

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



To: Members of Hatfield Heath Parish Council

Cllrs Bissell, Breavington, Brown, Champion, Lemon, King, Overton, Robley, Saban

MEETING OF THE PARISH COUNCIL

You are hereby summoned to attend a Meeting of the Parish Council to be held in the URC Hall, Hatfield Heath at 7.30pm on **Wednesday 06 July 2022** to transact the business set out in the agenda below.

Parish Clerk
30 June 2022

AGENDA

Welcome by the Chairman

22/43	APOLOGIES FOR ABSENCE To receive any apologies for absence
22/44	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
22/45	PLANNING APPLICATION UTT/22/1261/FUL – LAND WEST OF MILL LANE To receive a presentation by Pelham Structures who are proposing a development on the POW Camp 116 on land to the west of Mill Lane.
22/46	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
22/47 	MINUTES OF MEETING To approve the minutes of the meeting of 01 June 2022 (M02) To discuss any matters arising from the minutes not included elsewhere on the agenda.
22/48 	PLANNING COMMITTEE To note the draft minutes of the Planning Committee held on 27 June 2022. (P03) To note the draft response of the Planning Committee to planning application UTT/22/1261/FUL, which will be sent to UDC on 08 July, unless there are any further amendments
22/49	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.

22/50  	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in June 2022 as approved by the Finance committee Bank Mandate To resolve to add Cllrs Breavington and Champion to the mandate of authorised signatories for the council's current account with Unity Trust Bank.
22/51 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
22/52 	KEY TASK MONITOR To review and update the Key Task Monitor.
22/53	HIGHWAYS MATTERS To consider any matters relating to Highways
22/54	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management.
22/55	ALLOTMENT REPORT To receive and note a report on the Allotments.
22/56	PLAYGROUND To consider any matters relating to the playground.
22/57	VILLAGE GREEN To consider any matters relating to the village green To consider a request from Joshua Meakin to locate a funfair on the Green for two weeks in September, open on 2-4 and 9-11 September.
22/58	NEIGHBOURHOOD PLAN To note progress on the proposed Neighbourhood Plan following the briefing from a representative of RCCE at the Annual Parish Meeting.
22/59	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members Eden Surgery, meeting with Peter Eldon, Practice Manager.
22/60	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
22/61	DATE OF NEXT MEETINGS The next scheduled meeting of the Council is on Weds 03 August 2022

Symbols:  : paper attached  : vote required

Members of the Public and Press are welcome to attend and observe meetings of the Council but may only speak during the item for public participation

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 01 June 2022

Present:

Cllr M Bissell (MB) Chairman
Cllr R Breavington (RB)
Cllr P Brown (PB)

Cllr N Champion (NC)
Cllr S King (SK)

Cllr M Lemon (ML)
Cllr S Saban (SS)

In attendance: R Bowran – Parish Clerk

8 members of the public

Welcome by the Chairman

22/23	APOLOGIES FOR ABSENCE Received and accepted from Cllr Robley – on holiday and Cllr Overton - unwell
22/24	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members.
22/25	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council All eight members of the public commented on the planning application UTT/22/1261/FUL submitted by Pelham Structures for a development off Mill Lane, the PoW camp site. <i>An extension of the deadline for responses has been granted to 08 July. In the meantime, the application will be considered by the planning committee on 27 June and a presentation is being made by Pelham Structures at the council meeting on 06 July.</i> Similarly, A Member of the Public pointed out the inconsistency of the LPA's decisions relating to Hatfield Haven which will make the traffic situation in Mill Lane even worse. A Member of the Public pointed out that current traffic in Mill Lane had caused damage to fences because of the restrictive access. A Member of the Public asked about the display of the United States flag that had been presented at the unveiling of the new Memoria. <i>Agreed that once a quotation had been received the parish council would propose to fund such a display.</i>
22/26	MINUTES OF MEETING Resolved: To approve the minutes of the Annual Meeting of the council held on 04 May 2022 (M01)

Minutes are subject to approval at the Parish Council meeting on 06 July 2022.

22/27	PLANNING COMMITTEE Noted: To note the draft minutes of the Planning Committee held on 24 May 2022. (P02)
22/28	ANNUAL PARISH MEETING Clerk reported on the Annual Parish Meeting held on 24 May which included presentations from PCSO Mile O'Donnell-Smith and Michelle Gardiner of RCCE on Neighbourhood Plans; and reported on questions raised at that meeting. See item 22/33.
22/29	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • Cty Cllr Barker (<i>in absentia</i>) had nothing to report, except for a request for a report of potholes to be addressed by Essex Highways. • Dist Cllr Lemon had nothing new to report.
22/30	FINANCIAL REPORT 1. Approval of Expenditure. Noted: To note items of expenditure in May 2022 as approved by the Finance committee 2. Internal Auditor Resolved: To approve the appointment of Derek Farr as internal auditor to the council for the year 2022/23. <i>{all agreed}</i>
22/31	AGAR 2021/22 The internal auditor having completed his year-end visit and reviewed the Annual Governance and Accountability Return (AGAR): 1. Resolved: To resolve to approve the Annual Governance Statement 2021/22. <i>[prop Cllr Lemon; secd Cllr Bissell; all in favour]</i> 2. Resolved: To resolve to approve the Accounting Statements 2021/22: <i>[prop Cllr Breavington; secd Cllr Saban; all in favour]</i> Clerk was thanked for having completed this exercise in a timely and efficient manner.
22/32	CLERK'S REPORT & CORRESPONDENCE Received and Noted: The Clerk's report, in addition he noted: • Writing the surgery Practice Manager, Peter Eldon, asking for a meeting to discuss the way forward to improve services. • Compliments had been received about the excellent state of the Village Green in preparation for the Jubilee weekend. • Noted that the council had been contacted about an outstanding insurance claim dating back to January 2019 about an injury at the playground.
22/33	KEY TASK MONITOR Noted: The updated Key Task Monitor.

Minutes are subject to approval at the Parish Council meeting on 06 July 2022.

22/34	HIGHWAYS MATTERS To consider any matters relating to Highways • County Cllr Barker had asked for suitable pothole candidates to be identified so she can remit them to Essex Highways. • Noted that some kerbstones in Broomfields had become displaced.
22/35	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • A CCTV camera had now been acquired to monitor traffic patterns and arrangements were made for its installation • Noted that there was a dark blue Volvo in the car park which appeared to have been abandoned. The car is untaxed and has no MoT certificate.
22/36	ALLOTMENT REPORT To receive and note a report on the Allotments. • In particular the recurring rabbit problem was raised. RB to seek quotations from Rodect. Comments made that if the council were to pay for this there were plenty of other parishioners who would want the same support. SK will check again on the integrity of the fences.
22/37	PLAYGROUND To consider any matters relating to the playground. • RoSPA annual inspection report had been received and was passed to SK for review and comment on work needed.
22/38	VILLAGE GREEN To consider any matters relating to the village green. In particular it was noted that: • Shrubs around the War Memorial had been uprooted and vandalised. All encouraged to report issues to the police so that they can add to their database. • The concrete plinth around the War Memorial had deteriorated and was crumbling at the edges. SS to seek advice and quotation for repair. • Christmas Tree. Quotes for the installation of a permanent Christmas tree were being sought by SS. This is not the right time of year to instal one however.
22/39	NEIGHBOURHOOD PLAN To consider the proposed Neighbourhood Plan following the briefing from a representative of RCCE at the Annual Parish Meeting. Members confirmed resolution to proceed. Start-up meeting to be arranged inviting all interested parties to attend and to arrange a Steering Committee.
22/40	REPORTS FROM MEMBERS ON MEETINGS ATTENDED There were no other reports from members.
22/41	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Report on meeting with Practice Manager of Eden Surgery to understand pathway for improvements.

Minutes are subject to approval at the Parish Council meeting on 06 July 2022.

	• Presentation by Pelham Structures regarding planning application UTT/22/1621?FUL, the proposed development of the PoW camp site off Mill Lane.
22/42	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be on Weds 06 July 2022 • The next meeting of the Planning Cttee will be on 27 June 2022

Meeting ended at 21:00.

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Monday 27 June 2022 in the URC Hall

Present:

Cllr M Bissell (MB)

Cllr N Champion (NC)

Cllr N Robley (NR)

In attendance:

11 members of the public

R Bowran – Parish Clerk

P22/11	APOLOGIES FOR ABSENCE There were no apologies for absence, Cllr King was absent.
P22/12	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P22/13	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Planning Committee. There were multiple comments from members of the public, all concerning planning application UTT//22/1261/FUL, the main themes were: • Narrowness of Mill Lane, inaccessibility, traffic conflicts. • PoW development would generate less traffic, but any traffic increase was unacceptable • History Society would apply for Lottery Funding to restore PoW camp and open it for visitors • Conflict with horse riders • Traffic predictions are all out of date and refer to previous application and consultant's report. • What are current speed and weight restrictions? Why aren't they enforced. • Archaeological impact not yet assessed. • When was Article 4 Directive going to be made? <i>Clerk to chase with Nigel Brown and Peter Holt (UDC)</i> NR had produced a draft response, objecting to the application, and this was shared with members of the public.
P22/14	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 24 May 2022 (P01)
P22/15	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION <u>Single storey rear extension and front porch</u> Maple Cottage 1 Foxglove Farm Dunmow Road Hatfield Heath CM22 7BL Ref. No: UTT/22/1405/HHF Received: Tue 17 May 2022 Validated: Thu 26 May 2022 HHPC comment: No Objection. <u>The demolition of 10 no. existing structures, the conversion and restoration of 8 no. existing buildings to form 8 no. holiday cottages and 1 no. dwelling, the construction of 5 no. single storey dwellings and 5 no. terraced cottages</u> Land To the West of Mill Lane Hatfield Heath Ref. No: UTT/22/1261/FUL Received: Wed 04 May 2022 Validated: Mon 23 May 2022 HHPC comment: Objection on multiple grounds.

	DECISIONS MADE BY THE LPA FOR NOTING <u>Proposed refurbishment of Lea Hall including the addition of new detached garage and detached swimming pool building. Conversion of barns and cottage to 8 no. Dwellings. Demolition of existing stables to be replaced by 3 no. Dwellings with cart lodges and associated landscaping.</u> Lea Hall Dunmow Road Hatfield Heath CM22 7BL Ref. No: UTT/19/3173/FUL LPA Decision: Approved PLANNING APPEALS <u>Appeal A Ref: APP/C1570/W/21/3276589</u> <u>Land east of Friars Lane, Hatfield Heath, Essex CM22 7AP</u> • The development proposed is described as the "formation of hardened access to allow all year round planting and maintenance". <u>Appeal B Ref: APP/C1570/W/21/3276590</u> <u>Land east of Friars Lane, Hatfield Heath, Essex CM22 7AP</u> • The development proposed is described as the "erection of a fence". Decisions: 1. Appeal A is dismissed. 2. Appeal B is dismissed. ENFORCEMENT ISSUES None received
P22/16	PELHAM STRUCTURES Pelham Structures have made us aware that they have submitted a revised planning application for the site in Mill Lane. They will be presenting their new application at the meeting of council on 06 July 2022.
P22/17	THREE PARISHES LOCAL PLANNING GROUP / TPLPG Noted; The TPLPG meeting notes from 16 May 2022.
P22/18	AGENDA ITEMS FOR NEXT MEETING There were no additional items for the agenda of the next meeting.
P22/19	DATE OF NEXT MEETING The next scheduled meeting is on Monday 25 July 2022.

Meeting ended at 16.20

UTT/22/1261/FUL Land to the West of Mill Lane, Hatfield Heath

The Hatfield Heath Parish Council have reviewed this proposal, an amendment to UTT/17/2499/FUL which was turned down by the LPA and which was subsequently also dismissed upon appeal. on a variety of grounds.

This proposal seeks to now develop only the Southern section of the previous site, convert 8 existing POW camp buildings into 'holiday homes' in order to 'preserve' them and pay for this preservation work by converting the existing water tower into a dwelling and building 5 new large single storey dwellings and a row of 5 terraced cottages on the site. Ten existing structures (POW buildings) would be demolished.

There is no provision for affordable housing, all non 'holiday homes' being market value and the developer seeks 'exception' from MGB rules based on the element of 'preservation' and a self - designated description of the whole site as ' previously developed' and 'brown field'.

Firstly with regards to MGB, it is agreed by all parties that the proposed development is fully in the ever diminishing green belt, but there is dispute over the definition of 'previously developed land', with the developer arguing that the site should be so designated and further declared as 'brown field'. We would like to make three major points:

1. The site was originally farm land that was requisitioned by the war office as a POW camp during WW2. After the war the land was returned to the farmer who owned the land together with the temporary structures used to house the prisoners and their guards. It continued to be continuously farmed, using the temporary structures until the farmer gave up farming in the 80's. Since then it has had no other use and no submissions for change of use must therefore be viewed still as farm land (agricultural use only).
2. Temporary structures erected to hold and contain prisoners vary from tented villages, through compounds to the more humane structures found in this case. In no way can any of these be classified as 'prior development' because of their intended temporary and transient nature. Indeed this intent of the MoD by their action was to return the land to farm use
3. The whole area is fully within the MGB and outside the village development envelope

Secondly with regard to the building plan itself we would also like to reinforce our position taken on the previous application

1. The buildings themselves represent a major uplift in terms of cost and structure from the modest dwellings further down the lane towards the Stortford Road and represent a major profile increase when viewed from Mill Lane, particularly the row of terraced cottages which are proposed to be built directly on Mill Lane itself. Instead of the existing very low profile sheds that are set back from the road and morph into the countryside, one would be faced effectively with an obvious major development with some extremely large houses that are out of keeping with the gradual blending of the rest of the village through farmland and into the general countryside.
2. The site is isolated from the rest of the village and can only be accessed down Mill Lane plus a token footpath to connect it to the rest of the village and local amenities (schools, doctors bus stops etc). There is no footway for Mill Lane in the plan although there is a statement that

one will be provided! Mill Lane is the obvious and by far the shortest way to access all of the above amenities by foot, but given the dangers we believe most of the new site occupants would drive, exacerbating an already unacceptable traffic situation.

Thirdly, expanding on access to the site and traffic flows:

1. The existing situation is that over the past few years the nature of traffic to and past the site has changed dramatically.
 - a. Greenways eggs (Camp Farm) has transitioned from light vans, to medium sized lorries, to larger lorries and articulated trucks that deliver the eggs to be cross docked at their egg-plant to the North of this site. The fact is that articulated lorries must be guided and personnel posted at either end of the lane to prevent any movement by the residents while these are entering or leaving the premises. The clearance for these trucks at the pinch point at the entrance to the road is just over a hand span either side.
 - b. 10mph limit and road name signs have been damaged and/or destroyed on a number of occasions as have fences and railings of the existing houses at the lower end of the road, which remains essentially a farm track!
 - c. The number of houses in the road has doubled (all legitimately approved through the LPA)
 - d. A major automotive sales and servicing business has been created immediately adjacent to Camp Farm, that receives a large number of visits (including low loaders which are NOT escorted onto the site). This business has no change of use authorisation (from electrical components storage), but continues to operate despite this.
 - e. A recent approval by the LPA to expand Hatfield Haven will have a further major impact on parking in and around the area, with ambulances already semi blocking Mill Lane entrance and restricting line of sight, ingress and egress onto the A1060
2. While a truly massive transportation statement has been commissioned and published by the applicant, we can find no statement by Highways. Residents have recently written to the Head of Highways Essex asking for intervention, but this has not so far been forthcoming.
 - a. The transportation statement predictably concludes the development would have little impact on traffic and pedestrian safety. This despite the fact that a further 35 vehicles are predicted by the applicants themselves which would result in a net minimum of 70 added trips a day in and out with added trips to serve refuse collection, grocery deliveries postal deliveries etc. This would effectively double the contribution of existing houses in Mill Lane. Again, we can find no updated statement from Highways which takes account of this and the above present situation with particular regard to parking, pedestrian/vehicle conflict and vehicle to vehicle conflict with poor sight lines particularly at the entrance to Mill Lane.

Fourthly we would like to expand on the statements about the POW camp itself and its historical and physical importance to the village.

1. A few years ago the site was open for visits by schoolchildren and the like to visit and learn something about our culture and heritage and how we came to be who we are. This opportunity has more recently been denied them by the joint owners of the property on which the camp stands who have point blank refused access. The school nonetheless continue to

run projects about the camp and the part it played in our village and the greater scheme of things sponsored by the History Society and the British Legion. It is therefore a very important part of the village heritage.

2. On this basis the Camp has been included on the latest list of Designated Local Heritage Assets and section 4 status has been applied for that would ensure non demolition of buildings. Even without the physical section 4 document the intention of listing is to ensure access to the public, but as far as we can ascertain the proposed site will be a closed estate community with no general access. This to us completely belies the declared intention of 'preservation'.
3. The previous application also included a large section on archaeological Investigation to be carried out as a condition prior to any works being started. Although we are objecting to the proposal, this should be properly addressed in the application

Lastly the applicant relies totally on all other existing infrastructure to support the proposal.

Yet:

1. Foul water systems are already overloaded in Mill Lane leading to frequent blockages. Not addressed.
2. The sewage farm on the Matching Road is overloaded., Not addressed
3. The rainwater system which feeds down a single exit to the Stortford Road has only just had a major upgrade (by the Parish Council and householders) to prevent the major flooding at the back of the houses on the Stortford Road and on the Road itself. Although the plan seems to include swales and such like to mediate flow, there will still be a major flow increase into this completely overstretched system which has been ignored. The problem is simply passed on to the downstream owners/sufferers.
4. The Doctor's surgery is overloaded leading to outside queues already to collect prescriptions and long waiting lists for appointments. While the Parish Council is working with the surgery to ameliorate these issues there is only so much that can be done to bring things under control.
5. The village school is oversubscribed and the electrical, gas, water and telephone systems are all highly marginal. This proposal would almost certainly tip the over the edge locally.

In summary, this development proposed is still for an exclusive 'gated' complex that is not inclusive or linked to the village in any way and which takes no account whatsoever of any wishes by the rest of its inhabitants. It could most properly be designated as an 'estate infill' behind the Stortford Road that is completely self-contained in all respects (apart from all major amenities, services and water egress that are overstrained already). It detracts in all respects from the ethos and direction of responsible and sustainable development that has been the watchword of the village and would only contribute in a major and negative manner to the continued viability of the village as a village.

HHPC 290622

Invoices for Authorisation to 27 June 2022

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/06/2022	M Lemon	plants from matthew's	on-line	75.00	-	75.00	39	
01/06/2022	Playsafety	RoSPA playground inspection	on-line	109.20	18.20	91.00	40	
01/06/2022	B Newman	Strimming for Jubilee	on-line	300.00	-	300.00	41	
01/06/2022	PW May	Grass cutting	on-line	591.98	98.66	493.32	42	inv 3645
01/06/2022	Heath Computers	Web site maintenance	on-line	66.00	11.00	55.00	43	
06/06/2022	Eyelid productions	New web-site creation	on-line	750.00	-	750.00	44	Inv 2961
27/06/2022	HMRC	Tax and NI June 22	on-line	297.83	-	297.83	45	
27/06/2022	K Morris	June salary	on-line	112.23	-	112.23	46	
27/06/2022	J Jackson	June salary	on-line	89.83	-	89.83	47	
27/06/2022	J Page	June salary	on-line	112.23	-	112.23	48	
27/06/2022	J Sykes	June salary	on-line	179.47	-	179.47	49	
27/06/2022	R Bowran	June salary	on-line	786.20	-	786.20	50	
27/06/2022	R Bowran	Expenses - postage stamps	on-line	24.99	-	24.99	51	

Total				3,494.96	127.86	3,367.10
-------	--	--	--	-----------------	---------------	-----------------

Cash receipts

Date	From	Description	Amount	vchr

Total	£0.00
-------	--------------

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – June 2022

Date: 30 June 2022

Summary of main items of activity:

- Prepared agenda for June Planning committee and wrote minutes
- Prepared agenda and papers for June Meeting of Parish Council
- Prepared minutes of June Meeting of Parish Council
- Submitted AGAR for 2021-22 to External Auditor
- Initiated commencement of new website
- Prepared minutes for the Annual Parish Meeting.
- Carried out normal monthly administration tasks

Correspondence

- Complaint about incursive vegetation on Sheering Road
- Complaint about incursive trees and vegetation at Ardley Crescent
- Complaint about abuse of goldfish at "Hatfest".
- Reported outstanding potholes to Cllr Barker for special attention
- Renewed insurance policy with Gallagher
- Complaint about parking on footways in the village

KEY TASK MONITOR		JUNE 2022	CURRENT	Agenda : 22/52		
SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN	
Village Car Park	Investigate a monitoring system. To avoid long-term parking and free up space for locals	Follow up with North Essex Parking Partnership and cost out a scheme.	M	NR/ML	Ongoing	
Village Sign	Request for CCTV coverage Concerns over condition and maintenance	Consider practicality and options Open item	L M	MB HHPC	ongoing Open	
Flooding – Stortford Road	Three major flooding issues. Croft plan approved.	Visit by Highways in April 2021. Fol request sent to Essex, reply not helpful	H	NR/Clerk	Ongoing	
Flooding – Dunmow Road	Issue outside Lea Hall. Conduit cleared but ditches remain blocked.	Letter sent to LoM agent, no response. Cty Cllr has followed up with Bidwells	H	SB	Ongoing	
Play Areas and Paths	H&S. RoSPA report identified areas to be addressed	Quarterly risk assessment needs to be completed for April, July, October and January.	H	CO/SK	Ongoing	
Website Maintenance	Review of website and its maintenance	Contract now placed with Eyelid Productions	M	Clerk	Ongoing	
Village Green Maintenance	Cut village green and verges.	Contract given to PW May. Monitor.	M	HHPC	Ongoing	
Emergency Plan	Plan completed but GDPR implications need to be clarified.	New Emergency Planning Consultant appointed. Clerk in liaison.	M	Clerk	Ongoing	
Highways – Cox Ley Road	Cty Cllr to see if any remedial works are planned.	Formal approach to Essex Highways.	M	Clerk	Ongoing	
Special Constables	Employ a village PCSO. Costs too high for HHPC to bear alone.	Need to establish what alternatives exist. NC produced adverts and advertising now out.	H	Clerk/NC	09/21	
Speeding /Road Safety	Can Essex do anything to help with excess speeds through the village?	Cty Cllr advises that it may be budgeted for in 2022/23. PCSO taking action as a result of checks on 24 May.	M	NR	Ongoing	
Signage – Pond Lane	Replace multiple signs with an “estate” sign	Review policy and communicate with businesses	M	MB/Clerk	Open	
Dog Bins	Establish need and locations	Quotation obtained. Awaiting confirmation that UDC will empty them once installed.	M	Clerk	Open	

Hastoe Project – Cox Ley	Planning consent has been given, there are no published conditions	Contact developer for clarification	L	Clerk	09/21
Broomfields Trees	No one maintaining trees in Broomfields especially near No 74.	UDC established ownership and responsibility. Asset schedule has been promised	M	Clerk	04/22
Defibrillator at the Co-op	No access code for the unit is known	Establish who has been trained. Carol Dixon-Smith seems to have the answers.	M	NR	
Tree maintenance	Number of trees in village that need attention	Quotes to be discussed at next HHPC meeting. Ownership of trees in the village to be established with UDC	M	Clerk	01/09
Call for Sites	Deep concerns about implications of UDC's Call for Sites document.	TPLPG created which will report back to the Planning Committee and thence to Council.	H	planning	ongoing
Permanent Xmas tree	Plant a Norwegian Spruce	Contact Matthews	M	ML	Nov 21
High Pastures	Cert of Lawfulness granted.	Grounds for this decision highly suspect. Contact Sarah Lawson at UDC.	H	ML	Oct 21
Village Green maintenance	Criticisms from public	Review contract with Peter May	M	Clerk	Nov 21
LoM roles and responsibilities	Unclear about who owns what	Clerk to arrange meeting with LoM and/or agent	M	Clerk	Nov 21
Pedestrian Crossing	Increased risk to children crossing main road	See if this can be added to Highways wish list	M	NR	Dec 21
Orchard Disabled parking	Essex Highways wish to remove disabled space.	Counter this and suggest increase in spaces to be used properly	H	ML	Dec 21
Lighting in The Close	Failure of lights	Log the offending assets and report to UDC for rectification	H	NR/CO	Dec 21
Pothole outside surgery	Needs mending	Add to list of issues to discuss with the practice manager	H	Clerk	Dec 21
Jubilee celebrations	Arrangements	Need to co-ordinate arrangements and events to prevent clashes	M	NR/MB	Dec 21
Road crossing from church car park	Hazardous crossing of main road	Talk to Cty Cllr and Rissa Long	M	NR	Feb 22
Ardley Crescent accident	Dog bin missing	Contact police to find culprit	M	Clerk	Feb 22

Parking outside Hunters Meet See item above	Cars blocking pavement causing pedestrians to walk in the road	Letter to be sent to the owner	H	Clerk	Mar 22
Pothole in drive to surgery See item above	Complaints about a pothole	Surgery to be contacted by ML	M	ML	Mar 22
Dog Bins See item above	Continuing complaints about non emptying	Established collection days are Mon, Wed and Fri	M	Clerk	Mar 22
Village handyman	Is there a need to employ one?	Create an invitation to be a preferred contractor	M	Clerk	Mar 22
Planning enforcement	Multiple instances where enforcement action is not being taken.	Discussion with CEO (UDC) about future plans to address this	H	ML	Mar 22
Playground	Damage/vandalism in evidence	Investigate alternative form of security fencing	M	NR	May 22
Deer signs	Warning signs needed	Clerk to establish locations and obtain warning signs.	M	Clerk	May 22

KEY TASK MONITOR	June 2022	ARCHIVE
-------------------------	------------------	----------------

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
War Memorial Grant	Refurbish & maintain War Memorial	Grant obtained, contractor appointed, work completed. Ongoing garden maintenance in place.	M	Clerk	Done
Playground – COVID19	Risk assessment carried out and posters displayed in car park.	National guidelines followed; Weekly checks being carried out.	M	CO	Ongoing
Litter Pickers	Establish routes for each litter picker; provide equipment	Meet with litter pickers, agree routes and establish equipment requirements.	M	NB	Done
Finance	Reclaim of VAT and UDC (sic) funding for rural verges	Three years' Vat recovered (£8,000) and ECC invoiced for 2020/21 and recovered (£2,200)	M	Clerk	Done
Shops Re-opening - COVID19	Need to publish guidance for shop openings.	Advice posted on website and leaflets distributed, website needs updating.	M	PC	Done
Memorial Plaque	Design and purchase	Unveiling ceremony took place on 24 September 2021	M		completed

Allotments	Mend fences.	Quote accepted from Kings of Essex.	M	SK	completed
Village Green – Wooden Posts	Replace and renew posts	Quote agreed with Peter May and task now completed. More posts damaged.	M	NR	completed
Church Road Car Park	Resurfacing to allow more and safer parking at that end of the village	Written permission from H Turtill on behalf of the LoM received.	M	NR/ML	completed
Village Green Maintenance	Maintain the six ponds on the Heath	Contract given to J Kenney.	M	HHPG	completed
Speeding	Establish a Speeding sub-committee to include villagers.	SS to write an article for village magazine and encourage attendance at next Forum	H	SS	completed
The Close	A number of issues and a lack of response from landlord	Review of all issues	M	ML + CO	Completed
Memorial benches for RBL	Suggestion of a memorial bench for two past RBL members.	A location and acceptance agreed at HHPG meeting	M	Clerk	Completed
Stansted Airport	Noise and impact on village an ongoing concern	Appeal process still in train	M	MB	Appeal ended
Abandoned Kangoo Van	Van abandoned in village car park for three months. Not taxed.	Investigate how to get the vehicle removed.	M	ML	Done Mar 22
Unsafe gate – VH to Surgery	Complaints that the gate is causing injury to users	Resolved by removal of gate	M	PB	May 22