Council to take over from Buckinghamshire Council.

**To be Reviewed July 2021
Reviewed: July 2020**

b. Adding Councillor D Thompson onto the Working Party

Councillor D Thompson is not currently a member of this Working Party and has expressed an interest in joining as the co-ordinator of the Open Spaces Committee work.

CONSIDERATION

Please consider including Councillor D Thompson as a member of the Working Party and make any recommendations.

c. Report from the 25 June 2020 meeting

CONSIDERATION

Please consider the report below and make any recommendations

Land Asset Working Party Notes 25 June 2020 via Zoom at 19.30

Attendees: Councillors J Baker, J Horton, C Oliver and D Thompson

The aim of the Working Party is to prepare a report for Full Council on recommendations for the Parish Council to take over from Buckinghamshire Council.

The following is a list of areas owned by the 'old authorities':

Bucks County Council Items in Hazlemere

1. Grass verges
2. The Library
3. Children's Centre
4. Oakengrove Lane grassed strip to Wellfield
5. Public Footpaths
6. Planter in Rose Avenue by Hanover Court
7. Library Car Park
8. Children's Centre Car Park
9. Wall at Park Parade
10. Hazlemere Youth Centre?
11. Bus Stops
12. Footways
13. Roads
14. Road Signs Lit and Unlit
15. Street Lighting
16. Seat on Holmer Green Road, Hazlemere Crossroads by Waitrose
17. Wall on Lower Lodge Lane
18. Parking at Market Parade
19. Drains and Soak Aways

Wycombe District Council Items in Hazlemere

1. Grass verges
2. Beaumont Way Public Convenience
3. Beaumont Way Open Space near Scout Hut
4. Badger Way Play Area
5. Badger Way Open Spaces

6. Hazlemere Recreation Ground inc sports ground, seats, shelter, pavilion, car park and Croquet club
7. Queensway Allotments
8. Queensway Allotment Car Park
9. Beaumont Way Car Park
10. Road name signs
11. Park Parade Car Park
12. Litter bins
13. Queensway Cemetery proposed site
14. Use Wycombe District Council Tree Officer for maintenance of Hazlemere Parish Council trees

The Working Party considered the above lists and concluded that the following resources that provide a service to residents and visitors alike need to be maintained as a high priority:

Hazlemere Library and Car Park

Children's Centre and Car Park

Hazlemere Youth Club

Hazlemere Recreation Ground and Car Park

Badger Way Play area

Park Parade Car Park

Beaumont Way Car Park

All grass areas including trees and hedges

The following is medium priority:

Queensway Allotments and Car Park

There are no plans to reopen Beaumont Way toilets due to vandalism and drug usage; the building will remain closed; consideration could be given to using the building for alternative use. E.g. small music studio. Future ideas will need to be considered by the Parish Council and a proposal put forward to Buckinghamshire Council.

The following project needs to be closely managed:

Terriers Farm development including the provision of any future leisure facilities.

Holmer Green Secondary School Travel Plan.

No further meetings have been proposed, as the Working Party are awaiting any recommendations from Full Council for further works.

A Banham
Clerk
29 June 2020

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020**

Community Boards Priority for Hazlemere

Community boards will help respond to local needs by working in partnership with residents, Town and Parish Councils, community groups, police and healthcare organisations.

Our community boards will:

- enable our councillors to make recommendations on local issues
- empower members and communities to influence service design and delivery
- bring communities together with members and partners to find local solutions

Hazlemere Parish Council will be part of Beaconsfield and Chepping Wye Valley Community Board. The membership is Beaconsfield Town Council, Penn, Chepping Wycombe and Hazlemere Parish Councils. This includes the villages of Penn, Knotty Green, Winchmore Hill, Forty Green, Penn Street, Hazlemere, Loudwater, Tylers Green and Flackwell Heath. Councillors J Weaver and A Cecil are representatives from Hazlemere, but only one Councillor can attend at any one time. The first virtual meeting is 9 July 2020 at 19.00. The first meeting will be looking to set the initial priorities for the coming months.

The Chairman is from Beaconsfield Town Council and the Vice Chairman is Councillor K Wood. The Buckinghamshire Council officer is Andy Chapman.

One member can attend from each Town or Parish Council, together with old Wycombe District Council and Buckinghamshire Councillor. In the future representatives from community groups will be invited with one representative.

As the Board develops its plans, there will be further opportunities for Councillors, groups, businesses and residents to take part in specific projects and areas of work

There are various budgets available for the community group.

Further details will follow shortly.

CONSIDERATION

Please consider and make recommendations so that the representative attending can be informed and represent Hazlemere:

- 1. Who are the key local partners, including those who may have a role in Coronavirus recovery?**
- 2. What are the three/four local priorities for Hazlemere?**
- 3. Please confirm which Councillor is attending?**

AGENDA ITEM 15

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020

Work Sheets

The work sheets were sent by email to all Councillors on 25 July 2020 at 14.28, if you require a further copy please inform the Clerk.

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020**

Climate Change

a. New tree planting in Hazlemere

Councillor D Thompson is currently liaising with the Buckinghamshire Council (Wycombe area) tree officer, Alastair Cunningham, and will make recommendations at the 4 August 2020 Full Council meeting to include locations and costings, which will include planting and maintenance i.e watering.

b. Report from meeting 26 May and 9 June 2020

CONSIDERATION

Please consider the two reports and make any recommendations.

**Hazlemere Parish Council
Climate Emergency Working Party (the WP)
Zoom Meeting 26 5 20**

Present – Jane Baker, Anthony Murphy, Ed Gemmell, David Thompson

Apology – Andy Baldwin

1. More than two parish councillors were present making the meeting quorate.
2. Working Party Membership –
 - a. Ed reported approaching by email SWR, Manor Farm School, Hazlemere Runners, Hazlemere Golf Club, Co-Op.
 - b. Jon, the Co-Op manager has said the Co-op will join the WP hopefully for the next meeting;
 - c. A first post has been put on the Hazlemere FB Website and more will be posted.
 - d. All members of WP to now approach residents who may wish to be involved with the wp. Ed to try Trinity Church, Jane to approach the Hazlemere Sports Association and the Grange Area Trust. David to approach Manor Estate. Andy to be reminded to approach Cedar Park.
3. Hazlemere Climate Crisis Talks Programme
 - a. First talk agreed for Monday 1 June at 6pm by Callum Lyman of BCC on recycling. FB advertising to be undertaken and notices put in Co-Ops. Emails to be sent to all groups being asked to join the CEWP and other Wycombe groups that may have Hazlemere residents.
 - b. We will tentatively try for a talk every first Monday of the Month.
 - c. Second talk will take place on July 7th at 6pm from the Chairman of the National Heat Pump Association.
 - d. Jane following up energy association contact.
 - e. Priority talks for following months:
 - i. Cycling and Electric Bikes – David to talk to bike owner neighbour and Ed to talk to Halfords. Cycle to Work Scheme to be contacted.
 - ii. Bees/Moths – Jane to talk to Great Missenden Bee Society

- iii. Car Use Reduction and Electric Cars – Ed to approach Hyundai. Also, idea to approach Nissan and Citroen Aylesbury and Merit Tyres Hazlemere. Help to get speakers or sponsorships possible.
 - iv. Trees and their preservation – Anthony offered to contact Tom Hunnings of Penn Tree Services to ask if he might talk on trees, their effect on climate and their preservation or to see if Penn Tree Services might sponsor such a talk.
 - v. Insulation and Cutting Down Home Energy Use and Wastage – plan for December or January. Anthony idea to approach Hazlemere Windows to arrange talk or sponsor in conjunction with buying a heat camera to look at heat loss from houses.
 - vi. Ed to circulate a list of topic ideas to be added to by all WP members. This will include both local interest topics and science/climate change education topics
- f. In conjunction with all talks discussions took place of how Hazlemere could take action or benefit in connection with the said topic
- g. Aim for talks to be recorded and placed online for further access by community members [How do we do this?]
- 4. Schools – agreed this is a very important topic and links to the talks programme (for instance if we arrange a talk on the Carbon Cycle which is also part of the school's science curriculum). This programme could cover a whole range of topics. It was felt this needs someone to drive this programme particularly and would be again discussed as the WP expands.
- 5. Heat Loss Camera - The Wycombe Environment Centre had a camera which is back with BCC now. David agreed to contact BCC to see if this can be located and borrowed (for the winter months as needs a 6-degree difference between inside and outside temperatures?).
- 6. AOB
 - a. it was noted how Hazlemere Social Media seems to love nature webcams such as badges and birds
 - b. Green Verges – this is noted as a topic of relevance and interest for Hazlemere and there is the thought to create a special verge project when we have an expanded WP
 - c. Jane has 10 lovely oak seedlings looking for a Hazlemere home.
- 7. Decision to plan a new meeting on 9 June at 6pm and expand effort to invite further community members to join this meeting.

Hazlemere Parish Council

Climate Emergency Working Party (the WP)

Zoom Meeting 9 6 20

Present – Jane Baker, Anthony Murphy, Ed Gemmell, David Thompson

Apology – Andy Baldwin

1. More than two parish councillors were present making the meeting quorate.
2. Anthony described Empower to Cook in more detail – agreed to look into a talk from Michael Brown on food waste and sustainability in food and to look at a sustainable food cook programme for adults or schools.
3. Working Party Membership
 - a. it was decided to invite Sue Gaunt, Lauren Brodie and Mahesh Subramanian to the next CEWP meeting
 - b. All other applicants would be invited to a general volunteer planned at another time.
 - c. Coop and Trinity church would be urged to send representatives to the next meeting. All other previously contacted organisations can be reminded that they can join.
4. Hazlemere Climate Crisis Talks Programme
 - a. First talk took place on Recycling and was successful. Ed failed to get the recording done successfully and will ask Callum if he can at least give us the slides to put on the website.
 - b. Heat Pumps agreed for 6pm on 6 July – Ed to confirm
 - c. Jane looking into Bees and Energy Efficiency for the future with the latter to be planed for the winter months
 - d. Cycling and Electric Bikes – David still chasing
 - e. Electric Cars – Ed to contact Hyundai
 - f. Trees – David is actively working with BC arboriculturist on plans for tree planting and will ask him to do a talk
5. Schools – aim to links talks programme to in school education
6. Heat Loss Camera – David checking prices to get our own one and then Ed to approach Hazlemere Windows to see if they would like to sponsor this.
7. Ed to send out details of next meeting date

**HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020**

Coronavirus Update

a. Draft Recovery Plan from impact of the Coronavirus

CONSIDERATION

Please consider the draft plan below and make recommendations.

Draft Recovery Plan from impact of COVID-19

Stage 1 Crisis

The Government, Buckinghamshire and Hazlemere Parish Council are providing information to enable information to be disseminated locally.

Stage 2 Pre-Recovery Framework for Recovery

The Council need to put in place plans and ideas ready for post-COVID-19, rather than thinking about them when we reach this stage. Innovation should be encouraged.

Stage 3 Recovery

This stage is about building capacity for recovery and transformation, working together on good ideas and plans and putting Stage 2 into action.

Stage 4 Recovery and Transformation

Establishing what the 'new normal' is going to be for Hazlemere and how the impact of COVID-19 has impacted and to continue to use creativity and ability to adapt as this might be needed to be continued in the future.

There will be many factors that are beyond Hazlemere Parish Council's control. The new environment is going to look very different to what was known pre-COVID-19. Many of the changes to business practice may not revert to pre-COVID-19.

Stage 2 Pre-Recovery Framework for Recovery

BE READY AND UNITED FOR COMING OUT OF LOCKDOWN

Hazlemere Coronavirus Community Support Group has been set up involving the Parish Council and local volunteers. All meeting details are published, and anyone can attend any meeting (virtually or in person)?

Methodology

The following questions will need to be considered

1. Gain a realistic view of starting position / baseline. Where are we now?
2. Develop scenarios for different versions of the future. Where could we be?
3. Determine actions and strategic moves that are robust across the scenarios. What will we do?
4. Set trigger points that drive us to act at the right time. When should we start?
5. Be aware that this is likely to be a phased recovery. Consider each starting point e.g. set out below.

4 – 8 weeks	2 – 6 months	7 – 12 months	New normal?
Schools phased opening	Government funding continues?	Loss of income for the hire of halls	?
Opening of play areas?	Emergency food parcels for vulnerable and elderly will these continue?		
Opening of Public halls?	Continued use of Zoom for meetings?		
Lease holiday payments to continue?	Continue to work from home due to shielding?		
Hazlemere Gardening Association starting to organise timed collections out of their normal opening hours			
More grant application may be received?			

Ideas and information to include in the Draft Recovery Plan

1. Hazlemere Parish Council would follow national public health guidelines and, where appropriate, national best practice. Lessons will also be learned from other countries/Parishes.
2. Social distancing is likely to remain for some time.
3. Create an Action Plan and review Funding Opportunities.
4. Remember the target audience for any campaign including all age groups to include: social media, Parish Council noticeboards, shop window and Hazlemere Coronavirus Community Support Group.
5. Consider a post Coronavirus event along the lines of Hazlemere Fete. Hazlemere Parish Council should acknowledge the huge debt we owe to all those people working on the front line during the crisis, often putting themselves at risk, and celebrate what they did and recognise their achievements. Celebrate the businesses and voluntary organisations which found new ways to make life more bearable for the community.
6. Utilise all public open space
7. Add a list of businesses that are trading now to social media and noticeboards.

Next Steps

Notes of Meeting and Draft Hazlemere Parish Council Recovery Plan need to be circulated.

Review responses and incorporate where appropriate.

Produce Action Plan with designated tasks to different organisations or groups of organisations, if appropriate.

To restart Hazlemere Parish Council life, we need to recognise some big changes which will have happened, whenever the lockdown ends:

- many older people, in forced isolation, will be in desperate need of contact
- there's a much bigger network of community volunteers, and neighbourhood contacts
- many more people have learned how to work from home, and may want to avoid public transport

The aim is not to debate which scenarios are most likely but rather to explore what is possible, based on intelligence, where possible.

What impacts will we face e.g.

- Limited gatherings
- Travel restrictions
- Hygiene requirements
- Public confidence

TRANSFORMATION

The 'new normal' predicts a time when many places and destinations will be open, but the public will still need reassurance. Until a vaccine has been deployed throughout the population this 'new normal' will significantly impact on the use of public spaces.

At the same time, there will be an increased demand for public spaces and opportunities to meet, socialise and play. There may be less travel and a greater appreciation of local community, and this could put increased pressure on the Parish Council to make creative but safe use of places.

Conclusion

The lockdown has demonstrated what a social animal we are. To square the circle will demand a more omni-channel retail world with click and collect reducing the time in shops and local restaurants offering more home delivery. We cannot put the genie back in the bottle, so the opportunities for Hazlemere Parish Council to protect Hazlemere whilst making it inviting and, most importantly, safe.

Reviver Phase

Encourage public confidence in the context of post-COVID-19 restrictions.

Strategy Promote the Recovery Plan.

React quickly as a collaborative network.

Objectives Measure success against the other objectives agreed in the Recovery Plan.

Method Use the existing structure from Hazlemere Coronavirus Community Support Group to progress the Recovery Plan involving all interested stakeholders.

Gain a realistic starting position/baseline.

Develop plan of actions for the future.

Determine actions and strategic moves that are robust across the scenarios.

Specific Ideas for Hazlemere Parish Council

Report on how to come out Coronavirus Lockdown

CONSIDERATION:

Have staff been given written advice or referred to relevant documents re how they should work during the Coronavirus lockdown when I was on sick leave?

The Parish Council need to undertake a formal risk assessment of the office, halls, workplace and sites which should be published on the website.

Purchase/create formal signage in relation to safety measures for the Coronavirus.

Halls

An addendum re cleaning of the halls will be added to the booking form to ask users to clean before and after usage and to use the government advice for hand washing, 2m rules etc throughout the usage of the halls.

The keys will be cleaned after their return.

Staff will be provided with PPE of masks and gloves.

Sanitizers by entrances.

Staff Working Practices

Staff will be provided with PPE of masks and gloves.

2m rule and hand washing advice will be observed.

All office workstations are more than 2m apart, however the toilet and kitchen area will need to be cleaned everytime it is used.

The photocopier must be sterilised if different people are using it.

Consideration to be given to self-shielding Staff and Councillors.

Councillors

Consideration to be given to self-shielding Councillors.

Visitors to the Office and Site

The personal safety of the Member of the Public are their own responsibility, however they must observe the government advice when on Parish Council land and property.

Meeting Practices

Zoom meetings take away the need to meet

If these are not allowed and the 2m rule is needed to be observed the Parish Council may need to change the venue as the acoustics in Cedar Barn will not be good enough for a meeting.

Contractors

Their personal safety is their own responsibility, however they must observe the government advice when working for the Parish Council.

Outstanding Works from post Coronavirus list

To progress the tasks on the list as quickly as practical.

Hazlemere Gardening Association and deliveries and sales

Their personal safety and that of their customers and deliveries are their own responsibility, however they must observe the government advice when on Parish Council land and property. Risk assessment for collection of composts and products.

Allotments

The personal safety of the allotment holders are their own responsibility, however they must observe the government advice when on Parish Council land and property.

Play and Gym Areas:

These are opening up on 4 July 2020, further details are being prepared.

Open Spaces/Woodland

The personal safety of the Member of the Public are their own responsibility, however they must observe the government advice when on Parish Council land and property.

It will be important to identify the key design issues and potential temporary interventions related to social distancing in green spaces. This will be particularly important where high levels of footfall are expected. The following steps could be applied:

- 1. Identify your public spaces** these are more likely to be the three Recreation Grounds, woodland and open spaces. Typically characterised by high footfall.
- 2. Consider your user groups**, levels of footfall and activity in spaces with intensive usage.
- 3. Assess the key social distancing issues, potential conflicts and risks.** The likelihood of congestion could be at entrance and exit points, both to the green space and the play areas, particularly during warm dry weather and the lack of schools operating.
- 4. Consider the interventions that can be made to mitigate and reduce** the social distancing issues, level of conflict, and risk.
- 5. Consider the statutory and legal implications** and liaise with other statutory bodies, as appropriate.
- 6. Consider the implementation of temporary** physical interventions, timings and procurement implications that will be suitable in the public realm. Including lack of ability to wash hands or hand sanitation.
- 7. Consider the management of spaces** and any necessary interventions.
- 8. Consider the maintenance issues** such as cleaning and repairing.
- 9. Monitor** use, management and maintenance, and effectiveness of measures.
- 10. Review and consider** the phasing in and out of interventions.

Solutions

- One-way movement of pedestrians to maintain 2 metres (6 feet) distancing.
- Signing to encourage pedestrians to wait and allow others to pass at entry ways or along footpaths.
- Provide separate entry and exit routes for pedestrian access with clear signs e.g. Rose Avenue



Ali Banham
Clerk
May 2020

b. Opening up of Play and Outdoor Gym Equipment on 4 July 2020

The government has announced that the above can be opened up, the Clerk has today received Society Local Council Clerks' guidance and will be ensuring these are followed with Rachel printing and laminating appropriate notices for Dave to place in play grounds on Friday 3 July 2020.

CONSIDERATION

**Please consider any additional advice and recommendations from the Clerk.
(Society Local Council Clerks Advice on Google Drive)**

c. Opening up of Community Halls on 4 July 2020

The government has announced that the above can be opened up, the Clerk has received Society Local Council Clerks' guidance and will be ensuring these are followed with Rachel printing and laminating appropriate notices for the Halls. No exercise etc classes can take place and social distances must be observed for at least 1m.

However Rachel is on annual leave from 6 July 2020 for 2 weeks, so no bookings will be taken for this period. On her return it is expected non exercise bookings may recommence; at the moment all regular bookings have been cancelled.

CONSIDERATION

Please consider any additional advice and recommendations from the Clerk.

(Society Local Council Clerks Advice on Google Drive)

d. Future Venue Parish Full Council and/or Committee Meetings 2020/21

Following the above announcement of halls opening up, bookings will now be coming in and Rachel has asked what dates the Parish Council requires for its meetings for 2020/21. The government's advice is for virtual meetings to continue, this emergency legislation is in place until May 2021.

CONSIDERATION

Please consider if the Parish Council wishes to block book:

- **the first Tuesday in the month from May 2021 or any other date(s) for Full Council and/or Committee meetings;**
- **if any other dates are required for face to face meetings;**
- **Annual Parish Meeting in April or May 2021 and select a date;**
- **Annual Council Meeting 18 May 2021 (the first meeting after the proposed 2021 election); and**
- **Full Council November Budget Meeting on 16 November 2020 and/or 15 November 2021.**

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING
TUESDAY 7 JULY 2020

Report from Outside Bodies/Training

Please ask any questions from the Clerk regarding these meetings

- a. 16 June 2020 Clerk Society Local Council Clerks appraisee training
- b. 18 June 2020 Clerk Wycombe District Association Local Councils
- c. 22 June 2020 Clerk Buckinghamshire Association Local Councils Clerk's meeting

AGENDA ITEM 19

HAZLEMERE PARISH COUNCIL FULL COUNCIL MEETING TUESDAY 7 JULY 2020

In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item.

It is proposed by the Chairman 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.

Members are reminded that legal matters, contracts and staffing matters should be considered in this session.

Human Recourses

CONSIDERATION

To receive any reports and make recommendations.