

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 04 June 2025

Present:

Cllr M Bissell (MB)	Cllr N Champion (NC)	Cllr C Overton (CO)
Cllr P Brown (PB)	Cllr M Lemon (ML)	Cllr S Saban (SS)
Cllr H Allen (HA)		
1 member of the public	In attendance:	R Bowran – Parish Clerk

Welcome by the chairman

25/26	APOLOGIES FOR ABSENCE Apology from Cllr King – holiday preparation
25/27	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Interest by Members.
25/33.1	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS Condolences expressed to Cllr Barker on the recent passing of her husband. Cty Cllr Barker reported: There have been no Essex CC meetings because of impending devolution matters. There are likely to be two alternative submissions made by the County proposing Unitary Authority groupings. Meanwhile however, the Uttlesford Local Plan process is still ongoing. The production of a neighbourhood Plan is still relevant and of value.
25/28	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 commented on the progress of the Neighbourhood Plan and the presentation that was made at the Annual Parish Meeting. (see Item 25/32)
25/29	NOTICE OF VACANCY Noted: That a Notice of Casual Vacancy was posted on 23 May 2025 and that the effective date if a by-election is to be called is 13 June 2025.
25/30	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 07 May 2025 (M01)
25/31	PLANNING COMMITTEE To note draft minutes of the Planning Cttee held on 29 May 2025 (P01) Principal contents were: APPLICATIONS RECEIVED FOR CONSIDERATION <u>Proposed garage conversion</u> Rose Cottage Pond Lane the Heath Hatfield Heath CM22 7AB Ref. No: UTT/25/1294/HHF HHPC Comment: No objection

- [Erection of a self-build/custom build replacement dwelling](#)
Dawnings Chelmsford Road Hatfield Heath Essex CM22 7BH
Ref. No: UTT/25/1256/FUL | HHPC Comment: No objection, but noted this proposal has a larger footprint than its predecessor.
- [Erection of stables](#)
Foxglove Farm Dunmow Road Hatfield Heath Essex CM22 7BL
Ref. No: UTT/25/1161/CLE | HHPC Comment: No objection, but suggest a condition that the use of this development is restricted to stables and not as a future dwelling.
- [Erection of infill dwelling and associated work](#)
Foxglove Farm Dunmow Road Hatfield Heath Essex CM22 7BL
Ref. No: UTT/25/1247/FUL | Received: Thu 08 May 2025 | Validated: Wed 28 May 2025 | HHPC Comment: No objection, but note that the site is in the MGB and has not been identified as a Rural Exception Site.
- [Demolition of existing single storey rear extensions and the replacement with a single storey extension](#)
1 Rosemary Cottages Stortford Road Hatfield Heath CM22 7DU
Ref. No: UTT/25/1091/LB | HHPC Comment: No objection

DECISIONS MADE BY THE LPA FOR NOTING

- [Application to discharge condition 3 \(contamination report\) 4 \(noise protections\) 5 \(construction method statement\) 8 \(landscaping\) 18 \(biodiversity enhancement strategy\) 19 \(surface water drainage scheme\) 22 \(surface water drainage management\) attached to UTT/23/1688/FUL](#)
Camp Poultry Farm Mill Lane Hatfield Heath Essex CM22 7AA
Ref. No: UTT/25/1024/DOC | Status: Discharge Conditions in Part. HHPC Comment: Condition 3, Contamination remediation, has not been discharged.
- [Non-Material Amendment to UTT/21/0603/FUL - imposition of a condition which lists all of the approved plans and documents associated with the original application.](#)
Police Station Chelmsford Road Hatfield Heath CM22 7BH
Ref. No: UTT/25/1029/NMA | Status: **Approved**
- [Part single part 1.5 storey rear extension. Removal of existing cat slide dormer to front elevation to be replaced with 3no. pitched roof dormers. Fenestration alterations to side elevations](#)
Woodbridge Matching Road Hatfield Heath Essex CM22 7AJ
Ref. No: UTT/25/0822/HHF | Status: **Approved**
- [Garage conversion to bedroom. Removal of shed to rear garden and new Garden Room/storage outbuilding](#)
31 Cox Ley Hatfield Heath Essex CM22 7ER
Ref. No: UTT/25/0759/HHF | Status: **Approved**
- [S73 application to vary condition 2 \(approved plans\) of UTT/23/0518/FUL \(Proposed demolition of existing barn and replacement with 2 no. dwellings \(alternative scheme to that approved under planning permission UTT/20/2416/FUL\) \)](#)
Barn at Peggerells Farm Sheering Road Hatfield Heath CM22 7LJ
Ref. No: UTT/25/0364/FUL Status: **Approved**

LICENSING APPLICATION

New premises License Application
Stranded Delivery Ltd, Unit 12 Heath View, Pound Lane, (sic) The Heath, Bishops Stortford. CM22 7AB.
Decision: License Granted.

25/32	ANNUAL PARISH MEETING Noted: The Annual Parish Meeting held on 21 May 2025 was attended by 19 parishioners, including those manning the local interest stalls and councillors. Annual review presented by NC; financial review presented by the Clerk. Neighbourhood Plan presented by Mike Allen. Several topics of general interest were raised.																														
25/33.2	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS Dist Cllr M Lemon reported Potholes in The Close were being addressed by UDC																														
25/34	FINANCIAL REPORT Approval of Expenditure. Noted: Items of expenditure in May 2025 as approved by the Finance Committee Management Accounts Noted: Management accounts for the two months to May 2025																														
25/35	AGAR 2024/25 Noted: That the completed AGAR pack and accompanying documents were sent to external auditors PKF-Littlejohn on 29 May 2025.																														
25/36	CLERK'S REPORT & CORRESPONDENCE Noted: The Clerk's report and correspondence received.																														
25/37	KEY TASKS To review and update Key Tasks from Forum meeting on 17 May. <table><tr><th>Subject</th><th>Solution</th><th>Who by</th><th>When</th><th>Done</th></tr><tr><td>Licence application from Stranded Delivery for alcohol licence between 20.00 and 04.30</td><td>HHPC to object at hearing</td><td>Granted by UDC licencing panel</td><td>14 May</td><td>n/a</td></tr><tr><td>Neighbourhood Plan</td><td>Additional member recruited</td><td>Steering Group</td><td>05 May</td><td></td></tr><tr><td>White Horse planters, find new method</td><td>Contract with Oakridge Nurseries</td><td>Clerk</td><td>02 June</td><td>w/c 09/06</td></tr><tr><td>Footpath 39 blocked</td><td>Establish who responsible</td><td>ML</td><td>June</td><td>FP not blocked</td></tr><tr><td>Wildlife Area</td><td>Expand membership of working party</td><td>HHPC</td><td>June</td><td></td></tr></table> This monitor will in future be an addendum sheet.	Subject	Solution	Who by	When	Done	Licence application from Stranded Delivery for alcohol licence between 20.00 and 04.30	HHPC to object at hearing	Granted by UDC licencing panel	14 May	n/a	Neighbourhood Plan	Additional member recruited	Steering Group	05 May		White Horse planters, find new method	Contract with Oakridge Nurseries	Clerk	02 June	w/c 09/06	Footpath 39 blocked	Establish who responsible	ML	June	FP not blocked	Wildlife Area	Expand membership of working party	HHPC	June	
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25/38	GRANT REQUEST To consider a request for parish council funding support for VJ Day celebrations in the village hall on 15 August. The application will be made by RBL via SS. To be considered at the next meeting of the council.																														
25/39	HIGHWAYS MATTERS To consider any matters relating to Highways - Clerk sought suggestions for the best location of a proposed additional VAT camera on Stortford Road. Consensus seemed to be at the change of restriction from 40mph to 30mph. - Missing manhole covers on Sawbridgeworth Road have temporary covers. NC will send "what-three-words" locations to the clerk																														

	HA updated requirements needed to set up a Community Speed Watch scheme. HA will post a call for volunteers in the village magazine.
25/40	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management and village car parks.
25/41	ALLOTMENT REPORT To receive and note a report on the Allotments. Accounting for allotment rents. Clerk to speak the Chair of allotment association.
25/42	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. - Regular weekly reports by NC - Seek additional quotes, as recommended on EALC course
25/43	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green - Report on initial grass cutting, verges 1 and 2 are included in the contract with P May and will be cut within the two weeks. - Strimming needed on verge cutting outside Forge Cottages. - Glass in bus shelter needs repairing. - Planters outside Coop and White Horse need renewing. - Still no response from Lord of the Manor about tree maintenance, quotes will be obtained for the work needed. - Advert for recruiting a Village Ranger will be sent to the village magazine.
25/44	MEMORIAL BENCH To consider the installation of a Memorial Bench to mark the contribution made by the late Nigel Robley. ML to speak with Carol Robley to confirm Nigel's wishes.
25/45	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan. - Next meeting is on 05 June. - Suggest appointment of a consultant to assist with drafting and progress.
25/46	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. ML and SS attended a meeting at The Close with UDC housing officers to progress outstanding work..
25/47	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. - VJ Day grant application. - Defibrillator and a Rise&Recline device for The Close.
25/48	DATE OF NEXT MEETINGS - The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 02 July 2025 - The next meeting of the Planning Committee will be at 3 pm on Thursday 26 June 2025

Meeting ended at 20:40.