

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Tuesday, 4<sup>th</sup> June 2019, in the Much Hadham Village Hall, Green Room, at 7:30 pm.

\*Cllr Mrs K Chesters

\*Cllr I Hunt (Vice Chair)

\*Cllr Mrs J Liversage

\*Cllr D McDonald

\*Cllr B O'Neill

#Cllr S Smith

\*Cllr Mrs P Taylor (Chair)

\*Cllr K Twort

\* denotes present and # denotes co-opted at the meeting (minute: 19/99)

In attendance: F Forth, Parish Clerk and 6 members of the public.

### 19/93. APOLOGIES FOR ABSENCE

None.

### 19/94. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

### 19/95. NOTIFICATIONS OF URGENT BUSINESS

None.

### 19/96. CHAIR'S ANNOUNCEMENTS

The Chair welcomed Stewart Smith as a candidate for co-option (see 19/99). In addition, she thanked people for attending the Annual Village/Parish meeting, held on 21<sup>st</sup> May, and thanked those who had reported on their various activities or provided project updates.

### 19/97. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 13<sup>th</sup> May 2019 be accepted as a correct record of the proceedings and be signed by the Chair.

### 19/98. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

The Clerk reported that:

- researching potential bankers for the Parish Council was in progress;
- there is no date as yet for the Almshouses street light as the column has not yet been received by Ringway: and
- the invoice for the 3 replaced street lights is still outstanding.

## 19/99. CO-OPTION OF PARISH COUNCILLOR

The Chair highlighted that Stewart Smith had introduced himself at the last meeting. RESOLVED to co-opt him as a Parish Councillor and the appropriate governance form was signed.

In addition, the Chair reported that the other potential candidate from the last meeting is now not able to devote time to the Parish Council, so a vacancy remains. Further information can be obtained from the Clerk if anyone is interested in filling this vacancy.

## 19/100. MEMBERS' REPORTS

### (i) Community

#### Sports Association

Cllr K Twort stated there was nothing to report. The Clerk highlighted that the ROSPA inspection of the playground equipment, organised by East Herts Council, would be undertaken soon with the report being available by the end of July.

The Chair stated that a further meeting of the Working Party to consider the funding and management of the Recreation Ground will be convened.

#### Village Hall

Cllr B O'Neill stated there were no matters to report but did draw attention to the accident that had taken place at the after show party.

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

#### Public Rights of Way

The Chair reported the following matters:

- problem with the gate at the bottom of FP 26 (Congregational Church to Malting Lane) has not been sorted yet;
- Bridleway 30 has some collapsing steps that don't appear to be used and will be removed by Herts County Council volunteers;
- newly installed gates on various footpaths (21, 23 and 28) have small snagging issues to resolve to finalise completion; and
- the scout group that undertake an annual night hike in the parish are planning a new route up round Perry Green this October and will be making courtesy calls to all affected landowners.

Following a question, the Chair confirmed that it is the responsibility of landowners to keep footpaths on their land clear.

(iii) Highways

Cllr B O'Neill stated there were no matters to report and commented that he would be attending the event at Little Hadham regarding the A120 bypass, on 13<sup>th</sup> June.

The Chair reported that the previously postponed meeting with Cllr G McAndrew (HCC) and Highways to discuss the lanes in the hamlets was scheduled for next week. The missing "Welcome" sign would also be raised at that meeting.

In addition, the Chair suggested installing a flower tub by the "welcome" sign on the B1004, similar in style to that in Ash Meadow. Following discussion, it was decided to pursue this and Cllr Mrs K Chesters agreed to lead the project.

(iv) Media

Cllr Mrs K Chesters stated there were no matters to report.

(v) Neighbourhood Plan

Cllr I Hunt provided a detailed update (Appendix A) which included highlighting the salient points from the Steering Group meeting on 28<sup>th</sup> May. Key points from the update are:

- opportunity given to hear residents' views regarding Moor Place Gate;
- vote taken to include Moor Place Gate as a housing site in the Neighbourhood Plan;
- approval to pass a draft Neighbourhood Plan to the Parish Council in order for a decision on whether to proceed to the Pre-Submission (Regulation 14) consultation can be considered;
- next steps for the Parish Council in this process;
- feedback from a meeting with East Herts Council regarding the role a Community Land Trust could play in providing affordable housing; and
- the Neighbourhood Plan website has been updated to include all the notes and actions from all 25 workshops of the Steering Group, including an introductory note explaining the purpose of the workshops and what the notes represent.

In relation to Moor Place Gate, Cllr I Hunt highlighted that the summary point made in relation to a windfall allowance had been oversimplified. Instead of saying that the numerical housing target could be delivered by including a windfall allowance, the point should have been made as follows:

*'numerical housing targets could be achieved by including a windfall allowance in the housing delivery plan, but this would have to be fully justified, including stating why there is no other site, inside or outside the village boundary, where we could allocate those additional homes'*

RESOLVED to receive a pre-submission draft of the Neighbourhood Plan.

(vi) Security

Cllr Mrs J Liversage reported that there had been a theft from an unsecure motor vehicle which highlighted the need to remember to lock vehicles.

In addition, it was highlighted that concerns had been raised by residents regarding the vulnerability of open spaces in the parish. Following consultation with Leon de Bruyn, Police Community Support Officer (PCSO), those present were reminded of the need to be vigilant and to report suspicious activity to the police promptly. The legal position in relation to common land was also explained.

(vii) Other

Litter on Recreation Ground

Cllr S Smith raised concern that early Sunday mornings, the area of the Recreation Ground between the car park and the tennis courts was regularly covered in litter even though an appropriate bin was nearby. Following discussion, it was agreed that Cllr Mrs J Liversage would raise this with the PCSO in order to identify whether the police could visit this area one Saturday evening and have a quiet word with those involved about leaving the place tidy.

Internal works to Pavilion

The Chair highlighted that the Sunday Lunch Club (SLC) had requested support from the Parish Council to undertake some internal works at the Pavilion, the funding for which was anticipated to be from an East Herts Council grant. Following an onsite meeting, the Chair learnt the proposed works are:

- some shelves in the store cupboard;
- hatch through from the home team changing room to the hall to create extra surface space for serving food (or drinks by other users) and create more useable space in the hall; and
- roller shutter over the door and adjacent windows: the four upper window panels in the double doors would be glazed, and the panels covering the adjacent windows removed. A similar electric roller shutter to the existing two over the windows, would create extra security, and equally make the space more pleasant by creating more light and views over the recreation ground.

These proposals had been further discussed with Cllrs D McDonald and K Twort and the following additional points made:

- in terms of the shelving, the SLC proposal is considered impractical, and recommend putting some shelves above the sink in the kitchen; and
- for the hatch, there would have to be some investigation into the load bearing of the wall, and the technical possibilities of this, and consultation with other users.

Following discussion, it was agreed to consult the Chair of the Sports Association and other users of the Pavilion. At this stage, the Parish Council has no objections to the shelving in the kitchen and the additional roller shutter but require further consultation regarding the hatch.

#### 19/101. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

No reports as neither Cllr I Devonshire (EHC) or Cllr G McAndrew (HCC) were present.

#### 19/102. RESIDENTS' COMMENTS

##### (i) Neighbourhood Plan consultees

In response to a question from a resident, Cllr I Hunt stated that the list of consultees will not be complete until just prior to the consultation taking place but will be published at that time. In addition, he stated that residents are welcome to provide suggestions for this list.

##### (ii) Flower tubs by "Welcome" signs

A resident asked if consideration could be given to including the hamlets in the project to install flower tubs by "Welcome" signs. This was agreed although noted need to be clear about what were considered the entrances to the hamlets.

##### (iii) Pavilion income and expenditure

Following a question from a resident, the Clerk confirmed that the Pavilion did not generate sufficient income to cover its running costs.

##### (iv) Footpath 22

A resident asked, in light of the result of the Public Inquiry into the diversion of FP 22, would the PC be applying to have the proposed route added as a Right of Way to the Definitive Map. The Chair responded that no action could be taken until the judgement was received from the recent appeal. The resident indicated that this had been issued and the Chair agreed to follow up.

In addition, the resident asked whether the Parish Council would seek to have the illegal signage on FP22 removed. It was clarified that reference was being made to Herts County Council (HCC) signage at the entrance to the school, indicating that trespassers would be prosecuted. The Chair agreed to investigate this. Cllr B O'Neill added that faulty signage could be reported online to HCC by members of the public.

19/103. PAROCHIAL CHARITIES ACCOUNTS (known as Much Hadham Almshouse Charity)

RESOLVED to receive the Parochial Charities Accounts for the year ended 31 December 2018. It was confirmed that there remains a vacancy for a Trustee.

19/104. FINANCIAL

(i) Payment of Accounts

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

**PAYMENT OF ACCOUNTS - JUNE 2019**

Chq	Payable to	For	Amount
SO	M Windmill	Litter Agency (May)	334.00
931	MH Sports Association	Pavilion electricity	268.16
SO	M Windmill	Litter Agency (June)	334.00
SO	F Forth	Clerk's salary (April to June)	1,743.30
<b>Total payments</b>			<b>2,679.46</b>

Cheque will be signed and despatched following the meeting.

(ii) Financial Statement

The financial statement for 2019/20 was received. The summary financial position is detailed overleaf and comparison to the annual budget is attached at Appendix B.

**SUMMARY FINANCIAL POSITION AS AT 4 JUNE 2019**

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2019	47,134.88	17,037.46	64,172.34
Income	19,774.42	2,050.00	21,824.42
Expenditure	- 11,499.20	- 580.53	- 12,079.73
Closing balance	<u>55,410.10</u>	<u>18,506.93</u>	<u>73,917.03</u>

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

(1) Section 106 receipts	6,070.00
(2) Earmarked for Neighbourhood Plan (2018/19 grant balance)	2,455.50
(3) Earmarked for 3 replacement street lights (Quote approved 5 September 2017)	8,832.30
	<u>17,357.80</u>

19/105. PLANNING

RESOLVED that the minutes of the Planning Committee meeting held on 13<sup>th</sup> May 2019 be received and the decisions taken be ratified.

19/106. NEIGHBOURHOOD PLAN STEERING GROUP

RESOLVED that the minutes of the Neighbourhood Plan Steering Group meeting held on 28<sup>th</sup> May 2019 be received and the decisions taken be ratified.

19/107. URGENT BUSINESS

None.

19/108. CLERK'S INFORMATION

None.

19/109. DATE OF NEXT MEETING

The next meeting will be Tuesday 2<sup>nd</sup> July 2019, at 7:30 pm in the Green Tye Mission Hall, unless an Extraordinary meeting is arranged before this to discuss the Neighbourhood Plan.

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There being no further business the meeting closed at 8.27 pm.

## NEIGHBOURHOOD PLAN REPORT

*Report presented by Cllr I Hunt, Chair of Neighbourhood Planning Steering Group*

The draft minutes of the meeting of the Steering Group on 28 May were attached with the agenda papers, so I don't propose to repeat all their content but, briefly, for the benefit of those not present:

The meeting was well-attended with over 40 members of the public present and the opportunity was taken to hear residents' views for and against the inclusion of housing at Moor Place Gate.

A motion was approved to include Moor Place Gate in the Neighbourhood Plan as it would be a sustainable location for community-led housing. However, it has subsequently been drawn to my attention that in my summary, as Chair, of the pros and cons of excluding the site before we took the vote, I over-simplified the alternative of a windfall allowance, making it sound more viable than it is. What I said was that

- numerical housing targets can be delivered without recourse to this site by simply including a windfall allowance in the housing delivery plan;

I am advised that the decision whether or not to include the windfall allowance as an alternative to Moor Place Gate is not as binary as I made it sound. Our consultant, who is working on a large number of the Neighbourhood Plans in this district and is, therefore, well-attuned to the issues, doesn't think that we can justify relying on a windfall allowance whilst there are sufficient sites available for development. This view is based on a discussion she has had with a well-respected local planning inspector, closely involved in the examination of local plans. East Herts have also advised us informally not to include a windfall allowance unless we absolutely have to.

A better way for me to express the point I was making at the public meeting would have been to say:

**'numerical housing targets could be achieved by including a windfall allowance in the housing delivery plan, but this would have to be fully justified, including stating why there is no other site, inside or outside the village boundary, where we could allocate those additional homes'**

So, I'm asking the Clerk to record in this evening's minutes this enhancement to what I said at the public meeting and hope this clarification will be helpful guidance for residents in coming to their own view on the merits of the Plan in due course.

Elsewhere in the public meeting, a motion was also approved to pass to the Parish Council the draft of the Neighbourhood Plan so that it could decide whether to proceed to the Pre-Submission (Regulation 14) consultation. A copy of the draft Neighbourhood Plan has been sent to each Cllr (and this is acknowledged on the agenda).



Cllrs are asked to read it to familiarise themselves with its structure and the policy content. To help with this, at least one informal “off-site” briefing will be held at which Cllrs will be encouraged to ask their questions about neighbourhood planning generally and our plan specifically so that they are up to speed on the issues. Details will be sent out to Cllrs but the evenings of 11<sup>th</sup> and / or 18<sup>th</sup> June are favoured dates for this.

The aim is for the Parish Council to consider a motion for the Pre-Submission consultation to proceed. This would be at an Extraordinary meeting of the Parish Council later this month, possibly the 25<sup>th</sup> June, or in mid-July, depending on the progress made. The consultation would then run for 7 weeks from mid-August to end-September. If an Extraordinary meeting of the Parish Council is held, it will be announced in the usual way through the usual channels.

On a separate but related matter I met representatives of the Housing and Planning teams at East Herts Council offices earlier today to discuss the role that a Community Land Trust (CLT) could play in providing affordable housing in the village. I was accompanied by Jacqueline Veater, our professional consultant. As I have said before, East Herts have no experience of working with community-based housing organisations and have traditionally run their own housing allocation policies, so they are feeling their way and are cautious of creating precedents that might have unforeseen consequences on housing allocations in other parts of the District.

The conclusion of the meeting was that there are no Planning reasons preventing affordable housing being delivered through a CLT or similar body. The Housing team would want satisfaction that, if the CLT were to establish a nominations policy giving preference to those who live or work in the parish, that in all other respects it did not diverge too far from their own criteria e.g. in setting maximum income limits to ensure affordability thresholds were not diluted. If the CLT could not fill all the accommodation at any time, they would expect the default policy to be for East Herts to take up the vacancies.

It was suggested that, to assist the Examiner, a document be prepared, separate from the Neighbourhood Plan, setting out the evidence for housing need and the path by which a CLT would meet that need. This will be discussed further by the Steering Group.

Finally, Chair, the Neighbourhood Plan website has been updated with copies of the notes and actions from all 25 workshops of the Steering Group. The first item in the new Workshop Notes folder is an explanation of what the workshops do and what the notes represent, so that their limitations are understood. I hope residents find this additional material useful.

IH 4 June 2019

Link for Minutes of the Neighbourhood Plan Steering Group meeting on 28<sup>th</sup> May 2019:

[Parish Council website - MH NP page](#)      **OR**

[Neighbourhood Plan website - Documents: Minutes of Meetings page](#)

# MUCH HADHAM PARISH COUNCIL

## YEAR ENDED 31 MARCH 2020

### BUDGET TO ACTUAL COMPARISON AS AT 4 JUNE 2019

(Parish Council only)	FULL YEAR	YEAR TO DATE	COMMENT
	2020	2020	
	BUDGET	ACTUAL	
	£	£	
<b>INCOME</b>			
Precept	39,000.00	19,500.00	
Litter Agency	4,085.00	-	
New Homes Bonus	8,243.00	-	
Pavilion income	750.00	274.00	
Grant	6,500.00	-	
Burial fees (ring fenced to Burial Authority)	2,640.00		
Other	95.00	0.42	
VAT reclaimed	5,000.00	-	
<b>TOTAL INCOME</b>	<b>66,313.00</b>	<b>19,774.42</b>	
<b>EXPENDITURE</b>			
Staff costs	6,973.64	1,743.30	
PWLB loan repayment	5,387.46	2,693.73	
Administration costs	2,400.00	866.61	
Insurance	3,400.00	1,369.31	
Audit fees	720.00	430.00	
General Data Protection Regulation compliance	200.00	-	
Election expenses	1,500.00	-	
Maintenance of open spaces	8,500.00	50.00	
Litter Agency	4,008.00	1,002.00	
War memorial (lighting and maintenance)	650.00	32.36	
Street lighting (energy and maintenance)	2,000.00	-	
Street lighting (replacement programme)	5,000.00	-	
Pavilion	2,900.00	1,004.39	
Grants and donations (Section 137 expenditure)	1,000.00	-	
Sport and recreation grants (Section 106 funded)	3,000.00	-	
Neighbourhood Plan	11,000.00	1,750.00	
Capital (to be allocated)	2,000.00	-	
Burial ground (ring fenced to Burial Authority)	2,520.00	-	
VAT	5,000.00	580.53	
<b>TOTAL EXPENDITURE</b>	<b>68,159.10</b>	<b>11,522.23</b>	