



## LITTLE GADDES DEN *parish council*

MINUTES OF THE PARISH COUNCIL MEETING HELD BY VIDEO CONFERENCE ON  
15<sup>th</sup> June, 2020

PLEASE NOTE THAT MINUTES ARE ALSO PUBLISHED ON THE VILLAGE WEB SITE  
<https://littlegaddesdenpc.org.uk>

The meeting commenced at 8.00 pm.

**PRESENT:** Cllrs. Hyde, Lawson, Kelly, Magson, Pritchard, Saner, Townsend. Also in attendance, Alastair Greene (Clerk), County and District Councillor Terry Douris, (from 9.00pm) and seven members of the public.

**APOLOGIES:** None

### 1. FORMALITIES

The Chairman welcomed everyone to the meeting and explained how the meeting would be run with open microphone for Councillors and muted microphones for members of the public until the public open question session.

The Clerk noted the attendance and recorded it in the register.  
There were no declarations of interest on items on the agenda.

The minutes of the previous month's meeting were agreed as a correct record of the meeting and were signed at the end of the meeting.

### 2. OPEN SESSION FOR MEMBERS OF THE PUBLIC

Cllr. Kelly asked if anyone wished to raise any matters not already covered in the agenda, however, no additional matters were raised at that point in the meeting.

### 3. REPORTS AND MATTERS ARISING

#### (a) Community Support Activity in relation to Coronavirus

There was no formal update but the general feeling was that parishioners were managing the situation well.

#### (b) Update on the Shop and Post Office

Cllr. Lawson advised that the village store self-distancing arrangements were working well, the shop hours had been extended and people were encouraged to use and support the shop where they could.

#### (c) Report from Hertfordshire Constabulary.

The Clerk presented the crime report which listed one burglary dwelling 29<sup>th</sup> May and one criminal damage on 26<sup>th</sup> May. The Clerk said he would seek further detail on these incidents.

#### (d) Land for sale in Church Road

Although plots were noted as being sold there were no details yet available from the Land Registry

Signed by the Chairman..... Dated.....

identifying new land owners. The Parish Council will continue to monitor and be prepared to respond to any applications for development or for the creation of access ways to plots of land.

**(e) Local Green Space Designation (LGSD)**

Cllr Kelly explained the purpose and benefits of a LGSD. He said that it could provide an extra layer of protection to the land in Church Road. It was agreed that further investigation should be carried out in conjunction with the Dacorum Planning team.

**(f) Village Hall toilet refurbishment**

At the last meeting it was agreed that the Council would seek quotes for the three specialist areas of work, plumbing, electrical and general building.

Cllr Kelly advised that as a part of the review of the specification it had been agreed with the Chairman of the Village Hall Management Committee (VHMC) that the relocation of the electrical installation was a separate project that should be managed and funded by the VHMC and that if the Parish Councillors agreed, once that work had been completed, then the refurbishment of the toilets could be managed by the Parish Council. This would mean that the VHMC could get on with the electrics and take advantage of the empty hall to do the work.

The Clerk advised ahead of the meeting that Cllr Kelly and he had sought quotes from three contractors from each discipline and so far, had met 4 electricians (3 quotes received), 3 plumbers (2 quotes received) and one builder (one quote received) with further meetings to come.

To meet the Parish Council’s financial authorities, the Clerk confirmed that if the work exceeds £2,500 three quotes were needed from each discipline, so an additional plumbing quote and two further builders’ quotes were needed.

To give an idea on scale of expenditure the Clerk advised:-

- a. The electrical work, supply and fit, to be in the range £2,000-£3,000
- b. The plumbing work, supply and fit, to be in the range £5,000 - £6,000
- c. Building work, supply and fit, to be in the range £12,000 - £14,000

The final cost would be influenced by the specification of the new equipment, urinals, WC’s, lighting, cubicles, sensor switches, hand dryers, wall and floor tiles etc. The numbers presented included an allowance for each discipline’s equipment.

The Clerk confirmed that the Parish Council was in receipt of two payments under the CIL (£5,664 from 2018/19 and £11,968.55 from 2019/20) totaling £17,632.55, this project he believed would qualify as appropriate use of CIL funds. Cllr Kelly, it was noted, had drafted a grant application to seek additional funds from Dacorum Borough Council for the remainder of the funding.

Cllr Kelly asked for approval in principle for the approach and if costs do not exceed the £23,000, approval to proceed to instruct contractors. It was noted that the Council had £20,000 allocated in this year’s budget for ‘Approved projects’ such as the toilet refurbishment.

After discussion, the approach was approved and noted that spend should be limited, it was agreed to target £23,000 but not to exceed a spend of £25,000 without seeking further approval from the Council.

Signed by the Chairman..... Dated.....

**4. ADMINISTRATION**

**(i) Correspondence not already covered above and that requires action by the Council**

Rachel Heaphy had asked a question to be raised about the apparent increase in traffic using the Ashridge College road. Cllr Townsend advised that he had approached the College to find out whether there were any planned changes such as reinstatement of the toll road and would let people know the latest position.

**(ii) Finance**

**(a) The schedule of payments was approved together with the report on expenditure for the previous month.**

**(b) The Clerk confirmed that the internal audit had been completed and signed off and sought confirmation from the Councillors that firstly the Annual Governance Statement was agreed and secondly that the Accounting Statements were agreed. Both were approved for submission to the external auditor.**

The Clerk advised that he had been in discussion with the Internal Auditor about a two stage authorisation process for online payments. Although some banks offer this service Nat West the current service provider to the Parish Council would charge c. £300pa for this service. The Clerk said he would carry out further research.

**(iii) Health and Safety**

The Clerk confirmed that the Annual Safety inspections had been carried out by ROSPA Play Safety on 19<sup>th</sup> May 2020 and had resulted in a number of recommendations the main ones being:-

**Church Road:-**

Timber Bench armrest detached, needs repairing – Now refurbished by David Brattle and second bench also refurbished

Three items below are on Dacorum’s list of planned works

Uneven surface to roundabout – to re-level

Multiplay agility – delamination of wood in one section to be replaced

Multiplay tunnel - delamination of wood in one section to be replaced

Swings (southern end) upright pole support rotting – Recommendation to replace, Council has decided to monitor

**Cromer Close:-**

Tyre traverse with overhead ladder – Recommendation is to replace monkey bar ladder. – Clerk advised that replacement by original supplier would cost £856 ex vat, Council decided to monitor.

The Clerk’s monthly inspection took place on 8<sup>th</sup> June. The only change noted was that a wooden bar had come adrift on the Multiplay agility unit. Since the inspection that had been replaced by David Brattle. The Council passed on their thanks to David for his help in keeping up the maintenance standard of the play area and benches.

On the items that Rospa Play Safety identified as requiring attention but that the Council feel is not yet in need of repair, the Clerk to speak to PlaySafety to understand the basis and urgency of the recommendations.

Signed by the Chairman..... Dated.....

Finance Schedule

a. The Council approved the following payments:-

Clerk & Village Hall Manager – Salary & PAYE for **June**

SRT Trading Limited – £220 ex vat– Warden Services (**for June**)

MWAgri – £692 ex vat (**for June**)

Petty Cash payment to Clerk for May & June TBA £202.26 ex vat (includes reimbursement of annual zoom pro licence £119.90 ex vat)

Playsafety Ltd (inspection) £168.50 ex vat

David Brattle. Materials for repairs to two benches £90.75

Town and Parish Council websites Hosting and maintenance £240 no vat

b. Cheques/payments received

LGVH Management Committee - Village Hall Manager salary

VHMC forward to LGPC of grant £10,000

HMRC Vat reclaim £5,702.73

**PLANNING SCHEDULE - CURRENT APPLICATIONS** (status at 14<sup>th</sup> June, 2020)

(**Red text** show changes since previous meeting)

Mosshall Farm, Nettleden Road North. Construction of stables for personal use. 20/00453/FUL\_ Objection by LGPC as follows:- Little Gaddesden Parish Council (LGPC) objects to the application, but is prepared to withdraw the objection if the applicant will confirm that the track shown on the location map is not part of the development for which permission is sought. Further LGPC asks that ‘Permitted Development Rights’ be withdrawn on this property owing to the development that has taken place there from the original 4/02699/15/ful and following 4/00614/17/roc applications.

We would also like to draw your attention to the high bank (approx. 2 metres) that has appeared for the entire length on the inside of the roadside hedge of the property since work started in 2017 – is this perhaps a matter for Enforcement? LGPC would request that as soon as is possible under the current circumstances, a site visit takes place to resolve these matters.

**Awaiting DBC decision**

Birchwood, Golf Club Road. Demolition of existing single storey extension and timber balcony to facilitate the construction of a replacement 2-storey extension and re-cladding of the external walls. Replacement of all windows and doors, construction of new rooflight, alterations to the existing driveway and new vehicular access. 20/00796/FHA

Supported by LGPC, **Awaiting DBC decision**

2 Little Gaddesden House, Nettleden Road. Replacement of existing windows at front and rear of property. 20/01012/LBC & 20/01011/FHA **Supported by LGPC, DBC decision awaited**

60 Nettleden Road North. Construction of a Bin Store / Garden Store with timber cladding and mono pitched roof with roof tiles to match existing house. 20/01067/FHA

**Supported by LGPC, DBC decision awaited**

49 Little Gaddesden. Replacement of metal windows to the 1930 front extension of cottage with wooden framed windows. 20/01066/LBC **Supported by LGPC, DBC decision awaited**

Signed by the Chairman..... Dated.....

Hudnall House, Hudnall Lane. Demolition of Shed/Store buildings and construction of new link between house and garage. 20/01113/FHA **Supported by LGPC, DBC decision awaited**

1 The Red House Nettleden Road North. Replacement of 3 existing windows to the Nettleden Road elevation at 1st floor level with new hardwood timber windows. The new windows will identically match the existing windows. Existing window furniture will be re-used where possible. 20/00997/LBC **Supported by LGPC, DBC decision awaited**

5, Little Gaddesden House. Proposal: Variation of condition 2 (approved plans) attached to planning permission 4/01810/19/FHA - Rear single storey extension. 20/01134/ROC **Supported by LGPC, DBC decision awaited**

### **Applications received since the last meeting.**

**After the public had had an opportunity to comment on the applications below, the Planning Working Group made their recommendations to the full Parish Council.**

45 Nettleden Road. Little Gaddesden. Installation of rooflights & a roof lantern. Installation of new electric gates & fence to the front boundary and the removal of chimney stack. 20/01251/FHA

#### **The response from LGPC to the consultation reads as follows:-**

The Parish Council has not received enough information on 45 Little Gaddesden to make a decision. However, to be helpful we would like to state the following:

**Roof Lights** - In principle, Parish Council does not object to the five new conservation roof lights facing into the garden of No.45 it does however object to the two roof lights on the side of the neighbouring property at No. 44.

**Extractor Fan** - As shown on Plan 3029/3/ID Revised May, venting of the wet room and lavatory extractor fan into the neighbouring property is not acceptable and should be arranged to vent into the garden of No.45 on a wall not facing No.44 using a wall vent, or vent into the roof using a vent tile (not using a pipe through the roof).

**Roof Lantern** - In principle, the Parish Council does not object to the roof lantern proposed.

**Chimney** - In principle, the Parish Council does not object to the removal of the small chimney at the rear of the property, as this is not visible from the highway and is difficult to see from other angles. However, we do consider Chimneys to be a major characteristic of the houses within the Conservation Area.

**Fence and Gate** - In principle, the Parish Council objects to the proposed closed panel fence and gate from the information provided, for the following reasons: \_

The proposed fence at 1.6m is too high and the height of the gate is not specified (we have to assume 1.6m). The current gate has a height of 1.05m, curved upward at the edges to 1.2m. As viewed from the road: The houses to the right (46, 47 &48) have a frontage to The Green of a picket fence of average height of 1.1 metres; The houses to the left (44 &43) have a frontage of a brick wall (0.9 metres) backed with a tall hedge.

There are nine driveway accesses across The Green. Five of these accesses are open (i.e. no gates), three have five-bar gates and then there is 45 Little Gaddesden. Now considering the broader context, the village has a very open visual aspect with clusters of properties separated by open fields, woodland and paddocks. Looking at property entrances; Along the route of the Nettleden

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road from Ringshall, past Ashridge Cottages, to the end of the village there are approximately 80 entrance driveways to properties. Of these, 40 are open access with no gates, 28 have five bar wooden gates, 7 are field access gates and 4 are metal. There is one example of a solid wooden gate.

The Parish Council’s policy aligns with the Chiltern Design Guide, that within the Conservation Areas the entrances and boundaries should be simple and permeable; preferably with an open entrance or a five bar wooden gate, with a hedgerow boundary. Brick pillars and solid gates are not characteristic, give a suburban feel and should be avoided.

Summary:- To give a considered opinion the Parish Council would like to see design details of the fence and gate and drawing of the street scene with dimensions.

32 Ringshall Road Ringshall. Alterations to breakfast room roof, construction of orangery to rear and green house in rear garden. 20/01391/FHA

**LGPC Comment below**

Members of the planning team made a socially distanced site visit. We concluded that there was little scope for material planning objection to the application since the advent of 4 metre single storey permissive development came into being. We do wish to register this comment. We feel that the proposed orangery is overly large in scale for the character and appearance of the Ringshall Conservation Area. Whilst almost all of the cottages in this row have rear extensions and conservatories of some sort, they are all smaller than 4 metres in extent. Although the cottages at the upper end of this row are not listed (3 to 13 Ringshall Cottages are) they are of considerable age c.1860’s and amenity value and when the Conservation Area Character Appraisal (CACA) for the Ringshall conservation area is assembled we will apply for Local Listing on all the cottages. LGPC and James Moir DBC are currently nearing completion on the Little Gaddesden Appraisal.

Windyridge, Hudnall Lane. A double garage and single storey extension. 20/01407/FHA

**No objection from LGPC, DBC decision awaited**

Consultation request on new front gates from Torwood

The Planning Review team asked the Clerk to respond to the consultation as follows:-

Thank you for taking the trouble to send pictures of gates that would be acceptable to yourselves whilst meeting the Chiltern Design Guide.

All of the gates pictured would indeed be acceptable to the Parish Council. Aesthetically the unpainted wood, with the less solid/more permeable design would be preferable and wooden gate posts rather than the brick ones you have currently would be ideal.

Thank you for the care and consideration you have given this issue. LGPC are wishing to maintain the rural ambiance of the village.

Information to share / Items for the next meeting

No items to add

The meeting closed at **10.15pm.**

The next meeting is on **Monday 3<sup>rd</sup> August, 2020.**

Signed by the Chairman..... Dated.....