



# UNAPPROVED DRAFT<sup>1</sup>

**Hertfordshire councils gearing up for growth:** Hertfordshire's growth over the next 12 to 15 years comes with a significant infrastructure requirement which will cost up to £6bn. The 11 councils in Hertfordshire are planning to deliver around 100,000 new homes in by 2031, (an increase of more than 20% of the current total housing stock).

**New Mental Health Support pilot in Hertfordshire schools:** Thousands of children and young people in Hertfordshire are set to benefit from vital early specialist mental health intervention as part of a national pilot.

**Fast-track training programme for the next generation of social workers** is looking for new recruits in Hertfordshire: Step Up to Social Work is a national government initiative funding graduates and career changers to retrain for a career supporting children and families in need.

**The Royal British Legion** plans to take 300 Normandy veterans to France on a fully funded tour to mark the 75th anniversary of the D-Day Landings. The voyage will take veterans who helped liberate France during the Second World War to a series of commemorative events on both sides of the channel, at no cost to themselves.

**A414 Flytipping and Litter Picking:** Flytipping and litter is an ongoing problem. Regulations require safety measures to be in place when litter picking for the safety of workers. They will make use of the scheduled night-time road closures that enable Ringway to do the grass cutting, following them as they go. This will start from April.

Ringway are liaising with HCC to seek a permanent resolution to fly tipping at certain sites.

- *Parish Council comment: Could an environmental awareness project across local schools be considered? A lot of litter is discarded by drivers, and on the back of school children recently protesting about environmental issues, such a project might have some traction.*
- *It was noted that a litter bin is being placed outside the shop. A parishioner asked if a bin on the playing field could be considered since he gets a lot of rubbish dumped in his bin (although that is still better than it being thrown in the street!)*

SC/DS

**Harlow & Gilston Garden Town** has secured an additional £715,000 of capacity funding from Homes England. This represents a confidence in, and commitment to, the ambitious plans that will transform the Harlow & Gilston area, providing much needed homes, jobs and infrastructure for existing and new residents.

**Old River Lane Proposals:** Planning for a 540-spaces multi storey car park at Northgate End was approved this month. It is intended to free up the surface car park in the causeway for a regeneration of Bishop's Stortford Town Centre.

**Princess Alexandra Hospital:** On 7<sup>th</sup> March, Princess Alexandra Hospital announced its preferred option is a new-build facility located to the East of Harlow near the proposed Junction 7A. There is still a lot of work to do to secure funding and hope for an announcement of support from the Government in the 2019 Autumn Statement this. There would then be public consultations and if eventually approved there would be an anticipated construction period of around 3.5 years.

**East Herts Council** has appointed its new CEO to replace Liz Watts.

19.021

## Planning

**1. New Applications.** The Parish Council resolved to make the following comments:

**3/19/0258/HH & 0259/LBC Crumps Farm:** Demolish garage and build replacement (RECONSULTATION). *The Parish Council had no objections*  
**19/00016/REFUSE (3/18/1789/FUL) Land adj to Elms, Slough Road**

Clerk

**2. Decision Notices.**

**3/18/2795/OUT Pole Hole Farm:** Demolish agricultural barn and erect 6 no. dwellings – outline permission. **REFUSED**

**3/18/2714/HH Poplars:** Demolish outbuilding; erect single storey detached double garage  
' **GRANTED**

**3/18/2548/ARPN Pole Hall Farm:** Change of agricultural buildings to C3 residential  
' **DECISION AWAITED**

**3/18/2323/HH New House Farm:** Demolish garage; erect cart lodge. **REFUSED**

**3/18/2139/HH Poplars:** Demolish outbuilding; erect 3-bay garage **REFUSED**

**3/18/1229/LBC Crumps Farm:** Equestrian/farm buildings change to B1 commercial **GRANTED**

**3/18/0768/FUL Crumps Farm:** Equestrian/farm buildings change to B1 commercial **GRANTED**

**3/19/0035/HH 17 Mansfield:** Two storey side and single storey rear extensions **REFUSED**

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**3/19/0038/HH Templewood, High Wych Rd:** Hip to gable roof extension with raised ridge and dormer & roof light; two storey front, first floor side & rear extensions, and ground floor rear extension; garage conversion. **REFUSED**

**3. Other planning matters, including items received too late for the agenda**

**1. Late planning applications:**

**3/19/0523/HH 17 Leaky Cauldron Corner, Allen's Green:** Detached 3-bay cart lodge with first floor gym. The Parish Council **RESOLVED to make no objections** **Clerk**

**3/19/0258/HH Crumps Farm:** Demolish existing garage and erect replacement garage. The Parish Council **RESOLVED to make no objections** **Clerk**

**2. County Minerals Plan Review.** The Council considered the Chairman's presentation of his assessment of the review. The key points of objection to the Briggens proposal concerned the cumulative negative impact on traffic, infrastructure and local heritage assets of a large quarry and a very large housing development within the same area. Taking account of the HCC Sieve criteria, the Chairman proposed to write a strong objection and to endorse EHC's objection. It was **RESOLVED to make strong objections to the proposed Briggens quarry site.** **TP**

**19.022 Finance**

**1. Treasurer's Report**

**2018-2019 Accounts**

The account balances as at the 13<sup>th</sup> March 2019 are:

Current Account	£204.12
Deposit Account	£9,000.00
<b>Total</b>	<b>£9,204.12</b>

The Reserves/Contingency forecast is **£800.19**

**Summary of transactions since the January meeting** – all as per the budget/forecast with the exception of the website costs which have increased causing an overspend of £17.68

**Receipts**

VAT reclaim	297.52
<b>Total</b>	<b>297.52</b>

**Payments**

**Statutory power**

Clerk mileage Dec/Jan	21.60	LGA 1972 s112 (1), (2a); LA 2011 s41
Clerk phone/broadband	8.00	LGA 1972 s111
Clerk home working Oct/Nov	3.00	LGA 1972 s111
Affinity Water - allotments	96.74	SHAA 1908 s29(2)
Clerk Salary January	193.48	LGA 1972 s112(1), (2A)
Litter Picking Jan	45.00	OSA 1906 ss9 &10
HMRC PAYE Jan	48.40	LGA 1972 s112(1), (2A)
Car park leaf clearance Feb	20.00	LG(MP)A 1976 s19(1)
Clerk Salary February	193.48	LGA 1972 s112(1), (2A)
Litter Picking Feb	45.00	OSA 1906 ss9 &10
Website software	113.80	LGA 1972 s111
<b>Total (gross)</b>	<b>788.50</b>	
VAT included	18.97	To be reclaimed under VAT Act 1994 (1), (3)

**Asset Register:** Remains unchanged.

**2019-2020 Budget**

The budget has been changed to increase the Precept from £11,350 to £12,350 as agreed at the January meeting and contingency election costs increased accordingly.

The Audit fee has been increased by £100 to £200 on the assumption that the Playing Fields (and possibly the Pavilion work) will mean an increased fee.

**Treasurer/Clerk Interface**

The mandate change has been effected to give the Clerk read-only access to the accounts.

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Access to the HWPC Accounts file for the Clerk to be set up via Dropbox.

## Grants/Finance

A draft Section 106 grant request for the Playing Fields equipment upgrade has been circulated to members for comments.

An application for a grant has been made to their heritage lottery Fund for a HW Village Sign.

The request for a s106 grant from Harlow Theatre Company to carry out further enhancements to the Pavilion has been accepted by EHC.

## 2. Accounts Reconciliation as at 28/02/2019

	Current Account	Deposit Account	Total
Actual bank balances	204.12	9000.00	9,204.12
Balance as per books			9,204.12
Difference to pay in			0.00

Clr Gareth Emmanuel, as a non-signatory member, signed the reconciliation sheet and bank statements to verify reconciliation.

**3. It was RESOLVED to accept the Accounts Report and Bank Reconciliation as at 28th February and to approve all payments.**

## 4. Internal Auditor for the 2018/19 Annual Audit (AGAR)

It was **RESOLVED to appoint Steve Vine of Accountancy & Book-Keeping Services as the Internal Auditor for the 2018/19 Annual Governance and Accountability Review (AGAR)**

It was **RESOLVED to approve the Clerk's expenses for February-March as presented.**

**19.023 Correspondence:** The list of correspondence was noted as it appeared on the Agenda:

- Pensions Regulator: Confirmation of completion of Declaration of Compliance survey
- Park Hill Homes: re HWMH car park verge and fence (19.024.3.3)
- HCC: re Temporary closure of Bridleways 31, 32, 41 (19.024.2.1)
- Harlow Theatre Company: re new lease and development plans (19.025.4)

**19.024 1. Highways and Public Rights of Way**

**1. Review of A414 Corridor Strategy:** The problem of rubbish and litter on the A414 was covered by County Clr Buckmaster's report under agenda item 19.020 above.

Clr Brian Sullivan had looked at the HCC consultation document. There were a large number of concerns about traffic management coming from both directions. Clr Buckmaster said Neighbourhood Plan groups were concerned about the negative impact of the proposed location of the second river crossing; this affected Gilston, but was also problematic for any options to alleviate traffic through Sawbridgeworth. Places For People put forward proposals for possible solutions to mitigate these problems. The very high cost of implementing a full A414 solution is a big problem that cannot be not resolved through the usual funding means.

## 2. Footpaths and other Public Rights of Way (PROW)

**1. Bridleway 31, 32, and 41:** Clr Wendy Marks said the location of these could not be identified from the notice of temporary closure that had been received.

## 3. Other Parish Matters

- 1. Village shop sign:** Clr Sam Clark said he had spoken to the shop owner about possibly having an "A" frame sign, but had not pushed the matter further. He was not asking for the shop owner's signs to be removed. There had been no complaints about them and the Parish Council was not endorsing them or otherwise.
- 2. High Wych Memorial Hall car park:** The Chairman said he had contacted the website company who were advertising the developer's parking availability at the car park; they said they are simply a marketing agency and to take it up with the developer. The ensuing discussion raised the problems of a lack of car parking facilities in the village. Any restriction on cars parking there would simply move the problem back on to the already choked streets – a real concern that was voiced by parishioners. The Parish Council needs to look other parking possibilities and to assess the impact on nearby

DS/

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roads of any action that it takes.

ALL

It was agreed that it would be very helpful if the school could use some of its land to create a drop-off and collection solution, similar to Leventhorpe.

In considering whether the Parish Council has the authority to impose or enforce parking restrictions, the Clerk said the legal status of the 1989 car park lease from EHDC needed to be confirmed since he could see no evidence of the lease having been extended. Cllr Eric Buckmaster offered to seek clarification from the relevant department at East Herts. Solutions can be considered once this has been established, although it was acknowledged that there might not be a simple answer. The legal status of the access road also needs to be confirmed. It was agreed that the public should be informed of any action the Parish Council considers taking. The Clerk agreed to send Cllr Buckmaster a copy of the lease. See also item 3.(ii) below.

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DS/  
Clerk

3. (i) **Park Hill Homes:** The Clerk and Cllr David Smith have been in touch with Park Hill Homes and are in the process of resolving the issue of clearing the car park verge.

(ii) **Other car park issues:** Further to item 2. above, Cllr Sam Clark said a resident from The Old Bakery had contacted him about vehicles parking on the double yellow lines on the Car park access road. It was acknowledged that the DY lines are unenforceable as the road is not under the Highway Authority' jurisdiction. The question as to whether The Old Bakery was granted rights of access via the road is, again, something that has to be clarified. The Chairman agreed to write to the parishioner.

TP

## 19.025 Village Reports

### 1. Playing Fields and buildings

1. **Annual Play Area inspections.** The Play Inspection Company will be undertaking the inspection during March.
2. **Risk assessments by litter picker.** The litter picker has informally agreed to undertake a visual risk assessment of play area equipment for £5 a month. A check list is to be created for him to complete each month. It was agreed to secure the loose fixings on identified equipment.
3. **New Play Equipment.** Cllr Sam Clark, on behalf of the trustees of the King George V Playing Field, provided an excellent outline proposal to be considered for the updating and refurbishment of the High Wych Play Area and Playing Field. The ideas were very much for discussion. It was hoped that equipment companies invited to quote would produce costed designs by the end of April. The intention is to produce a project plan to be completed by September. One important aspect is that the company chosen to undertake the work be prepared to hold a public consultation in the Memorial Hall and also create a document that can also be posted on social media.

Clerk/  
DS

The proposal raised strong objections from two members of the public who were concerned that the new equipment would attract more visitors from outside the parish who would create even more traffic and parking problems than already exist. They were also unhappy about the increased noise levels that would be generated by more users, and that money was being spent primarily for the benefit of non-parishioners. It was suggested that benches should be provided in a quieter area of the playing field for older generations rather than just focussing on children. It was suggested that the decision to spend money on the project had already been taken. The parishioners said that the objections they were raising would be supported by other neighbours who felt the same.

In response, it was said that first of all, the proposal was to get a sense of what is possible to replace existing old equipment that had come to end of its life and which was beginning to create safety issues. The plan was not to create something new, but rather to refurbish and update an existing amenity. The suggestion of placing benches in a different area of the field was an idea worth considering. It was emphasised that at this stage the Council is simply looking at a proposal document that sets out suggestions and ideas that would ultimately be subject to a public meeting and discussion before final plans are agreed.

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The Chairman said that on the other side of the argument, the Parish Council was trying to answer points raised by parents who wanted upgraded and updated play facilities for their children. It is important that the Council provides amenities that reflect a vibrant and progressive community and it is equally important to get a balanced view; therefore, public opinion would be taken fully into account before any final decision is made.

CLr Sam Clark said he was looking for suppliers who could make offers, such as 25% match funding or who could offer grant options. The Chairman thanked CLr Clark for his presentation; he proposed and it was **RESOLVED to take forward CLr Clark's proposal.** CLr Clark to circulate the proposal to all members and to follow up with prospective suppliers in a week or so.

SC

4. **1. Harlow Theatre Company lease.** CLr David Smith's note on the request by HTC to extend the lease was considered. The Parish Council had no issue with this request in principle, but matters raise in the following item should be taken into account:

**2. HTC development plans.** CLr David Smith's report on the proposed plans was considered. Some concerns were expressed about the access required for the location of the proposed non-permanent metal storage shed intended to be sited at the rear of the hut, and whether this would create issues with neighbours. HTC needed some assurance that their expenditure would be honoured by the lease extension and that its upgrade would not precipitate an unreasonable increase in the hire costs or provide opportunities for other hirers.

The Clerk advised that the suggestion that financial arrangements be made to enable HTC to recover the VAT should not be entertained. Whilst the Parish Council can reclaim VAT on its own qualifying non-business expenditure, it would be illegal for it to do on behalf of a third party. The Clerk to confirm any other VAT implications.

Clerk

It was agreed that there are several things that need to be clarified fleshed out and that CLr Smith be asked to get more information.

DS

## 2. Allotments

- 1. Tenancy Terms & Conditions:** Discussed at the Allotments meeting. It was reported that there is no appetite for reviewing these.
- 2. The supplying of plants for the village planters:** It was reported that there is no interest in providing these.

## 19.026 Late items and Items for future agendas

1. No late items received.
2. No items received for future agendas
3. Car parking on Allen's Green Village Green: deferred to financial year 2020-21

## 19.027 1. The date and deadlines for nominations for the 2<sup>nd</sup> May Parish election was noted

Clerk

### 2. Date and venue of next Meetings: Wednesday 15th May

It was noted that the previously agreed meetings to be held in Allen's Green Village Hall could not use that venue due to previous bookings having been made there. Therefore, future meetings for this year will be held in **High Wych Memorial Hall.**

**7.15pm** Annual Parish Council Meeting. Followed by

Clerk

**7.30pm approx.** Annual Meeting of the Parish (*NOT a Council meeting*) Followed by

Clerk

**8.00pm approx.** Ordinary Council Meeting, May

Clerk

The Clerk to advise Ali Geller of these changed arrangements for the website.

Clerk

CLr Tom Payne and CLr Wendy Marks both offered their advance apologies that they would be away for the May meetings.

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 10.21pm.

Signed.....Dated.....

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## ACTIONS

Cllr Tom Payne

- Object to the proposed Briggens Quarry (County Minerals Plan Review)
- Write to parishioner about The Old Bakery rights of access and parking.

Cllr David Smith

- Litter bin for the shop area (with Cllr Sam Clark)
- Consider the impact of any HWMH parking restrictions and inform public of action to be taken (with other councillors and Clerk)
- Formal agreement with litter picker for risk assessment of play area (with Clerk)
- Clarification of issues with HTC plans

Cllr Sam Clark

- Litter bin for the shop area (with Cllr Dave Smith)
- Provide magazine editor with a precis of meeting/minutes
- Follow up with potential suppliers for new play equipment

Cllr Bridget Parrish

- Attend Police Locality Panel meeting when date is known

Clerk

- Submit planning comments
- Send car park lease information to Cllr Eric Buckmaster
- VAT – confirm all issues
- Litter picker Risk Assessment form

Underdetermined

- Booking HW Memorial Hall for 15<sup>th</sup> May

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