# THUNDRIDGE PARISH COUNCIL

# MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

# Tuesday 27th September 2022 at 7.30pm in The Norman Wodson Pavilion

PRESENT: Cllr Deryck Dipper, Cllr Brita-May Hawes, Cllr Natasha Smyth, Cllr Joyce Spackman,

Cllr Martin Spackman, Cllr Brian Taylor

One member of the public

Clerk: Colin Marks, Clerk to the Parish Council

#### Covid-19 risk assessment and risk mitigation:

- Hand gel was available for all participants.
- The wearing of face masks was optional for the meeting.
- Tables and seating were spaced to maintain a reasonable distance between those present.
- Councillors were encouraged to perform a home lateral flow test on the day of the meeting.

In the absence of the Chairman, Vice Chair Cllr Martin Spackman presided, welcomed everyone and opened the meeting at 7.30pm

**ACTION** 

#### 22.133 Apologies for absence

Parish Councillors: Cllr Steve Bosson (Chairman): unwell; Cllr Kim Saban: away: Accepted

Others: Mrs Sue Patell

#### 22.134 Declarations of Interest and dispensations

1. Declarations: Cllr Martin Spackman declared a DPI for an invoice payment to be approved for him. *Noted:* that Cllr Steve Bosson, being a trustee, has a non-pecuniary interest in High Cross Village Hall, and a dispensation for all planning matters relating to North Drive and The Glebe Field; that Cllr Brita-May Hawes and Cllr Kim Saban have dispensations for all planning matters relating to North Drive and The Glebe Field; that Cllr Deryck Dipper has a dispensation for all planning matters related to Thundridge Hill, including Ware North development. Cllr Brian Taylor, being a trustee, a non-pecuniary interest on High Cross Village Hall matters.

Cllr Brita-May Hawes and Cllr Kim Saban have an interest in allotment matters as they are allotment tenants. Cllr Brita-May Hawes also declared an interest in the matter of North Drive lamp post W3, which is located on the edge of her property. Cllr Natasha Smyth declared a DPI in the Nursery and some Pavilion development matters.

- 2. Written requests for dispensations for declarable pecuniary interests: None
- 3. Consideration of requests for dispensations: None

# 22.135 Approval of Minutes

- 1. RESOLVED: To approve the Minutes of the 26<sup>th</sup> July Ordinary Parish Council Meeting as drafted.
- 2. RESOLVED: To approve the Minutes of the 1<sup>st</sup> September Extraordinary Parish Council Meeting as drafted.

The Vice Chair signed the Minutes of both meetings.

Clerk Clerk

# Suspension of meeting for public comments

#### RESOLVED: at 7.38pm to suspend the meeting.

- A member of the public noted that The Feathers will be closed for refurbishment for three weeks in October.
- The point was raised that the Pavilion is not serving the community as intended because it is used primarily as a pre-school nursery which is a business and not a community group. The Parish Council replied that whilst the leases for the Football Club and the Pre-school allow for other users to be accommodated, a large proportion of Ware Lions FC members are local, as are all the children attending the nursery. These are both recognised as community activities. It was also pointed out that the income from these organisations will enable the necessary refurbishment work to be undertaken which would otherwise be financially impossible. These details are set out in the Parish Council's Business Case for the Pavilion refurbishment.

# The meeting was restored to order at 7.47pm

Page 69/2022	Signod	Date
Page 69/70/7	Signed	. Date

# 22.136 Village Life Magazine: November edition

RESOLVED: That Cllr Deryck Dipper write a summary of the reports he gave to the meeting and send them to the Clerk for other items to be added and then submitted for the November edition.

DD/Clerk

#### 22.137 Police report

No report for the meeting was received. However, the police had investigated concerns about The White Horse being open at the back and that it was possibly being used as a drugs den or that vagrants were sleeping there. The police had investigated and found no evidence of suspicious activity. It is understood the owners are being informed.

RESOLVED: No comments, but LBC regulations to be observed.

Windmill Cottage, 18 Ermine Street: install solar panels

The Feathers Inn: Illuminated signs

Clerk

Clerk

Clerk

Clerk

# 22.138 Planning

# 1. New Planning Applications

3/22/1740/ADV

3/22/1765/LBC

3/22/1659/HH

3/22/1660/LBC	RESOLVED: No comments, but LBC regulations to be observed.			
3/22/1588/FUL 3/22/1574/FUL	Moles Farm: Change of land use; demolish agricultural barn and build two dwellings.  RESOLVED: To object on the following grounds:			
	1. Moles Farm planning issues  Moles Farm originally comprised a working farm with over 10 residencies around the farm. It became affected by the planning proposals for the Ware North development the boundary of which is immediately adjacent to the south of the farm buildings and houses. This development currently plans 1800 houses. That planning proposal has been followed in 2019 by an application to convert the then disused farm buildings into 9 residential units. The planning consent requires the developer to retain the outward façade of those farm buildings. The only farm unit not included in that planning application was the old stable block located next to the pond. That block is now the focus of the latest planning application to demolish it and build two modern 5-bedroom detached houses. The Parish Council considers such a development to be totally out of keeping with the Moles Farm and its objections are set out below.			
	(i) The Surroundings  Moles Farm has been significantly affected by the proximity of the large Ware North planned 1800 housing development. This was further exacerbated by the planning consent to convert the farm buildings into nine residential units. The Parish Council was pleased that this application did ensure the outward façade was retained, which was important to residents. It has ensured the look of the original farm has been maintained. The latest application to demolish the stable block which had been a well-used building and replace it with two new modern houses is totally out of keeping with the "farm" appearance. The existing building may have fallen into disrepair but this is more the result of the existing property owners ceasing its use as stables. To remove the existing building is not an appropriate solution. Furthermore, the farm buildings, not more than 20 meters away, that have recently been subject to planning approval, have been required to maintain their façade. Therefore, the proposed properties are in no way sympathetic and are certainly not contemporary in build form, scale and character to the existing site and adjacent properties. It is the view of Thundridge Parish Council that the properties as proposed are not in keeping with the existing residential properties nor those currently being renovated. They are particularly inappropriate due to the proximity and existing buildings of The Old Farmhouse and listed buildings.			

#### (ii) Site comments

The location of the two proposed houses is not just on the site of the stable block. This may be the case for plot 1 but the second plot develops buildings on land which was not the subject of buildings. The proposal overcrowds the site with buildings and is entirely unsuitable and out of keeping for the site. Plot 1 is also located close to the adjacent farm house thereby changing a farm environment of stables next to them with an occupied modern house residence which is the opposite of what a farm location should expect as development on previous farm land.

#### (iii) Bridleway and Pond

The proposals for the two houses requires a road access to be built around the pond at the end of the farm. This pond has been inexistence for many years and is of historical significance for the farm site. Until recent years the pond has been a focus for pond life but it has now been fenced off making its look unattractive. The proposal to build two houses behind it will destroy the appearance and surroundings of this countryside farmyard pond. In addition, the planning application proposes to tarmac over the surface of the bridleway leaving the farm site as it makes it way north through fields. This is a bridleway for horses and farm traffic and should be retained as such and not converted into a residential suburban roadway. With the Ware North development coming it is essential that the 'country' look of the farm, pond and bridleway is protected.

Under Section 34 (1) (b) of the 1988 Road Traffic Act it is illegal for the public to drive a mechanically propelled vehicle on a bridleway. It would be irresponsible for EHC Development Management to allow developers to encourage the public to break the law by driving along a bridleway.

#### (iv) District Plan

The Parish Council has reviewed its concerns in (i) – (iii) above against the District Plan. It is the Parish Council's view of that this planning application breaches Policy VILL2 and several of the points listed at paragraph V as noted below.

Policy (a) – relate well to the village in terms of location, layout, and connectivity – this proposal does not relate well to the community of Moles Farm where the buildings in the close vicinity are either converted farm buildings or farm houses.

Policy (c) – be well designed and in keeping with the character of the village – This proposal is certainly not in keeping with the character of the "farm" community at Moles Farm. Modern detached houses stand out as completely out of character and clearly in breach of this policy.

Policy (e) – not represent an extension of ribbon development or an addition to an isolated group of buildings – This proposal has the feel of 'ribbon' development extending up from the new plans on Ware North but more particularly is an unwarranted extension to farm buildings which may be felt to be quite isolated.

Policy (g) – not be significantly detrimental to the amenity of neighbouring occupiers – This proposal is significantly detrimental to neighbouring occupiers. The existing farm stable building has been allowed to become out of use and was previously used for stabling and horses used the adjacent field. To change this use and remove it with modern houses is very much out of keeping with the 'Farm' location and affects the amenity of the residents. The proposal to tarmac the bridle way around the farm pond is also unacceptable and a breach of this policy (see note regarding Section 34 of the 1988 TRA at 2. (iii) above). Besides local residents, other neighbours and residents of Thundridge walk along the bridleways and the change of setting

Page 71/2022	Signed	Date
Page / 1/2022	2161160	Date

	of the farm pond to one surrounded by two modern detached houses is very detrimental to this amenity.  Conclusion  The District Plan whilst encouraging some developments also sets out clear provisions for protection of green spaces. Moles Farm residents have over recent years received notice of a large Ware North development to the south of their houses, then a conversion of farm buildings to residencies, albeit with the farm façade retained to the north, and this third application would urbanise the remaining free farm look of the site.
3/22/1878/FUL	Youngsbury: Erect extensions, canopied entrance, windows rooflights and internal alterations, erect 2-storey garage with loft, sewage treatment plant, oil storage tank and associated works.  RESOLVED: No comments, but LBC regulations are to be observed.

Clerk

#### 2. Applications received too late for the agenda and other planning matters

#### 1. Late applications

None received.

#### 2. Ware North update, including Moles Farm flooding issues

It was noted that the outline planning application has not yet been submitted.

- 3. **Decision Notices.** Noted as set out in the Planning Appendix
- 4. Progress on existing developments underway
  - 1. Glebe Field: The development continues to progress at speed.
  - 2. North Drive speed indicator signs: Cllr Brita-May Hawes challenged that these had ever been discussed by the Parish Council, that she was opposed to them and asked that they be an agenda item for discussion in October.

#### 22.139 Finance

Note: Copy of full Cashbook spreadsheets submitted for following items 1, 2 and 3

1. Cashbook Accounts and Reserves to 31st August 2022

	Unity Bank	Saffron B/S	Redwood
Cashbook Balance 1st July	53,785.33	82,972.14	84,308.64
Income 1 <sup>st</sup> July to 31st August	1,709.18	0.00	746.18
Expenditure 1st July to 31st August	8,034.11	0.00	0.00
Cashbook balance 31st August	47,460.40	82,972.14	85,054.82

RESOLVED: To approve the Accounts as submitted to the Council.

Clerk

2. Bank Reconciliation at 31st August 2022

	Unity Bank	Saffron B/S	Redwood
Bank Balances 31 <sup>st</sup> August	53,785.33	82,972.14	85,054.82
Unbanked receipts/payments:	0.00	0.00	0.00
Cashbook balances 31st August	47,460.40	82,972.14	85,054.82

 ${\tt RESOLVED:}\ \textit{To approve the Bank Reconciliation as submitted to the Council.}$ 

Clerk

### 3. 1. Payments for approval

All payments made under the General Power of Competence, LA 2011 s1(1)

		Recoverable
	Gross	VAT incl
Surrey Hills Solicitors	2,640.00	340.00
M Spackman	30.00	
Broadmead Leisure	60.00	10.00
Payplus	31.50	5.25
E.ON	27.20	1.30
Clerk reimbursement	7.10	

Clerk reimbursement	28.94	
Clerk reimbursement	7.99	
Clerk reimbursement	14.14	
Clerk	55.55	
Clerk	776.20	
HMRC	90.80	
HMRC	16.40	
PKF Littlejohn	360.00	60.00
Buckland Parish Council reimburse	20.00	
Clerk reimbursement	67.14	11.19
Unity Trust Bank	18.00	

RESOLVED: to approve payments as per the Clerk's list presented to the Council, including the Clerk's expenses and additional hours.

Clerk

It was agreed that the Lake Associates Invoice for £653.20 would be discussed with Kevin Lake by the Chairman and Cllr Deryck Dipper at a Zoom meeting on 28<sup>th</sup> September. It was agreed to approve payment up to a maximum of £653.20.

SB/DD

- 4. Annual Governance and Accountability Return (AGAR) 2021/22
  - 1. The AGAR Completion of Audit letter was received and action noted for 2022/23.

Clerk

Clerk

- 2. It was noted that the Conclusion of Audit Notice had been published on 21 September 2022 and would stand for 21 days from that date.
- **5. FSCS:** The Clerk reported that the Parish Council's eligibility for the Financial Services Compensation Scheme (FSCS) status has been confirmed with Unity Bank as requested by the bank.

Clerk

6. FORQ (Friends of the Rib and Quin)

Further to the July meeting, it was considered whether to sponsor and support FORQ. Before fully committing public funds it was agreed the Clerk should ask FORQ: (i) Do they have reports that show how money is spent? (ii) Is an annual report published and if so, could we see it? (iii) Are they a registered charity? (iv) Do they have an accounts budget and a shortfall statement? The Clerk said he was meeting with FORQ on 3<sup>rd</sup> October, would ask for the information and report back to the October meeting.

RESOLVED: To grant £100 to FORQ, subject to satisfactory answers to the above questions.

Clerk

#### 22.140 Norman Wodson Pavilion

- 1. Building Replacement Evaluation Working Group
  - 1. Wodson Pavilion Refurbishment progress as at September 2022

Cllr Deryck Dipper presented the following comprehensive report:

1. Procurement Route

At the last Council meeting it was reported that discussions would take place with the architect regarding the form of contract. In the procurement route followed in March the Council had produced a Design and Build contract. Following discussions with some potential tenderers it became clear that the design obligations were significant and more onerous than many wished to pursue. For example it required the builder to take responsibility for all warranties and the Council design.

So, it was agreed to review the Minor Works Build contract without design. Steve Bosson and Deryck Dipper have met by zoom with the architect Kevin Lake and it has been agreed that we should retain a design element for electrical services only. This would mean the builder is responsible for securing an electrician who will determine the correct electrical design/lay out etc. The contract however this the JCT Minor Works Build and Design but it can be set up to have partial design. In order to achieve this it will be necessary to buy this contract in digital form and the cost would be around £80. The Council is requested to approve this cost and the method of securing partial design in the contract wording will then be explored.

Page 73/2022	Signed	Date
--------------	--------	------

#### 2. Works Specifications

The specifications for the outstanding external works (plastic side are roof and fascias/soffits) are being worked on by the architect. He is also working on the internal specifications and a follow up meeting is scheduled for 28<sup>th</sup> September.

#### 3. Health and Safety

It is likely to be necessary, after dropping the design element of the contract, that the Council will need to specify H&S issues. Our architect is suggesting we employ a H&S consultant to produce such a statement. This requires further work with a fee proposal. An update will be provided at the Council meeting.

#### 4. Planning

The application is being progressed by our architect. An update will be provided at the meeting.

#### 5. Notice to Contractors

A notice needs to be added on Contract Finder regarding the result of the March tendering. It is recommended this occurs and at the same time send a notice to all those who previously registered and interest including local builders of our plans for 2023.

DD/SB

Cllr Deryck Dipper, 20 September 2022

#### See two late items at 22.146 below

#### 2. RABI: acquisition of additional land

No update available

Clerk

# 22.141 Recreation Areas

- 1. Play area: Safety Report. The September report was received and noted: No action required.
- 2. The East Herts Annual RPII report is awaited.

Clerk

3. Car Park surface dressing. RESOLVED: To accept the JP Services quote of £1,600 ex VAT. Cllr Martin Spackman to arrange the works against an order to be provided by the Clerk

MS/Clerk

#### 22.142 Allotments

#### 1. 1. 2022 tenancies and vacant plot allocation

All outstanding payments have been made and all is going well.

**TAWG** 

# 2. Tenancy Agreement payment policy

For the October meeting, Cllr Brita-May Hawes to provide draft wording for the updated 2023 Tenancy Agreement.

BMH/ Clerk

#### 3. Land Registry Title Absolute.

RESOLVED: That the Clerk apply to Land Registry for Title Absolute following the eligibility date of 13<sup>th</sup> October.

Clerk

4. Additional item: It was agreed to consider the rates for 2024 at the October Meeting.

Clerk

### 2.Tenancy issue and course of action

1. Update on legal proceedings.

RESOLVED: That in the public interest, this item of business be deferred to the end of the Meeting and that the public be excluded under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

#### 22.143 Highways, Footways and Public Rights of Way (PRoW)

1. North Drive: 1. Update on removal of lamp post W3: No progress.

BMH

2. Disappearance of the combi-bin at the North Drive/Poplar Close junction: No information. It was agreed to wait until the end of the building works before taking any action to replace it

Clerk/SB

2. Ermine Street damaged lamps replacement: Still awaiting cost advice from HCC/Ringway. It was agreed to report two lamps as not working. Derek Matthews was asked to provide the lamp numbers to the Clerk.

Clerk/DM

Clerk

**3.** Broken Wadesmill village entrance signs update: No progress. To be followed up with HCC.

er.

4. /	Anchor Lane e	mbankment:	Current wor	k completed	, but more	will have to	be done l	later
------	---------------	------------	-------------	-------------	------------	--------------	-----------	-------

Page 74/20	122 S	gned	Date	

22.1	1//	Other	matters

1. **ACV Working Group**: The Feathers: ACV nomination in hand with the Clerk, although other priorities are taking precedence at the moment. Derek Matthews was thanked for providing some more historical information.

Clerk

The Pit: 1. Tree work in The Pit. RESOLVED: to accept Howlett's quote of £400 ex VAT.
 Cllr Martin Spackman will see if price will be reduced if all leavings are left on site.

MS/Clerk

2. Garden rubbish being dumped in The Pit. RESOLVED: That the Clerk send cease and desist letters to the householders of Nos. 16D and 17 Woodlands Road

Clerk

- **3. Pensions Regulator.** The Clerk reported that the Pensions Regulator re-registration has been completed and confirmed.
- 4. Subject Access Request (SAR). The Clerk reported that the recent Subject Access Request had been completed and delivered by the 22<sup>nd</sup> September deadline. It was noted that SARs must be complied with, but they are expensive to undertake. The Clerk presented a full breakdown revealing that the cost from the public purse incurred in September was £369.57, this following on from the SAR undertaken in February/March 2022 for the same subject which cost £844.31.

#### 22.145 County and District Councillor report

No report received.

#### 22.146 Urgent and other matters not listed on the agenda

Under Agenda item 22.140 for the Pavilion:

 It was noted that the electric certificate is overdue for the annual check. RESOLVED: That BCC undertake the certification asap for the discounted price of £70 as quoted. Cllr Steve Bosson to arrange with BCC.

SB

2. It was reported that the main pavilion door lock is faulty and sometimes cannot be opened. It was agreed to ask Steve Saban to look at the lock on his return from holiday and advise what needs to be done. Spare sets of keys are also to be arranged as appropriate.

SB

#### **22.147 Correspondence** (Noted as per the agenda).

Parishioner: Data subject access request (22.144.4)

# 22.148 Matters for future agendas

Clerk/SB SB

- Neighbourhood Plan Appendix H action update on outstanding tasks: To review quarterly:
  - Retain The White Horse as a pub: The Parish Council raised a strong objection to the recent planning application. However, that planning application has now been approved.
  - Nominate Community Assets listed in Appendix E of the Neighbourhood Plan: The Feathers is now being nominated
  - Make Clarkson Memorial and the information boards more visible and maintain regularly: Under consideration.
  - Advertise local history in pubs (with accommodation): Under consideration with Thundridge and High Cross Society.
  - Promotion of the Turnpike and Doric columns on Wadesmill Bridge: Under consideration with Thundridge and High Cross Society.
  - Seek formal designation of parts of High Cross as a Conservation area: Ongoing; agreed to send request again.
- Update: Bircherley Green bus depot re-development
- Update: Public Spaces Protection Order (PSPO) re excluding dogs from Norman Wodson Playing Field
- Parish lighting ownership to be confirmed (new invoice received)

# 22.149 Date and venue of next Council Meetings

1. Tuesday 25<sup>th</sup> October, 7.30pm in The Norman Wodson Pavilion.

Clerk/SB

2. Tuesday 29th November 7.30pm – venue to be agreed

		_
Page 75/2022	Signed	. Date

# **EXCLUSION OF PRESS AND PUBLIC**

22.142.2 RESOLVED: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, due to ongoing legal involvement, it is in the public interest that the public be excluded for the consideration of agenda item 22.142.2.1.

The public were excluded at 9.15pm.

The Clerk reported that the Court hearing scheduled for 28<sup>th</sup> September had been postponed by the Court, with just 48 hours notice, due to the judge not being available. The Council's solicitor is to send the Court available dates for the next eight months. This delay of the court's making was considered totally unacceptable.

CI	erk
u	erĸ

The Vice Chairman tha	inked everyone fo	r attending and	closed the m	eeting at 9.35pm

Signed	Dated
--------	-------

# APPENDIX A Planning decisions and awaited notices

3/22/1190/HH	Great Henirage: Single storey rear extension, garage	GRANTED
	conversion & fenestration alterations.	
	The Parish Council had no comments.	
3/22/1260/HH	Rennesley Stables: Convert garage and loft for	GRANTED
	accommodation. The Parish Council had no comments.	
3/22/0272/FUL	The Pool House, 11 Ducketts Wood: Demolish dwelling,	GRANTED
	erect replacement, amend curtilage.	
	The Parish Council had no comments	
3/21/1284/HH	Gardener's Cottage, Youngsbury: Extensions, outbuildings,	GRANTED
3/21/1285/LBC	sewage treatment plant & other works. RECONSULTATION	
	The Parish Council had no comments	
3/22/1663/LBC	Westmill House: Change to previously approved garage	Awaited
	window size (3/21/1692/LBC) The Council had no comments	
3/22/1169/CLPO	Wodson Pavilion: Replacing cladding and roofing	Permission
	refurbishment. The Parish Council had no comments	required
3/22/0582/LBC	Barclay Cottages, Wadesmill: Replacement windows and	Awaited
	doors. The Parish Council had no comments.	
3/22/0557/PNHH	Great Henirage, Cold Christmas Lane: Single storey rear	Permission
	extension. Presumed planning permission not required.	required
	The Parish Council had no comments	
3/22/0426/OUT	Land off Poles Lane: Demolish stable and build house	Awaited
	The Parish Council objected	
3/22/0350/LBC	Thundridge House, Poles Lane: Internal alterations.	Awaited
	The Parish Council had no comments	
3/21/2533/FUL	Standon Green House: New gates, fence, gazebo, decking,	Awaited
	pond with fountains and associated landscaping.	
	The Parish Council objected	
3/22/0571/HH	Grey Oaks. 13 Ducketts Wood: Insert dormer windows	Awaited
(	The Parish Council had no comments	
PL/0243/21	Ware Waste Recycling Centre: Construct Waste Transfer	No
2/24/2242/1111	Station. The Parish Council had no comments	information
3/21/2819/HH	Watermill House, Old Church Lane: Retention of an open	Awaited
2/24/2700/111	sided outbuilding. The Parish Council objected	
3/21/2798/HH	Bankside Cottage, Ermine St: New access, driveway and	Awaited
3/21/2799/LBC	det. garage. The Parish Council had no objections	
3/21/2778/FUL	Watermill House, Old Church Ln: Change of use: 4-bay car	Awaited
	port to treatment rooms retrospective.	
	The Parish Council objected	

Page 76/2022	Signed	Date

3/21/2600/HH	Watermill House, Ermine St: Detached outbuilding	Awaited
	retrospective. The Parish Council objected	
3/21/2405/HH	Thundridge House, Poles Lane: Single storey extension for	Awaited
3/21/2406/LBC	pool; create external door from window.	
	The Parish Council objected	
E/22/0208/ENF	7 Eleanors Close Enforcement investigation	Awaited
E/22/0109/ENF	Land near Fabdens: Enforcement investigation into caravan	Awaited
	site	
E/22/0101/ENF	Oakleys: Enforcement investigation on large metal-frame	Awaited
	structure	
E/21/0241/ENF	Watermill House, Ermine St: Enforcement inv.	Awaited
E/21/0237/ENF	Standon Green End House: Enforcement inv.	Ongoing
E/19/0448/ENF	Land adj to The Bungalow, High Cross: Enforcement inv.	Unknown