

WARESIDE PARISH COUNCIL

Minutes of Parish Council Meeting held at 8.00pm on Thursday 20th April 2017 in the Village Hall, Wareside

Present: Councillor S Beavis (SB), District Councillor R Brunton (DCRB), Rebecca Burdick (Clerk) (RB), Councillor P Goodman (PG), Councillor S Richards (SR) and Councillor M Ryan (MR) (Chairman).

1. Apologies for absence.

County Councillor R Beeching, Councillor R Northcote and Councillor G Sheraidah.

2. Open Forum

No villagers attended.

3. Approval of minutes of the meeting held 16th March 2017

Due to RB's sickness minutes had not been completed, they will be sent to Councillors as soon as possible.

4. Planning

a. Decisions by EHDC Development Control on earlier applications

Application: 3/17/0173/LBC

Proposal: Replacement of 1 no rear first floor window. Installation of secondary glazing to 2 no windows at second floor and re-painting of exterior

At: The White Horse Ware Road Wareside Ware Hertfordshire.

Decision by EHDC: Approved

Application: 3/17/0346/FUL

Proposal: Proposed New Barn and additional stable to serve existing use of site

At: Land North West of Bourne Villa Bakers End Wareside Ware Hertfordshire

Topics of concern raised and discussed by WPC: The Councillors have no objection to the building work but want assurance that the hedgerow and border will be maintained and not cut back, remaining as it is now.

Decision by EHDC: Approved

Application: 3/17/0454/HH

Proposal: Two single storey front extensions

At: Great Cozens Barn Great Cozens Fanhams Hall Road Ware Hertfordshire.

Topics of concern raised and discussed by WPC: None.

Decision by EHDC: Approved

b. New applications received

Application: 3/17/0840/HH

Proposal: Resubmission of planning approval 3/16/1551/HH Proposed single storey front, side and rear extension

At: 20 Coanwood Cottages Babbs Green Wareside Ware Hertfordshire

Topics of concern raised and discussed by WPC: Coanwood Cottages are a row of semi-detached cottages with void areas between adjacent properties. This extension once completed will give the appearance of terraced houses rather than semi-detached cottages as they should be.

c. Ongoing applications

Application: Notification Under Section 49 of the Communications Act 2003 – Payphone Removal

Proposal: Removal of the BT phone box Ware Road SG12 7QY

Decision: East Herts Council have sent a consultation letter to BT.

d. Other

White Horse Pub – Enforcement case E/17/0116/ENF

EHDC investigated WPC concerns and the decision of the Council is that “there has been no apparent breach of planning control in this case”.

5. Matters Arising

SR informed Councillors that the fly tipping he reported at the last meeting was cleared by himself and Nicolas Buxton.

RB informed Councillors that she had spoken to Sarah Hart, treasurer for Holy Trinity Church, Wareside and she confirmed the church do not reclaim VAT. It was therefore agreed that WPC are to pay David Jarrett directly for the maintenance of the Church grounds and reclaim the VAT (see finance section below).

6. Correspondence

Wareside War Memorial

The previous Clerk Lynda Barker had applied on behalf of WPC for a historic building grant from EHDC towards the cost of repairs to Wareside War Memorial. EHDC wrote to Lynda on the 24th March 2017 to inform her that her application had been successful and EHDC had agreed to make a grant of £1461.59. This represent a 50% grant of the total eligible costs, estimated at £2923.18. RB to investigate who the original quote of £2923.18 for repair works was given by in order for the work to commence.

Outstanding Clerk salary payment

Lynda Barker gave RB a document outlining the remaining Clerk salary she was due to be paid, RB presented this document to Councillors – see finance section below.

Scholar Hill road weight restriction

Mary Hicks emailed WPC to inform them of her proposal that a weight restriction be imposed on the road, commonly known as Scholars Hill, from Helham Green to the centre of Wareside. She wrote “This is a narrow road which passes over an old bridge between Red Lion Yard and Laburnum Cottages. The bridge crosses the Nimney Bourne and is partly built of historic Hitch bricks. Currently the road seems to appear on ‘sat navs’ as a shorter route through the village than just continuing along the B1004. This means that all sorts of large and unsuitable vehicles use the road as a short cut and the bridge is beginning to show signs of cracking.” Mary has written to EHDC and is awaiting a response.

7. Reports from members representing the Parish Council on outside organisations and attending meetings on behalf of the Council

a. County Councillors Report: None received.

b. District Councillor Report: The Draft District Plan was given to the Planning Inspectorate on the 31st March. The examination in public will take place mid-September – October with a final decision in December. During the examination in public there will be a four-day meeting being held at EHDC offices at Wallfields. DCRB will be in attendance and you can apply to speak if you register an objection – Stop Harlow North group have put two speakers forward. DCRB says to keep an eye out for the dates of this meeting, although he will inform the Council when he is informed of dates.

c. Policing Report: None received.

d. Other

MR and PG representing WPC at a meeting with Thundridge Parish Council and Ware Town Council – see Neighbourhood Plan section below.

8. Bus stop/Shelter/Notice Board

Investigations into options ongoing by RB.

9. Phone Booth

MR has continued replacing the panes of glass in the phone booth, so far he has replaced half of the panes with Perspex, he will continue to replace the remaining panes.

10. Neighbourhood Plan

WPC meeting with Thundridge Parish Council, Ware Town Council and EHDC

PG and MR met Thundridge Parish Council and Ware Town Council on the 4th April at EHDC Wallfields offices to discuss the possibility of input into Ware Town's Neighbourhood Plan and the proposed development North and East of Ware. Councillors Russell Parkins and Brita-May Hawes attended on behalf of Thundridge, Mayor Jonathon Kaye, Deputy Major Alexander Curtis and Mike Standley from the Neighbourhood Plan Steering Group attended on behalf of Ware and Laura Pattison from EHDC.

Background information discussed

General:

- About 80% of the proposed development lies within Wareside Parish.

District and Master Plans:

- The Draft District Plan (DDP) is with the inspectors. Once the inspectors have approved the DDP EHDC explained that a Master Plan, detailing how the site development will be progressed, can be created.
- EHDC staff are working on the Master Plan along with the site sponsors (developers) Ptarmigan building. The Master Plan should put the detail in to where building will take place and which areas of the site will be developed first.
- Although the DDP documents an expectation for gradual development up to 2020, it is highly likely that the developers will want to move ahead more rapidly with work

Neighbourhood Plan:

- It was explained by EHDC staff that a geographic area can only be in one Neighbourhood Plan. This will have an impact on the process by which Wareside, Thundridge and Ware Town provide input to the Neighbourhood plan.
- Thundridge PC are working on their Neighbourhood Plan, they haven't yet designated an area. Ware Town want to start work on their Neighbourhood Plan but are awaiting agreement on how/where the new development will be documented as this will affect the area they need to have designated as a Neighbourhood.

Discussion

Joint Neighbourhood Plan:

The proposal by Ware Town Council to incorporate the development area into their Neighbourhood Plan was discussed. They feel the Town Council has, or can obtain, sufficient funds to progress with their Neighbourhood Plan. In order for this to happen Wareside and Thundridge PCs would have to formally agree to Ware including the development area in their "neighbourhood". The two parishes would then provide input to the Ware Town Neighbourhood Plan for areas that impacted them, in particular the proposed development. The resultant Neighbourhood Plan would be expected to meet all three Council's expectations.

Boundary Changes:

When questioned regarding potential future change of Ware Town boundary and loss of Wareside Parish land, EHDC stated that the development area would not be absorbed in to Ware with a resultant change in the town boundary.

Wareside Neighbourhood Plan:

It was noted that if Wareside applied to have the whole parish as a neighbourhood in their own Neighbourhood Plan this would effectively rule out Ware Council's proposal. It would however mean Wareside would have to accept responsibility for drawing up a Neighbourhood Plan, including the development area, and ensuring Ware and Thundridge have no objections to the plan. WPC would also need to input into the Master Plan. It is open for discussion as to whether Wareside Parish Council have the time, money and personnel able to do this, or whether the parish would be better served by creating a Neighbourhood Plan that excludes the development area and allowing Ware Town to incorporate that in their Neighbourhood Plan.

Next steps:

Ware Town Council are to produce a terms of reference document setting out the terms for the involvement of the two parishes in the neighbourhood planning process

WPC discussion on the 20th April 2017

It was highlighted by MR that there hadn't been a discussion about which Council would get the "New Homes Bonus" for the development. PG also raised the confusion over the new concept of a Masterplan, in particular how and by whom it is prepared and how it interacts with Neighbourhood plans. DCRB advised WPC that they put these questions into an email to him and he will pass it on to Claire Sime, Planning Policy Manager at EHDC, and ensure it gets answered – PG to do so.

It was agreed that WPC needs to decide on what their stance is regarding a Neighbourhood Plan. The options are:

- Have a joint Neighbourhood plan with Ware and also develop our own Neighbourhood Plan which would exclude the development area.
- Have a joint Neighbourhood Plan but not develop our own Neighbourhood Plan
- Develop our own Neighbourhood Plan which would include the development area.

A decision will be made following a WPC meeting with Laura Pattison – PG to chase Laura for dates.

RB highlighted the email she sent to Councillors regarding a Neighbourhood Plan grant for Councils – if WPC go ahead with their own Neighbourhood Plan it was agreed by the Council that this would be worth applying for.

RB also highlighted the Neighbourhood Plan training provided by HAPTC on the 24th May 2017, 10.30-3.30pm

Other

Following the meeting detailed above Thundridge Parish Council Clerk contacted RB on behalf of Councillors Russell Parkins and Brita-May Hawes requesting a meeting with MR and PG. A meeting has been organised for the 25th April 2017 at the White Horse Pub.

11. Little Oak Heath (Allotments/Playing Field)

A grant acceptance letter has been sent to Tracy Matthews at EHDC in order for the £8000 to be paid to WPC asap. However, RB spoke to Tracy to see what date the grant would be paid and was informed that EHDC do not pay grants until the work has been completed and a site inspection carried out. Therefore, WPC now require the £8000 grant from Network Homes to be paid before the order to Action Play & Leisure can be made and the 25% deposit can be paid. RB has spoken to Kirsty Stevens from Network Homes in order to progress this, Kirsty expects the grant to be paid in 2/3 weeks.

12. Finance

a. Spending for approval at meeting: Approved by all Councillors present:

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| Grant application for the 2017 annual maintenance of Wareside Church Grounds. Work to be carried out by David Jarret Gardening services. | £1404.00 | MR and PG |
| HAPTC annual membership fee – 1 st April 2017 – 31 st March 2018 | £361.90 | MR and PG |

b. Spending approved between March 2017 and April 2017 meetings:

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| Hertfordshire County Council – Energy and Maintenance for street lighting 01.04.17 – 31.03.17 | £203.75 | MR and GS |
| HAPTC End of Year Finance training attended by RB on the 15 th March 2017 | £40.00 | MR and GS |
| RBurdick reimbursement for purchase of projector, laser presenter and batteries | £279.97 | MR and GS |
| RBurdick reimbursement for payment of WPC annual insurance policy | £253.00 | MR and GS |
| RBurdick reimbursement for purchase of laptop, software and printer/scanner. | £493.92 | MR and GS |

Transparency fund items

See item d. below - it was agreed that RB use her own funds to purchase these items and then get reimbursed by WPC.

c. Bank Statement: Business Current Account £9,839.40, Business Reserve Account £5,520.05, Petty Cash: £1.74.

d. Transparency Funding: WPC received a grant for a total of £1209.97, the cheque was cashed on the 13th March 2017. The grant rules stipulated that £299.99 was to be spent on a laptop, £99.99 for computer software, £89.99 for a printer/scanner and £720.00 for staffing costs. RB sent three laptop and printer/scanner options to the Councillors via email and it was agreed to purchase the items listed below. RB purchased these items from PC World on the 20th March 2017 for delivery on the 21st March 2017. Both the laptop with software and the printer have been set up and are being stored at RB's house. The laptop will be brought to WPC meetings and used for WPC emailing, document production and storage as well as to make updates to the WPC website pages. RB reminded Councillors that if they required any printing for WPC business to email her with the documents or use the printers email address, provided to all Councillors. RB has signed up to a 9-month free trial of "HP Instant Ink" which gives 300 pages of printing a month, with ink being provided by HP for free.

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| <ul style="list-style-type: none"> HP 15-ba077sa 15.6" Laptop - £319.99 (WPC added an additional £20 of their own funds) Microsoft Office Home and Student software - £119.99 reduced to £99.99 (due to purchasing with a laptop) HP Envy 5546 All-in-One Wireless Inkjet Printer/Scanner - £69.99 Delivery £3.95 | £493.92 | RB used own funds – to be reimbursed by WPC. Reimbursement detailed above. |
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e. Other: RB presented a document given to her by Lynda Barker, outlining the remaining amount she was due to be paid for her Clerk duties - £810.00. It was not clear from the document which cheques previously written to Lynda and HMRC had or had not been cashed. Councillors asked RB to email Lynda for clarification.

11. Any other business

None.

Next meeting date Thursday 18th May 2017 at 8:00pm in the Village Hall.

Meeting closed at 9.15 pm

Signed.....M.Ryan..... Date...18th May 2017.....