

**MINUTES OF THE ICKLEFORD PARISH COUNCIL MEETING
THURSDAY 4 JANUARY 2018, ICKLEFORD VILLAGE HALL AT 7.30PM**

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

Officer present: Mrs Danielle Weetman (Parish Clerk)

Also present for part of the meeting: County Cllr David Barnard, District Cllr Harry Spencer-Smith and 2 members of the public.

110. Apologies for absence

110.1 Apologies were received from Cllr Ryan Harper and PCSO Burrows.

111. Chairman's Notice

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

112. Declaration of Interests

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

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

112.3 No requests for dispensation were received.

113. Minutes of the previous meeting

113.1 Following a proposal from Cllr Blake which was seconded by Cllr Goldie it was **resolved** that the minutes of the meeting held on 7 December 2017 be approved and the Chairman was authorised to sign them as a true record of the meeting.

114. Public Participation Session

114.1 There were two members of the public present at the meeting.

1 member of the public requested to speak in relation to item 118.1 (Request to issue new consent for access across Common Land to land adjacent to 149 Arlesey Road, Ickleford and the right to run services underneath the same). This agenda item was therefore discussed at this point of the meeting with the member of the public for expedience. The information relating to this item can be found under the relevant item.

1 member of the public requested to speak in relation to planning application 17/02175/1 at Land to the east of Bedford Road and west of Old Ramerick Manor, Bedford Road, Ickleford (also known as site LS1 in the NHDC Local Plan). This resident had been advised by a third party that, according to a representative of North Hertfordshire District Council (NHDC), this application was subject to an indefinite delay. The resident enquired whether Ickleford Parish Council could provide any additional information about this, and also if any such delay would impact on the site's inclusion in the NHDC Local Plan.

District Cllr Spencer-Smith advised that he has been in contact with the NHDC planning officer for this application, who was not aware of any such delay. County Cllr Barnard noted that the timescale for planning applications relating to larger sites like LS1 is longer than that for smaller sites. However, he will confirm the current status of this application with the planning officer for clarity.

2 members of the public left the meeting.

115. Police Report

115.1 PCSO Burrows sent a report noting that there had been 10 crimes since the last meeting compared with 7 crimes for the same period last year. An overview of these crimes was given.

In addition, the report outlined the duties PCSO Burrows had undertaken in the village including attendance at Ickleford School for the morning drop-off and afternoon collection periods, as well the Christmas Tree Lights Switch-on evening and the monthly drop-in session at St Katharine's Church.

Cllr Barber advised that the resident of Golden Willows who had enquired about the possibility of street lighting being left on at night along Snailswell Lane, had requested an update. It was

agreed that, as this matter is being reviewed by Hertfordshire Police, Cllr Barber contact Sgt Oliphant to confirm the current status of this request for the resident and highlight the street lights recommended for switching on at night. **Action: MB**

116. Reports from County and District Councillors

116.1 Report from County Councillor

County Cllr Barnard noted that the David Williams has been appointed as the Leader of Hertfordshire County Council (HCC) following the death of the previous Leader, Robert Gordon. Funding is available through County Cllr Barnard's Locality Budget should the Parish Council wish to apply for grants to support any projects.

116.2 Report from District Councillor

District Cllr Spencer-Smith has focussed on assisting the Parish Council with the submission for the forthcoming Examination in Public (EiP) for the NHDC Local Plan, as well as reviewing the Housing Needs survey for Ickleford and Central Bedfordshire Council's (CBC's) Draft Local Plan. In addition, the meeting was updated on work undertaken on behalf of local residents.

Cllr Thurstance enquired whether a completion date for the work outlined in the amended planning application for The Cricketers had been agreed between NHDC and Mr Harry. County Cllr Barnard advised that unless a condition for a schedule of works was applied when planning permission was granted, then any completion date before the three-year timescale is voluntary. Given how long this building project has been in progress for, County Cllr Barnard agreed to ask the NHDC planning officer to request a completion date from Mr Harry, and will update the Parish Council on this request via District Cllr Spencer-Smith.

Cllr Blake enquired whether NHDC has a Register of brownfield sites in line with current legislation. District Cllr Spencer-Smith will look into this matter and advise the Parish Council accordingly. The importance of having access to this Register was noted, particularly as NHDC has cited exceptional circumstances for including sites located in the Green Belt in their Local Plan.

117. On-going Projects

117.1 The NHDC Proposed Submission Local Plan

Councillors discussed in detail the submission and supporting appendices for the forthcoming Ickleford and Lower Stondon hearing session of the EiP for the NHDC Local Plan. This included the impact on Ickleford of the 2,465 proposed new dwellings for Arlesey, Stondon and Henlow noted in the CBC Proposed Submission Local Plan published on 3 January.

Two 'windfall' sites in Ickleford (Ickleford Manor and Bowman's Mill) have become available since the publication of the NHDC Proposed Submission Local Plan, and these two sites will provide 90 dwellings. Ickleford Parish Council has not objected to the windfall development at Bowman's Mill, and Ickleford Manor has already received permission. These brownfield, windfall sites are better options than the four listed in the Local Plan. Moreover, the Parish Council believes that, while some additional housing in Ickleford (above the 90 dwellings arising from the windfall sites) is merited, the cumulative effect of these plus all four potential sites in the Local Plan is not sustainable, and therefore proposes requesting NHDC to remove the following sites from the Local Plan:

- IC1 – Duncots Close
- IC2 – Burford Grange
- IC3 – the section North of Bridleway 15

This proposal is based on the following planning-based reasons (as determined by conflicts between the Local Plan and the National Planning Policy Framework):

Green Belt - Sites IC1, IC2 and IC3

NPPF 83: Exceptional circumstances for altering Green Belt boundaries can only exist if all non-Green Belt options for development have been exhausted; this is not the case with the NHDC Local Plan.

NPPF 84: Due to sub-optimal site selection, NHDC has not channelled development towards urban areas inside the Green Belt boundary, towards towns and villages inset within the Green Belt or towards locations beyond the outer Green Belt boundary.

NPPF 87 and 88: Very special circumstances for altering Green Belt boundaries have not been proven.

Proportionate evidence base - Sites IC1, IC2 and IC3

NPPF 158: The 'call for sites' has ignored the economic characteristics of the District, and the poor quality of the Green Belt Review has ignored environmental characteristics of the District. This has led to the inappropriate inclusion of Green Belt sites. Therefore, the Local Plan has not used a proportionate evidence base for its decisions in this respect.

Environmental impacts - Sites IC1 and IC2

NPPF 100: The Strategic Flood Risk Assessment has not addressed the sewerage issues in Ickleford, and NHDC has not developed a policy to manage this risk.

NPPF 113: NHDC acknowledges IC2 is adjacent to a wildlife site where protected species have been identified, but the Local Plan has not produced criteria-based policies for managing this.

Were these proposals to be accepted by NHDC, there would be 270 new dwellings in Ickleford (compared with 2011), which is similar to the estimated total for the village of 319 in the Proposed Submission Local Plan.

Following a proposal from Cllr Goldie which was seconded by Cllr Crowe, it was **resolved** to approve:

- The submission and supporting appendices from Ickleford Parish Council for the forthcoming Ickleford and Lower Stondon hearing session of the EiP for the NHDC Local Plan as detailed in Appendix B. The Clerk will submit these to the Programme Officer to meet the response deadline of 12 January. **Action: Cllk**
- The approved submission and supporting appendices be circulated to residents via the usual methods of communication. **Action: Cllk**

Representatives from Ickleford Parish Council will attend the hearings scheduled for other villages on Wednesday 7 February and Thursday 8 February to assist with preparation for the Ickleford and Lower Stondon session on Tuesday 27 February.

It was agreed to publicise details of the Ickleford and Lower Stondon session to residents and encourage as many as possible to attend to show the strength of feeling in the village about the sites included in the Local Plan. **Action: Cllk**

Cllr Maxwell reported that the Information Commissioner's Office (ICO) believe there is some merit in investigating the Parish Council's appeal about the Freedom of Information request submitted to NHDC about site LS1.

117.2 Neighbourhood Planning

Cllr Maxwell noted that the inaugural meeting will take place on 10 January.

District Cllr Spencer-Smith left the meeting.

117.3 Annual playground inspection

Councillors reviewed the quotes provided by CPM Playgrounds and Colin Wainwright for the remedial work noted in the annual playground inspection report. These were for a maximum cost of £915.00 (+VAT).

County Cllr Barnard advised that the Parish Council could apply for funding of £400.00 towards the cost of this work through his Locality Budget.

Following a proposal from Cllr Crowe which was seconded by Cllr Blake, it was **resolved** to authorise CPM Playgrounds and Colin Wainwright to carry out the remedial work noted in the annual playground inspection report up to a maximum cost of £915.00 (+VAT). It was further

resolved to apply for a grant of £400.00 from County Cllr Barnard's Locality Budget towards the cost of this work. **Action: Cllk**

117.4 Renewal of PCSO contract for 2018/19

The meeting was advised that the cost of renewing this contract remains unchanged at £7,125.00 which equates to half a PCSO post on a match-funded basis. Councillors discussed the PCSO's duties to date and whether they represented good value for money for the village.

Following a proposal from Cllr Gooden which was seconded by Cllr Blake, it was **resolved** to renew the PCSO's contract for 2018/19 at a cost of £7,125.00. **Action: Cllk**

117.5 Bus stop on Bedford Road

Cllr Barber advised that the damaged bus shelter on Bedford Road had been gifted to NHDC. NHDC confirmed that, whilst they were responsible for the maintenance of this bus shelter, they were not the legal owner and had not insured the shelter. Furthermore, there are no funds available in this financial year to replace it. The request for a new shelter will be added to the list for the next financial year, however there are no guarantees that a shelter will be installed.

Following discussion, County Cllr Barnard confirmed he would investigate the possibility of procuring a second-hand bus shelter for this location.

117.6 Housing Needs survey for Ickleford

The report on the Housing Needs survey for Ickleford has been received from CDA Herts and reviewed by councillors. This report will be forwarded to the Neighbourhood Plan group for their reference. It was agreed that Cllr Maxwell send a note of thanks to CDA Herts for their work on this survey. **Action: MM**

118. **New Matters**

118.1 Request to issue new consent for access across Common Land to land adjacent to 149 Arlesey Road, Ickleford and the right to run services underneath the same

Councillors discussed the request for new consent for access across Common Land to land adjacent to 149 Arlesey Road, Ickleford and the right to run services underneath the same with the legal owner of this land during the Public Participation Session. Site plan, PL-02B, approved by NHDC when planning permission was granted on 29 January 2015, was distributed to councillors to show the proposed driveway to the above-mentioned plot of land.

Permission was also sought by the landowner for construction vehicles to access this site across the Common Land immediately in front of the land adjacent to 149 Arlesey Road for the duration of the building work only to minimise the impact on neighbouring properties.

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

- The Parish Council noted **no objections** to the right of access across Common Land as illustrated in PL-02B to create a driveway to the plot of land adjacent to 149 Arlesey Road being added to the Title Deeds for the land. This is as per an agreement signed by the Lord of the Manor of Ickleford on 5 April 1968 which gave Consent for new vehicular access to the land adjacent to 149 Arlesey Road.
- Permission was **granted** for construction vehicles to access this site across the Common Land immediately in front of the land adjacent to 149 Arlesey Road for the duration of the building work only to minimise the impact on neighbouring properties. This is on the understanding that measures will be put into place to protect this Common Land during the construction phase, and that the legal owner of the land adjacent to 149 Arlesey Road ensures that said Common Land will be reinstated to its current condition once the building work has been completed.

The Clerk will confirm this resolution in writing to the landowner. **Action: Cllk**

118.2 Oversight of work arising from, and grants accessing, county and district councillors' budgets by the Parish Council

County Cllr Barnard confirmed that due process had been undertaken in determining pavements requiring resurfacing in Ickleford.

It was reiterated that any requests to NHDC and HCC councillors will be discussed and agreed at the monthly meetings of the Parish Council.

County Cllr Barnard offered to write a report for the St Katharine's Wheel. The Clerk will add County Cllr Barnard to the distribution list for regular contributors: **Action: Clk**

County Cllr Barnard left the meeting.

119. Planning Applications

To consider the following planning applications, including appropriate requests for infrastructure improvements:

119.1 17/02886/1HH at 2 Riverside Cottages, Arlesey Road, Ickleford, Hitchin, SG5 3TZ

Full Permission Householder: Two storey side extension with rear balcony and ancillary works

Following a proposal from Cllr Gooden which was seconded by Cllr Crowe, it was **resolved** that the Parish Council **objects** to this planning application as follows:

- The West facing first floor balcony gives insufficient distance and privacy to adjoining property. We believe that this balcony should have been sited on the South side of the extension. This would have then given the Applicant freedom of view to the East and South and their neighbour the privacy to enjoy their garden without being overlooked.
- From the Planning Application, it would appear that insufficient off-road parking, for Applicant and visitors, has been allowed for within the site boundary, to permit easy access of walkers, horses and agricultural vehicles to enter the adjoining farmland. This cottage is situated on a Public Footpath (Definitive Map FP20) and therefore, access must be available at all times.

The following comments were also noted:

- It is imperative that the hours of operation and deliveries are adhered to throughout this build and that the privacy and noise levels, for local residents, are maintained at all times.
- During the construction, assurances must be given by the Applicant/Builder that the access route for walkers, horses and agricultural vehicles is kept clear from hazards and maintained to a good standard, at all times.

Action: Clk

119.2 17/04114/FPH at 19 St Katherines Close, Ickleford, Hitchin, Hertfordshire, SG5 3XS

Full Permission Householder: Single storey side and rear extension following demolition of existing conservatory and replacement front porch

Following a proposal from Cllr Blake which was seconded by Cllr Gooden, it was **resolved** that the Parish Council had **no objections** to this planning application. **Action: Clk**

119.3 Planning applications received between 28 December 2017 and 4 January 2018

None received

120. Planning Decisions

120.1 17/02210/1LB at 5 Church Path, Ickleford, Hitchin, SG5 3YJ

Listed Building: Single storey rear extension

NHDC granted Conditional Consent on 7 December 2017

120.2 Planning decisions received between 28 December 2017 and 4 January 2018

None received

121. Finance**121.1 Quarter 3 financial summary and bank reconciliations**

As the December bank statement has not yet been received, the Quarter 3 financial summary and bank reconciliations will be reported on at the February meeting.

121.2 Budget 2018/19

Agenda item 121.3 (Precept 2018/19) was also discussed under this agenda item given the synergy between these two topics.

Councillors discussed the updated draft budget for the 2018/19 financial year which was circulated prior to the meeting. The budget proposal noted an increase of 2.96% on the 2017/18 budget (from £47,250 to £48,650) to maintain the same level of service to village residents.

Following a proposal from Cllr Goldie which was seconded by Cllr Blake, it was **resolved** to approve the proposed budget of £48,650 for the 2018/19 financial year. It was further **resolved** to request a total precept of £48,650 for 2018/19 in line with the budget, which is a 2.96% increase on the 2017/18 total precept of £47,250. This is to ensure that the services outlined in the budget can be provided for the benefit of the local community.

The Clerk will forward the Parish Council's precept request to NHDC. **Action: Clk**

121.3 Precept 2018/19

This agenda item was discussed alongside item 121.2 (Budget 2018/19) given the links between the two topics. Information for these two items can be found in item 121.2.

121.4 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.

121.5 Approve payments for January 2018 and any payments made between meetings

Following a proposal from Cllr Crowe which was seconded by Cllr Goldie **approval** was given for the accounts as listed in Appendix A, including the payments made between meetings, to be paid. **Action: Clk**

122. Any Other Business

Cllr Gooden mentioned that it may be worth noting the number of rivers located in Ickleford when responding to planning applications as there are three to consider.

Cllr Barber advised that the ditch around Christmas Common is being cleared this week by Ringway through the integrated works project for maintenance of ditches. Councillors noted that it would be appropriate to check that the ditch under the road in this area is cleared as well.

The Clerk reported that the Data Protection Guidelines course due to take place in December was cancelled by HAPTC due to adverse weather conditions. The course has been rescheduled for March.

A note of thanks has been received from Ickleford Sports and Recreation Club for the grant awarded at the December meeting.

123. Date for Next Meeting

123.1 The next Parish Council meeting will be held on **Thursday 1 February 2018** at 7.30pm

The meeting closed at 9.55pm.

Signed by Chairman _____

Date _____

Print name of Chairman _____