

THUNDRIDGE PARISH COUNCIL

MINUTES OF THE THUNDRIDGE PARISH COUNCIL MEETING HELD ON MONDAY, 12TH JUNE 2017 AT 7.30PM IN WODSON PAVILION, COLD CHRISTMAS LANE, THUNDRIDGE

PRESENT: Cllr R Parkins (Chairman), Cllr S Bosson, Cllr C Brigden Cllr B Hawes, Cllr B Shearman Cllr J Spackman, Cllr M Spackman, Cllr B Taylor.

Clerk: Belinda Irons

PUBLIC: 6

17.54 Apologies for absence: none

17.55 Declarations of Members Interests (pecuniary, non-pecuniary, personal):

Cllr Hawes: Marshalls Farm: personal friend of the landowner: personal declaration

17.56 Minutes of the Previous Meeting: 8th May 2017.

Minutes of the meeting were agreed as a true and correct record of the meeting and were duly signed

17.57 Land at Marshalls Farm, Marshalls Lane, High Cross: proposal for 25 and up to 30 new dwellings:

Cllr Hawes emphasised that David Baker of Caddick Land Group was advised that time had been made available at this meeting for him to advise Parish Council of a forthcoming planning application at Marshall's Farm. However at this meeting Parish Councillors will not discuss the application with David Baker other than to ask questions about the proposal and neither should there be a presumption that the application is approved or opposed by Council. This will be discussed at a later regular Parish Council meeting which the public are invited to attend.

Mr David Baker provided an overview of the forthcoming planning application on land at Marshalls Farm.

This will be an outline application. The proposal is at an early stage and Mr Baker was keen to explain that Caddick Land Group want to engage with the community and requested to work with the Neighbourhood Plan Group to bring the land forward for development.

The area is 1.85 hectares and the application will be for 25 to 30 dwellings. The feasibility study has not yet been fully included in the plans. The landscape assessment is awaited. Pre-application advice has been sought from EHDC and has met with a positive response from officers. Pre-application advice has been sought from HCC regarding drainage. Heritage and archaeology reports are awaited. The visibility splays have been agreed as suitable. Further technical reports are awaited. Full community consultation will be completed. Mr Baker is keen to receive suggestions which make the development acceptable to the community.

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SUDs will be managed with an attenuation pond, which will also be a green space. The Clerk urged those present to visit Pound Close in Braughing to personally view an attenuation pond and judge whether the combination of attenuation pond and village green are compatible.

Cllr Taylor made strong presentation on the lack of facilities in High Cross, stressing the importance of loss of facilities which include the loss of the White Horse which has closed, the school only has a part-time head teacher, and there is no Vicar. The only facility is the garage and that doesn't have a car repair facility.

Members of the audience commented that High Cross should never have been classified as a Category 1 village as there are insufficient facilities. Canterbury Park development has caused serious and ongoing issues in the community, particularly as the desires of the community which were established through consultation have been ignored.

Mr Baker responded that the emerging District Plan which reclassifies High Cross as a Category 2 village may not support the application. Mr Baker further responded that new development was needed to make village facilities viable in the longer term.

Mr Baker also stated that renewable energy can be included in the application but the District Council does not specify it as necessary.

The Chairman of the Neighbourhood Plan Group, Mr Simon Rayner-Langmead, asked what the developer would put back into the community. Mr Baker responded that they need to understand what the community wants and then this can be assessed.

Mr Baker stated 40% of the dwellings would be affordable. Cllr J Spackman suggested homes for older persons may be suitable. The number of dwellings required to enable suitable infrastructure was queried, which Mr Baker responded would be a minimum of 15 dwellings.

Cllr Hawes commented that there is nothing to stop a developer overturning an agreed plan. Mr Baker stated that conditions can be applied to any permission which may be granted. Caddick Land Group is an agent, not a builder. Should outline permission be granted, the site will be sold to a developer. There is nothing to prevent the new owner from submitting a new full application which will be judged by EHDC on its merits.

Mr Baker and the landowner left the meeting at 7.56pm

17.58 Public discussion:

North Drive, High Cross: the road surface is in extremely poor condition. Parishioners have started to fill the pot holes themselves. Cllr Bossom strongly recommended every pot hole is reported on the HCC web site.

C183: the road surface is breaking up between the first roundabout and High Cross, especially on High Cross hill. Cllr Brigden responded that HCC has assured him the

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repairs will be carried out by 2019, and that HCC has stated the surface is not in a poor enough condition to repair it before this timescale.

Sacombe: residents from Sacombe commented that gypsies had purchased land, and developed the site without planning permission. The gypsies have made application directly to the Planning Inspectorate to have permission granted without making application to EHDC.

17.59 Planning:

Planning applications:

3/17/1162/HH Planning application	The Electric House, Poles Lane, Thundridge Proposed 1 st floor in-fill extension: <i>comment: shiplapped gable end will be overbearing on the street scene; work to be undertaken in the autumn to ensure breeding birds and bats have vacated the building.</i>
3/17/1119/HH Planning application	16 Cambridge Road Cottages, High Cross Single storey front and rear, two storey side extensions: <i>Objection: out of keeping with adjacent properties; loss of parking; overdevelopment of site</i>
3/17/1181/VAR	Mountains Cold Christmas Lane Thundridge Variation to application ref.no. 3/16/0056/HH for re-development of Mountains to form a 4 bed. dwelling; works to include re-modelling, raising the ridge, two and single storey extensions, dormer windows, cladding, raised decking and 3 bay cart barn including associated landscaping works - Amendment to Condition Number(s): 2 and 3 2. Approved plans - add extension to north side of building to mirror that approved on the south, bring chimney stack on north side to the outside of building to match that approved on the south side, extend 'garden room' wall to match footprint of existing approved 'stoop' feature but reducing overall footprint slightly, remove two first floor windows on north elevation. 3. New external surfaces - add low level brick plinth to outside of main building. <i>Comment: impact on valley vista if screening vegetation is removed.</i>
3/17/1073/HH Planning application	Wheatsheaf Cottage, 39 Cambridge Road, Wadesmill Demolition of garage. Two and a half storey side extension, single storey rear extension and replacement garage, new retaining wall. <i>Objection to the plan as submitted: proposed</i>

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	<i>garage to be subject to condition to remain a garage.</i>
3/17/0251/FUL Decision awaited	Land at North Drive, High Cross Erection of 20 dwellings with associated parking, landscaping and access: <i>Objection: proposed change insignificant to original objection.</i>
3/17/1244/FUL Planning application	Nine Acres, High Road, High Cross Change of use of land for the siting of 6 static caravans with parking and access: <i>Objection: granted application not included in current application; overdevelopment of site; need not established; landscaping not included; impact on street scene</i>
3/17/1189/FUL Planning application	Black Grove Woods, North of Standon Green End Farm, Standon Green End Temporary change of use of land for 4 years from the date of the application. Erection of yurt and two sheds for use as a temporary dwelling while farming the agricultural land and managing the woodland - retrospective application: <i>Objection: development in the rural area beyond the Green Belt; within a protected woodland; lack of facilities and utilities to support proposed uses, urbanisation of rural area; business plan not sustainable</i>
3/17/1259/LBC Listed building application	The White Horse, High Road, High Cross Refurbishment and change of use of The White Horse public house (Listed Building) to create 3 No. two bedroom dwellings: <i>Objection: loss of important village facility; damage to historical listed building; impact on setting of listed building; insufficient garden area; poor access; no area for refuse bins; overdevelopment of site</i>

Decision awaited

3/1228-13	Application for the variation of condition 1 (Time Limit for Commencement) and condition 25 (Restoration) of planning permission 3/1228-13 to extend the life of the sand and gravel extraction and restoration via landfill and to amend the restoration details at Westmill Landfill Site, Westmill Road, Ware, Hertfordshire, SG12 0ES: response by 14th September
3/16/2194/FUL Withdrawn by applicant	HC Motors, High Road, High Cross Demolition & rebuild of existing fire damaged garage/ workshop
3/17/0054/LBC Listed building	The Feathers Inn, Cambridge Road, Wadesmill

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3/17/0053/FUL Decision awaited	Erection of external lighting, replacement of cellar doors, creation of patio area to rear, removal of and replacement of tarmac to front and landscaping works
3/17/0047/LBC Listed building Decision awaited	The Feathers Inn, Cambridge Road, Wadesmill Retrospective application for the alterations of existing doors on the 1 st floor
3/16/2833/LBC Listed building Decision awaited	The Feathers Inn, Cambridge Road, Thundridge Alterations to 1 st floor window at the rear to create a doorway fire escape. Addition of metal walkway fire escape platform across a single storey roof and metal stairway to the ground floor storage area. Section of existing parapet wall removed to allow for new fire escape route.
3/17/0503/FUL Decision awaited	Land adjacent The Bungalow, High Road, High Cross Change of use of former builders yard to residential comprising the erection of 3 detached dwellings: 1 x 2 bed, 2 x 3 bed
3/17/0734/HH Decision awaited	37 Ermine Street, Thundridge New bay window and porch roof, relocate window to side elevation
3/17/0976/HH Decision awaited	Bonnets, High Road, High Cross Single storey rear extensions incorporating glazed link to garage
3/17/0838/HH Decision awaited	2 Hazeldown Villas, High Road, High Cross Extension to existing vehicular access

Other planning matters

Glebe Field, High Cross: Cllr Bosson agreed to speak against the development on behalf of the Parish Council at the EHDC Development Management Meeting which will take place on Wednesday, 21st June at Wallfields, Hertford, commencing 7pm. Cllr Bosson emailed documentation and the presentation he will use to Councillors before the meeting, to press the point of the inappropriateness of the site for development, and particularly the use of North Drive which is classified as a bridleway. Additional information is awaited from a third party to support the status of North Drive.

Thundridge Parish Council thanked Cllr Bosson for his exceptional work on this planning application.

EHDC Development Management Committee Meeting: public transport to meeting costs. The time limit for public response requesting transport to the meeting has been set at Wednesday, 14th June. (*Note to minutes: only three people have requested transport by the end of the time scale*)

EHDC meeting: update:

5

Chairman's signature..... Date: 10th July 2017

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Cllr Parkins commented that Wareside PC was hesitating over producing a Neighbourhood Plan. Thundridge PC will provide information should Wareside PC need assistance. Ware Town Council needs to formally approach both Thundridge Parish Council and Wareside Parish Council to include parts of the parishes in the Ware Town Neighbourhood Plan. This will result in the respective parishes accepting development from Ware Town within each parish.

Canterbury Park: Barratts response:

Cllr Bosson reported that a meeting with Thundridge Parish Councillors and EHDC officers had mixed results. The ridge height of the homes built on Canterbury Park were deemed by officers as acceptable. No other building in the village is as high as the homes in Canterbury Park.

Officers agreed that exploratory digs will be carried out on the development to establish whether the planned swales had been included in the development and whether they meet the required criteria for SUDs. This is an important decision, as the swales are supposed to form part of the SUDs which manages surface water. Cllr Parkins will identify the areas for trial digs to officers. Councillors present at the meeting with EHDC pressed for more protection for the parish, and made it clear there must be strong enforcement when anomalies are reported to EHDC. The Enforcement Officer commented that the developer had fulfilled sufficient criteria to ensure the development was not subject to enforcement action.

Councillors further commented that officers are agreeing 'amendments and variations' to planning applications without seeking comment or advice from Parish Councils, and that this needs to be addressed as a priority. An example was that Barratts made a commitment in writing to the Parish Council, but changed this commitment before submitting the planning application without advising the Parish Council. A different plan to that agreed with the Parish Council was submitted and agreed by the District Council.

Inaccurate information was being submitted. An example was the flood wall which Barratts stated had been approved by the flood authority, but the letter sent was inaccurate and water is actually diverted into a property and not into the drainage system. Cllr Bosson will draft a response to this issue. Documentation relating to Canterbury Park development will be posted to the Thundridge PC web site.

ACTION: CLLR BOSSON

Uttlesford District Council: Stansted Airport application for a Scoping Opinion:

<http://publicaccess.uttlesford.gov.uk/online-applications/search.do?action=simple&searchType=Application>

The Clerk will draft a response which will focus on the impact on the highways and traffic in the area.

ACTION: CLERK

17.60 Thundridge Parish Neighbourhood Plan

Report by the Chairman of TPC NP: Simon Rayner-Langmead reported:

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15th May – Full committee meeting to establish objectives

5th June – Individual group meetings

Results of the Survey

- *Excellent response rate (32.5%)*
- *Poor representation of under 24 year olds (1 person)*
- *Some good information for forming objectives*
- *General agreement that large development sites would not be acceptable*
- *Interesting differences between High Cross & Thundridge/Wadesmill*
- *No development in the Green Belt*

Ideas for Objectives - Environment

- *Promoting renewable energy for new and existing properties*
- *Preserving the existing character of the built environment*
- *Maintaining the important views and access to the countryside for future generations*
- *Developing and encouraging the use of community recreation for all ages*
- *Conservation and appreciation of the Parish flora and fauna*

Ideas for Objectives – Facilities/Economy/Transport

- *Mitigate for the increased amount of traffic through the village as the result of development*
- *Reduce the amount of on-street parking*
- *Maintain the businesses by providing what they need to stay within the parish*
- *Develop and expand the existing facilities in a sustainable manner*

Ideas for Objectives – Housing

- *Allow no net loss of Green Belt in the Parish*
- *Ensure housing growth is organic*
- *Enable small infill developments in pockets of land that can accommodate it sympathetically*
- *Provide a mix of housing to accommodate downsizing for older people and returning families including starter homes*
- *Guide design of homes to be sympathetic to surrounding buildings & conservation areas, have sufficient off-road parking spaces and appropriately sized gardens*

Revised Timetable subject to approval of Parish Council

- *15th May Advisory Committee workshop*
- *5th June Group meetings (Environment/Facilities/Housing)*
- *xx July Steering Group First dram plan for discussion*
- *xx August Presentation/vote on policies community meeting*
- *mid September Publish dram plan for consultation (6 weeks+)*

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- 25th September Public Open Meeting to discuss dram plan
- 23rd October End of consultation
- 6th November Complete analysis of results
- 13th November Meet EHDC policy planners
- 27th November Complete final plan and supporting documents
- 18th December Formal submission to EHDC

Report by the Treasurer of TPC NP:

A new grant funding application is due to be submitted

Neighbourhood Plan Parish Area: discussion/decision:

Councillors have previously discussed the merits of retracting the Thundridge Parish Neighbourhood Area Designation documents and resubmitting a revised area boundary. A decision was taken based on information provided by the District Councillors representing Wareside and Thundridge Parishes.

PROPOSAL: That Thundridge Parish Council herewith agree by resolution to write to East Herts District Council and retract the Neighbourhood Area Designation document submitted on the 7th February 2017, and replace it with a new Area Designation which includes the whole parish, with immediate effect.

PROPOSED: Cllr Hawes, seconded Cllr Shearman. AGREED AND RESOLVED UNANIMOUSLY. The Clerk was instructed to write to East Herts District Council to action this resolution. **ACTION: CLERK**

17.61 Wodson Pavilion

Wodson Pavilion: lease review and charges review due September 2017.

The Clerk will retrieve the original document and Cllr Hawes will review it.

ACTION: CLERK

Wodson Field: Ware Lions Football Club use: the Clerk will check the agreement and forward to Cllr Hawes as necessary. **ACTION: CLERK**

17.62 Councillor Portfolio reports:

Cllr Parkins

High Cross Church driveway: clarification of ownership: Cllr Parkins will provide a copy of a plan showing the land to be submitted to Land Registry to the Clerk, who will make the application. **ACTION: CLLR PARKINS & CLERK**

Dog bins: update: due to be installed.

Cllr Bosson

New Homes Bonus: funding due August.

Canterbury Park update:

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DW Homes have not responded or resolved the outstanding items which require rectification.

Cllr Brigden

Highways:

Speed issues: ongoing

Sign replacement: next agenda

Inventory: next agenda

Cllr Hawes

High Cross Conservation Area appraisal: the Clerk will draft a letter and send it to the Conservation Officer, Mr Steptoe and Cllr Andrews pressing the point that High Cross does not have a Conservation Area and this must be addressed as a priority.

ACTION: CLERK

Cllr Shearman

Sewage smells and drains:

Thames Water has again been rigorously pursued by Cllr Shearman on this matter. A site meeting is scheduled for 9.30am on the 16th June with Thames Water and Parish Councillors at the Sow & Pigs. An update is due to be provided by the 19th June to the Clerk.

The Pykle, Thundridge: Footpath tree roots/ resurfacing:

Funding is required to complete the works. The handrail is due to be installed, but will need to be replaced once the ground work has been carried out.

Westmill Liaison Meeting: The Environment Agency has objected to the application as the angle of the slope may result in slippage. Cemex should be finished its workings in the very near future and should commence reinstatement. Cell 8 is due to be capped. The next meeting is due to take place on the 31st July.

Parish Paths Partnership (P3): P3 may be able to contribute to funds for The Pykle.

Cllr J Spackman

Area opposite the White Horse adjacent to Marshalls Lane: the Pump: update:
The shrubs are in full bloom and the area looks wonderful. Works will be commenced in the autumn to manage the vegetation.

Cllr M Spackman

Allotments: Asset of Community Value/ inclusion in Neighbourhood Plan: ongoing

Thundridge Business Park: parking issues: ongoing

Cllr Taylor

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Bus shelters: HCC has advised a new shelter can be provided opposite the Sow & Pigs, Thundridge. The timescale has not been advised.

Community transport: nothing to report.

17.63 Finance

Itemised Payments will be shown on a separate Appendix to the minutes

Accounts to end of March 2017.

Summary of 2016 17 Accounts:	Brought forward:	£73,945.54
	Plus income:	£32,936.94
	Less expenditure:	£37,428.50
	Year end total:	£69,453.98

Summary of Monthly Accounts:	Brought forward:	£69,453.98
	Plus income:	
	April	£1,977.89
	May	£15,795.46
	Less April account:	£1,276.93
	Less May account:	£3,567.99
	total:	£83,451.90

PROPOSAL: That Thundridge Parish Council herewith agree the payments presented by the clerk for payment in the sum of £5,452.84 except chq 967 which requires supporting evidence to enable payment, and instruct the signatory Councillors to sign the cheques presented. PROPOSED: Cllr Hawes, seconded Cllr M Spackman. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will address the issue of additional evidence relating to chq 967. **ACTION: CLERK**

Year End Accounts & Audit:

Role and appointment of Internal Auditor: discussion:

The Chairman sought advice from HAPTC on the role of the internal auditor which he explained to the meeting. Whilst the format of the current internal was different to that previously received, it was within the guidance received, and was considerably cheaper than the previous internal audit. The Parish Council will assess its internal audit need in the autumn.

Financial Controls: discussion:

Thundridge Parish Council has Standing Orders and Financial Regulations in place, and these were reviewed and agreed in January 2017. Policy and procedure will be required as and when Thundridge Parish Council undertakes online banking. The Clerk commented that Unity Bank specialised in Parish Council banking, and had provision for two Councillors to authorise payment.

Summary Receipts & Payments: discussion:

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The Clerk produced the Summary Receipts and Payments document which was circulated by email to Councillors before the meeting. Cllr Hawes has agreed the document against the income and expenditure documents.

Annual Governance Statement: discussion: the Clerk circulated the document to Councillors before the meeting. This document must be agreed prior to the agreement of the Accounting Statement, and describes what actions have been taken across the year to comply with legislation. Once agreed, it will be uploaded to the web site without signatures.

Accounting Statement: discussion: the Clerk produced the Accounting Statement which was circulated by email to Councillors before the meeting, with the accounts matching the income and expenditure documents which were also circulated to Councillors before the meeting. Once agreed, it will be uploaded to the web site without signatures.

External Auditors report and compliance with regulations: the External Auditor's report is provided once the External Auditor has reviewed the documentation provided by the Parish Council. The requirement is for the External Audit to be completed by the 30th September. Once the finalised document is provided to the Parish Council, it, along with any recommendations, will be posted to the web site.

PROPOSALS:

Internal Auditor's report and recommendations:

The Internal Auditor found some documentation missing. This has been retrieved and included in the accounts file.

PROPOSAL: *That Thundridge Parish Council herewith agrees to accept the findings of the internal auditor in consultation with Carina Helm of HAPTC and agrees to take appropriate action to ensure any recommendations are implemented.* PROPOSED: Cllr Bosson, seconded Cllr Brigden. AGREED AND RESOLVED UNANIMOUSLY.

Financial Controls: Proposal

PROPOSAL: *That Thundridge Parish Council have reviewed the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised.* PROPOSED: Cllr Hawes, seconded Cllr Brigden. AGREED AND RESOLVED UNANIMOUSLY.

Summary Receipts and Payments: Proposal:

PROPOSAL: *that Thundridge Parish Council herewith agree the Summary Receipts and Payments document.* PROPOSED: Cllr Hawes, seconded Cllr J Spackman. AGREED AND RESOLVED UNANIMOUSLY

Annual Governance Statement: proposal:

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The Clerk read each line of the Statement to the meeting to ensure all Councillors understood the document they agreed to.

PROPOSAL: That Thundridge Parish Council herewith review and agree by resolution the Annual Governance Statement for 2016/17. PROPOSED: Cllr Brigden, seconded Cllr Bosson. AGREED AND RESOLVED UNANIMOUSLY

Accounting Statement: proposal:

PROPOSAL: That Thundridge Parish Council herewith agree by resolution the Accounting Statement for 2016/17. PROPOSED: Cllr Hawes, seconded Cllr Shearman. AGREED AND RESOLVED UNANIMOUSLY.

17.64 New Homes Bonus: breakdown:

24.7.13	£2,015
6.8.14	£2,015
2.9.15	£2,884
21.9.16	£4,673
TOTAL Income	£11,587
High Cross Village Hall roof:	£6,500
Notice Boards	£3,619.85
WIFI	£800.00
Remaining:	£ 667.15

17.65 Canterbury Park:

S106

Hertfordshire County Council

£195,144 towards Primary Education

£211,531 towards Secondary Education

£3,946 towards Youth Facilities (13-19 year olds)

£12,102 towards Library Services

£30,000 towards improvements to the bus stops

£75,750 towards improvements to sustainable modes of transport

As per schedule 5 development was not to commence before payment was made to the HCC in full.

East Herts District Council

£69,544 towards outdoor sports facilities

£25,110 towards parks and public gardens

£10,217 towards children and young people

As per schedule 2 development was not to commence before 25% payment was made to EHDC. The 25% has been received. The balance is to be received prior to 25 of the dwellings being occupied

17.66 Clerk's updates:

High Cross: vehicles driving across green: update: following discussion, Councillors agreed that a letter will sent to residents of 14-28 North Drive, High Cross, to remind them that the green is a recreation area where children play, and request that they do not drive over or park on the green space. **ACTION: CLERK**

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17.67 Correspondence:

EHDC Street naming & numbering re Canterbury Park.

West Essex CCG Healthier Futures: 29.6.17 Latton Bush Centre, Harlow 12-4.30pm

Barratt development: Canterbury Park: response to letter

Payplus Payrole: wages service: wages received to 31.3.2017.

HCC Thundridge: bus shelter replacement

The Pykle: replacement of handrail 12.6.17

Mrs Rust Complaint: electric fencing on footpath at end of North Drive:
Cllrs Bosson and M Spackman have dealt with this issue.

17.68 Date of next meeting: Venue: Wodson pavilion

Neighbourhood Plan Meetings: Venue: Wodson pavilion: 1st Monday of the month

Dates for 2017: 2nd Monday Venue: Wodson pavilion

10th July

11th September

13th November: budgets

Meeting closed at 10.58pm