

# Kings Walden Parish Council

MEMBERS and THE PUBLIC are INVITED to a  
Meeting of KINGS WALDEN PARISH COUNCIL  
which will be held by Zoom Video Conferencing on  
**Tuesday 15<sup>th</sup> June 2021 starting at 7.30 pm. †**



Clerk to the Council, 7<sup>th</sup> June 2021

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## To join Zoom meeting [KWPC Council Meeting](#)

(Meeting ID: 593 309 7295 Password: 8Qpfc1)

### AGENDA

1. To receive apologies for absence.
2. Chairman's remarks.
3. Public participation: To receive presentations from the public (10 minutes allowed, † pre-registration requested)
  - a. To receive a presentation from District Councillors (5 minutes allowed).
  - b. To receive a presentation from the County Councillor (5 minutes allowed).
4. To adopt the minutes of the parish council meeting held on 18<sup>th</sup> May 2021.
5. Matters arising from minutes of 18<sup>th</sup> May not covered elsewhere.
6. To receive the clerk's report including an update on ongoing projects.
7. Covid Risk Assessment
  - a. Face to face meetings
  - b. Youth Club
8. Traffic Issues
  - a. Baileys Close
  - b. The Heath Development
9. Local Plan
10. Parish Council Meeting Dates
11. Airport Update
12. Stopsley Football Club
13. Finance and Risk:
  - a. To authorise non-contractual payments and note payments to date.
  - b. Banking mandate update
  - c. Southern Rural Grant Return
14. Planning:
  - a) To receive and consider responses to planning applications.
  - b) To note decisions and appeals.
  - c) To consider any other planning matters pertinent to the Parish Council.
15. Matters for future consideration.

#### Next scheduled meetings:

- Parish Council meeting: Tuesday 20<sup>th</sup> July 2021 19:30

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† Members of the public wishing to address the council are requested to register with the clerk on [clerk@kwpc.org.uk](mailto:clerk@kwpc.org.uk) or by calling by 10.00 am on the day of the meeting.



## Minutes of a discussion with Kings Walden Parish Council held via Zoom Video Conferencing on Tuesday 18<sup>th</sup> May at 7.30 pm

Present: Councillors: Amanda King (Chairman), David Bennett, Jon Chamberlin, Joe Graziano and Brenda James.

In attendance: the clerk, Lisa Lathane.

### 2.1 (Agenda 1) To receive apologies for absence

Members recommended that the clerk accept the apology from Cllr Paul Harman who was unable to attend due to work commitments.

### 2.2 (Agenda 2) Chairman's Remarks

1. Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest.
2. The chairman advised that the meeting would be recorded.
3. The chairman reminded the meeting that this meeting is not a formal meeting of the council, it is for discussion to take place in order to make recommendations to the clerk under the Scheme of Delegation.

### 2.3 (Agenda 3) Public Participation

None.

### 2.4 (Agenda 4) To adopt the minutes of the parish council meeting held on the 4<sup>th</sup> May 2021

The minutes were adopted, and the chairman was authorised to sign.

### 2.5 (Agenda 5) Matters arising from minutes of 4<sup>th</sup> May not covered elsewhere

None.

### 2.6 (Agenda 6) Clerk's Report

1. The clerk presented a verbal update on her report.
  - a. The extra CCTV camera has now been installed at the Village Hall, which covers the car park entrance.
  - b. Village Gateway. The clerk has chased for indicative costs for the gateway but has yet to receive a response. She will continue to chase.
  - c. Kissing Gate Ley Green. The clerk is liaising with Andrew Burton, Senior Projects Officer in Countryside and Rights of Way at Hertfordshire County Council regarding a new gate.
  - d. Adoption of BT phone box: It was confirmed by BT that we are unable to take part in this scheme as we don't already have a phone box in situ.
  - e. Car Park Barrier at the Village Hall, Breachwood Green: The car park barrier has been ordered.
2. The report was **NOTED**.

### 2.7 (Agenda 7) Ponds and Benches

1. The members agreed that Cllr James will liaise with Pilkington Farms Partnership (PFP) in regards to the idea of the parish council organising the enhancement of the ponds in the parish, which are situated on PFP land.
2. The members recommended to the clerk that she should liaise with her pond maintenance contact to find out costs to view and advise on pond maintenance.



3. The benches on the Heath in Breachwood Green, at the entrance to the allotments, and by the pond in Ley Green, all need replacing. It was recommended that the clerk look at replacement costs.

**2.8 (Agenda 8) Noticeboards**

The noticeboard in Ley Green is not safe and the clerk suggested it be replaced, and moved to a safer location. Members recommended to the clerk that she approach Amanda Thompson at Kings Walden Stores with the view to move to the noticeboard to outside the shop. Should this be agreed then the members recommend that the clerk orders a new noticeboard.

**2.9 (Agenda 9) Fence at Ley Green Recreation Ground**

The members recommended that the clerk gratefully accepts Cllr Bennett's offer to replace the broken fence.

**2.10 (Agenda 10) Airport Update**

1. The Luton Airport Terminal Two extension is on hold as they currently do not have the funding. Instead, Luton Airport are looking at enhancing the existing terminal building.
2. In terms of noise monitoring this will remain on hold until the airport is up to speed, possibly in 2022.

**2.11 (Agenda 11) Standing Orders: Fixed Term for Chairman**

The members recommended to the clerk that the following statement is added to the current Standing Orders:

*The Chairman may (provided they are re-elected each year) remain in post for up to 3 years, but may not stand for re-election for a further 3 years.*

**2.12 (Agenda 12) Finance and risk**

3. Payments made were noted.
4. The clerk / RFO now has access to internet banking, although there have been some issues with authorisation which are being dealt with.
5. Members reviewed the Risk Register and recommended to the clerk where changes could be made.
6. The GDPR policy will be sent to all members to ensure that our duty is fully understood.
7. Members recommended to the clerk that the Asset Register is updated to include when items require maintenance / reviewing in order that costs can be built in to the budget.
8. The members recommended to the clerk that for this year's Cricket Season a charge of £50 should be invoiced to Breachwood Green Cricket Club for the use of the Village Hall toilets. This charge will be reviewed for next season and once a planned refurbishment has been carried out.

**2.13 (Agenda 13) Planning**

1. Crown House, Ley Green – Listed Building Consent: Replace 4no. non-original single-glazed timber windows (2no. on front elevation and 2no. on side elevation) with flush casement, slimline double-glazed timber windows. Members had no objection to the development.
2. 2 Chapel Road, Breachwood Green – Retention of a wooden fence to front/side elevation for security and privacy purposes. Members had no objection to the development.



**2.14 (Agenda 14) Matters for future consideration**

1. Traffic in relation to the development at the Heath and Baileys Close, alleged drug use/dealing at the village hall.
2. It was recommended to the clerk that ahead of the next meeting she contacts Cllr David Barnard to enquire on the restrictions in place on traffic through the village and how enforceable they are. It was also recommended that the police are invited to the next meeting.

The meeting closed at 20:54 p.m.

Next Meeting: Tuesday 15<sup>th</sup> June 2021 19:30

Signed Chairman \_\_\_\_\_ Date \_\_\_\_\_

DRAFT



## Agenda 6 - Clerk's Report April 2021

### Ley Green Play Area

I have informed Andrew Burton of the other gates that have issues in the parish, he has acknowledged and is looking into how he can help.

### New Councillor Training

Was supposed to take place on the 8<sup>th</sup> June. Due to trainer illness this was postponed until the 29<sup>th</sup> June.

### Noticeboard

Amanda at Kings Walden Stores has kindly agreed to having the noticeboard outside the shop. She has suggested an area next to the road and the car parking area, to replace a hedge that has fallen and needs replacing. She just asks that we check that PFP are happy, which I have asked Brenda to run past them. She also asks that it is installed in the afternoon to avoid getting in the way of customers parking.

Putting the noticeboard here would mean we would need to buy the noticeboard posts – which would increase the costs slightly.

### Youth Club

Nadine Casson's sister has said she can carry out weekly cleaning of the youth hut whilst the youth club is on. She will carry out 2 hours of cleaning for £25.

### Village Hall Changing Rooms

I met with Dave McNeily to look at the changing rooms. The ceiling has come down in one of the changing rooms which is due to the roof leaking. Dave will look into the Village Hall Committee fixing the roof as it will impact on other areas of the building.

Main points are:

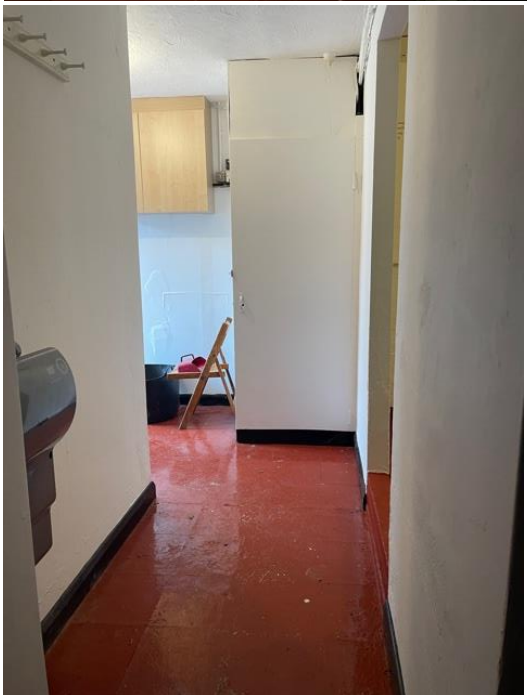
Boiler needs replacing.

There is only one toilet.

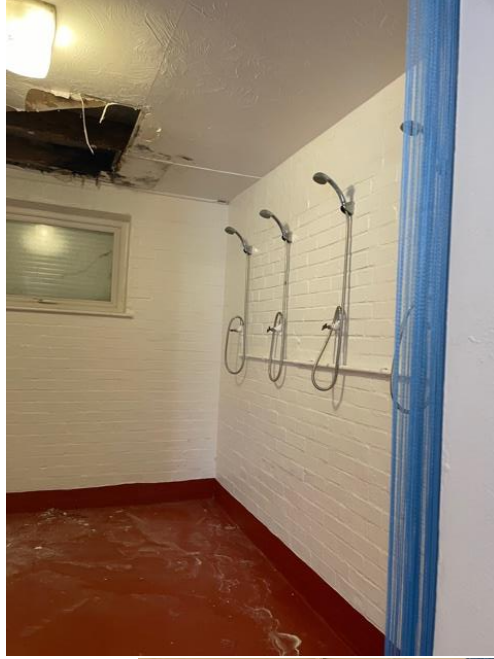
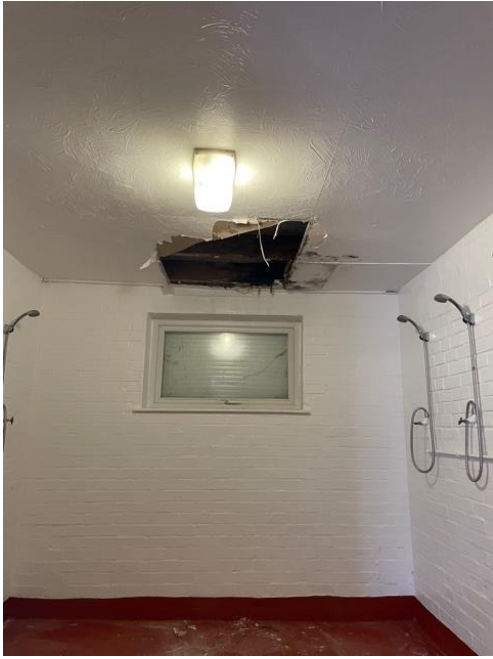
There isn't any disabled shower / toilet.

I have checked with the cricket club and there aren't any particular specifications that they require, other than working showers!

I have someone who is willing to come along with me and put together a spec that we can then get quotes from, to compare like with like.









## **Agenda 7 – Covid Risk Assessments**

Please see the end of the document.

## **Agenda 8 – Traffic Issues**

Response from David Barnard regarding how enforceable the traffic restrictions are through Breachwood Green:

*“The not so good news is that lorries, etc., are legally permitted to access these sites, through the village and country lanes, if they have legitimate business with them.*

*It's not good, especially as the vehicles, including agricultural, seem to be getting bigger year on year. I hope this helps, although it's not what people want to hear.”*

## **Agenda 9 – Local Plan**

We have had the following information regarding the Local Plan:





## NORTH HERTFORDSHIRE DISTRICT COUNCIL

*Correspondence address:*

North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW  
Telephone: (01462) 474000  
DX 324201, Nottingham 59



12 May 2021

Dear Sir/Madam

### **North Hertfordshire Local Plan 2011 – 2031 – Consultation on the Further Proposed Main Modifications and Additional Work produced by the Council**

**Wednesday 12<sup>th</sup> May to Thursday 24<sup>th</sup> June 2021**

Following the recent Local Plan Examination hearing sessions in 2020 and 2021, the Inspector has issued a schedule of Further Proposed Main Modifications to the emerging Local Plan. The further proposed main modifications have been drafted to ensure that the policies set out in the Local Plan Proposed Submission Version and examined by the Inspector are sound.

Consultation on the Further Proposed Main Modifications and the additional work submitted to the examination by the Council will take place between Wednesday 12<sup>th</sup> May and Thursday 24<sup>th</sup> June 2021. The schedule of Further Proposed Main Modifications, the Sustainability Appraisal Addendum and the additional work produced by the Council are available to view on our website: [www.north-herts.gov.uk/localplan](http://www.north-herts.gov.uk/localplan).

The consultation documents are currently only available on the Council's website because of the temporary Covid-19 regulations for local plan consultations which are in place until December 2021. If this causes any issue, please contact us by email or in writing using the contact details above.

Our preferred method for accepting your representations is through our website, using our [consultation portal](#). There are also guidance notes to help use the software available on the website.

You can also send representations by

- email: [local.plans@north-herts.gov.uk](mailto:local.plans@north-herts.gov.uk); or
- post: Strategic Planning and Projects Group, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW.

Please note that only responses to the Further Proposed Main Modifications and the accompanying list of Examination Documents submitted to the examination by NHDC will be accepted. Responses to any other documents will not be accepted.

All representations relating to the legality and soundness of the Further Proposed Main Modifications or to the examination documents submitted to the examination by NHDC submitted within the consultation period will be logged by the Council and will be forwarded to the Programme Officer for consideration by the Inspector. Please note that all representations will need to be processed, and they will not be published until after the end of the consultation period.

### **Privacy**



## Papers for KWPC Meeting on 15<sup>th</sup> June 2021

We will only use the information you provide in your response for the purpose of this consultation. Please note that your name, organisation, system ID and response will be made publically available once we publish the responses. Your contact details will not be published but may be shared with the Inspector if he needs to contact you about your response or invite you to any further hearing sessions. For more details on how we use your information, please see the NHDC Privacy Notice.

If you have any queries with regards to this consultation, or if you would like to be removed from the mailing list, please send an email to [local.plans@north-herts.gov.uk](mailto:local.plans@north-herts.gov.uk) or call us on 01462 – 474000.

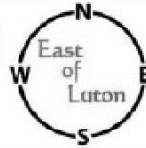
Yours sincerely

A handwritten signature in black ink, appearing to read 'Clare Skeels', written over a faint, light-colored background.

Clare Skeels  
Senior Planning Officer



## Our Countryside Is Under **Attack.**



### Local Plan - Your Community Needs You!

The final consultation has commenced on the North Herts District Council (NHDC) Local Plan and we encourage all local people who object to the proposed building of 2,100 homes on the Green Belt surrounding Cockernhoe, Mangrove Green, Tea Green and Wandon End to make a final representation to the Council. These houses are proposed solely to meet Luton's unmet housing needs.



The representations made **MUST** be limited to those topics specified by the Inspector – anything else will be refused. The information we offer below for a representation concerns the Evidence Document called **ED224** and this should be specifically mentioned in your representation. ED224 defends the need for the development, known as "East of Luton" (EOL), based on historically calculated dwelling numbers by Luton as explained below.

The fundamental point we make is that NHDC has included the EOL development in its Local Plan based on out-of-date information concerning Luton's unmet housing needs. Luton's Local Plan was adopted in 2017 including a Policy LLP40 to Review its Local Plan commencing in 2019 and completing by mid-2021. Luton has confirmed, this March, that the Review is at an early stage and it has no exact date when it will be finished. This is at least two years late. This failure to carry out the Review in due time means that the number of houses required and being built in Luton, and the resulting unmet need in the town, has not been formally updated, thus giving NHDC an excuse to stubbornly continue to justify the need for the houses at EOL.

Those of us residents of Cockernhoe, Mangrove Green and Wignore who are campaigning against this development have carried out a painstaking review of publicly available information on Luton's house building programme and housing requirements. This concludes, with fully supported evidence, that:

- because of significantly increased grants of planning permissions and public announcements, Luton will be building around 14,700 houses through to 2031, compared to 8,500 stated in the LBC Local Plan;

- an updated analysis of Luton's housing needs, carried out by Opinion Research Services in August 2020 at the request of the NHDC Inspector, showed that the previous housing requirement of 17,800 through to 2031 would now be reduced to 16,700;
- these two facts mean the unmet housing need from Luton drops to around 2,000 (16,700 -14,700), compared to 9,300 (17,800-8,500) in the Luton Local Plan;
- the Luton Inspector - when giving the go-ahead for the Luton Local Plan in 2017 – stated the 'best fit' for any unmet housing need was Central Beds which has committed to provide 7,350 dwellings. In fact, it has allocated 20 sites with capacity for at least 8,850 dwellings from which to provide that help. Hundreds of those houses are already built or under construction;
- had Luton carried out its Review, these figures would have come to light formally meaning that NHDC does not need to allow development at EOL;
- all this information is known to NHDC and yet it signed a **Statement of Common Ground in December 2020 (ED224)** with Luton, Bloor Homes and the Crown Estate sticking to the out-of-date numbers to continue justifying its EOL plans. Central Beds – the most important neighbouring local authority to Luton - was not a party to this Statement;
- Furthermore, there is no evidence at all that NHDC officials and Councillors have carried out adequate, or even any, due diligence on Luton's housing figures. This is of extreme concern but we believe our investigations have identified the accurate facts.

If you choose to make a representation you must do so before 24th June – anything received later is invalid.

#### There are two ways to do so

For your convenience we enclose a postcard for you to complete, stamp and send if you wish to object.

Or you can copy the seven bullet points above on to an objection letter referencing **ED224** and including your name and address.

#### Post to:

**Strategic Planning and Projects Group**  
North Hertfordshire District Council  
PO Box 10613  
Nottingham NG6 6DW

Or you can send the same objection letter via email to:

[local.plans@north-herts.gov.uk](mailto:local.plans@north-herts.gov.uk).

Whichever method you choose can you please alert us to your representation at [eobjectors@outlook.com](mailto:eobjectors@outlook.com) so that we can ensure your voice is heard properly; some previous consultation responses seemingly were delayed.

Previous consultations resulted in overwhelming objections – please help us to show our continuing resolve against this unneeded development.

Thank you for your consideration and help.

**David Dorman (Mangrove Green)**  
**Roy Parker (Cockernhoe)**



## Objection to East of Luton development (SP19)

We object to the North Herts DC Local Plan's proposed development of 2,100 homes East of Luton required solely to meet an unmet need from Luton of 9,300 homes calculated in 2017 as argued in ED224, for the following reasons:

- Valuable Green Belt land; no adequate exceptional circumstances
- Luton's house building is much higher than 2017 forecast, updated assessed needs are lower, unmet needs reduced to around 2,000
- Luton's unmet needs have already been more than covered by Central Beds as the designated 'best fit' neighbour; with many already in build
- Luton's failure to require adequate family housing from developers

Names (sign and print):

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Address: -----

Date: -----

Alternatively email: [local.plans@north-herts.gov.uk](mailto:local.plans@north-herts.gov.uk) with copy to [eolobjectors@outlook.com](mailto:eolobjectors@outlook.com)

Postage  
Stamp

Strategic planning and Projects Group  
North Hertfordshire District Council  
PO Box 10613  
Nottingham  
NG6 6DW

## Agenda 10 – Parish Council Meeting Dates

The Village Hall can no longer let us use the hall on a Tuesday eve, as they have a regular weekly booking. They can let us have it on a Monday or Thurs eve.

## Agenda 13 - Finance and risk

### Agenda 13a – To authorise non-contractual payments and note payments

Please see the end of this document.



**Kings Walden Parish Council - Summary Financial Report as at 15th June 2021**

Current Account										£	£
Balance at 18th May 2021										<u>£ 6,590.92</u>	
Payments authorised at meeting:											
Status	Power	Date	Payee	Description	Payment Ref	Net	VAT	Total			
*+	4	21 May 2021	Hound Security	CCTV Installation	P-2022-019	£ 550.00	£ -	£ 550.00			
*+	4	18 May 2021	Zen	Youth Hut Broadband	P-2022-020	£ 35.00	£ 7.00	£ 42.00			
*+	4	21 May 2021	Hound Security	CCTV Installation	P-2022-021	£ 3,549.00	£ -	£ 3,549.00			
*+	4	25/05/2021	Came and Company	Insurance	P-2022-022	£ 1,265.33	£ -	£ 1,265.33			
*+	4	04/06/2021	Zen Internet	Admin	P-2022-023	£ 4.99	£ 1.00	£ 5.99			
*+	4	08/06/2021	Google	Google Workspace	P-2022-024	£ 8.28	£ -	£ 8.28			
						<u>£ 5,412.60</u>	<u>£ 8.00</u>	<u>£ 5,420.60</u>			
Monies received:											
Date	From										
										<u>£ -</u>	
Balance at 15th June 2021										<u>£ 1,170.32</u>	
Deposit Account											
Balance at 18th May 2021										<u>£ 39,043.46</u>	
Date	Recipient										
										<u>£ -</u>	
Monies Received											
	09/06/2021	Interest						£ 0.33			
								<u>£ 0.33</u>			
Balance at 15th June 2021										<u>£ 39,043.79</u>	
<b>Total bank balances</b>										<b>£ 40,214.11</b>	

\* = Approved/Contracted + = Already paid

Powers:

- 1 Grass cutting: Open Spaces Act 1906 s.10
- 2 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19
- 3 HAPTC membership: LGA 1972 s.143
- 4 Audit, Insurance, Training: LGA 1972 s.111
- 5 Salary/expenses: LGA 1972 s.112(2)
- 6 Other, Localism Act 2011
- 7 S137: LGA 1972 s137

## Agenda 13b – Banking Mandate Update

Lisa now received after weeks of waiting her card machine and pin no, still no card! Have chased a few times!

## Agenda 13c – Southern Rural Grant Return

As we won't be using the Southern Rural Grant this year for noise monitoring equipment, and can't use it for anything else I propose that we return the grant ASAP. It will have to go back before October anyway if it hasn't been spent. Giving it back early may give us brownie points when we reapply.





## Agenda 14 - Planning

<http://www.kwpc.org.uk/planning.php?template=2>

Reference	Application for	Address	Status	Deadline for comment (if applicable)
21/01353/LBC	Listed Building Consent : Replace 4no. non-original single-glazed timber windows (2no. on front elevation and 2no. on side elevation) with flush casement, slimline double-glazed timber windows.	Crown House, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT	Permission Granted	23/5/21
21/01335/FPH	Full Permission Householder : Retention of a wooden fence to front/side elevation for security and privacy purposes	2 Chapel Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8NU	Registered	22/5/21
<a href="#">21/01133/FPH</a>	Erection of attached side elevation garage/utility room and rear extension following demolition of existing rear elevation conservatory	11 St Marys Rise, Breachwood Green, Hitchin, Hertfordshire, SG4 8PN	Conditional Permission Granted	07/05/21



**Kings Walden Parish Council**  
**Possible Return to Face-to-Face Parish Council Meetings**  
**Risk Assessment**

As restrictions are eased and laws become guidance, the return to face-to-face meetings should be considered. Government legislation does not allow remote meetings to continue and the Scheme of Delegation to the Clerk should be considered as a short-term measure. To ensure on-going safety, a Covid 19 risk assessment can be put in place, even if it is over and above Government guidance on the date of the meeting.

This Risk Assessment takes Key Principles and assesses whether or not practical arrangements can be put in place to allow a safe face to face meeting.

<b>Key principle</b>	<b>Government Guidance</b>	<b>Assessment</b>	<b>Conclusion</b>
Action has been taken to seek the best option for an appropriate venue to allow social distancing and comply with normal Council requirements.	To comply with social distancing of 2 meters and good ventilation and cleanliness.	Kings Walden Village Hall is large enough to accommodate the 7 Parish Councillors and the Clerk. There is space for District and County Councillor and some members of the public if they also wish to attend the meeting.	The village hall will comply with government guidelines for social distancing and allow for public attendance.
Action has been taken to ensure the venue meets required standards.	Ensure the hall has been appropriately prepared before the meeting takes place.	All chairs, tables and surfaces will be cleaned before the meeting. Windows and the exterior door will be open to allow good ventilation during the meeting.	The venue will provide a safe and appropriate place for the Parish Council to meet.
Social Distancing	Put in place measures to support social distancing – 2m or 1m plus risk mitigations.	Chairs will be placed at least 2 metres apart and Councillors will enter the hall one at a time and exit in the same way. Each Councillor will have their own table.	Social distancing will be able to be maintained throughout the meeting.
Cleaning and Hygiene	Put in place cleaning / sanitiser protocols	Hand sanitiser will be provided for all Councillors and members of the public at entry and exit points.	Provision will be made for hand cleaning at entry and exit points.

Face Coverings	Councillors and members of the public will be encouraged to wear face coverings whilst in the meeting.	Councillors and members of the public to provide their own face covering, although wearing them will not be mandatory since no one should come within 2 metres of another person	Guidance is being met.
Paperless meeting	No papers to be provided by the Clerk at the meeting.	All documents will be pre-circulated electronically and must be printed off by the individual if they wish to refer to them. All papers must be taken away by Councillors at the end of the meeting.	There will be no / minimal handling of papers or other materials by more than one person.
Issues for consideration from members of the public	To reduce the numbers attending meetings.	Members of the public will be encouraged to email any issues they have to the Clerk instead of attending in person.	The numbers attending meetings are reduced.
Notification of attendance	County and District Councillors and members of the public must notify the Clerk in advance of the meeting if they wish to attend. The Clerk will inform them of the meeting criteria when they register their attendance.	The hall will be prepared for the number of people expected at the meeting with chairs arranged 2 metres apart. The Clerk will check that everyone present adheres to the requirements of the meeting	Social distancing and the use of face coverings and hand sanitiser will be ensured.
Track and Trace	The Clerk will have a record of contact details of anyone who attends the meetings.	Anyone who develops symptoms after the meeting must notify the Clerk so everyone present can be informed and arrange to be tested.	Appropriate follow up is in place, should it be required

If the above criteria are agreed:

**Conclusion:** Having carefully considered all of the points above, the Parish Council has decided, based on the risk assessment and with risk management actions, that it is safe and appropriate to meet. All risk mitigating actions identified by the risk assessment have taken place.