

**MINUTES OF THE ICKLEFORD PARISH COUNCIL MEETING
THURSDAY 6 JULY 2017, ICKLEFORD VILLAGE HALL AT 7.30PM**

Present: Parish Councillors M Maxwell (Chairman), R Blake (Vice-Chairman), M Barber, D Chapallaz, P Crowe, K Goldie, C Tagg and C Thurstance

Officer present: Mrs Danielle Weetman (Parish Clerk)

Also present for part of the meeting: District Cllr Harry Spencer-Smith, PCSO Heather Burrows, and 25 members of the public including representatives from Stondon Parish Council, Henlow Parish Council and the developers for the proposed LS1 site.

38. Apologies for absence

38.1 Apologies were received from County Cllr David Barnard and Sgt Steve Oliphant

39. Chairman's Notice

39.1 Cllr Maxwell read out the announcement on openness and transparency.

40. Declaration of Interests

40.1 No declarations of interest relating to items on the agenda were received.

40.2 No written requests for dispensation for declarable interests relating to items on the agenda were received.

40.3 No requests for dispensation were received.

41. Minutes of the previous meeting

41.1 Following a proposal from Cllr Goldie which was seconded by Cllr Crowe it was **resolved** that the minutes of the meeting held on 1 June 2017 be approved and the Chairman was authorised to sign them as a true record of the meeting.

42. Public Participation Session

42.1 There were 25 members of the public present at the meeting in relation to items 46.3 (The NHDC Proposed Submission Local Plan) and 47.2 (Proposed development of site LS1 (Land off Bedford Road, Ickleford)

These agenda items were therefore discussed at this point of the meeting with the members of the public and District Cllr Spencer-Smith for expedience. The information relating to both of these topics can be found in item 46.3 (The NHDC Proposed Submission Local Plan) given the synergy between them.

24 members of the public left the meeting after the joint discussion of items 46.3 and 47.2.

43. Police Report

43.1 PCSO Burrows introduced herself as the new PCSO for Ickleford and outlined the duties she had undertaken in the village since taking over from PCSO Parfitt in June. It was noted that there had been 4 crimes since the last meeting, compared with 11 crimes for the same period last year. An overview of these crimes was given.

Residents noted concern about scrambler bikes in the village and PCSO Burrows asked for this information to be reported to the Police via the 101 non-emergency telephone number so appropriate resources could be allocated to investigate further.

PCSO Burrows noted that the Parish Council could contact Sgt Oliphant for the Police's opinion on 20mph speed limits.

PCSO Burrows left the meeting.

44. Reports from County and District Councillors

44.1 Report from County Councillor

None received.

44.2 Report from District Councillor

District Cllr Spencer-Smith advised that the Planning Inspector & Programme Officer have been appointed for the examination of the Local Plan.

Councillors discussed the possibility of carrying out a traffic survey in the village that would take account of data from Bedfordshire as well as Hertfordshire with District Cllr Spencer-Smith. This survey could be a useful reference tool for future planning applications in Ickleford, as well as for the Local Plan.

In addition, parish councillors noted concern that some of the other Ickleford sites included in the Local Plan may be under review by developers.

The Draft Local Plan for Central Bedfordshire Council (CBC) was discussed as the consultation period for this Plan has just started. District Cllr Spencer-Smith will attend one of the drop-in sessions arranged by CBC with representatives from the Parish Council.

Cllr Maxwell referenced the forthcoming meeting which is being co-ordinated by Graveley Parish Council to get North Hertfordshire parish and town councils working collaboratively on matters of mutual concern with the Proposed Submission Local Plan.

45. On-going Projects

45.1 Community litter pick event in Ickleford

Cllr Blake noted that this event took place on Saturday 17 June and was well supported by the Ickleford Scout Group as well as individual residents. Most areas of the village were included in this litter pick exercise. On behalf of the Parish Council, Cllr Maxwell thanked Cllr Blake for co-ordinating this event.

Councillors noted appreciation for the support given by the Scout group, and Cllr Blake will convey this to the group leaders. **Action: RB**

45.2 Neighbourhood Planning

Cllr Maxwell advised that a communication to residents about the proposed Neighbourhood Plan has been prepared. This will be circulated to residents in July. **Action: MM/Clk**

45.3 Housing Needs Survey

Cllr Maxwell reported that the Housing Needs Survey has been posted to all residents. The response deadline is 12 July.

46. New Matters

46.1 20mph speed limit

Councillors considered the possibility of requesting 20mph speed limits for Ickleford and noted that further research on this matter would be useful to help make an informed decision.

It was agreed that Cllr Barber request additional information from County Cllr Barnard to assist with discussion at a future meeting. **Action: MB**

46.2 Allocation of official address for the redevelopment of the Ickleford Manor site

NHDC has advised the Parish Council about a proposal to name the re-development of this site as '1-19 Ickleford Mews'. Councillors discussed this proposal alongside alternative suggestions.

Following a proposal from Cllr Goldie which was seconded by Cllr Tagg it was **resolved** that the Parish Council would propose the street name '1-19 Turnpike Close'. The Clerk will advise NHDC accordingly. **Action: Clk**

46.3 The NHDC Proposed Submission Local Plan

Agenda item 47.2 (Proposed development of site LS1 (Land off Bedford Road, Ickleford) was also discussed under this agenda item given the synergy between these two topics.

Cllr Maxwell gave an overview of the Parish Council's response to the sites noted for Ickleford parish included in the Proposed Submission Local Plan. This included the objections for sites IC1, IC2 and IC3 about the location of the sites in the Green Belt plus sewerage and flooding. In addition, concerns about traffic and the impact on infrastructure in the local area were noted for site LS1. These responses were based on sound planning reasons. Furthermore, Cllr Thurstance noted that the LS1 site was added to the Local Plan at a late stage which left no opportunity for public consultation.

Cllr Maxwell reassured residents that the Parish Council would review any planning application submitted for site LS1 based on the information included in that application, and not just against the details noted in the Local Plan.

District Cllr Spencer-Smith advised that the size of the proposed development at LS1 meant a planning application for this site would be discussed by the North Hertfordshire District Council Planning Control Committee. As members of the public can attend this committee meeting, there would be an opportunity for them to speak to the committee about any such planning application.

Members of the public were given the opportunity to discuss the proposed development of site LS1 with the Parish Council, District Cllr Spencer-Smith and representatives from the developers. A number of residents spoke on this matter, and raised several concerns:

- Increase in traffic in the surrounding area
- Provision of school places
- Impact on infrastructure in the surrounding area
- Impact on property prices for houses located adjacent to LS1
- Impact on wildlife
- Insufficient buffer zone between the proposed development and existing housing in the surrounding area
- Location of flood zones on the proposed site

Several members of the public enquired whether a review of traffic on the A600 could be requested to look at the impact that increased traffic from this site would have. Several members of the public expressed their concern about access to and from the site for vehicles as well as pedestrians. The lack of visibility for traffic exiting the site was also noted.

A number of residents asked for reassurance that the Parish Council and District Cllr Spencer-Smith would convey the concerns raised at this meeting to NHDC. Whilst residents are aware that some additional housing is required to meet local requirements, they asked for the needs of current residents to be taken into account. Cllr Maxwell advised that the Parish Council would look carefully at the planning application as and when it is submitted, and raise relevant planning matters based on current legislation, such as the National Planning Policy Framework (NPPF), in their response.

It was noted that the Parish Council would raise the concerns noted at this meeting about traffic from LS1 with the Planning Inspector for the Local Plan to ensure data from both Bedfordshire and Hertfordshire is taken into account. This would reiterate our response to the Local Plan which referenced the fact that only data from Hertfordshire was included in the Plan. Residents were also advised that the Parish Council was investigating the possibility of running its own traffic study on the A600.

Representatives from both Stondon and Henlow Parish Councils were concerned about the timing of this proposed development in relation to the public examination period for the Local Plan. District Cllr Spencer-Smith commented that the planning process does not stop to take account of this consultation, and that planning applications can still be submitted for sites included in the Local Plan. The members of the public were advised that there is a statutory three-week public consultation period once a planning application has been submitted to NHDC. Ickleford Parish Council confirmed that they would advise Stondon and Henlow Parish Councils once notification of a planning application for LS1 has been received to ensure all three parish councils can submit a response. Moreover, members of the public were reassured that Ickleford, Stondon and Henlow Parish Councils are in contact with each other to ensure the views of residents are represented.

Additionally, Cllr Maxwell reported that Ickleford Parish Council has an opportunity to attend a meeting with other parish councils in the North Hertfordshire area to consider a consolidated response to the Local Plan.

A representative from Henlow Parish Council highlighted the importance of individual responses being submitted about the LS1 planning application once submitted in addition to responses from the three parish councils.

Representatives from the developers of the proposed LS1 site advised that they had noted the concerns raised at this meeting, and also the public consultation sessions held in Stondon and Ickleford. Further feedback would be welcomed if residents have any comments to pass on to the developers. All the feedback will be reviewed by the developers before a planning application is submitted to NHDC. Residents from existing properties located adjacent to this site commented that surveyors from the developers had visited them without prior communication, and asked for this to be investigated.

Cllr Maxwell reiterated that the Parish Council has taken on board the comments made by residents at this meeting, and that there would be further opportunity to discuss the concerns raised about LS1 once a planning application has been submitted to NHDC. The importance of individual residents responding to the planning application was emphasised.

Ickleford parish councillors discussed the timing of the proposed development of LS1 in relation to the public examination of the Local Plan, particularly in light of feedback from representatives of the developers of this site that they had been encouraged to submit a planning application for LS1 by NHDC's Planning Department so that NHDC can show the inspector that there is demand for the sites in the Local Plan.

Councillors noted the letter received from Pirton Parish Council proposing a meeting to pool experience in dealing with proposed development outside of village boundaries in the absence of a new Local Plan or 5 year housing supply.

Following a proposal from Cllr Tagg which was seconded by Cllr Goldie, it was **resolved** that:

- Cllr Maxwell be authorised to attend the meeting with other parish councils in the North Hertfordshire area to consider a consolidated response to the Local Plan, and undertake appropriate actions resulting from this meeting in consultation with members of the Parish Council.
- Approval had been granted by councillors between meetings, and was formally approved at this meeting, for Cllr Maxwell's on-going correspondence in The Comet newspaper about the assertion from the developers of site LS1 that NHDC's Planning Department had encouraged them to submit a planning application for this site to show the inspector that there is demand for the sites in the Local Plan.
- Approval be granted for the on-going work between Ickleford, Henlow and Stondon Parish Councils to represent the interests of residents.
- Approval be granted for Cllr Maxwell to attend the meeting arranged by Pirton Parish Council which proposes pooling experience in dealing with proposed development outside of village boundaries in the absence of a new Local Plan or 5 year housing supply.

Action: MM/CIk

Following a proposal from Cllr Chapallaz which was seconded by Cllr Goldie, it was **resolved** that Cllr Maxwell write to the NHDC Chief Executive, David Scholes, to request that any planning application for sites included in the Local Plan is paused until the planning inspector has carried out their examination of the Plan. Furthermore, if it is not possible to pause the planning process, to request clarification about whether this information was communicated to residents of North Hertfordshire in the literature associated with the Plan. **Action: MM**

46.4 Potential Change of Governance for Herts Fire and Rescue

Following discussion, it was agreed that no action was required in response to this consultation.

46.5 Land for sale in Ickleford

Cllr Blake updated the meeting on his correspondence with NHDC about the possibility of registering the plots of land that are currently up for sale in Ickleford as assets of community value. NHDC confirmed applications to register assets should be made before they come onto the market, and that the application process usually takes around 4-6 weeks. Should any such

application be successful then NHDC would then let the applicant know when the asset is put on the market. This would pause the sale process and allow time for interested parties in the community to put in an offer, however it would not guarantee that any such offer would be accepted by the landowner. This is not applicable for Ickleford sites as land has already been put up for sale.

Residents had raised the possibility of purchasing this land as a community with councillors prior to the meeting. Following discussion, it was agreed that the purchase of such land by the community would be a matter for residents to consider separately to the Parish Council

47. Planning Applications

47.1 17/01384/1TD at Proposed telecommunication equipment on land west of railway track, Arlesey Road, Ickleford

Telecommunications Determination: Installation of 20m high lattice tower; 6 no antennas; 2 no. 600mm dish antennas; 4 no. equipment cabinets and development ancillary thereto including a meter cabinet all in a fenced compound

Due to the NHDC response deadline, the Clerk and planning advisors responded to this planning application between meetings. The response noted no objections to this planning application and requested that a condition be placed on this application to state that the maximum height of the mast will be 20 metres, and cannot be increased through future planning applications.

Following a proposal from Cllr Crowe which was seconded by Cllr Blake, it was **resolved** to formally approve that the Parish Council had no objections to this planning application and requested that a condition be placed on this application to state that the maximum height of the mast will be 20 metres, and cannot be increased through future planning applications.

47.2 Proposed development of site LS1 (Land off Bedford Road, Ickleford)

This agenda item was discussed alongside item 46.3 (The NHDC Proposed Submission Local Plan) given the links between the two topics. Information for these two items can be found in item 46.3.

47.3 17/01484/1 at Garage block adjacent to 32, Greenfield Avenue, Ickleford

Full Planning Permission: Erection of 4 x 1 bed flats with provision of associated parking following demolition of existing garage blocks

Cllr Crowe summarised the objections from the residents of the properties adjacent to this site and advised that NHDC had not formally notified these residents about the planning application. It was also noted that some of the garages on this site are in use, contrary to the information in the Design & Access Statement, and that current tenants have not been advised about this planning application.

Following a proposal from Cllr Crowe which was seconded by Cllr Blake, it was **resolved** to submit the following response:

- Ickleford Parish Council is sympathetic to the objections expressed by residents of the properties surrounding this site.
- We question the necessity to demolish the garages that will be replaced with parking spaces as this could cause an increase in unauthorised parking on the site.
- We question the statement in the supporting papers that notes the garages are underused.
- We understand that the current tenants of these garages have not been advised about this planning application by North Hertfordshire Homes.
- Should this planning application be approved, we would like to request that:
 - A condition is placed on the planning permission which gives priority to current tenants of the garages being demolished for the 8 parking spaces not allocated to the 4 flats on this site as outlined in the accompanying Design and Access Statement.
 - A condition is placed on the planning permission for the creation of 7 parking spaces in 2 laybys as outlined in the accompanying Design and Access Statement

Action: Clk

47.4 Building works which deviate from their planning application

Councillors noted that the on-going building work at The Cricketers public house deviated from the planning permission granted previously by NHDC. The possibility of an on-site meeting with Mr Harry, the NHDC planning officer, District Cllr Spencer-Smith and residents from properties adjacent to this site to try to resolve this matter was discussed.

In light of the fact that the current retrospective planning application for The Cricketers would be discussed by the Planning Control Committee at the forthcoming meeting, councillors noted it would be appropriate to attend this meeting instead of any on-site meeting at this stage. District Cllr Spencer-Smith noted that the NHDC planning officer's report on this planning application has been circulated to the Committee.

It was agreed that the Clerk would contact NHDC to confirm the date of this meeting so representatives from the Parish Council can attend and speak with the Planning Control Committee. The Clerk will also request a copy of the planning officer's report. **Action: Cllk**

District Cllr Spencer-Smith left the meeting.

47.5 Proposed residential development of Bowmans Mill

Cllr Thurstance noted that no communication had been received from Spawforths in relation to the proposed residential development of the Bowman's Mill site since the consultation event held in April. Spawforths had indicated that they would be in contact with the Parish Council to discuss the sewerage concerns we raised at that time, and our suggestion that sewerage from the new development should flow directly in the Hitchin direction and not be connected to the existing overloaded Ickleford pipes on Arlesey Road.

Councillors discussed the possibility of requesting that the Laurel Way and Ickleford Bury sewerage should also link in with the new development sewerage system flowing towards Hitchin to assist with the existing flooding problems in this area. This proposal would also mean that the output pipe from Ickleford Bury which crosses the River Oughton into a manhole situated in a garden on Laurel Way could be removed.

Following a proposal from Cllr Goldie which was seconded by Cllr Crowe, it was **resolved** to authorise Cllr Maxwell to write to the Customer Liaison Manager for this area as follows:

- Request that the sewerage from the new development should flow directly in the Hitchin direction and not be connected to the existing overloaded Ickleford pipes on Arlesey Road.
- Request that the Laurel Way and Ickleford Bury sewerage should also link in with the new development sewerage system flowing towards Hitchin to assist with the existing flooding problems in this area. This proposal would also mean that the output pipe from Ickleford Bury which crosses the River Oughton into a manhole situated in a garden on Laurel Way could be removed.

Action: MM/CThurstance

Cllr Thurstance suggested that this matter also be discussed with the NHDC Planning Department.

47.6 Planning applications received between 29 June and 6 July 2017

None received

48. Planning Decisions

48.1 17/00884/1HH at 19 Longmeadow Drive, Ickleford, Hitchin, SG5 3TJ

Full Permission Householder: First floor side extension and single storey side/rear extension following the removal of existing rear extension

NHDC granted Standard Conditional Permission on 5 June 2017

48.2 17/00842/1HH at 1 Cedar Avenue, Ickleford, Hitchin, SG5 3XU

Full Permission Householder: Single storey front extension

NHDC granted Standard Conditional Permission on 31 May 2017

- 48.3 17/00918/1 at 1 Ryder Way, Ickleford, Hitchin, SG5 3XL
Outline Application: Outline application for 1 two bed dwelling (all matters reserved)

NHDC refused planning permission on 2 June 2017

- 48.4 17/00135/1HH at 7 Upper Green, Ickleford, Hitchin, SG5 3YD
Full Permission Householder: Two storey rear extension. Single storey front porch extension (amended plans received 07/04/2017)

NHDC granted Conditional Permission on 26 May 2017

- 48.5 Planning decisions received between 29 June and 6 July 2017
None received

49. Finance

- 49.1 Quarter 1 financial summary and bank reconciliations

A summary showing payments and receipts for the first quarter was circulated prior to the meeting with an overview of the main areas of expenditure for the financial year to date. The Clerk explained the figure included under the PCSO budget heading. The bank reconciliations for the first quarter will be reported on at the September meeting.

- 49.2 To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press should be excluded from item 49.3 of this meeting in view of the confidential nature of the business to be transacted

It was **resolved** to exclude press and public from item 49.3 in view of the confidential nature of the business to be transacted, namely staff matters.

- 49.3 Review of the Clerk's contracted hours

Councillors discussed the Clerk's current contracted hours and reviewed the record of hours worked between October 2016 and June 2017.

Following a proposal by Cllr Blake which was seconded by Cllr Crowe it was **resolved** to pay 30 hours of the overtime worked from October 2016 to June 2017 at SCP26. The overtime payment will be included in the Clerk's August wages. It was also agreed that there would be no change to the Clerk's contracted hours, a record of hours worked would continue to be maintained, and the amount of overtime worked would be reviewed again at the time of appraisal in October 2017.

The Clerk returned to the room.

- 49.4 Notification of receipts since the last meeting and payments made between meetings

The Clerk noted receipts and payments made between meetings as detailed in Appendix A which was circulated prior to the meeting.

- 49.5 Approve payments for July 2017 and any payments made between meetings

Following a proposal from Cllr Blake which was seconded by Cllr Chapallaz, **approval** was given for the accounts as listed in Appendix A to be paid. **Action: Clk**

50. Any Other Business

Cllr Thurstance updated the meeting about the repair work being carried out on the Village Green noticeboard. The work should be completed, and the noticeboard reinstated on the Village Green by mid-July.

A note of appreciation has been received from a resident in relation to the remedial work carried out on the ditch on common land near to Longmeadow Cottage

The Parish Council has been contacted by a resident about overgrown hedges encroaching onto pavements in the Arlesey Road area of the village. The Clerk advised that a reminder had been included in the Village News email and on the Parish Council's Facebook page to encourage all residents to check their boundaries, and cut back any overgrown hedges and shrubs which may be encroaching onto pavements or footpaths.

Following a request made by a resident, councillors agreed that it would be appropriate to include a map showing the Ickleford parish boundary on the Parish Council website.

The meeting closed at 10.12pm

51. Date for Next Meeting

The next Parish Council meeting will be held on **Thursday 7 September 2017** at 7.30pm

Signed by Chairman _____ **Date** _____

Print name of Chairman _____