

**MINUTES OF THE ICKLEFORD PARISH COUNCIL MEETING
THURSDAY 6 SEPTEMBER 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 R Harper

Officer present: Mrs Danielle Weetman (Parish Clerk)

Also present for part of the meeting: Sgt S Oliphant and 12 members of the public.

52. Apologies for absence

52.1 Apologies were received from Cllr C Thurstance, County Cllr D Barnard, District Cllr H Spencer-Smith, and PCSO S Halbert.

53. Chairman's Notice

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

54. Declaration of Interests

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

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

54.3 No requests for dispensation were received.

55. Minutes of the previous meeting

55.1 The following amendment to the draft minutes of the meeting held on 5 July 2018, indicated in bold text, was noted for accuracy:

Item 43.1: PCSO Sam Halbert reported that there had been nine crimes in **June** 2018 compared with six crimes for the same period last year.

55.2 Following a proposal from Cllr Goldie which was seconded by Cllr Crowe it was **resolved** that the minutes of the meeting held on 5 July 2018, including the amendment noted above, be approved and the Chairman of this meeting was authorised to sign them as a true record of the meeting.

56. Public Participation Session

56.1 There were 10 members of the public in attendance at the meeting in relation to agenda item 60.6 (Road safety concerns at the junction of Boswell Drive & Chambers Lane). This agenda item was therefore discussed at this point of the meeting for expedience. The information relating to item 60.6 can be found under that item.

A resident noted the poor condition of several speed humps along Arlesey Road. Cllr Barber advised that this had been reported to, and followed up with, Hertfordshire Highways on numerous occasions. In addition, the resident referenced the amount of HGVs driving through the village despite the Lorry Ban. On behalf of the Parish Council, Cllr Maxwell requested the assistance of residents in reporting issues such as these directly to the relevant authority, and forwarding this information to the Parish Council so that we can maintain an overview of the issues.

Another resident noted on-going issues with bin collection in the Greenfield Lane area despite reporting the matter to appropriate authority. They were advised to contact District Cllr Spencer-Smith so he can investigate this on their behalf.

57. Police Report

57.1 Sgt Oliphant advised that five crimes had been reported for July compared with eight crimes for the same period last year, and five crimes had been reported for August compared with four crimes for the same period last year. An overview of these crimes was given. Sgt Oliphant noted that the level of crime in Ickleford for July and August was low in comparison with the rest of Hitchin.

PCSO Halbert has carried out a large number of high-visibility patrols around the parish, including Ickleford Burial Ground and the recreation ground (including the Ickleford Sports and Recreation Club).

Cllr Barber mentioned that fly-tipping had taken place in the Westmill Lane area and confirmed that this had been reported to North Hertfordshire District Council (NHDC).

Following safety concerns raised by residents about cars parking on double yellow lines at school drop-off and pick-up times in the Chambers Lane area, councillors requested that PCSO Halbert attend during these times to deter drivers from parking on double yellow lines.

Sgt Oliphant left the meeting.

58. Reports from County and District Councillors

58.1 Report from County Councillor

County Cllr Barnard sent a report noting that the new bus shelter should be installed in the near future as all the necessary paperwork has been completed. The delay was due to issues with the permit which have now been resolved.

58.2 Report from District Councillor

District Cllr Spencer-Smith sent a report noting that he continued to address issues relating to missed bin collections for Ickleford residents. This included meeting with these residents, communicating with the NHDC Cabinet Member for Waste Services and attending the affected sites with the Urbaser manager.

District Cllr Spencer-Smith advised that he had reviewed the large number of public comments submitted to NHDC via the planning portal for the current planning application on site LS1 (Land to the east of Bedford Road and west of Old Ramerick Manor, Bedford Road, Ickleford, Hertfordshire). This revised application will be considered by the NHDC Planning Control Committee in due course.

The planning appeal for the proposed residential development at Holwell Turn took place at the beginning of September. District Cllr Spencer-Smith attended this appeal and accompanied the Inspector on his site visit.

59. On-going Projects

59.1 Neighbourhood Planning

Councillors reviewed the proposed Code of Conduct and Terms of Reference for the Ickleford Neighbourhood Plan Steering Group (INPSG) which had been circulated prior to the meeting.

The Terms of Reference note that

- All members of the Steering Group and any related Task Groups will adhere to the Parish Council's policies on Data Protection to ensure compliance with GDPR and the current Data Protection Act.
- All email correspondence from members of the Steering Group and any related Task Groups will include an email signature. This will be based on the Parish Council's approved template and modified by the Steering Group in conjunction with the Parish Clerk to meet their requirements. This email signature will include a link to the Parish Council's Privacy Policy.

Following a proposal from Cllr Goldie which was seconded by Cllr Blake, it was **resolved** to approve the Code of Conduct and the Terms of Reference for the INPSG.

The Clerk will forward these documents onto the INPSG and also publish on the Parish Council website. **Action: Clk**

The Parish Council re-confirmed Cllr Blake as the Parish Council representative on the INPSG and noted the following appointments for the INPSG :

Co-Chairs: James Tizzard and Ruth Bryer

Treasurer: Louise Peace

Secretary: Mike Willoughby

In the event that Cllr Blake is unable to attend a meeting of the INPSG, the Parish Council will endeavour to ensure that another councillor attends that meeting.

On behalf of the Parish Council, Cllr Maxwell noted thanks to James Tizzard and Ruth Bryer for taking on the role of Co-Chairs for the INPSG.

59.2 Reform of Data Protection legislation and introduction of the General Data Protection Regulation (GDPR)

Councillors discussed the proposed policies which had been circulated prior to the meeting.

Following a proposal from Cllr Goldie which was seconded by Cllr Gooden, it was **resolved** to adopt the Social Media and Electronic Communications Policy, the Information Security Incident Policy and the Records Management Policy.

The Clerk will circulate these to relevant parties and update as appropriate on the Parish Council's website. **Action: Clk**

The current format for Parish Council email addresses was discussed in relation to the new legislation for data protection. The Clerk noted that alternative options for the email address are being reviewed for consideration at a future meeting. **Action: Clk**

59.3 Centenary of the First World War armistice

Cllr Maxwell gave an overview of the actions carried out by the 'Ickleford Remembers' organising committee since the July Parish Council meeting. The proposed timetable of events and the draft publicity plan were circulated for information.

The proposed events include a Service of Remembrance; a commemorative tree planting ceremony; a parade to a newly-installed commemorative plaque on Upper Green, followed by two-minutes silence, 'The Last Post', wreath laying, readings, poems and prayers, and bell ringing; a Peace Party and Roll of Honour; and candle lighting as part of the National Act of Beacon Lighting.

Maydencroft will be advising the most appropriate tree for planting at Alleyfield.

All events will be open to all residents and anyone with links to Ickleford. Information about the Ickleford Armistice Commemorations will be circulated via a number of methods of communication to ensure as many residents as possible are aware of the events planned.

A curator for the memorabilia exhibition at Ickleford School is sought. A request to this effect will be included in the Village News email, and councillors were asked for suggestions.

Following a proposal from Cllr Crowe which was seconded by Cllr Goldie, it was **resolved** that the Parish Council, on behalf of the 'Ickleford Remembers' organising committee, would write to the residents of Upper Green to advise them about the events taking place on Sunday 11 November. **Action: MM/Clk**

59.4 Maintenance of Christmas Common and Common Land to the north of Longmeadow Drive

A formal quote has been provided by Phil Kirk for the proposed remedial work on the land to the north of Longmeadow Drive. Following discussion, it was agreed that Cllr Goldie would contact Nicholas Maddex from the Hertfordshire County Council Rights of Way department to ascertain whether an additional quote might be appropriate. **Action: KG**

59.5 S106 funds

Cllr Crowe updated the meeting about the work that could be undertaken under each budget heading according to the guidance provided by NHDC. Councillors considered potential projects that might be eligible for funding within these parameters. It was agreed that Cllr Crowe contact NHDC to establish whether the proposed projects could be funded via the S106 funds currently available. **Action: PC**

59.6 Yellow lines on Witter Avenue by the junction with Arlesey Road

Cllr Barber summarised the detailed information provided by Hertfordshire Highways and the police's Traffic Management Officer about the regulations for yellow lines. Following discussion, it was agreed that Cllr Barber contact Sgt Oliphant for his perspective on this matter and Cllr Maxwell request feedback from residents of Witter Avenue about the possibility of extending the double yellow lines to improve safety and visibility when turning into Witter Avenue from Arlesey Road. **Action: MB/MM**

Cllr Maxwell confirmed that PCSO Halbert has been informed about the roads where concern has been raised about parking near junctions.

Two members of the public left the meeting.

59.7 Road traffic sign for ducks

Cllr Gooden advised that the Parish Council could apply for either temporary or permanent signs from Hertfordshire Highways. These would be of a standard design. The most appropriate location for the signs would seem to be near the bridge by Bowman's Mill as duck fatalities have been seen in this area, however, Cllr Gooden will review whether there are any other locations in Ickleford that should be considered. **Action: CG**

It was agreed that Cllr Crowe contact Bowman's to determine whether they own the land bordering the Mill site on the Hitchin side of the bridge. **Action: PC**

59.8 Communication from Save Our Green Belt (SOGB)

Councillors discussed the email from Save our Green Belt (SOGB) in response to the decision taken at the Parish Council's July meeting about the possibility of a Statutory Review should the Inspector not decide against building in the Green Belt. The Parish Council was asked to reconsider its position in this regard.

It was agreed that the decision taken at the July meeting remained unchanged and that Cllr Maxwell advise SOGB accordingly. **Action: MM**

60. **New Matters**

60.1 Remedial work at children's play area

The Clerk advised that remedial work had been carried out at the children's play area between meetings for Health and Safety reasons by our usual contractor, CPM Playgrounds. One of the timber logs and twelve of the supporting posts from the wooden edging to the safety surfaces for the play equipment had broken away from the rest of the edging and needed to be replaced. Authorisation was given between meetings for this work to be carried out at a cost of £395.00 (+VAT) for labour and materials.

Following a proposal from Cllr Crowe which was seconded by Cllr Goldie, it was **resolved** to formally approve the remedial work to supply and install one timber log plus twelve supporting posts at the children's play area at a cost of £395.00 (+VAT). It was further **resolved** for this payment to be made between meetings as the work had been carried out in August.

As this safety surfacing was installed in 2000, it was agreed that Cllr Crowe contact CPM Playgrounds to review the current surfacing and discuss options for replacing this if required.

Action: PC

60.2 Annual playground inspection

The annual playground inspection can be arranged through NHDC again this year and a detailed report of the inspection will be provided to the Parish Council. The cost remains unchanged at £50.00 (+VAT).

Following a proposal from Cllr Blake which was seconded by Cllr Goldie, it was **resolved** to arrange the annual inspection of the play area through NHDC at a cost of £50 (+VAT).

Action: Clk

60.3 Purchase of replacement combination padlock for the entrance gate to Little Park allotments

The Clerk advised that a replacement combination padlock for the entrance gate to Little Park was purchased between meetings as the previous padlock had broken. Authorisation was given between meetings for the purchase of the replacement padlock at a cost of £10.00 to ensure the entrance to the allotment could be secured.

Following a proposal from Cllr Goldie which was seconded by Cllr Crowe, it was **resolved** to formally approve the purchase of the replacement combination padlock for the entrance gate to the Little Park allotments at a cost of £10.00.

60.4 Maintenance of Lower Green

Cllr Goldie gave an overview of the recent meeting between Cllr Thurstance and Richard Nicholls to discuss current and future grass cutting and strimming requirements for Lower

Green; this is to take account of visibility concerns for vehicles at the junction of Snailswell Lane and Arlesey Road. Mr Nicholls noted that he would like to continue with the existing contract for grass cutting and strimming on Lower Green but did not wish to quote for any additional work.

Councillors noted that the canopy of some of the trees on Lower Green may need to be raised to enable this grass cutting work to take place. It was therefore agreed to obtain quotes for a tree survey to be carried out on Lower Green for consideration. **Action: KG/CIk**

60.5 Installation of a Christmas Tree with lights on Upper Green and hosting a 'Lights Switch-On' evening this year

Cllr Harper gave an update on this project and confirmed he was investigating a number of suppliers for the Christmas Tree. The date of Friday 14 December was proposed for the tree lights switch-on evening. The format of the evening was discussed and it was agreed to ask Ickleford Scout Group if they would like run a refreshments stall as in previous years.

Action: RB

60.6 Road safety concerns at the junction of Boswell Drive & Chambers Lane

In the public participation session of the meeting, residents outlined their safety concerns for vehicles at this junction due to the lack of visibility in both directions when turning onto Chambers Lane from Boswell Drive. These concerns were discussed in detail with councillors and Sgt Oliphant, along with possible solutions.

Cllr Barber confirmed that a fault report had been logged with Hertfordshire Highways for the hedge bordering the land adjacent to Arnold's Farm to be cut back to assist with improving visibility at the junction of Boswell Drive and Chambers Lane.

It was agreed that Cllr Barber contact Hertfordshire Highways to enquire about possible solutions to improve visibility at this junction, emphasising the serious concerns of the Parish Council and residents about safety and visibility at this junction. **Action: MB**

Two members of the public left the meeting.

60.7 Grants Policy for Ickleford Parish Council

The updated Grants Policy (now known as the Policy for community grants and disbursements) and Grant Application Form were circulated prior to the meeting.

Following a proposal from Cllr Goldie which was seconded by Cllr Gooden, it was **resolved** to adopt the updated Grants Policy (now known as the Policy for community grants and disbursements) and Grant Application Form.

The Clerk will update this information on the Parish Council website. **Action: CIk**

60.8 Policy for Pre-Planning Application Meetings with Developers

Councillors discussed the proposed Policy for Pre-Application Meetings with Developers which was circulated prior to the meeting.

Following a proposal from Cllr Harper which was seconded by Cllr Blake, it was resolved to adopt the Policy for Pre-Application Meetings with Developers.

The Clerk will publish this policy on the Parish Council website. **Action: CIk**

60.9 Maintenance of the flower meadow at Ickleford Burial Ground

Cllr Crowe advised that the annual maintenance of the flower meadow at the Burial Ground is due and the Ickleford Burial Ground Trust has requested that this work be carried out. William Crosse has provided a quote of £250.00 (+VAT) to cut, collect, bale and remove the grass; this is comparable with the cost of work in previous years.

Following a proposal by Cllr Goldie which was seconded by Cllr Gooden, it was **resolved** to authorise William Crosse to cut, collect, bale and remove the grass from the flower meadow at a cost of £250.00 (+VAT) . **Action: PC**

60.10 Maintenance of recreation ground

Cllr Crowe reported that the Annual General Meeting for Ickleford Sports and Recreation Club was held in August and gave a summary of this meeting. At this meeting, the cricket and

football teams requested improvement work be carried out to the wooden fencing along the edge of the sports field near to the children's play area as they have lost a large number of balls underneath this fence into the shrubbery behind.

Councillors considered the quote provided for this work, which included the cost of labour and materials, and noted that materials might be sourced more cheaply. Following discussion, it was agreed that Cllr Crowe discuss this matter further with the football and cricket clubs to confirm the requirements for the fence and also review the costs involved. **Action: PC**

60.11 Affiliate Membership of Ickleford Pre-School

Ickleford Pre-School is a Committee-run Charity and their Constitution sets out a specific number of volunteer committee members (Trustees) for the Pre-School to continue to operate. They are urgently seeking members to join the Committee to ensure the continued running of the Pre-School as, without a full committee, the Pre-School would have to close. The current Chairperson has approached the Parish Council for suggestions for affiliate members to join the committee as trustees do not have to be a parent of a child at Pre-School.

It was noted the councillors would consider this request. **Action: All Cllrs**

The Clerk advised that the Pre-School has also forwarded information on this matter for inclusion in the Village News email

61. **Planning Applications**

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

61.1 18/01886/FPH at 33 Turnpike Lane

Full permission householder: Insertion of rear dormer window and front and rear velux windows to facilitate loft conversion

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

61.2 18/01622/FP at Land to the east of Bedford Road and west of Old Ramerick Manor, Bedford Road, Ickleford, Hertfordshire

Erection of 144 dwellings, new vehicular access onto Bedford Road, associated garages and car parking spaces, public open space, landscaping and attenuation areas

Following a proposal from Cllr Harper which was seconded by Cllr Gooden, it was **resolved** that the Parish Council objected to this planning permission for the following reasons:

- We consider this proposed Development to be premature and believe that any decision on this planning application should be withheld until the outcome of the Inspector's Report for the Examination in Public of the NHDC Local Plan is known.
- The Land is Grade 2 agricultural land and should be protected and maintained as such for future generations (reference NPPF 170 (b) and 171).
- The Development put forward in this planning application remains overdeveloped and the poor design is not in keeping with the surrounding area or its Grade II* listed neighbouring property.
- It is in our opinion that this Development lies within a flood zone grading of 2 and 3 and as stated in the report, is practically impervious and therefore, highly likely to flood. It is also shown that an exceedance of water, could lead to the flooding of the Heritage Site as the proposed site is located on higher ground.
- The Developers have still not considered fully, nor seem to understand, the relevance of the Grade II* listed Ramerick Manor, its barns and ancient farmstead setting (reference NPPF 197)
- The ecology of the development is under threat and will be lost. We believe these farmlands should be preserved in their current state to support wildlife such as muntjac deer, roe deer and barn owls – all of whom have been witnessed frequenting these farmland on a regular basis.

- The development adds no long-standing job opportunities, facilities or services to the residents or area. The local amenities referenced in the supporting documents, such as the doctor's surgery, primary school and dentist are in Bedfordshire, and as such they are under no obligation to provide services to residents from the proposed site which is located in Hertfordshire. Furthermore, it has been reported elsewhere that all these facilities are currently full to capacity.
- The Transport Assessment and Travel Plan does not consider future development plans, air pollution, the hazards attached to the A600 for walkers and cyclists, or the fact that residents will be reliant on cars for work and school, and more importantly, because of the lack of public transport after 18.00, beyond the working day, for after school curriculum and recreation.

No consideration has been given to the manoeuvrability or transiting of large vehicles, such as refuse or emergency vehicles. Indeed, Hertfordshire Highways has recommended the refusal of this planning application based on the lack of turning space of these vehicles.

- The Development is not within a Settlement boundary.
- S106 Funding should be applied to Hertfordshire and not rely on Bedfordshire for Education and Healthcare as this site is located in Hertfordshire.

Action: KG/Clk

Eight members of the public left the meeting.

61.3 Planning applications received between 31 August and 6 September 2018

61.3.1 Proposed planning application for Burford Grange

The developers of this site, CALA Homes, have requested a meeting with the Parish Council to present the proposed planning application. They have confirmed that a public consultation event will be held in Ickleford to inform residents about the planned residential development of this site as well.

Following discussion, it was agreed that the Parish Council would await the publication of the Inspector's report from the Examination in Public (EiP) of the NHDC Local Plan before meeting with the developer. It has been indicated that the Inspector's interim report will be published in the second half of September and, as this site was included in the Local Plan (site IC2), councillors noted the importance of awaiting the outcome of the Inspector's review of the Plan.

The Clerk will advise CALA Homes accordingly. **Action: Clk**

61.3.2 18/02278/FPH at 24 Laurel Way, Ickleford, Hitchin, Hertfordshire, SG5 3UP

Full Permission Householder : Single storey side extension

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

62. Planning Decisions

62.1 Planning decisions received between 31 August and 6 September 2018

None received

63. Finance

63.1 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.

63.2 Approve payments for September 2018 and any payments made between meetings. PC/KG.

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

64. Any Other Business

There were no items to report.

65. Date for Next Meeting

65.1 The next Parish Council meeting will be held on **Thursday 4 October 2018** at 7.30pm

The meeting closed at 10.13pm

Signed by Chairman _____ **Date** _____

Print name of Chairman _____