



North West Chilterns Community Board minutes

Minutes of the meeting of the North West Chilterns Community Board held on Wednesday 3 November 2021 commencing at 6.30 pm and concluding at 7.47 pm.

Committee Members present

Cllr G Hall (Chairman), Cllr S Adoh, Cllr S Broadbent, Cllr R Carington, Cllr D Carroll, Cllr D Hayday, Cllr O Hayday, Cllr M Hussain, Cllr M Smith, Cllr A Turner, Cllr P Turner, Cllr J Cripps (Great and Little Kimble Parish Council), Cllr C Davies (Lacey Green Parish Council), Cllr W Monroe-West (Downley PC, Council), Cllr S Breese (Bledlow-cum-Saunderton Parish Council), Cllr M Lazenby (Downley Parish Council), Cllr S Cope (West Wycombe Parish Council) and Cllr P Nicholls (Hughenden Parish Council), Cllr C Campbell (Princes Risborough Town Council), V McPherson (Longwick-cum-Ilmer Parish Council), Cllr A Capey (Hughenden Parish Council).

Others in attendance

J Binning, J Stevens, H Stearn (Street Association), S Taylor and S Payne, Sgt N Davey (TVP), Superintendent E Burrows (TVP), D Cope, S Thompson, M Bryant (owner, Country Supplies), S Wareham, S Biggs.

Residents in attendance for Item 5, Petition – Warrendene Road

E Merrilees, J Bromwich, K Allen, K Bacon, P Brand, R Hewitt, D Hackling, D Ranson, R Brand, J Armshaw, P Gerrard, J Stafford, E Haynes, P Cannon (Chairman, Hughenden Valley Residents' Association), M Taylor, G Card, S Jones (Chairman, Hughenden Neighbourhood Action Group), A Shipley, J Beveridge.

Agenda Item

1 Chairman's Welcome

The Chairman, Councillor Gary Hall, welcomed everyone to the meeting and explained that the Community Board's primary focus was to provide funding and support for community projects.

2 Apologies for Absence

Apologies had been received from Councillor Jane Rogers, Longwick Parish Council; Councillor Carl Etholen, Councillor Matthew Walsh, Colin Courtney, and Jaaganroop Marshall.

Notes:

Councillor Paul Nicholls, Hughenden Parish Council, left the meeting at approximately 7.10 pm.

Councillor Robert Carrington left the meeting at 7.15 pm.

Councillor Moyra Lazenby, Downley Parish Council left the meeting at 7.45 pm.

3 Declarations of Interest

There were no declarations of interest.

4 Notes of the last meeting

Resolved: The minutes of the meeting held on 20 July 2021 were agreed as an accurate record.

5 Petition - Warrendene Road

The Chairman advised that the Warrendene Road petition had come to the attention of the Community Board and that, luckily, one of the Board members, J Stevens, was a qualified expert in highways and transportation and had taken the lead, at the request of the Community Board. Councillor David Carroll, on behalf of himself, Councillor Steve Broadbent and Councillor Clive Harriss, requested that the idea to 'Build a new access and a small customer parking area' should be discarded immediately as it involved the use of Green Belt land which would not be supported. The Chairman stated that it was a local matter, and it was agreed that this idea would be discounted.

J Stevens provided a presentation, appended to the minutes and highlighted the following key points:

- Country Supplies operated from two sites: Oakleaf Farm, Warrendene Road and Shana in Walters Ash.
- Lorry parking was a daily occurrence and at peak trading times there could be as many as nine lorries parked along Warrendene Road waiting to access the Oakleaf Farm site. The lorry parking had been an issue for more than twenty years.
- The residents submitted a petition in February 2021 which requested that a large part of the business be moved from Oakleaf Farm to the Shana site. The Community Board (CB) considered the petition in March 2021; the role of the CB was not to make decisions but to find possible solutions.
- The petition and suggested ideas for possible solutions were discussed with key parties.
- The petition report was written by the Service Director, Communities, Highways and Technical Services, Buckinghamshire Council (BC) and stated that BC had no powers to require Country Supplies to change its business operations.
- The recommendation in the report stated that the petition request could not be supported due to displacement and adverse traffic impact on Walters Ash. The report recognised the residents' concerns and also recognised the work

undertaken by J Stevens and J Binning that looked at other ideas that might solve the lorry parking issues. The report stated that no decisions had been made on any of the suggested ideas identified in the work conducted by J Stevens and J Binning.

- The report stated that the Director was aware that J Stevens was an experienced highways engineer and he (the Director) had no reason to question the quality or content of the work that J Stevens had carried out,
- The detailed report, written by J Stevens and J Binning, was an 'ideas' report; no decisions were made by the CB and written feedback was invited.
- The supplementary report was the most recent report, also written by J Stevens and J Binning and looked at the residents' feedback. The report provided an initial technical response from J Stevens and input from BC's Head of Legal Services had been sought to help formulate the responses. It did not make any decisions or recommendations.
- Approximately 40 comments had been received which had been grouped together into themes.
- J Stevens provided the following summary information on each theme, based on the more detailed explanation set out in the supplementary report:

1. Major objection to the idea of a new access and customer parking area – *this was omitted due to the Board's agreement that this idea be discounted.*
2. Concerns with road safety at the Cross Roads and Bryants Bottom Road – *this was omitted due to the Board's agreement that the idea of a new access and customer parking was discounted.*
3. Lack of knowledge of a public consultation and lack of time to respond – *there had not been a public consultation. Any consultation would need to be advertised and properly conducted.*
4. Country Supplies should be forced to move away from Oakleaf Farm – *BC had no powers to force the business to move to another location. The owner was looking for another site but this would be in addition to the two existing sites.*
5. Status of the author (J Stevens) of the Detailed Report and Terms of Reference – *the supplementary report contained part of J Stevens' CV. J Stevens stated he felt he was adequately qualified. The Terms of Reference were set by the CB. J Stevens used his experience to shape the workplan to deliver the Terms of Reference requirements.*
6. Concerns that meetings have been held in secret – *no meetings had been held in secret. All meetings had been arranged by BC and attended by J Stevens and J Binning, Community Board Co-ordinator. J Stevens had asked that they be confidential as he felt it was appropriate as potentially sensitive issues would be discussed and he wanted a free and open discussion which may not have happened had they not been in confidence. The work was shared with the Residents' Association at the appropriate time.*
7. Request for parking restrictions in Warrendene Road – *parking restrictions would not reduce the number of lorries visiting the site and*

would result in displacement to other local roads and was therefore not a solution.

8. *Control on the number of lorries by imposing a daily limit - the Road Traffic Regulation Act does not include provisions for applying restrictions on traffic generation numbers from a legitimate business. The Council, as the local planning authority, has the power to impose Planning Conditions on planning permissions granted for new development and this could include restricting the number of vehicle movements and hours of operation. But, imposing such Planning Conditions could only be considered as part of the statutory planning process and could not be imposed retrospectively.*
9. *Rebalancing business operations between Shana and Oakleaf Farm – BC had no power to pursue this option. It would be down to the owner to consider; any changes could have a consequences on the other site and would need to be fully assessed from a number of perspectives.*
10. *Lack of site visits by J Stevens and the Community Board Coordinator – four meetings were held virtually due to lockdown during the pandemic. J Stevens advised he was familiar with the local network and had viewed each site from vantage points and he felt confident to write the report. Site visits would not have changed his views on the impact of the petition request or the suggested ideas set out in the detailed report.*
11. *Introduce the concept of ‘just in time’ delivery – J Stevens advised that this concept was more appropriate to production lines where demand was known in advance. It could result in less large lorries but increase the number of smaller vehicles.*

The suggested ideas that appeared to have a consensus of support were listed; J Stevens stressed that taking any ideas forward would require trust building and co-operation between all parties.

The following key points were raised in discussion:

- In response to a query on the source of the vehicle data; J Stevens advised that the owner had collected the data in March, April and May, and J Stevens had carried out the analysis and there had been enough relevant information to quantify the scale of the parking problem.
- J Stevens confirmed that this data had helped his work and that he had quantified the scale of the problem. He considered it unnecessary to collect data for the total traffic generation to and from the site because the issue was with lorry parking numbers on Warrendene Road and this had been quantified.
- Cllr D Carroll asked if the CB would monitor the suggestions? J Stevens advised that firstly, the appropriate decision makers at BC would need to decide which ideas should be taken forward and who should take the lead on the matters. Half yearly meetings could be monitored by the elected members and the parish council with the residents. J Stevens emphasised

that there was a large amount of momentum behind taking solutions forward and it would be disappointing if it was lost. It needed to be clear on who would monitor the progress and it could possibly sit within the Transport Service. This matter could be monitored within the Traffic and Road Issues action group or the CB itself.

- A resident stated there was data in the original report but advised that there was one date missing and that was when the police needed to be called. The resident felt the number of vehicles entering and exiting the site was relevant as the parking issue had escalated over the last 20 years as the business had grown; the site was not adequate. The resident stated that the issues were ongoing, and that more analysis was required.
- Cllr S Broadbent thanked J Stevens and everyone for their contributions and advised, as the local member, that if the CB were to contact the Transport Team to ask for a lining assessment related to the highway code, that this could be undertaken, possibly, without public consultation. However, other lining would require public consultation and the CB would need to provide funding for the relevant studies. The Chairman clarified that funding decisions were made by the CB and that an extra ordinary meeting could be held if a decision was needed quickly.
- Cllr D Carroll stressed that it was crucial that the Residents' Association (RA) was involved; it was agreed by the Chairman that the RAs should have representation on all the action groups.
- D Ransom advised he had submitted a statement on behalf of the RA. D Ransom welcomed Cllr Carroll's comments and requested that BC found holding areas for the vehicles. The RA supported the initial findings and would like to see regular meetings held before the end of the year and requested additional data analysis before ruling out the idea of movement of some of the business to the Shana site.

It was agreed that the Traffic and Road Issues Action Group would initially take forward the next steps on the suggested ideas for a solution.

6 Action Groups

The Chairman advised there were four action groups which all held regular meetings and there were a number of projects ongoing/pending e.g. speeding problem areas, Christmas lights in Princes Risborough, solar panels for various community buildings, a defibrillator in Ilmer and a new initiative for mental health training in schools from Bucks Mind. Funding applications needed to be received by the end of February 2022 to allow time for approval.

7 Exploring Opportunities to Work in Partnership with the Community Board

Daniel Cope, Programme Manager, Low Carbon Workspace team provided a presentation, appended to the minutes, and highlighted the following key points:

- The European Regional Development Fund (ERDF) was available until the end of 2022 to businesses and charity organisations with a revenue trading element e.g. hall hire.

- It was a match funded grant programme with grants available of £1,000-£5,000 for heat pumps, double glazing, solar panels, and specialist products to cut carbon emissions, save money and minimise waste.
- D Cope emphasised that he knew there were more businesses that he could connect with. There was an excellent website - <https://www.lowcarbonworkspaces.co.uk/> which provide examples of the breadth of the programme.
- The application process was quick, with just one quote required.
- There was a team of environmental specialists who provided advice or an audit free of charge.
- The programme was supported by key partners e.g. Buckinghamshire Council.
- Members of the Community Board were asked to follow the scheme on Twitter/social media and spread the word. D Cope stressed that it was not possible to claim for a grant after the work had been carried out; it had to be carried out beforehand.

The Chairman thanked Daniel for his presentation and emphasised that the area had many halls for hire and numerous businesses that could benefit from the programme.

The following key points were raised in discussion.

- A member of the Board stated that 50% of emissions were from transport, and asked if a grant existed to help people change their vehicle or fleet of vehicles? In response, D Cope advised that, unfortunately, the scheme did not provide any funding towards electric vehicles. However, he noted the request and stated he would feed the comment back to Bucks Business First who oversaw the programme.
- In response to a query on why only one quote was required; D Cope explained that he used the experience of having assisted approximately 600 businesses. Checks were carried out on the qualifications and value for money aspects along with independent measurements on the carbon savings.
- In relation to the amount of match funding provided; D Cope confirmed the scheme covered a third of the cost of the project and this would be provided within two weeks of the evidence that the work had been carried out being submitted and their portion being paid. It did not matter where the other funding came from as long as it was not from the European Regional Development Fund.

Jackie Binning, Community Board Co-ordinator, confirmed that the Low Carbon Workspaces Scheme met the priorities and objections of the Environment and Climate Change Action Group and hoped they would obtain some leads.

The Chairman thanked Daniel for his presentation.

8 Community Board Updates

Funding Update

Jackie Binning, Community Board Co-ordinator, provided an update on the funding situation. As of 26 October 2021, the total board fund was £353,324; the total project costs was just over £41,000. £22,346 had been allocated so there was a large sum of money available. J Binning had been working hard to encourage people to apply for funding and advised that any 'not for profit organisations' who had projects which would help the community, and met the criteria, should apply. Funding applications needed to be received by the end of February 2022 to enable the funding to be allocated by the end of March 2022. There were currently two pending projects; Bucks Mind, a multi-board application recommended by the North West Chilterns Community Board, and the Princes Risborough Town Council Christmas light switch on. The Chairman stated that one of the local football clubs had put in a request and suggested that other people contacted their local sports clubs and community organisations.

There were three transport applications from Hughenden Parish Council, but these would come out of next year's budget as the Project Initiation Documents needed to be completed.

J Binning agreed to email the funding criteria to all the residents' associations within the community board area.

ACTION: J Binning

Community Board Action Plan

The Community Board Action Plan had been included in the agenda pack. It was a high profile, evolving plan which would be updated regularly with the work undertaken on the agreed objectives. The plan had been approved by the Chairman and the action group leads and would be available on the North West Chilterns Community Board webpage. The Chairman added that it had been agreed the Board would have a branded marquee/gazebo to take to local events and raise the profile of the Board.

9 Community Matters

The Chairman advised that no questions had been received.

J Binning signposted the live county-wide [consultations](#) and highlighted the information included in the agenda pack concerning the [Queen's Platinum Jubilee](#) webpage available. Cllr S Broadbent added that any road closures for the Queen's Platinum Jubilee would require a road offer and that it would be beneficial if multiple road orders were submitted in one batch as it would save money. Contact J Binning with any queries or requests for road orders.

The Chairman stressed the need to find projects to benefit the community.

The Chairman thanked J Binning and everyone for their support.

10 Date of the next meeting

The date of the next meeting is 10 Feb 2022 not 3 February as stated in error at the end of the meeting and on the agenda.

Lorry Parking Issues - Warrendene Road Hughenden

A Petition submitted by local residents to Buckinghamshire Council

This presentation provides an overview of three reports produced for the Community Board on the lorry parking issue, including feedback from Residents

By Jim Stevens and Jackie Binning

Country Supplies, Oakleaf Farm Warrendene Road, Hughenden

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Shana, Walters Ash

Oakleaf Farm

Bryants Bottom Road

Warrendene Road

Naphill

Hughenden Valley

Cryers Hill Road

Lower
North Dean

Nick Bacon(HND)
Bespoke Gardens

Cake Art by Sally

Country Supplies

Buckinghamshire
Scaffolding

Locations where lorries park in Warrendene Road

Warringtonfire

The Harrow

Pipers Corner School

Deeter Electronics

Google



Lorries parking on Warrendene Road



Lorries parking on Warrendene Road

The Resident's Petition:

- Submitted to Buckinghamshire Council - Feb 2021
- 99 signatures from local area

Extract from Resident's Petition

“ WE, THE UNDERSIGNED, SUPPORT THIS PETITION THAT SEEKS TO RESOLVE THE ISSUE OF LORRY PARKING IN WARRENDENE ROAD

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Accordingly, we would ask that Country Supplies carries out viewings and retail sales only at the Oakleaf Farm site and that all deliveries from their suppliers and their own deliveries are made from the large Shana site at Walters Ash where they have sufficient space on site to accommodate these lorries rather than on the public highway that results in the loss of residential amenity and poses a danger to road users. “

•

11th March 21: Community Board's initial response to the Petition



Community Board
North West
Chilterns

“ Resolved: The Community Board agreed that further conversations take place with the local business to try and resolve the issue. The council had made initial contact and they had indicated that the local business was keen to meet with local councillors, in order resolve the issue. These discussions would also make sure they were complying with the planning restrictions and operator’s licence in place. Jim Stevens had indicated that he was happy to be leading this with support from council officers. At the same time, the parking services team would draft possible solutions for Highway Code supported waiting and parking restrictions and informal consultation with residents should take place. “

Jim Stevens and Jackie Binning's investigation work:

- Was carried out at the request of the Community Board

- Their role was not to make decisions

• But it was to find ideas for possible solutions.

- A list of suggested ideas was discussed with Key Parties.

- The Key Parties were: the Owner of Country Supplies, the two Resident Representatives, the two Buckinghamshire Council Local Members, Buckinghamshire Council senior officers, the Chairman of Hughenden Parish Council.

Three Reports have been produced:

1. Petition Report 3rd Nov 21

- Makes recommendations on the Resident's Petition

2. Detailed Report 16th Sept 21

- Describes JS/JB work
- Lists suggested ideas that might solve the lorry parking problems
- Comments on the Petition

3. Supplementary Report 3rd Nov 21

- Describes the residents feedback on the Detailed Report

Each of the three Reports will now be briefly described

1. The Petition Report

(Written by BC's Service Director of Communities – Highways and Technical Services).

Key aspects of the Petition Report:

1. **States:** BC has no powers to require CS to change its business operations. BC's role is limited to highways and traffic considerations.
2. **Recommends:** The Petition request cannot be supported due to displacement and adverse traffic impact on Walters Ash.
3. **Recognises:** The work done by JS/JB on other ideas and **states** there is no reason to question the quality/content of their work.
4. **States:** No decisions have been made on any of the suggested ideas
5. **Recognises:** The resident's concerns and that these will be important in determining the next steps
6. **States:** The Community Board can commission additional technical support and advice, including working with key parties.

2. The Detailed Report (Written by Jim Stevens and Jackie Binning)

Key aspects of the Detailed Report:

1. Was an 'ideas' report on possible solutions
2. Was considered by the Community Board on 16th September
3. No decisions were made by the Community Board.
4. Report made it clear that residents had raised major objections to the idea of a new access and customer parking area.
5. Those at the Community Board meeting were invited to provide written feedback.

3. The Supplementary Report (Written by Jim Stevens and Jackie Binning)

Key aspects of the Supplementary Report:

1. Looks at the resident's feedback.
2. Provides an initial response from JS's perspective
3. Includes input from the Council's Head of Legal Services
4. Makes no decisions or recommendations

Feedback from residents – themes:

1. Major objection to the idea of a new access and customer parking area
2. Concerns with road safety at the Cross Roads and Bryants Bottom Road
3. Lack of knowledge of a public consultation and lack of time to respond
4. Country Supplies should be forced to move away from Oakleaf Farm
5. Status of the author (JS) of the Detailed Report and Terms of Reference
6. Concerns that meetings have been held in secret
7. Request for parking restrictions in Warrendene Road
8. Control on the number of lorries by imposing a daily limit
9. Rebalancing business operations between Shana and Oakleaf Farm
10. Lack of site visits by JS and the Community Board Coordinator
11. Introduce the concept of 'just in time' delivery

Suggested ideas that might have support:

- A consensus of support on the following may be possible
- Taking any of these ideas forwards will require trust building and cooperation from all parties

☐ **Working with the Owner and his new Transport Manager to deliver:**

- Better logistics planning, management and control, using new logistics planning software
- Identifying specific suitable, safe locations for lorries to park if arriving early
- Review compliance with GVOL Condition 2
- Review the operation of the peak period gate control
- Introduce a lorry drivers protocol

☐ **Consider white lines to avoid obstruction to driveways**

☐ **Consider localized yellow lines at the crossroads**

☐ **Hold a twice yearly meeting with residents and the Owner**

Summary:

- The Petition Report was written by the Council's Service Director and recommends that the Petition request cannot be supported.
- The Detailed Report was written by Jim Stevens and Jackie Binning and describes their investigation, their work with the Key Parties and lists a number of suggested ideas that might ease the lorry parking problems.
- The suggested idea of a new access and customer parking area has generated significant and major objections from Residents.
- The Supplementary Report was written by Jim Stevens and Jackie Binning and provides a commentary on the feedback received from residents.
- All three reports have been written as information for the Community Board to help inform the way forward.
- Many of the suggested ideas do appear to have a consensus of support.
- The Community Board can commission additional technical support and advice from the Council, including working with key parties.

.....END.....



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£1,000 - £5,000**

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Minute Item 7



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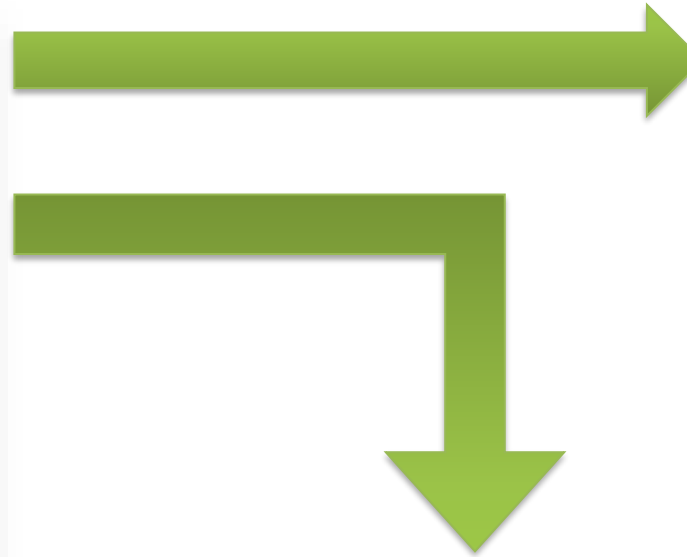
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