

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 Allen, Bissell, 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 December 2023** to transact the business set out in the agenda below.

Parish Clerk
01 December 2023

AGENDA

Welcome by the Chairman

23/140	APOLOGIES FOR ABSENCE To receive any apologies for absence
23/141	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
23/142	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
23/143 	MINUTES OF MEETING To consider approval of the minutes of the Meeting of the Parish Council held on 01 November 2023 (M07) To discuss any matters arising from the minutes not included elsewhere on the agenda.
23/144 	PLANNING COMMITTEE To note the minutes of the Planning Committee held on 01 November 2023. (P07). To note the minutes of the Planning Committee held on 08 November 2023. (P08). To note the minutes of the Planning Committee held on 15 November 2023. (P09). To note the draft minutes of the Planning Committee held on 27 November 2023. (P10).

	To note the draft minutes of the Planning Committee held on 29 November 2023. (P11). To note that we are advised that the planning applications for the two developments in Mill Lane, UTT'22/1261/FUL (Land West of Mill Lane) and UTT/23/1688/FUL (Camp Farm) will be heard at the UDC Planning Committee on Wednesday 13 December 2023.
23/145  	BUDGET 2024-25 To receive further budget briefing notes from the Clerk To consider a motion to resolve to adopt a revised budget for 2024-25, with a Precept Demand of £46,750.
23/146	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • Cty Cllr Susan Barker has presented her apologies • Dist Cllr Mark Lemon
23/147  	FINANCIAL REPORT 1. Approval of Expenditure. To note items of expenditure in November 2023 as approved by the Finance committee 2. Management Accounts To note management accounts for the eight months to November 2023.
23/148  	GRANT REQUESTS To consider further grant requests from: 1. Heath Festival – application form attached. 2. Heath Players - application form attached. 3. The Close Xmas Lunches – a verbal request for a financial contribution, sum unspecified.
23/149 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
23/150 	COMMUNITY TRANSPORT To receive a report by the Clerk on a inter parish meeting to consider future Community Bus services.
23/151	KEY TASK MONITOR The Key Task Monitor has been revised and simplified to create a better working document. • Report from Forum held on 11 November.
23/152 	HIGHWAYS MATTERS To consider any matters relating to Highways • Meeting with Highways "Buddy" 16 November
23/153	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management.
23/154  	PLAYGROUND To consider and approve Terms of Reference for the Playground Committee To receive a report from the Playground Committee.

23/155	VILLAGE GREEN To consider any matters relating to the village green • Tree survey by Lord of the Manor awaited • Footpaths survey • NR and Clerk to review Tenders for grass cutting 2024-26
23/156 	ALLOTMENT To consider any matters relating to Allotments, including a report on the inspection visit undertaken on Sunday 05 November.
23/157	STANSTED AIRPORT WATCH To receive a report on current activities of Stansted Airport Watch.
23/158 	WILDLIFE AREA To receive a report from the Wildlife Area working party and agree an action plan. Consider a grant application to UDC under the Zero Carbon Communities scheme.
23/159	NEIGHBOURHOOD PLAN To receive a report on the latest meeting of the Steering Committee.
23/160	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members
23/161	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
23/162	DATE OF NEXT MEETINGS The next meeting of the Council will be on Wednesday 03 January 2024

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

The meeting is being recorded by the Clerk for the purposes of minute taking.

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 01 November 2023

Present:

Cllr M Bissell (MB)

Cllr P Brown (PB)

Cllr C Overton (CO)

3 members of the public

Cllr N Champion (NC)

Cllr M Lemon (ML)

Cllr H Allen (HA)

Cllr N Robley (NR)

Cllr S Saban (SS)

In attendance: R Bowran – Parish Clerk

Welcome by the Chairman

23/117	APOLOGIES FOR ABSENCE Received and accepted by Cllr King – work commitment.
23/118	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members.
23/119	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council A member of the public raised concerns about the speed of traffic on Sheering Road, the lack of a clear footpath, overgrown hedges and potholes. Communication with Essex Highways, local MP, county councillor, the police and parish council over the last 12 years have produced no result. What is the scope for legal action referencing health and safety, disability access and human rights . <i>Chair replied with an invitation to meet with Cllr Tom Cunningham, the new cabinet member for highways. He also referenced the data collection capacity of the VAR signs recently acquired.</i> <i>ML said he would chase up the record of the meeting with Essex CC.</i> Two other members of the public raised concerns about speeding on Chelmsford Road and inappropriate and inconsistent speed signs. <i>NR agreed speed regulations were illogical and council would continue to seek a consistent 30mph limit throughout the village.</i>
23/120	MINUTES OF MEETING Resolved: To approve the minutes of the Meeting of the Parish Council held on 04 October 2023 (M06)
23/121	PLANNING COMMITTEE Noted: The draft minutes of the Planning Committee held on 23 October 2023. (P06). The main points were: APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Proposed single storey side extension and front entrance lobby 6 Beehive Court Hatfield Heath Essex CM22 7EU

Ref. No: UTT/23/2399/HHF | HHPC comment: No Objection

Proposed ground floor rear extension incorporating doors, window, roof light and alterations to internal ground floor kitchen layout

Randwick House Sawbridgeworth Road Hatfield Heath Essex CM22 7DR

Ref. No: UTT/23/2216/HHF | HHPC comment: No Objection

Basement and first floor

Stonebridge Farm Chelmsford Road Hatfield Heath Essex CM22 7BD

Ref. No: UTT/23/2631/CLE | Status: HHPC comment: No Objection

DECISIONS MADE BY THE LPA FOR NOTING

Single storey rear extension

The Yews 3 Foxglove Farm Dunmow Road Hatfield Heath Bishops Stortford CM22 7BL

Ref. No: UTT/23/2129/HHF | Status: **Refused**

Single storey rear extension and changes to rear fenestration.

3 Barley Close Hatfield Heath Essex CM22 7DB

Ref. No: UTT/23/2113/HHF | Status: **Approved**

Application to discharge condition 3 (Great Crested Newt method statement) and 4 (Biodiversity enhancement strategy) attached to UTT/22/1786/HHF.

Down Court Matching Road Hatfield Heath CM22 7AS

Ref. No: UTT/23/1949/DOC | Status: **Discharge Conditions in Full**

Erection of side extensions, dormers to first floor and ancillary outbuildings.

Mandal Chelmsford Road Hatfield Heath CM22 7BG

Ref. No: UTT/23/1864/CLP | Status: **Approved**

Proposed construction of single storey orangery extension to rear elevation. Partial removal of 1920's fabric and removal of modern 1970's fabric to facilitate orangery. Infill of modern 1970's window within east elevation.

Lea Hall Dunmow Road Hatfield Heath Stortford CM22 7BL

Ref. No: UTT/23/1279/HHF | Status: **Approved**

Single storey rear extension

The Yews 3 Foxglove Farm Dunmow Road Hatfield Heath Bishops Stortford CM22 7BL

Ref. No: UTT/23/2129/HHF | Status: **Refused**

PLANNING APPEALS

Serena Chelmsford Road, Hatfield Heath, CM22 7BD

Appeal Ref: APP/C1570/W/23/3319270

The development proposed is the demolition of garage and erection of replacement garage. Erection of 2no. detached dwellings to the rear of 'Serena' and creation of new vehicular access.

Decision: The appeal is **dismissed**

Maple Cottage, 1 Foxglove Farm, Dunmow Road, Hatfield Heath, CM22 7BL

Appeal Ref: APP/C1570/D/23/3314994

The development proposed is the demolition of existing side extension and link and erection of a single storey side extension and single storey rear extension.

	Decision: The appeal is dismissed The consideration by UDC Planning Committee on 25 October 2023 of the Pelham Structures planning application (UTT/22/1261/FUL) in Mill Lane resulted in a Deferred Decision. This is likely to be reheard at their meeting on 22 November. At the same meeting it is likely that the Greenways planning application (UTT/23/1699/FUL) in Mill Lane will also be considered. Noted that the Regulation 18 submission by UDC for the Local Plan, was considered by UDC council on 30 October 2023. This was approved and will now go to public consultation from 03 November 2023.										
23/122	FINANCE COMMITTEE Noted: The minutes of the Finance Committee held on 11 October 2023. (F01). Noted: The draft minutes of the Finance Committee held on 23 October 2023. (F02).										
23/123	BUDGET 2024-25 Noted: Budget briefing notes from the Clerk Resolved: To adopt a budget for 2024-25 as recommended by the Finance Committee [<i>prop: Cllr Robley, secd Cllr Lemon</i>]										
23/124	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • Cty Cllr Susan Barker ○ NR reported on her behalf that White Horse kern stones have now been removed completely, and not reinstated. Reinstalled bollards do not work. ○ Local Plan is deeply flawed in its proposed housing allocations. ○ Will arrange meeting with Cabinet Member Tom Cunningham. • Dist Cllr Mark Lemon ○ Attended extra council meeting on Reg 18 progress on Local Plan.										
23/125	FINANCIAL REPORT 1. Approval of Expenditure. Noted: Items of expenditure in October 2023 as approved by the Finance committee 2. Management Accounts Noted: Management accounts for the seven months to October 2023.										
23/126	GRANT REQUESTS Grant requests received <table border="1"> <tr> <td>1</td><td>CAB East Herts</td><td>Phone lines for advisors</td><td>250.00</td></tr> </table> Resolved: to make no grant. <table border="1"> <tr> <td>2</td><td>EHAAT</td><td>Air ambulance costs</td><td>500.00</td></tr> </table> Resolved: to make grant of £500 [<i>prop: Cllr Saban, secd Cllr Robley</i>]			1	CAB East Herts	Phone lines for advisors	250.00	2	EHAAT	Air ambulance costs	500.00
1	CAB East Herts	Phone lines for advisors	250.00								
2	EHAAT	Air ambulance costs	500.00								

3	Close Coffee Morning	Film Show licence	123.33
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Resolved: to make grant of £123.33
[prop: Cllr Bissell, secd Cllr Lemon]

Grants embedded in the Budget for approval

4	Cricket Club	Grass Cutting	350.00
5	Holy Trinity Church	Grass Cutting	400.00
6	United Reform Church	Grass Cutting	400.00

Reservations expressed as churches were granted mowers last year.
Resolved: to make these grants.
[prop: Cllr Bissell; secd Cllr Saban]

Football Club have made a late application for grass cutting and it was agreed to consider this request at the next meeting. Clerk asked to clarify the request.

Festival made a request for funding of £1,500 towards toilet hire and for new PA system.
Resolved: to make grant of £1,500.
[prop: Cllr Bissell; secd Cllr Overton; Pro 4 Con 4 Passed on Chairs casting vote] Clerk cautioned members about Chairs interest.

23/127 CLERK'S REPORT & CORRESPONDENCE
 To receive and note Clerk's report and correspondence received.

- In addition, noted that the village sign would be removed for refurbishment week beginning 06 November and be away for about four weeks

23/128 KEY TASK MONITOR
 The Key Task Monitor has been revised and simplified to create a better working document.

- Report from Forum held on 14 October.

23/129 HIGHWAYS MATTERS
 To consider any matters relating to Highways

- Pot holes and resurfacing – White Horse area
- Traffic management data collection – speed cameras
- Additional cameras for Stortford Road – budget provision for two alternate mounting poles.

23/130 PARKING MANAGEMENT AND CAR PARKS
 To consider matters relating to parking management.

- Coverage by CCTV has been installed
- Village car park weed clearance – completed 30 October.
- Use of Village Hall car park - Village Hall Committee has considered use of village hall car park and their stance remains the same. They will join with the parish council in discussions with the school.re: parking

23/131 PLAYGROUND
 To consider any matters relating to the playground. Several issues were raised

- Painting of new fence
- Closure mechanism on access gate
- State of surfaces
- Removal of old sign

	Agreed to establish a Playground Committee . Members to be ML, HA, SS, CO and SK. Report to be a standing item on council agendas. Clerk to prepare
23/132	VILLAGE GREEN To consider any matters relating to the village green • Tree survey by Lord of the Manor awaited, Clerk to progress • Footpaths survey has been started by HA • NR and Clerk to review cutting regime and prepare Invitations to Tender for 2024. • Matching Road wildlife area has not been cut. • MB to chase quote for Christmas tree and lights.
23/133	ALLOTMENT PLOTS To review the current condition of Allotment plots and any action that needs to be taken. Explanation received from Allotment Association re: state of plots. Visit with secretary at 10am on 05 November by HA and PB.
23/134	STANSTED AIRPORT WATCH To receive a verbal report on current activities of Stansted Airport Watch. HA had circulated a report. Planning Inspector has now approved the expansion planning application for the airport.
23/135	WILDLIFE AREA To discuss the report from EECOS on the Wildlife Area and determine an action plan. Consider a grant application to UDC under the Zero Carbon Communities scheme. Report to be considered by HA, SS and NB.
23/136	NEIGHBOURHOOD PLAN The meeting of the Steering Committee scheduled for 02 November was postponed.
23/137	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. • Meeting with Cllr Scott and Cllr Barker on 11 October. No new progress, but note that Cllr Scott is relinquishing role to be replace by Cllr Tom Cunningham.
23/138	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
23/139	DATE OF NEXT MEETINGS The next meeting of the Council will be Wednesday 06 December 2023

Meeting ended at 21:20

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 16:30 on Wednesday 01 November in the URC Hall

Present:

Cllr S Saban (SS)

Cllr M Bissell (MB)

Cllr N Robley (NR)

Cllr N Champion (NC)

In attendance:

R Bowran – Parish Clerk

8 members of the public

P23/62	APOLOGIES FOR ABSENCE To receive any apologies for absence
P23/63	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
P23/64	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Planning Committee. Chair ruled that members of the public could join in the general discussion at item P23/66.
P23/65	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 23 October 2023 (P06)
P23/66	MAJOR APPLICATIONS Pelham Structures planning application UTT/22/1261/FUL for the site in Mill Lane. The application was considered by the UDC Planning Committee on 25 October 2023. The committee had resolved to Defer a Decision on the application since they were concerned that there had not been adequate arguments made for treating the site as exceptional within the Green Belt. The application will be reconsidered at the meeting of UDC Planning Committee on 22 November 2023. To discuss presentations to be made by the parish council, residents and the History Society. NR summarised the application which is inconsistent with the stated aims of restoration of the POW camp. The opinion of planning officers that on balance the advantages outweigh the disadvantages of the scheme, parish council and residents strongly disagreed. NR also summarised the deliberations of the planning committee. Need to establish: • Harm to the green belt outweighs any benefit to the community. • "Holiday homes" are inappropriate for village and are unlikely to be sustainable.

- Consistency with previous refusals by planning inspector on appeal.
- That this is not an “enabling” proposal
- Link to Greenways application.
- Traffic implications in reality rather than the Essex Highways recommendation.
- Irrelevance of footpath access to Broomfields to Highways changing their recommendation.
- The “tipping point” is officer’s opinion and how can this be measured.
- Relevance to NPPF G1 G3 S4 policies.
- That this is a Registered Heritage site.
- Refusal to grant Article 4 Declaration.

Clerk to:

- establish the protocol for presentations at a Deferral hearing.
- Communicate traffic issues to officer and committee.

Meeting to:

- Identify speakers and specific content.
- Encourage greater presence at next hearing.
- Establish whether Greenways application could be considered before the Pelham Structures deferral.

Greenways planning application UTT/23/1688/FUL Camp Poultry Farm Mill Lane. A date for the consideration of this application is now understood to be 27 November 2023.

To discuss additional presentations to be made by the parish council, a resident and the History Society.

It was noted that NR and NC had already prepared draft speeches for this application.

P23/67	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P23/68	DATE OF NEXT MEETING The next meeting is at 16:30 on Wednesday 08 November 2023.

Meeting ended at 17:45

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 16:30 on Wednesday 08 November in the URC Hall

Present:

Cllr S Saban (SS)

Cllr N Champion (NC)

Cllr N Robley (NR)

In attendance:

R Bowran – Parish Clerk

8 members of the public

P23/69	APOLOGIES FOR ABSENCE Cllr Bissell was absent
P23/70	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
P23/71	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Planning Committee. Chair ruled that members of the public could join in the general discussion at item P23/73.
P23/72	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 01 November 2023 (P07)
P23/73	MAJOR APPLICATIONS Pelham Structures planning application UTT/22/1261/FUL for the site in Mill Lane. The application was considered by the UDC Planning Committee on 25 October 2023 and a Decision Deferred. The application will be reconsidered at the meeting of UDC Planning Committee on 22 November 2023. <i>(since superseded by Committee Clerk advising that the date has been revised to 13 December)</i> To discuss presentations to be made by the parish council, residents and the History Society. It was confirmed that normal rules will apply and we may register as many speakers as we wish. NR read out his latest draft speech. Several comments were made which suggested mention of: • Blockages by parking outside Hatfield Haven. Tim to send images to the Clerk. • Transgression of the Bridleway which extends from Mill Lane. • The impossibility of widening the lane for at least the first 70 yards from the main road. 5.2 metre plus 0.45 metre footway does not compute. Clerk circulated a draft letter to the planning officer pointing out further advices which should be given to Committee members. It was suggested that:

	- It should also be circulated to Essex Highways and Peter Holt, the CEO of UDC. Action for preparing separate pitches was agreed to be: - NR – Heritage and Highways - David Parish – on behalf of History Society - NC, Dawn Cox and Amanda Copeman – consolidation of Highways issues and other matters. It was also understood that Bishop Stortford's and Sawbridgeworth's history societies have expressed a wish to contribute. Agreed: - To receive revised presentations at the next meeting. - NC to publicise UDC Committee date and encourage attendance. - Clerk to clarify the order of application to be heard. - Clerk to contact Cllr Lemon with details of alleged inaccuracies in the minutes of the UDC Committee meeting of 25 October. Greenways planning application UTT/23/1688/FUL Camp Poultry Farm Mill Lane. A date for the consideration of this application is now understood to be 22 November 2023. <i>(since superseded by Committee Clerk advising that the date has been revised to 13 December)</i> Discussed were the additional presentations to be made by the parish council, a resident and the History Society.
P23/74	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P23/75	DATE OF NEXT MEETING The next scheduled meeting is on Monday 27 November 2023.

Meeting ended at 18:00

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 16:30 on Wednesday 15 November in the URC Hall

Present:

Cllr S Saban (SS)

Cllr N Champion (NC)

Cllr N Robley (NR)

In attendance:

R Bowran – Parish Clerk

6 members of the public

P23/76	APOLOGIES FOR ABSENCE Cllr Bissell was absent
P23/77	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P23/78	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Planning Committee. Chair ruled that members of the public could join in the general discussion at item P23/80.
P23/79	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 08 November 2023 (P08)
P23/80	MAJOR APPLICATIONS Pelham Structures planning application UTT/22/1261/FUL for the site in Mill Lane. The application was considered by the UDC Planning Committee on 25 October 2023 and a Decision Deferred. The application will not be reconsidered at the meeting of UDC Planning Committee on 22 November 2023. <i>(the Committee Clerk advises that the date has been revised to 13 December)</i> To discuss presentations to be made by the parish council, residents and the History Society. ----- Greenways planning application UTT/23/1688/FUL Camp Poultry Farm Mill Lane. A date for the consideration of this application is now understood to be 22 November 2023. <i>(since superseded by Committee Clerk advising that the date has been revised to 13 December)</i> Discussed were the additional presentations to be made by the parish council, a resident and the History Society.
P23/81	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P23/82	DATE OF NEXT MEETING The next scheduled meeting is on Monday 27 November 2023.

	The next extraordinary meeting will be on 29 November 2023
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Meeting ended at 18:00

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Monday 27 November 2023 in the URC Hall

Present:

Cllr M Bissell (MB)

Cllr N Robley (NR)

Cllr S Saban (SS)

In attendance:

R Bowran – Parish Clerk

P23/83	APOLOGIES FOR ABSENCE Received from Cllr Champion – on holiday
P23/84	DECLARATIONS OF PECUNIARY INTEREST There were no any Declarations of Pecuniary Interest by Members
P23/85	PUBLIC PARTICIPATION There were no members of the public present.
P23/86	MINUTES <i>Resolved:</i> To approve the minutes of the Planning Committee meeting held on 15 November 2023 (P10)
P23/87	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION None received DECISIONS MADE BY THE LPA Proposed single storey side extension and front entrance lobby 6 Beehive Court Hatfield Heath Essex CM22 7EU Ref. No: UTT/23/2399/HHF Status: Approved Proposed ground floor rear extn incorporating doors, window, roof light and alterations to internal ground floor kitchen layout Randwick House Sawbridgeworth Rd Hatfield Heath CM22 7DR Ref. No: UTT/23/2216/HHF Status: Refused] Relocation of front entrance porch and fenestration changes to main dwelling Stonebridge Chelmsford Road Hatfield Heath Essex CM22 7BD Ref. No: UTT/23/1790/HHF Status: Approved
P23/88	MAJOR APPLICATIONS Pelham Structures planning application UTT/22/1261/FUL for the site in Mill Lane. A date for the re-consideration of this application is understood from UDC to be 13 December 2023. Greenways planning application UTT/23/1688/FUL Camp Poultry Farm Mill Lane. A date for the consideration of this application is understood from UDC to be 13 December 2023.
P23/89	NEIGHBOURHOOD PLAN Next meeting of the steering group will be on 30 November.
P23/90	THREE PARISHES LOCAL PLANNING GROUP / TPLPG

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 16:30 on Wednesday 29 November 2023 in the URC Hall

Present:

Cllr N Champion (NC)

Cllr N Robley (NR)

3 members of the public

In attendance:

R Bowran – Parish Clerk

P23/93	APOLOGIES FOR ABSENCE Received and accepted from Cllr Saban Cllr Bissell was absent The meeting was thus inquorate. It was agreed to continue with the content of the meeting as it involve no decisions but was a progress meeting to consider representation to the UDC Planning Committee.
P23/94	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P23/95	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Planning Committee. Chair ruled that members of the public could join in the general discussion at item P23/80.
P23/96	MINUTES The minutes of the Planning Committee meeting held on 27 November 2023 (P10) will be considered at the next quorate meeting of the planning committee.
P23/97	MAJOR APPLICATIONS Pelham Structures application UTT/22/1261/FUL for the site west of Mill Lane. The application was considered by the UDC Planning Committee on 25 October 2023 and a Decision Deferred. The application was not reconsidered at the meeting on 22 November 2023 and is now likely to be addressed at the meeting on 13 December. Updated presentations to be made by the parish council, residents and the History Society were reviewed and a number of amendments suggested. Greenways application UTT/23/1688/FUL Camp Poultry Farm Mill Lane. A date for the consideration of this application is now understood to be 13 December 2023. Presentations to be made by the parish council, a resident and the History Society were reviewed. Officer report for this application is expected week commencing 04 December and final drafts will be discussed depending on that outcome..
P23/98	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P23/99	DATE OF NEXT MEETING The next extraordinary meeting is on Friday 08 November 2023. The next scheduled meeting is on Monday 18 December 2023.

Meeting ended at 17:25

Memorandum from the Clerk

To: All Councillors

Subject: Budget Revision

Date: 30 November 2023

Introduction

At the meeting of council on 01 November a budget for 2024-25 was approved. At the same meeting there was further information which suggested that the budget could be amended. This paper summarises the changes that are proposed and are submitted to council for resolution.

Proposition

Provide support for the Hatfield Heath Festival to the extent of £1,500.

Provide support for grass cutting at the Football Club of £350.

Increase the budget for the Christmas tree by £150.

Summary

The Precept Demand for 2024-25 would then be £46,750.

This is an increase of £4,605 (10.9%) from this 2023-24.

The budget remains cost neutral.

General Reserve is at 28 weeks of expenditure.

Invoices for Authorisation to 27 November 2023

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
30/10/2023	RB Garden Maintenance	Car park weeding	on-line	40.00	-	40.00	110	
01/11/2023	Heath Computers	Web site maintenance	on-line	66.53	11.09	55.44	111	
01/11/2023	East Herts Air Ambulance	Grant : Support	on-line	500.00	-	500.00	112	Resolved 23/126
01/11/2023	Close Coffee Morning Club	Grant : Film show licence	on-line	123.33	-	123.33	113	Resolved 23/126
01/11/2023	HH Festival	Grant : Support for 2024 event	on-line	-	-	-	114	
01/11/2023	HH Cricket Club	Grant : Grass Cutting	on-line	350.00	-	350.00	115	Resolved 23/126
01/11/2023	Holy Trinity Church	Grant : Grass Cutting	on-line	400.00	-	400.00	116	Resolved 23/126
01/11/2023	United Reform Church	Grant : Grass Cutting	on-line	400.00	-	400.00	117	Resolved 23/126
13/11/2023	AE Hockley	Barkers Lane cutting	on-line	270.00	45.00	225.00	118	
27/11/2023	R Bowran	Expenses	on-line	472.80	-	472.80	119	office, mileage, extra mtgs
27/11/2023	R Bowran	November salary	on-line	1,199.04	-	1,199.04	120	includes back pay
27/11/2023	J Sykes	November salary	on-line	303.25	-	303.25	121	includes back pay
27/11/2023	S Caller	November salary	on-line	151.63	-	151.63	122	includes back pay
27/11/2023	J Jackson	November salary	on-line	151.63	-	151.63	123	includes back pay
27/11/2023	S Taylor	November salary	on-line	189.63	-	189.63	124	includes back pay
27/11/2023	HMRC	November tax & NI	on-line	553.81	-	553.81	125	
Total				5,171.65	56.09	5,115.56		

Cash receipts

Date	From	Description	Amount	vchr

Total £0.00

Balance at Bank (after these transactions)

£46,291.11

Hatfield Heath Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
9	Bank charges				72.00	36.00	36.00	36.00 (50%)
10	Car Mileage				500.00	615.60	-115.60	-115.60 (-23%)
11	Members expenses				100.00		100.00	100.00 (100%)
16	Data Registration				40.00		40.00	40.00 (100%)
17	EALC Subscription				500.00	503.26	-3.26	-3.26 (-0%)
18	SLCC Subscription				115.00		115.00	115.00 (100%)
24	Insurance				2,800.00	2,694.86	105.14	105.14 (3%)
25	Elections				2,000.00	2,532.00	-532.00	-532.00 (-26%)
26	Printing Postage Stationery				200.00	218.00	-18.00	-18.00 (-9%)
28	Training				450.00		450.00	450.00 (100%)
29	Office Provision				1,000.00	328.00	672.00	672.00 (67%)
48	Other Subscriptions				150.00	170.50	-20.50	-20.50 (-13%)
55	Hall Hire				600.00	149.75	450.25	450.25 (75%)
62	Misc Expenses					80.00	-80.00	-80.00 (N/A)
65	Admin/Finance Support							(N/A)
95	Extra Planning Mtgs					150.00	-150.00	-150.00 (N/A)
96	Extra Consult Mtgs					80.00	-80.00	-80.00 (N/A)
SUB TOTAL					8,527.00	7,557.97	969.03	969.03 (11%)

Allotments

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
6	Rents	440.00	440.00					(0%)
8	Repairs & Maintenance				1,000.00		1,000.00	1,000.00 (100%)
54	Grass Cutting Allotment				250.00		250.00	250.00 (100%)
60	Pest Control				200.00	50.00	150.00	150.00 (75%)
SUB TOTAL		440.00	440.00		1,450.00	50.00	1,400.00	1,400.00 (74%)

Amenities

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
34	Street Furniture				750.00	75.00	675.00	675.00 (90%)
40	Grants				2,500.00	2,050.00	450.00	450.00 (18%)
41	Wildlife Area							(N/A)
42	Green Waste Skips				2,500.00	2,940.00	-440.00	-440.00 (-17%)
44	Wildlife Project							(N/A)
45	War Memorial							(N/A)
84	Defibrillator				150.00		150.00	150.00 (100%)
SUB TOTAL					5,900.00	5,065.00	835.00	835.00 (14%)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

2 December 2023 (2023-2024)

Audit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Internal Audit				200.00	83.00	117.00	117.00 (58%)
5	External Audit				299.00	315.00	-16.00	-16.00 (-5%)
SUB TOTAL					499.00	398.00	101.00	101.00 (20%)

Car Parks

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Village car park incl CCTV				5,500.00	3,403.00	2,097.00	2,097.00 (38%)
22	Church car park							(N/A)
SUB TOTAL					5,500.00	3,403.00	2,097.00	2,097.00 (38%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Community Events				250.00	123.33	126.67	126.67 (50%)
30	Annual Parish Meeting				49.00		49.00	49.00 (100%)
33	Christmas Tree				250.00		250.00	250.00 (100%)
35	Fairs	1,500.00	700.00	-800.00				-800.00 (-53%)
90	Coronation		700.00	700.00		1,023.50	-1,023.50	-323.50 (N/A)
SUB TOTAL		1,500.00	1,400.00	-100.00	549.00	1,146.83	-597.83	-697.83 (-34%)

Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Repairs and Maintenance							(N/A)
20	Vehicle Activated Sign					4,128.98	-4,128.98	-4,128.98 (N/A)
50	Consultancy							(N/A)
SUB TOTAL						4,128.98	-4,128.98	-4,128.98 (N/A)

Information Technology

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site				250.00	441.76	-191.76	-191.76 (-76%)
31	IT Repairs and Software				250.00	100.00	150.00	150.00 (60%)
32	IT Equipment					44.91	-44.91	-44.91 (N/A)
53	Zoom Subscriptions				150.00		150.00	150.00 (100%)
91	PC protection					149.98	-149.98	-149.98 (N/A)
93	IT Support					232.99	-232.99	-232.99 (N/A)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

2 December 2023 (2023-2024)

SUB TOTAL

650.00 969.64 -319.64 -319.64 (-49%)

Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Litter Picking PPE				249.00	30.13	218.87	218.87 (87%)
SUB TOTAL					249.00	30.13	218.87	218.87 (87%)

Neighbourhood Plan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	NP Web-site				1,000.00		1,000.00	1,000.00 (100%)
79	NP Consultants				2,000.00		2,000.00	2,000.00 (100%)
80	Publicity & Meetings		1,059.85	1,059.85	2,000.00	900.21	1,099.79	2,159.64 (107%)
81	Printing				1,000.00		1,000.00	1,000.00 (100%)
82	UDC Support	6,000.00	768.00	-5,232.00				-5,232.00 (-87%)
89	NP Secretariat				500.00	570.00	-70.00	-70.00 (-14%)
SUB TOTAL		6,000.00	1,827.85	-4,172.15	6,500.00	1,470.21	5,029.79	857.64 (6%)

Other Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Leaflet Printing							(N/A)
61	Repairs & Maintenance				150.00		150.00	150.00 (100%)
63	Tree Works				250.00		250.00	250.00 (100%)
64	Poppy Appeal				100.00		100.00	100.00 (100%)
66	Cricket Club grass				350.00		350.00	350.00 (100%)
86	Holy Trinity church grass				400.00		400.00	400.00 (100%)
87	United Reform Church grass				400.00		400.00	400.00 (100%)
88	Christmas Tree							(N/A)
SUB TOTAL					1,650.00		1,650.00	1,650.00 (100%)

Other Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	V.A.T. Expenditure							(N/A)
SUB TOTAL								(N/A)

Other Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	V.A.T. Income		3,228.08	3,228.08				3,228.08 (N/A)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

2 December 2023 (2023-2024)

SUB TOTAL	3,228.08	3,228.08		3,228.08 (N/A)
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Playgrounds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Repairs & Maintenance				1,000.00		1,000.00	1,000.00 (100%)
46	Play Area				500.00	96.00	404.00	404.00 (80%)
SUB TOTAL					1,500.00	96.00	1,404.00	1,404.00 (93%)

Policing

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Community Policing							(N/A)
SUB TOTAL								(N/A)

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Precept	42,145.00	42,145.00					(0%)
SUB TOTAL		42,145.00	42,145.00					(0%)

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Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Remembrance Wreath				50.00		50.00	50.00 (100%)
SUB TOTAL					50.00		50.00	50.00 (100%)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Current Staff				9,918.00	6,996.88	2,921.12	2,921.12 (29%)
51	HMRC				3,014.00	2,948.10	65.90	65.90 (2%)
52	Litter Pickers				6,683.00	4,447.46	2,235.54	2,235.54 (33%)
SUB TOTAL					19,615.00	14,392.44	5,222.56	5,222.56 (26%)

TPLPG

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	Consultants							(N/A)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

2 December 2023 (2023-2024)

72 Hatfield Broad Oak pc					(N/A)
73 Great Hallingbury pc	58.00	-58.00			-58.00 (-100%)
74 Little Hallingbury pc	58.00	-58.00			-58.00 (-100%)
83 Secretariat			174.00	174.00	174.00 (100%)
SUB TOTAL	116.00	-116.00	174.00	174.00	58.00 (20%)

Village Green

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
13	Grass cutting				6,500.00	5,052.39	1,447.61	1,447.61 (22%)
15	Repairs & Maintenance				500.00		500.00	500.00 (100%)
36	ECC Rural Verges	2,265.00		-2,265.00				-2,265.00 (-100%)
43	Rural Verges		2,448.38	2,448.38	2,430.00	2,376.10	53.90	2,502.28 (102%)
67	Heath Posting				500.00		500.00	500.00 (100%)
75	conservation area							(N/A)
85	Pond Maintenance							(N/A)
92	tree work					300.00	-300.00	-300.00 (N/A)
94	Footpaths					225.00	-225.00	-225.00 (N/A)
SUB TOTAL		2,265.00	2,448.38	183.38	9,930.00	7,953.49	1,976.51	2,159.89 (17%)

Summary

NET TOTAL	52,466.00	51,489.31	-976.69	62,743.00	46,661.69	16,081.31	15,104.62 (13%)
V.A.T.					3,682.83		
GROSS TOTAL		51,489.31			50,344.52		

AGENDA 23/48.1

Please find attached :-

- Hatfield Heath festival Accounts
- Grant Application – in principle – exact costs TBC

We are thinking / hoping / applying for the PC to pay for the toilet Hire for each Festival moving forward (starting June 2024) and a one off grant for a new PA system (which we have not obtained a quote for)

Wondering if approved whether the PC can pay the invoices directly allowing the PC to claim the VAT back

Kind regards

Mark B

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



Hatfield Heath

Application for Grant – November 2023

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents if you wish.

You should include an up-to-date statement of your current financial position together with plans for the next three years which must be received by the Clerk (parishclerk@hatfieldheath.com) together with completed application form no later than Friday 20 October 2023 for consideration on Wednesday 01 November 2023

Name of Organisation:	Hatfield Heath Festival
Name and position of person making this application	Mark Bissell
Address for correspondence:	n/a
Phone number:	07966 154401
Name of Project:	Hatfield heath festival
Description of Project, how and when grant will be spent.	We are kindly asking if the Parish Council would pay for the Toilet facilities at the next Festival and each festival thereafter. (Approx £906) based on last year As a one off payment for the Festival 2024 – a New PA equipment system is required – we have not obtained a full quote yet but area expecting it to be between £800-£1000 Thinking that perhaps the Parish council could pay the bills directly with the opportunity of claiming the VAT back

Total cost of project (excluding VAT)	£1500 - £1800
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Amount of Grant requested:	£2000
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HATFIELD HEATH VILLAGE FESTIVAL
ACCOUNTS 2023

		Sunday 25-Jun-23		Sunday 05-Jun-22	
<u>INCOME</u>					
	Programme advertisers	390		770	
	Manning's Fair	500		400	
	Stalls	844		650	
	Ice Cream vendor	50		50	
	Car park	254		193	
	Dog shows	150		229	
	Stocks	44		-	
	Fun run	69		85	
			2,301		2,377
<u>EXPENSES</u>					
	Loan repaid to Parrish Council	1,206		-	
	Insurance	290		-	
	Skip hire	150		150	
	Programme printing	518		516	
	Mr Marvel	170		160	
	Coda Falconry	-		450	
	Toilet hire	906		-	
	Dinosaurs	-		1,000	
	Donation - BHF	-		50	
	First Aid	285		295	
	Fun run	38		20	
	Dog shows	34		36	
	Sundries	30		-	
			3,627		2,677
Deficit for the year			<u>-£1,326</u>		<u>-£300</u>

TOTAL FUNDS REALISED

2023 festival	-£1,326
2022 festival	-£300
2019 festival	£11
2018 festival	£280
2017 festival	-£600
2016 festival	-£843
2015 festival	£475
2014 festival	£25
2013 festival	£226
2012 festival	£994
2011 festival	£896
2010 festival	£969
2009 festival	£62
2008 festival	£700
2007 festival	£299
	<u>£1,868</u>

CARRIED FORWARD FUNDS HELD
LLOYDS BANK PLC

£1,868

.....
Mark Bissell
Chair

.....
Paul Dixon
Treasurer

Please find attached the completed application form.

Our current financial position is attached below. This shows £5,127.64 in our bank accounts.

As stated in the application this represents around two years worth of expenditure.

We plan to perform two shows a year for the foreseeable future and probably hold a fundraising event each or every other year (our last quiz raised nearly £1,000).

We are in a healthy financial position but we foresee significant expenditure in the near future.

Most of our scenery was built in the 1970s and is reaching the end of its useful life. I have already discussed the use of members of the Men's Shed to assist with replacement of some "flats" in the new year. We will have to provide the materials which are likely to cost several hundred pounds. This may well be an ongoing project over several years.

In addition we hope to replace many of our old stage lanterns with modern LED versions that will provide more versatility as well as being cheaper to operate-the Village Hall will receive any benefit of such reductions. Even second hand lanterns can be several hundred pound each.

We normally use in the region of a dozen or more on each show.

In the last five years we replaced our seating rostra at a cost of approximately £5,000 (over half of which we funded from our reserves).

We hope to have the flooring in place for our next show that is due to take place in March.

Unfortunately it seems many of the grant funding bodies have closed their funds for the current year and we may have limited time to make applications for 2024. Unfortunately the flooring only recently came to our attention and we are keen to obtain it as soon as possible to avoid any further damage to the Village Hall.

We receive good support from the community of Hatfield Heath and the surrounding area. Our most recent shows achieved audience numbers of

-Once Upon A Crime (Family Show) c 320 over 4 performances (virtually sold out)

-The Revlon Girl (Drama) 197 over 3 performances (80% of seats sold).

To my knowledge it is many years since we applied to the PC for a grant. We appreciate the application is late but have submitted it after discussion with yourself who advised that the Council might be minded to consider our case.

I'll endeavour to attend the meeting on 6 December to answer any questions that members might have.

Best wishes

Mark Ratcliff

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



Application for Grant – November 2023

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents if you wish.

You should include an up-to-date statement of your current financial position together with plans for the next three years which must be received by the Clerk (parishclerk@hatfieldheath.com) together with completed application form no later than Friday 20 October 2023 for consideration on Wednesday 01 November 2023

Name of Organisation:	Heath Players
Name and position of person making this application	Mark Ratcliff
Address for correspondence:	9 Apsley Close Bishops Stortford CM23 3PX
Phone number:	01279 503174
Name of Project:	Purchase of Protective Flooring Rolls

Bank details (for if grant awarded):	Account Name:	Account Number:	Sort Code:
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Other sources of funding applied for:	1-UDC 2-Stansted Airport Passenger Community Fund 3-Stansted Airport Community Fund 4-ECC Community Initiatives Fund
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If so, with what result:	1-No funding available at present-awaiting decision on 2024 2-Awaiting Information/Response to email sent 15 Nov 3-Closed for 2023-reopens January 4-2024/4 deadline closed
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Self help; details of other activities to meet this need.	As above we do have funds available to make the purchase (currently around £5,000 which equates approximately to two years turnover). We recently held a successful fund-raising evening and our productions generally make a small profit. We do have ongoing expenditure to fund and would like at some point to replace some of our lighting equipment which is now over 50 years old. We will also need to replace a proportion of our scenery stock which again was made in the 1970s. This is likely to run into several thousands of pounds and hence we are in the process of trying to build up our reserves.
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Signature of Applicant Mark Ratcliff	Date 17 Nov 2023
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HHPC Use

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report

Date: 30 November 2023

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council, finance and planning)
- Carried out normal monthly administration tasks
- Prepared, and revised as necessary, draft Budget for 2024-25
- Attended Neighbourhood Plan meeting on 30 November
- Attended four additional planning meetings for Mill Lane
- Attended Community Bus development meeting on 02 November

Current Actions

- Tender process for grass cutting 2024 -25
- Grant application to UDC for Wildlife Area
- Prepare for UDC Planning Committee on 13 December

Hatfield Heath Parish Council

Memorandum from the Clerk

To: All Members
Subject: Community Buses
Date: 05 November 2023

Introduction

I attended a meeting on 02 November at Sawbridgeworth Town Council to explore possibilities around the provision of Community buses for the area.

Present were: Chris Hunt – Clerk, Sawbridgeworth TC
Laura Carter – Bus administrator, Sawbridgeworth TC
Cllr Lesley Paine – Chair, Sheering PC
Siobhan Perrin – Clerk, Sheering PC
Cllr Bill O'Neill – Member, Much Hadham PC
Richard Bowran – Clerk, Hatfield Heath PC

Context

The meeting was called to see if there could be co-operation between the local authorities to provide a community transport network. Raised in particular because of the potential demise of the 247 service between Harlow and surrounding villages.

Sawbridgeworth TC, in particular, had experience having operated the "Sawbobus" service since 2009. There had been discussions previously about the possibility of extending that service to serve Sheering village. That was conceivable but foundered on the lack of funding. Both principal authorities are withdrawing support for community transport.

Discussion concentrated on capital resource, revenue funding and staffing issues. Various scenarios were explored and possible solutions proposed.

Summary

Much Hadham PC were content to explore the possibility of working with the St Elizabeth's Centre, who currently have spare minibuses.

Sheering were content to explore the possibility of hiring a minibus from Sawbridgeworth TC, and finding a volunteer driver to provide a basic service.

Sawbridgeworth TC will continue to review services based upon available funding and staffing.

Hatfield Heath PC, being in the middle of any such services would consider providing a contribution to funding a service if it ran through the village.

Parish Clerk

From: Richard Baranowski <Richard.Baranowski@essexhighways.org>
Sent: 24 November 2023 11:00
To: Parish Clerk
Cc: Cllr Susan Barker - Member CC
Subject: Hatfield Heath Meeting

Follow Up Flag: Follow up
Flag Status: Flagged

Following our meeting on Tuesday please see below the following feedback as promised:

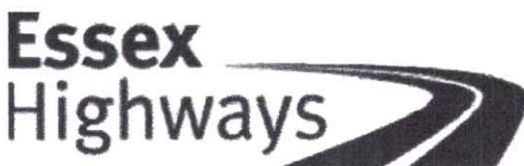
- 1) Carriageway near the Co-op – We are arranging works to rectify the edge of carriageway potholes between the Co-op and the White Horse car park (together with a few kerb defects)
- 2) Bollard B2A out of lighting – has been passed across to the Street Lighting team.
- 3) Potholes at the access near Cambrian House/no.1 – Works raised to rectify
- 4) Path to Sheering (siding & vegetation clearance) – I have investigated this further and currently this type of work is not being funded from the Maintenance budget. I cannot assist further either with provision of Traffic Management here for 3rd party works. Any Traffic Management would need to be undertaken using an approved Contractor and be in accordance with requirements of the Essex Highways Streetworks team.
- 5) Missing Hatfield Heath sign on entry to the village from Sheering – I have looked at asset information and Google mapping and cannot see a previous sign here. Any new installation would need to be via the Local Highways panel as a “new installation”
- 6) Mill Lane missing 20mph sign – I had a drive here. Mill Lane is within the 30mph section of the village. I have no evidence to suggest a 20mph limit exists on the lane and signs are missing so am assuming I misunderstood the discussion and a 20mph limit is requested? – Please clarify if this is not correct. Any speed limit requests would need to be investigated through the Local Highways panel.
- 7) School “wig-wags” – At our meeting I thought you were concerned that the wig-wags had gone missing, however driving through the village I noticed they are in place – one at j/w Broomfield & the other opposite the tearooms – both have School signs above. Or were you just suggesting they’re not working??? – please clarify

Regards

Richard

Richard Baranowski BSc CEng MICE | Senior Engineer

Maintenance & Operations - SMO2



Safer, greener, healthier

Hatfield Heath Parish Council



Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com

COMMITTEE TERMS OF REFERENCE

Committees may exercise delegated functions on behalf of the Parish Council under the following Terms of Reference, subject to:

- The Parish Council's approved Budget and Financial Regulations.
- Any previously minuted decision of the Parish Council.
- Any matters reserved to the Parish Council by Law.

PLAYGROUND COMMITTEE

The Playground Committee has been established to care for and future plan the village playground.

Membership: Five (5); Quorum Three (3)

Frequency of meetings: Once a quarter.

Membership eligibility: Appointment by full council.

TERMS OF REFERENCE

1. To inspect the playground area on a weekly basis
2. To complete and file an inspection report weekly
3. To consider and make recommendations regarding the maintenance and repair of the playground.
4. To commission minor and urgent repairs within the agreed budget
5. To consider and recommend a policy for the updating and/or replacement of playground equipment.

NOTES ON A MEET UP AT THE ALLOTMENT

HATFIELD HEATH

Those Present at 10am on Sunday 5th November 2023:

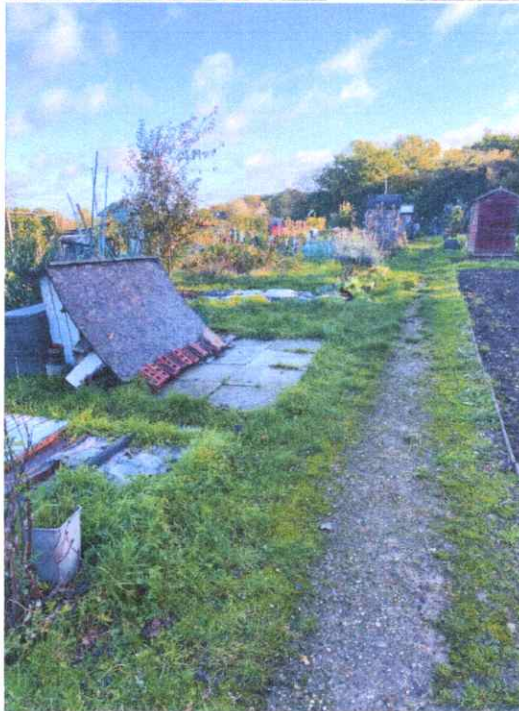
Hilary Allen, Bridie Baughurst, Roger Breavington and Peter Brown.

It was good to be invited onto the Allotment. on a bright blustery Sunday morning. PeterB introduced the issue of an anonymous complaint that had been made to the Parish Council about the condition of the site.

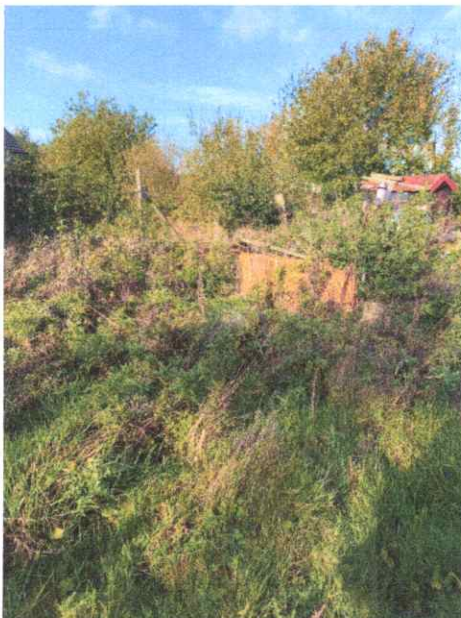
Bridie B endorsed that the Allotment Society are a friendly group of local people who do not want to upset any of their members, but felt she had to invite members of the Parish Council to visit and have a look around at its condition.

This picture shows the care allotment holders take of their plots. and plants.





And some are very overgrown.



The age, illness and personal circumstances have led to some plot holders having difficulties. The Allotment Committee do not wish to upset these people with what could appear to be a lack of empathy when approaching these holders. The appearance of the plot truly detracts from all the extremely arduous work other allotment holders put into growing their wide variety of vegetables, fruit and flowers. Bridie has suggested a form of words outlining our discussions about untended plot(s) and that we ask the current plot holder(s) to clear and commence cultivation before the end of the year rental period. If the plot continues to remain untended the plot will need to be allocated to another holder.

Hilary Allen

Hatfield Heath Parish Council

18th November 2023.

NOTES ON A MEETING TO DISCUSS HATFIELD HEATH'S WILDLIFE AREA

Hilary A, Sandra S and Nigel R as the Wildlife Area Sub Committee met on November 4th to discuss the Essex Ecology Plan and report to the Parish council for their December meeting.

1. We recognised the need to liaise with Mel Sullivan, David Parrish, Michael Ronan and other concerned parties to advise them of our plans. We will endorse that we are treating the wildlife area with the greatest respect. underlining we are working within the recommendations of the Essex Ecology Report dated September 2023. (May be a small meet up in the Institute with the concerned folk - date to be agreed).
2. We agreed to seek volunteers to help trim small areas of the area to enable us to get to all the parts to identify what plant life/fauna should go and what should stay. Making sure we identify the notifiable weeds as listed in the ER report. (May be advert posted in Village Magazine/Facebook).
3. To clean the signs which are in situ in the area at present. (To be decided when and by whom).
4. To ask Mick Saban to show us where the culvert enters under the road in Pond Lane and its exit the other side. (Sandra to arrange and book with us).
5. Once item 2 has been completed and areas identified we go to the market to obtain 3 quotes from appropriate companies whose tasks will be to make the wildlife area look natural, attractive, and easy to maintain. (Landscapers or individuals to be identified – asking the Parish Council to fund the outcome).
6. To identify the small trees (not oaks) to be removed from the area. (A stroll across the area with a spray can of paint to number the trees).
7. In the Spring: Brambles/some nettles/willow to be trimmed. (To be decided).
8. Areas of grass A1 A2 A3 (Please note attached document), to remain with signs being erected to protect the grass. Also, to inform the Landscapers not to cut that particular area. (Parish Council to fund possibly).
9. To establish the maintenance programme after the works have been completed viz: April Cut grass. (To be agreed).
10. In the Spring: Ask the gentleman from the Men's Shed to create 2 Stag Beetle Pyramids. (Decision on citing of pyramids to be agreed). (Hilary to organise).
11. May: All grass to be cut (except for designated area). (By whom)?
12. Summer: to consider removing Thistles (method to be established). (By whom)?
13. Late Autumn: to cut grass. (By whom)?
14. Lastly but not least: signs installed to indicate importance of the area. (Could Parish Council fund)?

Hilary Allen 7th November 2023.