

# THUNDRIDGE PARISH COUNCIL

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## MINUTES OF THE MEETING HELD ON MONDAY, 12<sup>TH</sup> SEPTEMBER 2016 AT 7.30PM IN THE HIGH CROSS PULLER MEMORIAL SCHOOL

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

Clerk: Belinda Irons

**PUBLIC: 5**

**Sean Harries, Beechwood Homes**

**Hertfordshire Constabulary: PCSO Major and PC Wardle**

*The Chairman expressed his sorrow at the death of the incumbent clerk, John Ingham, who passed away after a short illness.*

*A one minute silence was held as a mark of respect for John Ingham who was a clerk for Thundridge Parish for more than 40 years.*

***The Chairman changed the running order of the meeting:***

**Beechwood Homes: North Drive: proposal/ presentation:**

Mr Harries commented that Beechwood Homes specialises in developing and building very high quality low density homes. Beechwood Homes has been in discussion with the Diocese to provide 19 new dwellings on the 'Glebe Field' off North Drive in High Cross. This will include 40% affordable homes for local people. Beechwood Homes are working on bringing North Drive from it's junction with C183 High Road to the West and as far as 53 North Drive to the East to 'adoptable' standard. However, Herts County Council Highways has not engaged in the process.

The process is at 'pre-application' phase with an indicative design under consideration, with Beechwood Homes discussing the application with EHDC planners and the Diocese. The ecology, tree and access surveys have been carried out.

Mr Harries emphasised that Beechwood Homes is keen to receive comments from the Parish Council and parishioners at an early stage to ensure the process is as amicable as possible.

Parishioners expressed concerns over the access road to the Glebe field site, how the 'affordable' properties were retained for local people in need of housing, and that initial proposed development was for 15 dwellings – it has now risen to 19.

Mr Harries responded that there are many grey areas over who owns parts of the road leading to The Rectory/Church. Whilst it is appreciated that such 'grey areas' may be difficult to resolve, Beechwood Homes is keen overcome these issues.

In addition, Beechwood Homes has agreed to upgrade the road surface of North Drive to an 'adoptable' standard. Mr Harries acknowledged that there are 'pinch point' along North Drive where the width of the road is too narrow to be considered of 'adoptable' standard but

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Beechwood Homes are keen to overcome this issue. Beechwood Homes cannot force Herts County Council to adopt North Drive, and ongoing maintenance may be an issue going forward if it isn't adopted.

Retention of affordable homes for local people is an issue which could be resolved using local Housing Associations.

The number of dwellings has increased to reduce the size of the larger dwellings and bring them into a more affordable price bracket, whilst also providing the affordable element at a high standard.

*(Herts Police Officers arrived at 7.50pm)*

The provision of community space may include natural play materials, with the addition of a pond or water feature.

Car parking is anticipated to be two to three spaces per dwelling with additional visitor parking spaces. The area currently used as parking by Church parishioners and for Village Hall overflow car park would all be developed.

The Diocese did request interviews with a number of smaller developers and selected Beechwood Homes to bring the development forward.

Pre-application consultation will assess the suitability and viability of the development, which includes the suitability of the access road to accept the level of vehicles proposed.

Beechwood Homes are working with David Wilson Homes to bring forward the drainage solutions for Canterbury Park, which requires a drainage pipe to be installed across North Drive from the Glebe Field. Whilst Beechwood Homes are pressing for this to be achieved, David Wilson Homes have yet to install.

The land behind the Vicarage is not included in the scheme.

The Chairman thanked Mr Harries for attending the meeting.

*(Mr Harries left the meeting at 8.03pm)*

## **Herts Constabulary:**

PCSO Major reported that crime in the area is traditionally low.

June had one reported crime - cutting a barbed wire fence and removal of posts.

July had one reported crime – damage to a domestic door handle

August had one reported crime – burglary other: removal of two bicycles which were recovered and returned.

Barwick: power tools were taken from a van. Such incidents are increasing across the country and appear to be the work of a professional gang(s). These incidents are being taken very seriously.

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Parking issues: more than a dozen parking tickets have been issued mainly for parking on the footway. This is a District wide issue.

Canterbury Park: Antisocial behaviour: officers are working with B3 Living Housing Association to deal firmly with this issue. Progress is being made.

*PCSO Major and PC Wardle left the meeting at 8.15pm*

Fly tipping: Councillors raised this issue and urged everyone to obtain vehicle registration numbers and report it to the Police. White road paint has been dumped on a bridleway and is now in the stream running beside Gore Lane to Barwick Ford.

*The Chairman resumed the business of the meeting*

16.01 Apologies for absence: Cllr Brigden

16.02 Declarations of Members Interests (pecuniary, non-pecuniary, personal): none.

16.03 Chairman's announcements:

The Chairman again expressed his sorrow at the loss of John Ingham.

16.04 Minutes of the meeting: 11<sup>th</sup> July 2016.

Minutes of the meeting held on 11<sup>th</sup> July 2016 where agreed as a true and correct record of the meeting and were duly signed. Cllr Hawes will post to the web site.

16.05 Adjournment for public discussion: limited to 15 minute

Application to join the Neighbourhood Plan Group

Wodson Field: footpath is overgrown and unusable.

Youngsbury Lane: the boundary fence between Youngsbury Lane and the Feathers garden area is covered in ivy and unstable. It is believed to be owned by Riversmead Housing Association.

16.06 Planning:

Planning applications:

3/16/1495/HH Planning application	Lower Flat, Northfield, Cambridge Road, Thundridge Proposed vehicular crossover and parking area
3/16/1761/FUL Retrospective planning application	Watermill House, Old Church Lane Retrospective application: conversion of outbuilding to residential annexe: <i>a letter of objection has been sent</i>
3/16/1791/LBC Listed building application	The Old Wagon, High Road, High Cross Proposed limecrete flooring, plaster internal walls and replacement front door: <i>a letter of concern was sent</i>

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3/16/1837/HH Planning application	7 Youngsbury Lane, Wadesmill Single storey side extension: <i>a letter of concern was sent</i>
3/16/1862/FUL Planning application	Moles Farm, Thundridge Demolition and replacement of hay barn
3/16/1893/LBC Listed building application	38 Cambridge Road, Wadesmill The creation of doorway to east elevation and the blocking up of the door to the north elevation
3/16/1762/HH Planning application	9 Anchor Lane, Wadesmill Two storey rear extension
3/16/1909/HH Planning application	Hanbury Lodge, Poles Lane, Thundridge Addition of 1st floor to detached garage to create games room above and external staircase: <i>Councillors to agree response by email</i>

Planning decisions:

3/16/1431/FUL Decision awaited	Home Farm, Wadesmill Demolition of single storey blockwork addition. Change of use with alterations to East Barn to provide three residential dwellings. <i>Objection: highways/overdevelopment of site</i>
3/16/1430/TEL Telecommunications permission refused	Telecommunications Equipment, Ermine Street, Thundridge Swap out the existing 11.5m high Phase 2 monopole to be replaced for 11.7m high Phase 4 monopole with wraparound cabinet at the base. Installation of a Pogona cabinet and associated development.
<b>3/1228-13</b>	<b>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 14<sup>th</sup> September</b>

Other planning matters

EHDC Village Hierarchy Assessment: update

The Village Hierarchy will remain. Village boundaries will remain. However, all categories will be required to accept development. Watton-at-Stone, Hertford Heath and St. Margarets and Stanstead Abbots will have to change the green belt boundaries to allow development.

SLAA:

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The District Plan is due to go to public consultation in November 2017 for 6 weeks. Everyone is strongly urged to make comment.

## Canterbury Park: enforcement:

Cllr Bosson reported little progress has been made despite significant conversations and verbal commitment. Drainage which is to cross North Drive was planned to take place more than a year ago and has yet to be completed. Councillors agreed that this situation needs to be escalated to Cllr David Andrews. The clerk will request a site meeting to investigate all the outstanding issues which require resolution. Cllr Bosson will draft a letter with all the outstanding issues detailed.

**ACTION: CLERK/CLLR BOSSON**

## Ware North

The Chairman reported that some Thundridge Parish land has to be utilised for Ware North development. This will be removed from the area submission for the Neighbourhood Plan. Thundridge Parish Council will be involved in the discussions.

**ACTION: CLERK**

Councillors discussed the issue of suitable responses to the District Plan and planning applications. A professional approach was thought to be the most effective approach to protect the parish.

**PROPOSAL: *That Thundridge Parish Council herewith agrees to appoint Jacqueline Veater as the official Planning Consultant to the Parish Council with an initial budget of up to £1,000 (one thousand pounds) to respond to the Beechwood Homes application.*** PROPOSED: Cllr Bosson, seconded Cllr J Spackman. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**

## 16.07 Neighbourhood Plan

Parish Area: confirmation of area to be included: whole area excluding Ware North designated land.

Appointment of Planning Consultants: Jed Griffiths & Jacqueline Veater: confirmed

Appointment of Thundridge Parish Neighbourhood Plan Advisory Committee:

Chairman: Simon Rayner-Langmead

A meeting with the committee is to be arranged.

**ACTION: CLLR HAWES**

Constitution:

**PROPOSAL: *That Thundridge Parish Council herewith ratify and adopt the Thundridge Parish Neighbourhood Plan Constitution***

The constitution will be circulated to Councillors and to committee members for agreement. This will be an item for the next agenda. **ACTION: CLERK**

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Locality: financial and technical support: the treasurer, Hugh Turner, and Cllr Hawes have prepared documentation that was reviewed by Jed Griffiths and Jacqueline Veater ready for submission to Locality. A draft budget is to be formulated which will include the cost of the Housing Survey, public consultations, and planning consultant costs. **ACTION: NEIGHBOURHOOD PLAN**

EHDC: support: Laura Pattison is the support officer for Neighbourhood Plan.

Insurance: the clerk will check with Zurich that all neighbourhood plan activities will be covered under the Parish Council insurance. **ACTION: CLERK**

Website: a separate page will be available on the Parish Council web site.

Topic Groups: the clerk will check with the planning consultant how they wish to progress the topic groups and allocations. **ACTION: CLERK**

Next Meeting: this will take place on Monday, 3<sup>rd</sup> October at 7.30pm in Wodson pavilion.

## 16.08 Councillor Portfolio reports:

### Cllr Parkins

Thundridge Church driveway: ownership needs to be established.

Dog bins: location map: ongoing

### Cllr Shearman

Hanbury Manor drains:

The situation will be assessed with the landlord of the Sow and Pigs. This should be addressed as part of the Ware North development as the pumping station is included on the land which will be under development.

Footpath tree roots:

The Pightle (Footpath 21a): highways have patched the surface but this is due for complete resurfacing in the next financial year with reduction in tree roots to stop the surface being forced up. The steps have been painted.

Westmill Liaison Meeting:

An application has been submitted to extend the licence to 2030. Most of the objections from planning and the Environment Agency have been addressed by the applicant. However, the timescale has not been addressed.

Parish Paths Partnership (P3)

Some paths have been ploughed and not reinstated. These will be emailed to the Rights of Way Officer for action.

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The bridge is due to be painted with funding provided by Cllr David Andrews. (which bridge please?)

## Cllr Bosson

New Homes Bonus:

High Cross Village Hall:

The roof is now watertight. Funding was supplied through the New Homes Bonus. Installation of WIFI is imminent at a significantly reduced cost to that stated by BT.

Thundridge Village Hall:

Quotes are awaited for a projector and some new stage lighting

## Cllr Brigden

Highways: Thundridge crossing requested by parishioner from Church to allotments:

Cllr M Spackman commented that a request to Herts County Council should be submitted to assess the likelihood of agreement. **ACTION: CLERK**

Thundridge Old Church: Cllr Parkins commented that the building was in good condition and is being well maintained.

## Cllr Hawes

High Cross Conservation Area appraisal: John Bosworth: concern was expressed that John Bosworth had now left EHDC, which called into question whether it would be remembered that Thundridge Parish Council has requested that consideration is given to High Cross to see if it should become a Conservation Area and then included in the Conservation Area appraisal process. The clerk will contact Mike Brown to obtain advice. **ACTION: CLERK**

Parish Council logo:

Councillors had received by email a suitable logo.

**PROPOSAL: *That Thundridge Parish Council herewith agree to use the logo supplied.*** PROPOSED: Cllr Bosson, seconded Cllr Hawes. AGREED AND RESOLVED UNANIMOUSLY. Cllr Hawes will contact the artist to arrange payment.

## Cllr M Spackman

Allotments:

The vacant plot is now filled. One tenant is to be evicted for non-cultivation of an allotment. All hedges need to be cut. Cllr Spackman will remind allotment holders of their responsibility to cut adjoining hedges to their plots. Quotes will be sought to cut the top and outside hedge. **ACTION: ?**

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Thundridge Business Park: parking issues: ongoing.

Cllr B Taylor

New notice boards

The new notice boards have been delivered. Dan Tancock of Herts County Council has agreed to install both notice boards when the new Wadesmill bus shelter is installed. **ACTION: CLERK**

Thundridge and Wadesmill Conservation Area: green belt: A map has been supplied by EHDC.

Public Transport:

Cllr Taylor commented that he has received complaints that bus passengers are treated with contempt by bus companies, who stop services without proper consultation.

## 16.09 Parish Plan

Wodson pavilion:

A replacement building will be pursued through S106 when Ware North is under consideration.

Parish Welcome pack:

Cllr J Spackman pressed strongly for a welcome sheet to be delivered to all new parishioners, with an open event to be held on either an evening or Saturday morning in December 2016. The Parish Magazine needs to have a high profile on the proposed welcome sheet. The Housing Survey delivery could be utilised for delivery.

River Rib: Cllr M Spackman reported that nothing has been done.

## 16.10 Risk Assessment next agenda

## 16.11 Finance

Due to the untimely death of John Ingham, documentation was not available for the meeting.

Audit: documents sent to the external auditor, BDO LLP.

External auditor's report awaited/recommendations: not yet received.

### **PROPOSALS:**

The clerk explained that best practice suggests that a professional wages service is appointed to calculate the clerk's salary and PAYE and NICs (if applicable) to ensure that the Parish Council cannot be accused of inappropriate conduct. The wages service can also administer the clerk's pension for a small monthly remuneration.

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The clerk will obtain a business proposal from Acumen Wages Service, which is used by many councils across the country. **ACTION: CLERK**

The clerk explained that the Parish Council is required to register with the Information Commissioner as it keeps electronic records and has a web site.

***That Thundridge Parish Council register with the Information Commissioner's Office under the Data Protection Act.*** PROPOSED: Cllr Hawes, seconded Cllr Bosson. AGREED AND RESOLVED UNANIMOUSLY. The clerk recommended that the appointed clerk makes the application. **ACTION: NEW CLERK**

## 16.12 Correspondence:

Mr Birse Request for crossing: Thundridge: church to allotments

EHDC Business rated confirmation

District Plan Bulletin 24

EH Parish Conference: 26.10.16 Wodson Park

Herts Police & Crime Panel: next meeting 10/11/16

Herts CC Annual Plan

EHAPTC meeting notes

CPRE Herts: Planning Training: 29<sup>th</sup> September: Cllr Hawes to attend

CC London Hire of Wodson Pavilion: to be invoiced

## 16.13 Thundridge Parish Clerk: discussion

Appointment of new clerk: discussion/ decision/ proposal

A pack has been sent to prospective candidates. Interviews will take place on the 1<sup>st</sup> October. Councillors will agree the interview format. All interviews will be recorded.

Contract of employment/ human resources information: Councillors will agree.

CiLCA training commencing 11<sup>th</sup> Jan for 6 months £450

New clerk's training: 5<sup>th</sup> October £35

Basic finance 26<sup>th</sup> October £35

Effective Council meetings 16<sup>th</sup> November £35

Purchase of Charles Arnold Baker Local Council Administration 10<sup>th</sup> edition.

***PROPOSAL: That Thundridge Parish Council herewith agrees to purchase a copy of Charles Arnold Baker Local Council Administration 10<sup>th</sup> Edition from***

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**HAPTC.** PROPOSED: Cllr Shearman, seconded Cllr M Spackman. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**

16.14 Date of next meeting: Venue: Wodson pavilion 7.30pm

Thursday 17<sup>th</sup> November 2016: budget meeting.

Neighbourhood Plan Meetings: Venue: Wodson pavilion 7.30pm

3<sup>rd</sup> October, 7<sup>th</sup> November 5<sup>th</sup> December

Suggested Dates for 2017: Thursday Venue: Wodson pavilion

12<sup>th</sup> January: precept setting

16<sup>th</sup> March

18<sup>th</sup> May: Annual Parish Council Meeting & Annual Parish Meeting

20<sup>th</sup> July

21<sup>st</sup> September

16<sup>th</sup> November: budgets

*Meeting closed at 9.58pm*