

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Tuesday, 2<sup>nd</sup> October 2018, in the Green Tye Mission Hall, at 7:30 pm.

\*Cllr W Compton

\*Cllr I Hunt (Vice Chairman)

\*Cllr B Morris

Cllr Mrs M O'Neill

Cllr W O'Neill

\*Cllr C Thompson

\*Cllr K Twort

\*Cllr Mrs P Taylor (Chairman)

Cllr Mrs J Liversage

\* denotes present.

In attendance: F Forth, Parish Clerk and 14 members of the public.

### 18/154. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllrs Mrs J Liversage, Mrs M O'Neill and W O'Neill.

### 18/155. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

### 18/156. NOTIFICATIONS OF URGENT BUSINESS

None.

### 18/157. CHAIR'S ANNOUNCEMENTS

The Chair thanked the organiser of the Community Coffee Afternoon for providing the cakes for this evening.

Those present were reminded that next election was in May 2019 and the Chair suggested that it would be good to have representation from Perry Green or Green Tye. If anyone wanted further information, the Clerk is happy to help.

Residents were also reminded that if something occurs to them that they'd like to say during the meeting, if they raise their hand, it will be noted for the specific agenda item.

Finally, it was highlighted that the agenda order would be changed to allow Cllr I Devonshire (EHC) to speak prior to Cllr I Hunt presenting his Neighbourhood Plan update.

#### 18/158. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 4<sup>th</sup> September 2018 be accepted as a correct record of the proceedings and be signed by the Chair.

#### 18/159. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

Report on outstanding matters and resolutions noted.

The Chair reported in respect of the Kettle Green Lane repairs that a report had been prepared for Herts Highways but had required updating and Highways were still awaiting receipt.

Cllr B Morris requested that an official complaint be instigated given the time delays. However, the Chair felt that would be inappropriate given that improved cooperation was being obtained. Cllr B Morris then highlighted that residents of Kettle Green Lane and Moor Place were preparing a petition to submit to Herts County relating to the state of Kettle Green Lane, and that the S106 works to the passing bays had still not been undertaken. Cllr B Morris also highlighted the poor state of the hedgerows on Kettle Green Lane, and that the land owners should be reminded of their responsibilities to keep vegetation from obstructing the highway.

#### 18/160. MEMBERS' REPORTS

##### (i) Community

##### Village Hall

Cllr W O'Neill had provided a report in his absence which was read by the Clerk. The main points from the report were:

- Management Committee meeting attended on the 20<sup>th</sup> September;
- Village Hall is being well used, parking spaces at the front have all be let, further improvements are being planned and maintenance tasks are being managed;
- damage by vandals to the roof had been repaired;
- work on the soffits and fascias is underway but an additional £1,000 cost incurred due to rotting roof timbers;
- a section of the roof will need to be replaced at a cost of about £20,000; and
- the relationship with the Parish Council had been discussed, including comments on the reliance of funding from the Recreation Trust.

##### Sports Association/Pavilion

Cllr K Twort reported that he had attended the Sports Association meeting on the 10<sup>th</sup> September and the second football team is doing well. Investigations are ongoing in respect of the Pavilion locks where issues are being caused by seasonal movements in the building itself.

(ii) Environment (inc Public Rights of Way (PRoW))

Public Rights of Way

Cllr B Morris read his report (Appendix A).

(iii) Highways

In the absence of Cllr W O'Neill, the Clerk read his report. The salient points were:

- further patch re-surfacing work is scheduled on the B1004 involving road closures;
- insurance claim for the Almshouse streetlight is still being processed;
- power supply to the lights in Church Lane has not been fixed. The fuse was mended but it is now believed that there is a break in the cable to deal with. A senior manager at UK Power Networks is now involved;
- still need to consider trimming the foliage in Church Lane;
- Traffic Working Party is actively continuing its work and a presentation on the work to date follows;
- Ringway continue to undertake maintenance tasks, road sweeping and drains, but need to also ensure the safety of its employees;
- holly tree near the bus shelter at the north end of the village still needs pruning to prevent further damage to the roof shingles; and
- remember to use to the Highways Fault Reporting Service.

The Chair highlighted that the B1004 will be closed from the High Street through to Bishop's Stortford on the 8<sup>th</sup> to 10<sup>th</sup> October. This will be followed by a closure of the Wareside to Ware road on the 11<sup>th</sup> to 13<sup>th</sup> October. Notices will be put up in the Londis.

Traffic Working Party (TWP) presentation

The Chair welcomed Kevin Conroy to the meeting, a resident member of the TWP, who outlined the role of the TWP, those involved and the work that had been undertaken over the last 6 months. This work had culminated in bringing forward proposals for 3 signage options for the Parish Council to consider. (Presentation based on the report at Appendix B)

The following extra information was provided during the presentation:

- SID's require line of sight of 150m and 8 hours of sunlight to charge panels which affects where these can be situated;
- at the South end of the village, proposed that the SID is situated between Station Road and Windmill Way;
- at the North end, given the tree line on the east side, would need to go on the grass verge outside North Leys. It was acknowledged that this was not ideal and but may not be possible anyway depending on who owns the verge;

- subsequent to issuing the report, it has been identified that the cost to the Parish Council for all 3 signage options would be £5,100 for the North End SID as Herts County Council would fund the rest; and
- if order before the end of November 2018, the SIDs and Please Drive Carefully signs would be in place by March 2019, the 20mph zone would be after that.

Standing orders were suspended for a period of time to enable questions from residents.

In response to all questions raised, the following additional points were made or reiterated:

- chicanes that are currently in place and whether to have more of these is a longer term objective to be considered but it does need to be noted that the current parking along the High Street provides this effect;
- there have been some discussions with the police;
- the Drive Safe Scheme requires volunteers and takes at least 6 months to get started;
- potential to expand the 30mph zone is an option for the future but there are significant criteria to meet and hurdles to overcome to achieve this;
- location of the SIDs at either end of the village were questioned and concerns raised that proposed locations were wrong, but it was highlighted that these can be moved after installation if proved necessary;
- it might not be possible to have quantified measures of success as do not have the necessary data captured or systems for capturing future data; and
- anecdotal evidence that having a SID followed by a speed camera is an effective deterrent.

Kevin was thanked for the hard work and the presentation.

RESOLVED to approve the installation along the B1004 of:

- 30mph SIDs at North and South ends of the village high street;
- 20s Plenty signs north and south of the Tower Hill area; and
- Please Drive Carefully signs at the north and south entrances to the village,

conditional upon identifying suitable funding.

(iv) Media

The Chair reminded everyone that the Parish Council website is constantly being updated.

(v) Neighbourhood Plan

Report after the item 18/161.

(vi) Security

On behalf of Cllr Mrs J Liversage, the Clerk reported that there were no incidents specific to Much Hadham and reminded those present to use 101 for all non-emergency issues.

(vii) Other

None.

18/161. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

Cllr I Devonshire (EHC) reported that, literally at the 11<sup>th</sup> hour, the Secretary of State for Housing, Communities and Local Government (HCLG) put a Holding Directive on the District Plan at 2:15 pm on the day it was due to be approved. It was explained that issues had been raised by the MP for Stevenage in relation to a specific site that the Planning Inspector had been satisfied with.

On a practical basis, it is likely that there may be a return to dealing with planning applications that are speculative or for unplanned developments.

EHC officers have met with Civil Servants from the Ministry to discuss this but no further progress is expected until the Parliamentary summer recess ends in mid-October. On average, it can take 5 months for the Holding Directive to be removed.

Neighbourhood Plan

Following on from the District Cllr's report, Cllr I Hunt reiterated the consequence that the District Plan cannot be used to support planning decisions, and specific advice on the consequences for emerging neighbourhood plans is expected. The advice currently is that the Parish Council cannot proceed with the planned next stage of the consultation process – the regulation 14 consultation, more commonly known as the pre-submission consultation where residents see a complete draft of the plan to be submitted.

The reason for this advice is that a core element of the emerging plan is the 10% target for new housing development in the village. This requirement comes straight from the District Plan (DP) – as the DP cannot be used in planning decisions, residents cannot be formally consulted on whether to support Neighbourhood Plan policies that derive from it, including the housing policies that derive from the 10% target.

This is, of course, extremely unsatisfactory. It is almost certain that the pre-submission consultation this Autumn will not happen and, apart from refining the Plan policies, the Neighbourhood Plan will not be progressed until the holding direction is lifted and the District Plan adopted.

In the meantime, the draft consultation statement that will accompany the Neighbourhood Plan when it is submitted for examination has been circulated to Cllrs. Any comments back on this to be made as soon as possible.

In response to a question from Cllr B Morris, it was reiterated that traffic management is not included within the Neighbourhood Plan as it is not part of the planning regime. Traffic management is being considered by the Traffic Working Party. The Neighbourhood Plan will include policies for parking provision at new developments.

#### 18/162. RESIDENTS' COMMENTS

##### (i) Traffic management

A resident highlighted that traffic management was considered by the Parish Council many years ago. The parked cars on the High Street slow down the traffic and there are sufficient gaps to pull in within these stretches of cars. In addition, a number of properties on the High Street do not have driveways therefore parking on the street is the only option.

##### (ii) Spindle Bridge and The Lordship

Following a reminder by a resident, the Chair agreed to report on the Highways Fault reporting website that the pavement between Spindle Bridge and The Lordship needs to be cleaned/cleared. In addition, once the landowner(s) are identified, a letter will be written to highlight that the hedges need to be cut back.

##### (iii) Tree work at Green Tye

In response to a question, the Clerk highlighted that the permit to undertake the tree work at Green Tye is expected by the 22<sup>nd</sup> October and, providing appropriate weather, the work should be completed before the end of the month.

##### (iv) Dog fouling at the Recreation Ground

It was brought to the Parish Council's attention that despite the recent article in the parish magazine, the level of dog fouling on the football pitch had increased.

#### 18/163. FINANCIAL

##### (i) Payment of Accounts

RESOLVED that the accounts, as shown overleaf, be duly authorised for payment.

RESOLVED to authorise the payment to DP Bunyan Builders Ltd of £9,832.65 + VAT for the repairs to the Village Hall roof timbers and new fascia, soffits and gutters.

RESOLVED to authorise the payment to Information Commissioner's Office (ICO), by direct debit, of £35.00 for the registration of the Parish Council on 5 October 2018.

## PAYMENT OF ACCOUNTS - OCTOBER 2018

Chq	Payable to	For	Amount
883	C Copper	Cut hedges & strim grass verges at MH Park (£210) + remove & cut up fallen tree at Causeway MH obscuring lamp (£95)	305.00
884	MH Sports Assoc	Pavilion electricity	147.70
885	HAPTC	Training - handouts for Elections 2019	20.00
886	Tim Fuller Arborist	Removal of Oak tree at Recreation Ground	384.00
887	Miss RL Sharp	Pavilion cleaning February to September 2018	749.99
888	Home & Office Fire Extinguishers Ltd	Annual service + 5 yearly extended service on elements	372.60
<b>Total payments</b>			<b><u>1,979.29</u></b>

Cheques will be signed and despatched following the meeting.

### (ii) Financial Statement

The financial statement to date for 2018/19 was received. The Clerk highlighted that a grant had been received from the Village Hall Management Committee. In addition, it was reported that the remaining 50% of the precept has now been paid.

The summary financial position is detailed below and comparison to the annual budget is attached at Appendix C.

## SUMMARY FINANCIAL POSITION AS AT 2 OCTOBER 2018

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2018	32,848.47	14,249.65	47,098.12
Income	58,206.37	1,280.00	59,486.37
Expenditure	- 20,008.87	- 1,024.44	- 21,033.31
Closing balance	<u><u>71,045.97</u></u>	<u><u>14,505.21</u></u>	<u><u>85,551.18</u></u>

Note: the following items are included in the Total Fund Balances:

(1) Earmarked for Neighbourhood Plan (balance)	168.08
(2) Section 106 receipts	6,370.00
(3) Earmarked for Neighbourhood Plan (2018/19 grant balance)	8,175.50
	<u><u>14,713.58</u></u>

(iii) Bank reconciliations

The Clerk highlighted that it is a requirement of the Financial Regulations that the bank reconciliations are reviewed independently by a Cllr. As Cllr Mrs J Liversage undertakes this review, and she has given her apologies for tonight, this review has been deferred to the November meeting.

18/164. PLANNING

RESOLVED that the minutes of the Planning Committee meeting held on 4<sup>th</sup> September 2018 be received and the decisions taken be ratified.

18/165. BURIAL AUTHORITY

RESOLVED that the minutes of the Burial Authority meeting held on 4<sup>th</sup> September 2018 be received and the decisions taken be ratified.

18/166. URGENT BUSINESS

None.

18/167. CLERK'S INFORMATION

Building on what the Chair had stated earlier about the upcoming election, the Clerk highlighted that the timetable starts with the submission of nomination papers by 4 pm, 3<sup>rd</sup> April 2019 to East Herts Council, the body responsible for managing the election. In addition, there is a job description and person specification available and anyone is welcome to get in touch if further details are required.

18/168. DATE OF NEXT MEETING

Tuesday 6<sup>th</sup> November 2018, at 7:30 pm in the Much Hadham Village Hall, Green Room.

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There being no further business the meeting closed at 8.51 pm.



**Much Hadham Parish Council**  
**Meeting 2 October 2018**  
**Public Rights of Way**

- FP 23 - Two Bridges. Finally, the path has been mown! The broken kissing gate lying on its side awaits total replacement which is on the schedule for immediate renewal.
- FP 21 - Mown
- FP 25 - Mown
- FP 44 - Mown
- FP 6 - Mown
- FP 39 - Complaint received about a small section which has been cultivated and requires reinstatement for walking. This matter is now with EHDC and we await confirmation the work has been done satisfactorily.
- BR 38 - The Police write "From a police perspective, the area in question is in the public domain and therefore the installation of CCTV recording equipment would require authority under the Regulation of Investigatory Powers Act (RIPA) and from previous experience, we are unlikely to be given the authority for this kind of incident, although I am happy to make the enquiry. In addition to this, the police have received no reports of vehicles or quad bikes being ridden in an anti-social manner at all from this location or from residents of Much Hadham, so we have not been made aware that there is a potential problem here".
- When the new bridge is installed it may be necessary to close the road briefly and open up the junction with the bridleway, which would in any case improve sight lines, but this in turn might require a barrier of some sort to prevent illegal usage. Consultation with Road Safety Audit and the Environment Agency are likely to take some time, but will be progressed as speedily as possible.

#### FLY TIPPING

Please would anyone who finds waste fly tipped on any PRow immediately report the matter to either MHPC and/or the Police. There is illegal fly tipping now in many places and if on private land it is for the owners to pay the clear up charges in most cases. Thank you.

BHAM 2 Oct 2018

**TRAFFIC WORKING PARTY REPORT**

**MARCH 2018**

Members:

Cllr Bill O'Neill  
Cllr Clive Thompson  
Andy Banks  
Kevin Conroy  
Linda Grinnell  
Lindsay Steel  
Neil Clarke  
Trevor Tabor  
Penny Taylor (for note taking purposes)

TASK:

- A. To IDENTIFY the perceived problems under the following headings:
1. VOLUME
  2. RUSH HOUR
  3. PARKING
  4. SPEED
- B. Once a problem has been identified, then try and find a possible SOLUTION.
- C. If a practical solution can be proposed, then PROPOSALS made for presentation to the PC.

The Working Party will then have completed its TASK.  
However, the Working Party may then be invited to progress any works that the PC agree to.  
At the conclusion of the agreed proposals, the Working Party will be disbanded.

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The Traffic Working Party has met on 5 times in the 6 months since its inception.

The following suggestions were made for discussions

- Speed reduction near the school to 20mph
- Better/moved signage near the school.
- More road narrowing/"squeezes"
- Road bumps
- Removal of central white line the length of the village.
- Parking opposite North Leys possibly have angled parking bays

- Flashy signs SAM = Speed Awareness Message, SLR = Speed Limit Reminder, SID = Speed Indicator Device
- Community Speed Camera system ie. Drive Safe Scheme.
- Widen the road opposite Barn School (pinching some bank from recreation ground) to create more proper parking bays, and make section of road safer.
- Traffic Light crossing outside Almshouses

## **SURVEY**

A survey of the all the existing Street Signs along the B1004 High Street was undertaken, and discussions on the reduction and better use of sign posts. Some appear to be redundant, and others now over grown by vegetation.

The information gathered by the surveys was discussed widely, covering

1. Speed Signs (reduction to 20mph unlikely – possibly move others)
2. Central Road lines (various areas to be changed and others removed)
3. Double yellow lines (4 areas identified)
4. Traffic calming measures (road bumps, rumble strips)
5. Gateways marking village entry + signs to be refurbished and painted and polite notices on entry and exit erected e.g. “Thank you for driving slowly through our village”.

## **OVERALL PICTURE**

The group identified the objective to be the slowing down of fast traffic entering and leaving the village. Whilst acknowledging that generally traffic is slowed down by parked cars and obstacles through the village, aim to reduce speed further via signage etc, plus increasing awareness of speed to residents, and through traffic where possible.

## **EDUCATION**

It was also suggested that residents need educating to use alternative transport, i.e. walking/cycling and if driving, to keep speed down, and to park considerately (not on the pavement)

A LEAFLET DROP could be considered. What would be the aim of the leaflet, and what would it say?

## **DRIVE SAFE SCHEME (Volunteers with Speed Cameras)**

The Community Speed Camera System has been thoroughly investigated. It is a lengthy and complicated procedure.

To initiate a new DriveSafe Group you will need a petition of at least 10 names of which three would be willing to volunteer for the scheme. You must give exact details of where you would like to be active, stating, for example, 'outside number 10' rather than naming the entire road.

Having sent your petition, the Police and Crime Commissioner's office will liaise with the constabulary to have a Traffic Management Officer check your site and to have your lead volunteers vetted. This entire process could take up to three months.

All schemes will then be provided with training and equipment to undertake roadside speed monitoring, as well being introduced to your Volunteer Advisor.

It appeared there were a lot of hurdles to get over to join and operate this system, not least getting the volunteers, and it did not currently appear to be viable tool. However, it had been a valuable exercise to ensure the Working Party was not overlooking something useful.

### **SPEED ACTIVATED SIGNS**

The first action to be investigated was the installation of SIDs. The previous investigation by the PC was presented to the Working Party, but it appeared that things had moved on since then, and other options were available for investigation. Research was done into self-installing SIDs which appeared to cost approx. £2,500 per sign. However, Stocking Pelham had just had one installed by Herts Highways, and although proved more expensive, the benefits of having Highways carry out the installation and maintenance of the sign appeared beneficial. Two possible sites were investigated, at the **North** end of the village outside The Lordship and the **South** end of the village on the north bank of Station Road entrance.

A quote for a SID was obtained from Herts Highways.

<b>Ref:</b>	<b>Item</b>	<b>Cost Per Unit</b>
<b>Ref 1</b>	<b>Solar Powered Speed Indicator Device</b> Includes; installation on a <b>new retention socket</b> , removal if damaged or stops working beyond 12 month warranty, all required Traffic Management/Restricted Working if applicable, advance scheme boards and letter drop and commuted sum for replacement <u>within</u> 5 years of installation.	<b>£ 5,100</b>
<b>Ref 4</b>	<b>Installation of retention socket only</b> Includes; all required Traffic Management/Restricted Working if applicable and advance scheme boards and letter drop.	<b>£ 590</b>
<b>Ref 5</b>	<b>Swivel SID on existing post 180 degrees</b> Includes; all required Traffic Management/Restricted Working if applicable.	<b>£ 200</b>
<b>Ref 6</b>	<b>Data Collection Only</b>	<b>£ 275</b>
<b>Ref 7a</b>	<b>Relocation of SID from one socket to another existing socket within division</b> Includes; all required Traffic Management/Restricted Working if applicable, advance scheme boards and letter drop, and data collection from removed SID location.	<b>£ 675</b> [relocation to same speed limit]
<b>Ref 7b</b>		<b>£ 1,025</b> [relocation to different speed limit]

Grants would be investigated to offset this outlay.

## TWENTY'S PLENTY

It was suggested to investigate erecting 20's Plenty signs (examples below) on a limited stretch through the middle of the village, from near the Village Hall through to Londis.

Exact places to be identified. Examples.....

Heading SOUTH, by Moor Place front entrance.

Heading NORTH, by between Londis and Ash Meadow entrance



Subsequently, Kevin Conroy met with Cllr McAndrew and a representative from Highways Department to discuss the SIDs, 20s Plenty, and “Please drive Carefully” signs. They both welcomed our approach and requests for achievable goals. Highways would agree to pay for one SID sign, but not the other.

At this time, other possible grants have not been investigated.

The “20's Plenty” signs around the school is what they call introducing an ‘advisory speed limit’ and they didn’t seem to have a problem with this signage. A request for more information on the advisory speed limit, what it entails and how we go about getting the signage erected will be made.

## ONGOING QUERIES:

- a. South end of the village traffic calming – to suggest to Highways that the cycle lane is lengthened, so that the parked car would then be infringing the cycle lane. As it stands, at present, no-one can even see the cycle lane, then a car is parked there.
- b. Danebridge Road junction with Watery Lane, missing white lines on road. This has been reported in detail on the Highways Fault website and reported directly to Cllr McAndrew on numerous occasions.
- c. Dentist staff parking – The Parish Council Clerk sent a letter on behalf of the PC, to the Dental Practice requesting their staff park further away from the surgery to enable local residents and visiting patients to park more easily during working hours. The letter was sent in August, but no reply has been forthcoming.

# MUCH HADHAM PARISH COUNCIL

## YEAR ENDED 31 MARCH 2019

### BUDGET TO ACTUAL COMPARISON AS AT 2 OCTOBER 2018

(Parish Council only)	FULL YEAR	YEAR TO DATE	COMMENT
	2019 BUDGET £	2019 ACTUAL £	
<b>INCOME</b>			
Precept	39,000.00	19,500.00	
Litter Agency	3,950.00	-	
New Homes Bonus	3,223.00	9,804.00	Latest Bonus information was not available when budget set
Pavilion income	500.00	638.00	
Grant		18,443.59	Grant for Neighbourhood Plan (£8,235); grant from Village Hall (£9,832.65) & grant from Sports Association (£375.94)
Other	5.00	67.41	£60 rent from Henry Moore Foundation
VAT reclaimed	5,000.00	9,753.37	VAT reclaim for 2 years
<b>TOTAL INCOME</b>	<b>51,678.00</b>	<b>58,206.37</b>	
<b>EXPENDITURE</b>			
Staff costs	6,600.00	3,331.92	
PWLB loan repayment	5,387.46	2,693.73	
Administration costs	2,500.00	1,050.39	
Insurance	3,600.00	1,398.92	
Audit fees	720.00	720.00	
General Data Protection Regulation compliance	2,200.00	300.00	
Election expenses	-	-	
Maintenance of open spaces	5,700.00	2,388.60	
Litter Agency	4,008.00	2,004.00	
War memorial (lighting and maintenance)	1,000.00	76.07	
Street lighting (energy and maintenance)	1,770.00	2,108.07	This is the prior year charge
Street lighting (replacement programme)	-	-	
Pavilion	1,770.00	2,217.37	Includes £420 for burst tap repair
Grants and donations	1,000.00	-	
Neighbourhood Plan	2,000.00	551.68	
Capital (to be allocated)	6,800.00		
Capital - laptop	600.00		
Maintenance - Red Lion bus shelter repair	1,000.00	-	
VAT	5,000.00	1,168.12	
<b>TOTAL EXPENDITURE</b>	<b>51,655.46</b>	<b>20,008.87</b>	