

# HATFIELD HEATH PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 04 October 2023

### Present:

Cllr M Bissell (MB)  
Cllr P Brown (PB)

Cllr N Champion (NC)  
Cllr S King (SK)  
Cllr H Allen (HA)

Cllr N Robley (NR)  
Cllr S Saban (SS)

3 members of the public

In attendance: R Bowran – Parish Clerk

Welcome by the Chairman

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| 23/96 | <b>APOLOGIES FOR ABSENCE</b><br>Received and accepted from Cllr Lemon – unwell and Cllr Overton.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 23/97 | <b>DECLARATIONS OF PECUNIARY INTEREST</b><br>There were no Declarations of Pecuniary Interest by Members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 23/98 | <b>PUBLIC PARTICIPATION</b><br>To receive and respond to questions from members of the public on matters within the remit of the Parish Council<br><br><b>A Member of the Public</b> commented that the Key Task Monitor was not being updated on the web-site. <i>Clerk to rectify this.</i><br><br><b>A Member of the Public</b> asked about the EECOS report and referred to the Essex Wildlife Trust. <i>See the agenda item in this meeting.</i><br><br><b>A Member of the Public</b> asked about any further information concerning the Mill Lane planning applications. <i>Clerk responded that he had asked the pertinent questions of the planning officer but had not received a response prior to the council's latest submission.</i><br><br><b>A Member of the Public</b> asked why the Conservation Area had been flail mown at the weekend. <i>NR replied that no such cutting had been authorised and would investigate.</i><br><br><b>A Member of the Public</b> asked about the overgrown footway on Sheering Road. <i>NR reported that an anonymous phone message had said it had been cut by a private individual. Residue to be reported to Essex Highways.</i><br><br><b>A Member of the Public</b> commented on speeding traffic coming from Sheering. <i>Clerk reiterated the actions being taken by the parish council to combat this.</i> |

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| 23/99  | <p><b>MINUTES OF MEETING</b></p> <p><b>Resolved:</b> To approve the minutes of the Meeting of the Parish Council held on 06 September 2023 (M05)</p> <p>To discuss any matters arising from the minutes not included elsewhere on the agenda.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 23/100 | <p><b>PLANNING COMMITTEE</b></p> <p><b>Noted:</b> The draft minutes of the Planning Committee held on 25 September 2023. (P05). Key points:</p> <p><b>APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION</b></p> <p>Single storey rear extension<br/>The Yews 3 Foxglove Farm Dunmow Road Hatfield Heath CM22 7BL<br/>Ref. No: UTT/23/2129/HHF   HHPC Comment: Objection. Site lies with the MGB. Extension exceeds the existing footprint, a limitation placed in the decision on a previous application.</p> <p>Proposed ground floor rear extension incorporating doors, window, roof light and alterations to internal ground floor kitchen layout<br/>Randwick House Sawbridgeworth Road Hatfield Heath CM22 7DR<br/>Ref. No: UTT/23/2216/HHF   HHPC Comment: No Objection.</p> <p>Single storey rear extension and changes to rear fenestration.<br/>3 Barley Close Hatfield Heath Essex CM22 7DB<br/>Ref. No: UTT/23/2113/HHF   HHPC Comment: No Objection.</p> <p>S73 application to vary condition 2 (approved plans) of UTT/22/0893/FUL (Proposed demolition of 4 No. existing out-buildings and removal of hard-standing areas and erection of 1 no. detached dwelling and detached single garage with carport previously approved under UTT/18/1948/FUL) to reposition approved dwelling and garage and general revisions of floor layouts and elevation composition, enlargement of garage out building, omission of excavations and addition of basement.<br/>Claremont Nursery Sheering Road Hatfield Heath CM22 7LJ<br/>Ref. No: UTT/23/2091/FUL   HHPC Comment: No Objection.</p> <p><b>DECISIONS MADE BY THE LPA FOR NOTING</b></p> <p>Application to discharge condition 9 (hard and soft landscaping works) attached to UTT/21/0603/FUL<br/>Police Station Chelmsford Road Hatfield Heath CM22 7BH<br/>Ref. No: UTT/23/2103/DOC   Status: Discharge Conditions in Full</p> <p>Change of use from Paddock to residential and construction of 1 no. residential dwelling with garage together with associated landscaping works<br/>Land Off Sheering Road Sheering Road Hatfield Heath<br/>Ref. No: UTT/23/1737/FUL   Status: Refused</p> <p><b>Noted:</b> The Regulation 18 submission by UDC for the Local Plan. Extraordinary Cabinet meeting on 16 October and Full USDC council meeting on 26 October. Initial scrutiny suggest that no housing has been allocated to Hatfield Heath as it is entirely within the MGB.</p> |

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| <b>23/101</b> | <b>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</b><br>To receive and note reports from County and District Councillors. <ul style="list-style-type: none"> <li>• Cty Cllr Susan Barker commented: <ul style="list-style-type: none"> <li>○ Bizarre housing allocations contained in the Reg 18 draft submission</li> <li>○ Essex CC Highways Panel reports that feasibility studies are progressing.</li> <li>○ Call for the location of more potholes to be reported to her for adding to her list of submissions.</li> </ul> </li> </ul>                                                                                                       |
| <b>23/102</b> | <b>FINANCIAL REPORT</b><br>Approval of Expenditure.<br><b>Noted:</b> Items of expenditure in September 2023 as approved by the Finance committee<br><br>Management Accounts<br><b>Noted:</b> Management accounts for the six months to September 2023.<br><br>External Audit<br><b>Noted:</b> The completion of the external audit of the AGAR for 2022/23.                                                                                                                                                                                                                                                                                       |
| <b>23/103</b> | <b>CLERK'S REPORT &amp; CORRESPONDENCE</b><br><b>Noted:</b> Clerk's report and correspondence received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>23/104</b> | <b>KEY TASK MONITOR</b><br>The Key Task Monitor has been revised and simplified to create a better working document. Report from Forum held on 16 September is incorporated and will be posted of the village web-site..                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>23/105</b> | <b>HIGHWAYS MATTERS</b><br>To consider any matters relating to Highways <ul style="list-style-type: none"> <li>• Pot holes and resurfacing – White Horse area</li> <li>• Traffic management data collection – two Elan speed cameras are on order</li> <li>• Additional cameras for Stortford Road to be included in budget discussion for 2024-25.</li> <li>• Speed gun operations. Comments on police activity and possible revitalisation of Community SpeedWatch.</li> <li>• Noted that the village approach sign is missing on Sheering Road.</li> <li>• Village sign is due for refurbishment. MB to obtain quotes for the work.</li> </ul> |
| <b>23/106</b> | <b>PARKING MANAGEMENT AND CAR PARKS</b><br>To consider matters relating to parking management. <ul style="list-style-type: none"> <li>• Coverage by CCTV has been installed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>23/107</b> | <b>PLAYGROUND</b><br>To consider any matters relating to the playground. <ul style="list-style-type: none"> <li>• Urgent repairs and maintenance have been carried out.</li> <li>• NR to produce a format for a weekly checklist, to be performed by CO and filed as proof of attendance.</li> </ul>                                                                                                                                                                                                                                                                                                                                              |

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| <b>23/108</b> | <b>VILLAGE GREEN</b><br>To consider any matters relating to the village green <ul style="list-style-type: none"> <li>• Tree survey by Lord of the Manor awaited. Clerk to contact him to progress.</li> <li>• Footpaths survey of all footpaths to be carried out by PB, NR and HA.</li> <li>• NR and Clerk to review cutting regime with present contractors</li> </ul> |
| <b>23/109</b> | <b>ALLOTMENT PLOTS</b><br>To review the current condition of Allotment plots and any action that needs to be taken. Clerk to write to the Allotment Society secretary expressing the council's concerns.                                                                                                                                                                 |
| <b>23/110</b> | <b>STANSTED AIRPORT WATCH</b><br>To receive a verbal report on current activities of Stansted Airport Watch. HA will attend the meeting of Stansted Airport Watch consultative committee on 18 October.                                                                                                                                                                  |
| <b>23/111</b> | <b>WILDLIFE AREA</b><br>To discuss the report from EECOS on the Wildlife Area. Agreed that the Wildlife Committee should meet to have initial discussions.                                                                                                                                                                                                               |
| <b>23/112</b> | <b>GRANT REQUEST</b><br>To consider an extraordinary request for funding of a licence for showing videos etc. at The Close. This will be considered as part of the November grant round.                                                                                                                                                                                 |
| <b>23/113</b> | <b>NEIGHBOURHOOD PLAN</b><br>To receive a report on the meeting of the Steering Committee held on 31 August. This concentrated on the format of the village questionnaire.                                                                                                                                                                                               |
| <b>23/114</b> | <b>REPORTS FROM MEMBERS ON MEETINGS ATTENDED</b><br>To receive and note any additional reports from members. <ul style="list-style-type: none"> <li>• NR and the Clerk attended a parishes liaison meeting at which the strategy for the allocation of housing in the Local Plan was revealed.</li> </ul>                                                                |
| <b>23/115</b> | <b>AGENDA ITEMS FOR NEXT MEETING</b><br>To note items for the agenda of the next meeting. <ul style="list-style-type: none"> <li>• Grant applications</li> </ul>                                                                                                                                                                                                         |
| <b>23/116</b> | <b>DATE OF NEXT MEETINGS</b><br>The next meeting of the Council will be Wednesday 01 November 2023                                                                                                                                                                                                                                                                       |

Meeting ended at 20:35