

Tuesday 19th October 2021 starting at 7.30pm

Breachwood Green Village Hall, Chapel Rd, Breachwood Green, SG4 8NX

To Cllrs: D Bennett, J Chamberlin, J Graziano, P Harman, B James, A King (Chair), M Mulgrew

Councillors are respectively summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press.

Lisa Lathane, Clerk to the Council, 13th October 2021



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 20th July 2021 and the 28th September 2021.
5. Matters arising from minutes of 20th July not covered elsewhere.
6. To receive the clerk's report including an update on ongoing projects.
7. Ratification of decisions taken under Scheme of Delegation
8. Parish Council Meetings Venue
9. Someries Football Club / Stopsley Sharks
10. Pitch and MUGA fees
11. Youth Club
 - a. Youth Club Committee
 - b. Safeguarding Policy
 - c. Adult / Child Ratios
12. Airport Update
13. NHDC Survey on District Councillor Elections
14. Finance and Risk:
 - a. To authorise non-contractual payments and note payments to date.
 - b. PFK External Auditor Report
 - c. Budget
15. 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.
16. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Tuesday 16th November 2021 19:30
-



Papers for meeting 19th October 2021

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 20th July 2021 and the 28th September.
5. Matters arising from minutes of 20th July not covered elsewhere.
6. To receive the clerk's report including an update on ongoing projects.

Benches

The benches have arrived. The cost was £1000 +VAT. The VAT will be reclaimed.

Quote requested from Frank Gormill and Paul Cullen

Salt

I have ordered salt for gritting to be delivered to the Recreation Ground.

Changing rooms

I have managed to get a key to the changing rooms so that this project can be moved forward.

I am investigating grants for the project.

I suggest creating a committee to run the project.

Gateway

At Cllr Graziano's request I have chased Graham Bury (Assistant Highways Manager at HCC) again, and still not had a response back. I have asked David Barnard to chase also, which he has, but I've still not had a response from Graham.

Cllr Graziano has chased again on the 11th Oct.



Gates

Andrew Burton has gone very silent on this issue since he mentioned a scheme that could help us with new gates. I have chased him for an update on this but he hasn't responded.

CCTV

Graham came to look at the cameras which aren't working. There is a junction box where the silicon had failed so water had got in. He is ordering parts and will come back once he has them and will get the cameras back online.

Policies

For information: we are missing some crucial policies e.g., standard employment policies, CCTV policy, Publication Scheme etc. I will work my way through these with the view that we can discuss / approve 1 or 2 per meeting.

7. Ratification of decisions taken under Scheme of Delegation

We just need to formally agree the decisions made remotely.

From the discussion on May 18th:

- The minutes from May 4th were adopted, and the chairman was authorised to sign.
- The clerk should order a new noticeboard for Ley Green should Amanda Thompson and Pilkington Farms Partnership be in agreement to re-site it outside Kings Walden Stores.
- The clerk should add the following statement to the 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.
- The clerk should issue an invoice for £50 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.
- Planning:
 - 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 doubleglazed timber windows. Members had no objection to the development.
 - 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.

From the discussion on June 15th:



- The minutes from May 18th were adopted, and the chairman was authorised to sign.
- The members recommended the hiring of the cleaner for the Youth Hut when needed.
- The members recommended the clerk purchase the four benches for the parish.
- The members recommended the clerk put together a specification for the changing rooms, taking into account football league requirements, and look into additional funding for the project.
- Members recommended that the clerk repay the Southern Rural Grant as we are currently not able to use it for Noise Monitoring Equipment as intended.
- It was recommended that the clerk, along with Cllr Graziano and Cllr King, draft a letter to the leaders of both NHDC and HCC requesting that the reasons for the objection to be made public.
- It was recommended that we respond formally to the latest proposals, a similar response to the one submitted in February. The clerk and Cllr Graziano will draft a response.

From the discussion on July 20th:

- The minutes from June 15th were adopted, and the Chair was authorised to sign.
- Face-to-face meetings to be reintroduced from September 2021 with Covid risk assessments in place via scheme of delegation

8. Parish Council Meetings Venue

Options update will be given at the meeting.

9. Someries Football Club / Stopsley Sharks

Someris have informed the Parish Council that they no longer require the use of the recreation ground. They no longer have the youth teams that used the pitches. Stopsley Sharks have been in touch as per the email below:

We just wanted to introduce ourselves and ask whether or not it's possible to use the field there at Breachwood Green for our younger children's football teams, in the u7-u12 bracket.

I'm Chris, chairman and head of football development at Stopsley Sharks FC.

We were passed on your number through a coach, Rhys, who has recently asked to join our club (from another) due to wanting more club support which we are able to provide. His previous team, Someries Youth was using this field at Breachwood Green so he's aware of standards and requirements of pitch use. It's his understanding there isn't a lot of teams using the field now and we wanted to see if we could possibly use it?



If it would be possible to have a few (we're a small club, but feel we do things well) younger teams playing at Breachwood Green it would be fantastic. It's a lovely area close to us and we would follow any rules and regulations of course.

We also would be happy to support local functions for charity/otherwise that would help the local community.

1) We do not require changing rooms.

2) Access to toilets is preferred, not essential. We think it would be great to have the facility as it can become an issue without, though the most important thing to us is a field to play football on for the children)

3) We do not get lists too far in advance, though we can say we would like to use most Saturday mornings if possible. If the weather is very poor we would not play. We have home and away fixtures September to April. We're not a large club compared to some others, 6 or 7 young teams in total aged u7-u12 for the season. We feel we do things well and would manage all aspects to a high standard.

4) We would like the opportunity for training (if possible) only once a week during the lighter months, from the end of March to the end of September. It would be 6-7pm, day in 2022 tbc.

5) We would give options to local children. By using the field it allows more players to join also. In addition, we have skills classes and we would also make them available if only training was initially wanted.

Storage would be ideal but not a deal breaker.

10. Review of Pitch and MUGA fees

Last June the parish council resolved to keep the fees the same as the previous year as below:

Cricket
Season 2019
£75

Football
License for 1st August 2019 to 31st May 2020
Junior Football Reserved pitches Saturday: £500 (£400 + £100 to village hall for car park)
Junior Football Reserved pitches Sunday: £500 (£400 + £100 to village hall for car park)

Senior Football Reserved pitches Saturday: £900 (£800 + £100 to village hall for car park)
Senior Football Reserved pitches Sunday: £900 (£800 + £100 to village hall for car park)

MUGA
5-aside pitch (including flood lighting)

PERIOD	ADULT	UNDER 16	BLOCK BOOKING
1 hr	£25.00	£15.00	£250



1.5 hr	£38.00	£22.50	£375
2 hr	£50.00	£30.00	£400

Tennis			
PERIOD	ADULTS	UNDER 16	
1 hour	£5	£3	

11. Youth Club

a. Youth Club Committee

Can we formally vote in the members of the Youth Club Committee: Joe Graziano, Amanda King and Jon Chamberlin?

b. Safeguarding Policy

See draft policy attached at the end of this document.

c. Adult / Child Ratios

The Out Of School Alliance recommends the following:

Because the Youth Club does not need to register with Ofsted, there are no statutory requirements that we need to meet regarding staffing ratios.

As the manager of the club it is therefore up to you to decide on safe staffing levels, however you should also check with your insurance policy to see whether the cover is conditional upon having a certain number of staff present. Typical staffing levels for activity clubs range from around 1:10 up to 1:15, but you should consider the age-range and maturity of the children attending, the nature of the activity you will be providing, and the layout of your premises, when deciding on numbers of staff.

12. Airport Update

Update from Cllr Graziano:

Cllr Graziano is still awaiting from the airport when the DCO Development Consent Order will be finalised. Light pollution and future expansion are dependent on it and everything is on hold. There is a LLACC meeting in October when we hope to know more.

13. NHDC Survey on District Councillor Elections

We have received the following which we need to consider as to how we wish to respond:

Dear Clerks

The Local Government Boundary Commission for England (LGBCE) has started an Electoral Review of North Herts District Council. I am writing to give you advanced warning of an upcoming public consultation as part of that review.

The first stage of the review is for the Council to produce a submission to the LGBCE on Council Size (ie the number of Councillors we think we need).

Prior to the submission there needs to be a decision on whether to retain the current electoral cycle of elections by thirds or to move to whole council elections, as this will impact on the number of Councillors the Authority recommends within the submission to the LGBCE.

At the Full Council meeting on Thursday evening last week, Members resolved to run a public consultation on the way that District Councillors are elected. The consultation will open on 4 October 2021 and close on 8 November.

The consultation asks one specific question:

Do you think we should:

1.
 - elect one third of our District Councillors every year ('by thirds')
 - elect all of our District Councillors every four years ('whole council'/'all out')

The consultation will be on Survey Monkey or alternatively a paper copy may be completed and returned to the Council Offices or to this email address.

If we continue to elect District Councillors by thirds:

All the current wards will be changed. They will be replaced by new wards, which the LGBCE will develop over the coming year (there will be consultations on the proposals, hosted by the LGBCE). Every new ward will have three District Councillors. It is likely that most, if not all, existing ward boundaries will be changed. The elections in 2022 and 2023 will continue as normal. In May 2024 the elections would be to the new ward boundaries. All seats would be up for election, with the candidate in each ward securing the highest number of votes elected for 4 years; second highest for 3 years; and third highest for 2 years. In 2025 the scheduled County Council elections will take place, and elections to this council will take place by thirds from May 2026.

If we change and elect District Councillors once every four years:

If the Council chooses to move to whole council elections, all existing wards will be changed. They will be replaced by new wards, which the LGBCE will develop over the coming year (there will be consultations on the proposals, hosted by the LGBCE). New wards would be for a mixture of 1, 2 and 3 Member wards. Many ward boundaries may be changed. The elections in 2022 and 2023 will continue as normal. In May 2024 the elections would be to the new ward boundaries. All seats would be up for election, with the winning candidates elected for 4 years and scheduled elections to this council every four years.

In advance of the consultation opening Members were very keen for the Parishes to be notified, to enable maximum consideration of the question, prior to submitting a response if you choose to.

As background information, please find below the link to the Council agenda with the report and appendices as considered by Full Council on Thursday – Item No. 12 refers.

<https://democracy.north-herts.gov.uk/ieListDocuments.aspx?CId=136&MId=2614&Ver=4>

Once the survey is live you will be contacted with the link.

14. Finance and Risk:

- a. To authorise non-contractual payments and note payments to date.

Kings Walden Parish Council - Summary Financial Report as at 16th October 2021									
									£
Current Account									
Balance at 19th July 2021									£ 2,667.55
Payments authorised at meeting:									
Date	Payee	Description	Payment Ref	Net		VAT		Total	
4th August 2021	Zen Internet Ltd	Admin	P-2022-035	£	4.99	£	1.00	£	5.99
6th August 2021	Google	Admin	P-2022-036	£	8.28	£	-	£	8.28
6th August 2021	Scottish Power	Admin	P-2022-037	£	89.74	£	4.49	£	94.23
18th August 2021	Zen Internet Ltd	Admin	P-2022-038	£	35.00	£	7.00	£	42.00
6th September 2021	JC Agriculture	Car Park Barrier	P-2022-039	£	900.00	£	180.00	£	1,080.00
6th September 2021	HAPTC	Training	P-2022-040	£	45.00	£	-	£	45.00
6th September 2021	PKF Littlejohn	Audit	P-2022-041	£	300.00	£	60.00	£	360.00
6th September 2021	HAPTC	Training	P-2022-042	£	275.00	£	-	£	275.00
6th September 2021	Cllr Graziano	Expenses - Car Park Barrier	P-2022-043	£	12.34	£	-	£	12.34
6th September 2021	Zen Internet Ltd	Admin	P-2022-044	£	4.99	£	1.00	£	5.99
8th September 2021	Google	Admin	P-2022-045	£	8.28	£	-	£	8.28
10th September 2021	Transfer to Business Acc	Bank Transfer	P-2022-046	£	10,000.00	£	-	£	10,000.00
20th September 2021	Zen Internet Ltd	Admin	P-2022-047	£	35.00	£	7.00	£	42.00
30th September 2021	Payroll	Payroll	P-2022-048	£	1,826.15	£	-	£	1,826.15
30th September 2021	SLCC	Training	P-2022-049	£	410.00	£	-	£	410.00
30th September 2021	No Butts Bin Co	Benches	P-2022-050	£	1,000.00	£	200.00	£	1,200.00
5th October 2021	Zen Internet Ltd	Admin	P-2022-051	£	4.99	£	1.00	£	5.99
8th October 2021	Google	Admin	P-2022-052	£	8.28	£	-	£	8.28
					<u>£ 14,968.04</u>	<u>£ 461.49</u>	<u>£ 15,429.53</u>		
Monies received:									
Date	From								
26th August 2021	BWG Village Hall		Rent					£	1.00
10th September 2021	NHDC		Precept					£	14,653.25
								<u>£</u>	<u>14,654.25</u>
Balance at 16th October 2021									<u>£ 1,892.27</u>



Business Bank Instant Account

		Balance at 19th July 2021	£ 34,044.08
Date	Recipient		
			£ -
Monies Received			
10th September 2021	Money received from Treasurers Accounts	£ 10,000.00	
9th August 2021	Interest	£ 0.29	
9th September 2021	Interest	£ 0.29	
		£ 10,000.58	
		Balance at 16th October 2021	£ 44,044.66
Total bank balances			£ 45,936.93

b. PFK External Auditor Report

Please see the end of the document for the external auditor report.

c. Budget

Can all Cllrs think about what projects etc that they would like to suggest for the next financial year so that any suitable projects can be included in the budget?

Southern Rural Grant

I have been in touch with Claire Morgan at Southern Rural stating that we need to repay the Southern Rural Grant as the noise measuring equipment isn't currently required. She is organising for an invoice to be sent so that I can organise the repayment.

15. Planning:

- a) To receive and consider responses to planning applications.

**Full Planning Permission : Erection of one detached 2-bed bungalow.
Colemans Farm, Colemans Road, Breachwood Green, Hitchin, Hertfordshire, SG4
8PA
Reference: 21/02583/FP**

Extension agreed with the Planning officer until the 20th October. Details shown at the back of this pack.

- b) To note decisions and appeals.
- c) To consider any other planning matters pertinent to the Parish Council.

16. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Tuesday 16th November 2021 19:30



Minutes of a discussion with Kings Walden Parish Council held via Zoom Video Conferencing on Tuesday 20th July at 7.30 pm

Present: Councillors: Amanda King (Chair), David Bennett, Joe Graziano, Brenda James.
One member of the public: Keely Pate

5.0 (Agenda 1) To receive apologies for absence

Members recommended councillors to accept apologies from the Clerk, Cllr Jon Chamberlin and Cllr Paul Harman who were unable to attend due to work and personal commitments

5.1 (Agenda 2) Chairperson's Remarks

1. Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest
2. The chairperson advised that the meeting would be recorded
3. The chairperson 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 as meeting virtually

5.2 (Agenda 3) Public Participation

1. Keely Pate addressed the council and introduced herself and to inform us that she had joined the committee at the Pre-School as Treasurer

5.3 (Agenda 4) To adopt the minutes of the parish council meeting held on the 15th June 2021

The minutes were adopted, and the Chair was authorised to sign

5.4 (Agenda 5) Matters arising from minutes of 15th June not covered elsewhere

1. None

5.5 (Agenda 6) Update on ongoing projects

1. Defibrillators – following an incident at the European Championships, the Comet News had asked North Herts District Council for an update to the location of the defibs in the Parish. These were confirmed as Village Hall, Breachwood Green and Village Shop in Ley Green
2. Noticeboard. A license was sent through to the Clerk, as the noticeboard would be commissioned by Pilkington's for a nominal fee of £1 per annum. There were no objections noted and the new noticeboard would be sited near the Village Shop in Ley Green

5.6 (Agenda 7) Covid Risk Assessment - Re-opening from 19th July Government relaxation of rules

1. Fixing a date for face-to-face meetings to be reintroduced from September 2021 with Covid risk assessments in place via scheme of delegation
2. Youth Hut will reopen in August 2021, dates to be circulated, Covid risk assessments to be in place. Parish Youth Hut sub-committee to meet with Youth Leader in preparedness for August re-opening



5.11 (Agenda 8) Airport Update

1. Councillor Joe Graziano gave an update on airport matters. See Appendix 1

5.13 (Agenda 9) Finance and Risk

1. Payments were disclosed to members and authorised (Available online)

5.14 (Agenda 10) Planning

1. No 2, Chapel Road. Application for retrospective planning was refused for a fence erection on front and side elevations
2. Bailey's Close Farm. Application for planning registered for an erection of an industrial building with parking and landscaping and alteration to different access and demolition of an existing building

5.14 (Agenda 11) Any other business

1. A member of the public had complained about the refurbished units at the Heath Farm and that traffic was in violation of planning rules. Councillor James was asked to communicate with the resident and refer the matter onto to the relevant stakeholder at Planning

5.15 (Agenda 11) Matters for future consideration

1. None noted

The meeting closed at 20:12 PM.

Next Meeting: Tuesday 21st September 2021 19:30 at the Village Hall

Signed Chair _____ Date _____



Appendix 1 – Airport Update, July 2021

AIRPORT UPDATE SUMMARY 20/07/21

Surface access

Reference was made regarding east west surface access that needed to be addressed particularly for the villages east of Luton and why nothing is being heard regarding what could be done on the rural lanes. CH from LLAL committed to take the comments back to LLAL for them to updated and report back. Members were advised that LLAL had been looking at the DCO in the light of the pandemic and other events including Brexit and advised that the DCO was still ongoing, but some aspects of the application would probably be revised. LLAL confirmed that the DCO would not be submitted in 2021. It was noted that as a good regional airport there was a need for a more coherent discussion on surface access as many of the local roads, particularly to the East in Hertfordshire were at capacity even when the airport was at 18mppa. There had been much debate but no clear plans to improve the situation and reduce those travelling by car to around 45% of passengers. LLAOL advised that there was a full Transport Impact Assessment linked with Project 19 with all the impacts and mitigations set out very clearly as part of the application.

LLAL informed that there was ongoing engagement specifically relating to surface access with officers from Herts CC and separately Planning Officers were also being updated across the whole of the engagement piece (i.e.: environment, highways, surface access or biodiversity) on progress.

LLAL also confirmed that there would also be a further period for consultation on the DCO

Airspace Change

FA SI-S – members were advised that the extensive re-organisation of flight

paths in (take-offs at 10-degree angle towards south) southern England was not proceeding and was



awaiting Government funding. LLAOL informed that Parliament were processing the “Air Traffic Management and Unmanned Aircraft Bill” and if approved would allow Central Government to direct Airports to develop airspace proposals. Post meeting – Central Government on 19th March informed that £5.5 million will be made available to aid industry to develop and evaluate new flight routes to modernise airspace.

This extensive re-organisation of flight paths in southern England was recommencing, after Government funding through the “Air Traffic Management and Unmanned Aircraft Bill”. This is to aid industry to develop and evaluate new flight routes to modernise airspace. LLA has obtained funding and approval to restart, and will now work on Stage 2A Option development (Completion November 2021) and then Stage 2B by March 2022. Further dialogues with stakeholders will occur.

AD6 Airspace Consultation for arrival routes closed in February 2400 responses, submitted. Did not impact BWG.

1 MPPA

Members made further reference to the Planning Application; it was felt by many that an increase of 1mppa was significant for many of the surrounding communities and raised much concern. However, with the suggestion that the increase would give the airlines a certainty for planning, it was asked if that would give airlines the option to look at planning for quieter aircraft and to give a schedule for replacing their older jets with the new quieter NEO jets. LLAOL stated that as part of the application there were certain assumptions around how the fleet would be deployed but eventually it would be up to the airlines on how they deployed their fleets worldwide. LLAOL continued to work together with the airlines, many of which had the youngest overall fleets, to incentivise their plans.



CENTURY PARK

1) Outline permission has been granted for a new business park on 29/06/21;

Comprising office space (Class B1), warehouse and industrial space (Class B2 and B8), mixed employment space (Class B1/B2/B8), a hotel (Class C1), cafe space (Class A3); energy centre (sui generis), internal access roads; car parking, landscaping and associated works including earthworks, utility diversions, sustainable drainage systems, tree removal and tree protection; and relocation of the airport car hire centre.

2) Full permission for the construction of a 2km Century Park Access Road incorporating a new junction on the A1081, alterations to the existing Airport Way roundabout, alterations to Frank Lester Way, a newly created access from Eaton Green Road, a new roundabout providing access into

the business park, demolition of buildings, provision of replacement car parking (temporary and permanent), associated earthworks, landscaping, surface water drainage and utilities diversions; the

creation of new public open space including footpaths, landscaping, and ecological mitigation.

extension and alterations to Wigmore pavilion building to provide cafe (Class A3) and additional community space; construction of a new skate park and children's play area; and construction of a replacement airport technical services building and associated parking.

Councillor Joe Graziano, King Walden Parish Council, 20th July 2021



Minutes of the meeting of the Kings Walden Parish Council held in the Youth Hut, Chapel Road, Breachwood Green on Tuesday 28th September 2021 at 7.30pm

Present: Councillors: Amanda King (Chair)
In attendance: Clerk and RFO Lisa Lathane

6.0 Inquorate Meeting

Due to not being quorate the meeting could not proceed and was closed.

The meeting closed at 7.32pm PM.

Next Meeting: Tuesday 19th October 2021 19:30 at the Village Hall

Signed Chair _____ Date _____



SAFEGUARDING POLICY 2021

Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to minors and vulnerable adults.
- To promote the general welfare, health and development of minors and vulnerable adults by being aware of child and vulnerable adult protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council expects all minors and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult with legal parental responsibility.

Definitions:

Children and young people: anyone under the age of 18 years.

Vulnerable adult: anyone over 18 who is unable to care for themselves; unable to protect themselves from significant harm or exploitation; or may need community care services.

The Facilities: The facilities owned and managed by Kings Walden Parish Council, and referred to in this policy are:

- Breachwood Green Recreation Ground;
 - MUGA in Breachwood Green;
 - Changing rooms at the Village Hall, Breachwood Green;
 - The provision of children's play equipment in Breachwood Green and Ley Green
 - The Youth Hut, Chapel Road, Breachwood Green including the Parish Council run Youth Club.
- (together "the Facilities").

The clerk of Kings Walden Parish Council maintains and administers the hire of the Facilities. The Youth Club is staffed by a part-time DBS checked member of staff. The Parish Council has its own Youth Club Committee to ensure its smooth running. We provide individuals and local organisations and groups with access to recreational and amateur sports facilities for use by both the residents of the Parish of Kings Walden and other parishes, including children, young people and vulnerable adults.

Aims:

The aim of this policy document is to guide members of the Parish Council and staff / volunteers should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities & Procedures:

The Clerk has been designated as the Safeguarding Officer and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Parish Council organised event involving minors or vulnerable people;



SAFEGUARDING POLICY 2021

- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- Ensuring, that whilst Council members are unlikely to be involved with minors during the performance of their duties, they are mindful of the risk they face;
- Ensuring that before any volunteers or paid members of staff are recruited to work with minors and vulnerable persons they are interviewed and two references taken up;
- Decisions on whether any person should be DBS checked will be made by the Council, or the Clerk after consultation with the Chairman or Youth Club Committee, following a risk assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.

Kings Walden Parish Council recognises that safeguarding is not restricted to deliberate harm but includes health and safety, first aid and meeting the needs of those with medical conditions. The Council recognises that safeguarding can include a wide range of issues such as bullying, cyberbullying, racist and homophobic bullying as well as extremist behaviour and radicalisation.

The Parish Council agree that:

- Councillors / staff and volunteers will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising minors.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times – no revealing clothing or items of clothing with inappropriate language on, sexual tattoos on show.
 - Ensure that accidents are recorded in an accident book held by the clerk.
 - Never do anything of a personal nature for a young person.
- Keep records in an incident book held by the clerk of any allegations a young person may make to any committee member, member of staff or volunteer.
- If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.
- All reports of an allegation to the Safeguarding Officer, Parish Council or Youth Club Committee should be dealt with in full confidence.
- Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.
- Any organisation which may make contact with minors or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate



SAFEGUARDING POLICY 2021

in the use of any council-owned facilities.

Kings Walden Parish Council accepts that the prevailing attitude should be 'it can happen here' and this underpins our approach.

Safeguarding Reporting Procedure:

Procedures to be followed if a safeguarding incident is disclosed are:

- Stay calm and listen carefully.
- Reassure the person that they have done the right thing in making a disclosure.
- Do not investigate or ask leading questions.
- Make clear that the Safeguarding Officer for Kings Walden Parish Council must be informed.
- On no account suggest that the disclosure can remain a secret.
- Inform the named Safeguarding Lead as soon as possible who will take further action including alerting social services.
- Make a written record of the allegation as soon as possible including the nature of the allegation, whether the complaint is being made by a victim or a witness. Include details of names, addresses and phone numbers. If the family is aware of an allegation make this clear in your report.
- Maintain strict confidentiality and give your report to the Kings Walden Parish Council Safeguarding Officer who will take action. Sign and date your report and do not make copies.

This policy has been drawn up on the basis of current law and guidance that seeks to protect children, young people and vulnerable adults, namely:

- Children's Act 1989
- United Nations Convention of the Rights of the Child 1991
- Safeguarding Policy, Procedure and Guidance – GDPR Amendments
- The Care Act 2014
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) 2014

Declaration:

Kings Walden Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect. All members of Kings Walden Parish Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

This policy will be reviewed any time legislation is updated and further best practice advice is



SAFEGUARDING POLICY 2021

received.

Safeguarding complaints or queries can be directed to the clerk of Kings Walden Parish Council at clerk@kwpc.org.uk or on 07887 875442. Any complaints or queries relating to the Youth Club will be shared with the Youth Club Committee.

The information given above was amended and agreed at the meeting held on **XXXXX** as being a correct record.

Signed: _____ (Chairman) Date: _____

NORTH HERTFORDSHIRE DISTRICT COUNCIL
HOUSING AND PUBLIC PROTECTION

MEMORANDUM

To: Ben Glover – Planning Control	From: Roger Pitman -Environmental Protection Ext: 4263
Copy to:	Date: 28/09/2021
Our Ref: PLAN 741572	Your Ref: 21/02583/FP
Subject: Colemans Farm Colemans Road Breachwood Green Hitchin Hertfordshire SG4 8PA	

Ben,

I have reviewed the documents submitted in support of this revised planning application and can confirm that there is no objection to the proposal in terms of local air quality. However, the following conditions are recommended in line with the NHDC Air Quality Planning Guidance as issued in October 2018.

Local Air Quality:

An approach to considering the impact of a development on air pollution and the potential mitigation of such is in place in the form of the air quality planning guidance that can be found at <http://www.north-herts.gov.uk/home/environmental-health/pollution/air-quality/air-quality-and-planning>

Application of the guidance to a development of this scale, erection of one detached 2-bed bungalow; and location defines the site as being a MINOR scale development and so the following condition is recommended to ensure that appropriate local air quality mitigation is provided.

EV Recharging Infrastructure Condition

Prior to occupation, each of the proposed new 9 dwellings, shall incorporate an Electric Vehicle (EV) ready domestic charging point. Additionally, any visitor parking spaces shall also be required to incorporate an Electric Vehicle (EV) ready domestic charging point on a ratio of one per 10 visitor spaces.

Reason: To contribute to the objective of providing a sustainable transport network and to provide the necessary infrastructure to help off-set the adverse impact of the operational phase of the development on local air quality.

Informative

1) EV Charging Point Specification:

A charging point shall be installed by an appropriately certified electrician/electrical contractor in accordance with the following specification. The necessary certification of electrical installation should be submitted as evidence of appropriate installation to meet the requirements of Part P of the most current Building Regulations.

Cable and circuitry ratings should be of adequate size to ensure a minimum continuous current demand for the vehicle of 16A and a maximum demand of 32A (which is recommended for Eco developments)

- A separate dedicated circuit protected by an RBCO should be provided from the main distribution board, to a suitably enclosed termination point within a garage or an accessible enclosed termination point for future connection to an external charge point.

- The electrical circuit shall comply with the Electrical requirements of BS7671: 2008 as well as conform to the IET code of practice on Electric Vehicle Charging Equipment installation 2012 ISBN 978-1-84919-515-7 (PDF). This includes requirements such as ensuring the Charging Equipment integral protective device shall be at least Type A RCD (required to comply with BS EN 61851 Mode 3 charging).
- If installed in a garage all conductive surfaces should be protected by supplementary protective equipotential bonding. For vehicle connecting points installed such that the vehicle can only be charged within the building, e.g. in a garage with a (non-extended) tethered lead, the PME earth may be used. For external installations the risk assessment outlined in the IET code of practice must be adopted, and may require additional earth stake or mat for the EV charging circuit. This should be installed as part of the EV ready installation to avoid significant on cost later.
- A list of authorised installers (for the Government's Electric Vehicle Homecharge Scheme) can be found at <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>
- UK Government is intending to issue legislation in 2021 to require domestic EV charge points to be smart, thus we recommend that all charge points will be capable of smart charging, as detailed in [UK Gov consultation response](#).

2) The above condition is considered relevant and reasonable for the following reasons:

- Paragraphs 170 (e), 181 of the NPPF, which refer to the effects (including cumulative effects) of pollution (including air pollution) on health, the natural environment (including air quality).
- Paragraphs 102 (d), 105 (e) and 110 (e) of the NPPF, which refer to the need to promote sustainable transport including the provision for charging plug-in and other ultra low emission vehicles'.
- HCC Local Transport Plan (LTP4) 2018-2031 which includes an objective to 'preserve the character and quality of the Hertfordshire environment' and 'make journeys and their impact safer and healthier', as well as its Emissions Reduction Policy 19.
- It is consistent with the approach specified in the NHDC Air Quality Planning Guidance Document, which is referenced within the current consultation version of the Local Plan.

Please let me know if you have any questions.

Regards
 Roger Pitman
 Environmental Protection Officer

N.H.D.C.

01 SEP 2021

DESIGN AND ACCESS STATEMENT

for a

PROPOSED BUNGALOW

at

Colemans Farm

Colemans Road

Breachwood Green

SG4 8PA

**Ref: 21 09
August 2021**

**Edmund Wright Architect
The Barn
Preston Road
Gosmore
Herts
SG5 7QS**

1.0 Introduction

The farmhouse is located towards the south of the village. The listing dated 1988, for the 2-storey house which was cased in brick in the 18th or 19th century. It has a large shallow roofed single storey to the rear. The farmer wishes to stay on site while releasing the farmhouse to a younger farmer to occupy and run the farm. The site is full of farm buildings, ranging from old stables to new barns with coloured steel cladding.

The application is to allow the retiring farmer to stay on site, where he has lived all his life, and undertake farming activities to match his abilities.

The proposal is to build a new bungalow on the old kitchen garden site which has been given over to grass. There will be no new roads as the access to the listed house will serve the new bungalow.

Since the new bungalow will have a low roof, it will have little impact visually on the listed building and little impact from the road. There will be no overlooking from the new house or the neighbouring houses.

2.0 Use:

The new bungalow is proposed for the retiring farmer to occupy and retain the existing gardens in which it is located. The site is within an established village location.

3.0 Amount:

The new bungalow is 94m² gross internal area. It is 4.5m tall at the top of the roof to the ground. It comprises a two-bedroom bungalow.

4.0 Layout:

See plan. The layout has been designed to use the same access as for the listed farmhouse and gives level access to the new bungalow. It is orientated to give long views from the porch and kitchen with the sitting room having more private views to the garden and towards the village.

5.0 Scale:

The scale is domestic which reflects the scale of the adjacent listed building without imposing on it.

6.0 Appearance:

The proposed bungalow will match the brick and colour of the farmhouse but that is all. The appearance is compatible with the part of the site in which the building is located.

7.0 Access:

The existing drive will be extended to access the proposed house and provide a turning area. The driveway that gives access to both the existing farmhouse and the new bungalow with the remainder of the farm buildings are all in the ownership of the estate and hence acceptable to all parties.

8.0 Landscape:

The roadway will be stabilized gravel with grass verges. The remainder is domestic garden.



PLANNING PORTAL

N.H.D.C.

01 SEP 2021

If you would rather make this application online, you can do so on our website: <https://www.planningportal.co.uk/apply>

DCL09324

Application for Planning Permission. Town and Country Planning Act 1990

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Correspondence address:

North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW

Telephone: (01462) 474000

Text Phone: (01462) 474800

DX324201, Nottingham 59



Publication of applications on planning authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Description of the Proposal

Please describe the proposed development, including any change of use:

TO BUILD A NEW SINGLE STOREY HOUSE

Has the building, work or change of use already started?

Yes

No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY):

(date must be pre-application submission)

Has the building, work or change of use been completed?

Yes

No

If Yes, please state the date when the building, work or change of use was completed: (DD/MM/YYYY):

(date must be pre-application submission)

Reference no. of permission in principle being relied on (technical details consent applications only):

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name: COLEMANS FARM

Address 1: COLEMANS ROAD

Address 2: BREACHWOOD GREEN

Address 3:

Town: MITCHIN

County: WERTFORDSHIRE

Postcode (optional): SG4 8PA

Description of location or a grid reference. (must be completed if postcode is not known):

Easting: Northing:

Description:

5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

Yes

No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? Yes No

Is a new or altered pedestrian access proposed to or from the public highway? Yes No

Are there any new public roads to be provided within the site? Yes No

Are there any new public rights of way to be provided within or adjacent to the site? Yes No

Do the proposals require any diversions /extinguishments and/or creation of rights of way? Yes No

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan (s)/drawings(s)

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? Yes No

If Yes, please provide details:

SEE BLOCK PLAN

Have arrangements been made for the separate storage and collection of recyclable waste? Yes No

If Yes, please provide details:

8. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent? Yes No With respect to the authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

9. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls		RED MULTI TO MATCH EXISTING HOUSE.	<input type="checkbox"/>	<input type="checkbox"/>
Roof		RED CONCRETE TILE TO MATCH COLOUR OF EXISTING HOUSE.	<input type="checkbox"/>	<input type="checkbox"/>
Windows		WHITE UPVC.	<input type="checkbox"/>	<input type="checkbox"/>
Doors		SOFTWOOD PAINTED	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)		EXISTING FENCES. SEE SITE PLAN	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing		SEE SITE PLAN.	<input type="checkbox"/>	<input type="checkbox"/>
Lighting		OVER FRONT & BACK DOORS.	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify)			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? Yes No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

DRAWINGS NO 21/07/01, 02, 05 & 04
 D&A STATEMENTS.
 LETTER FROM CLIENT.

10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars	0	2	+2.
Light goods vehicles/ public carrier vehicles			
Motorcycles			
Disability spaces	1	1	
Cycle spaces			
Other (e.g. Bus)			
Other (e.g. Bus)			

11. Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer Cess pit
 Septic tank Other
 Package treatment plant

Are you proposing to connect to the existing drainage system? Yes No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

12. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

Yes No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)? Yes No

Will the proposal increase the flood risk elsewhere? Yes No

How will surface water be disposed of?

- Sustainable drainage system Existing watercourse
 Soakaway Pond/lake
 Main sewer

13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

14. Existing Use

Please describe the current use of the site:

FARM YARD.

Is the site currently vacant? Yes No

If Yes, please describe the last use of the site:

When did this use end (if known)?

DD/MM/YYYY

(date where known may be approximate)

Does the proposal involve any of the following?

If yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated? Yes No

Land where contamination is suspected for all or part of the site? Yes No

A proposed use that would be particularly vulnerable to the presence of contamination? Yes No

15. Trees and Hedges

Are there trees or hedges on the proposed development site? Yes No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? Yes No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

16. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? Yes No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

17. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units?
 If Yes, please complete details of the changes in the tables below:

Yes

No

Proposed Housing

Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>		<input checked="" type="checkbox"/>				a
Flats/maisonettes	<input type="checkbox"/>						b
Sheltered housing	<input type="checkbox"/>						c
Bedsit/studios	<input type="checkbox"/>						d
Cluster flats	<input type="checkbox"/>						e
Other	<input type="checkbox"/>						f
Totals (a + b + c + d + e + f) =							g

Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats/maisonettes	<input type="checkbox"/>						b
Sheltered housing	<input type="checkbox"/>						c
Bedsit/studios	<input type="checkbox"/>						d
Cluster flats	<input type="checkbox"/>						e
Other	<input type="checkbox"/>						f
Totals (a + b + c + d + e + f) =							h

Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats/maisonettes	<input type="checkbox"/>						b
Sheltered housing	<input type="checkbox"/>						c
Bedsit/studios	<input type="checkbox"/>						d
Cluster flats	<input type="checkbox"/>						e
Other	<input type="checkbox"/>						f
Totals (a + b + c + d + e + f) =							i

Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats/maisonettes	<input type="checkbox"/>						b
Bedsit/studios	<input type="checkbox"/>						c
Other	<input type="checkbox"/>						d
Totals (a + b + c + d) =							j

Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats/maisonettes	<input type="checkbox"/>						b
Bedsit/studios	<input type="checkbox"/>						c
Other	<input type="checkbox"/>						d
Totals (a + b + c + d) =							k

Total proposed residential units (A + B + C + D + E) =

Existing Housing

Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats/maisonettes	<input type="checkbox"/>						b
Sheltered housing	<input type="checkbox"/>						c
Bedsit/studios	<input type="checkbox"/>						d
Cluster flats	<input type="checkbox"/>						e
Other	<input type="checkbox"/>						f
Totals (a + b + c + d + e + f) =							F

Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats/maisonettes	<input type="checkbox"/>						b
Sheltered housing	<input type="checkbox"/>						c
Bedsit/studios	<input type="checkbox"/>						d
Cluster flats	<input type="checkbox"/>						e
Other	<input type="checkbox"/>						f
Totals (a + b + c + d + e + f) =							G

Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats/maisonettes	<input type="checkbox"/>						b
Sheltered housing	<input type="checkbox"/>						c
Bedsit/studios	<input type="checkbox"/>						d
Cluster flats	<input type="checkbox"/>						e
Other	<input type="checkbox"/>						f
Totals (a + b + c + d + e + f) =							H

Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats/maisonettes	<input type="checkbox"/>						b
Bedsit/studios	<input type="checkbox"/>						c
Other	<input type="checkbox"/>						d
Totals (a + b + c + d) =							I

Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats/maisonettes	<input type="checkbox"/>						b
Bedsit/studios	<input type="checkbox"/>						c
Other	<input type="checkbox"/>						d
Totals (a + b + c + d) =							J

Total existing residential units (F + G + H + I + J) =

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):

18. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? Yes No

If you have answered Yes to the question above please add details in the following table:

Use class/type of use	Not applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
A1	<input type="checkbox"/>				
Shops	<input type="checkbox"/>				
Net tradable area:	<input type="checkbox"/>				
A2	<input type="checkbox"/>				
Financial and professional services	<input type="checkbox"/>				
A3	<input type="checkbox"/>				
Restaurants and cafes	<input type="checkbox"/>				
A4	<input type="checkbox"/>				
Drinking establishments	<input type="checkbox"/>				
A5	<input type="checkbox"/>				
Hot food takeaways	<input type="checkbox"/>				
B1 (a)	<input type="checkbox"/>				
Office (other than A2)	<input type="checkbox"/>				
B1 (b)	<input type="checkbox"/>				
Research and development	<input type="checkbox"/>				
B1 (c)	<input type="checkbox"/>				
Light industrial	<input type="checkbox"/>				
B2	<input type="checkbox"/>				
General industrial	<input type="checkbox"/>				
B8	<input type="checkbox"/>				
Storage or distribution	<input type="checkbox"/>				
C1	<input type="checkbox"/>				
Hotels and halls of residence	<input type="checkbox"/>				
C2	<input type="checkbox"/>				
Residential institutions	<input type="checkbox"/>				
D1	<input type="checkbox"/>				
Non-residential institutions	<input type="checkbox"/>				
D2	<input type="checkbox"/>				
Assembly and leisure	<input type="checkbox"/>				
OTHER	<input type="checkbox"/>				
Please Specify	<input type="checkbox"/>				
Total					

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class	Type of use	Not applicable	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels	<input type="checkbox"/>			
C2	Residential Institutions	<input type="checkbox"/>			
OTHER		<input type="checkbox"/>			
Please Specify		<input type="checkbox"/>			

19. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent
Existing employees	1		
Proposed employees	1		

20. Hours of Opening

N/A.

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

21. Site Area

Please state the site area in hectares (ha)

750m²

22. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development? Yes No

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill	<input type="checkbox"/>		
Non-hazardous landfill	<input type="checkbox"/>		
Hazardous landfill	<input type="checkbox"/>		
Energy from waste incineration	<input type="checkbox"/>		
Other incineration	<input type="checkbox"/>		
Landfill gas generation plant	<input type="checkbox"/>		
Pyrolysis/gasification	<input type="checkbox"/>		
Metal recycling site	<input type="checkbox"/>		
Transfer stations	<input type="checkbox"/>		
Material recovery/recycling facilities (MRFs)	<input type="checkbox"/>		
Household civic amenity sites	<input type="checkbox"/>		
Open windrow composting	<input type="checkbox"/>		
In-vessel composting	<input type="checkbox"/>		
Anaerobic digestion	<input type="checkbox"/>		
Any combined mechanical, biological and/or thermal treatment (MBT)	<input type="checkbox"/>		
Sewage treatment works	<input type="checkbox"/>		
Other treatment	<input type="checkbox"/>		
Recycling facilities construction, demolition and excavation waste	<input type="checkbox"/>		
Storage of waste	<input type="checkbox"/>		
Other waste management	<input type="checkbox"/>		
Other developments	<input type="checkbox"/>		

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

23. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? Yes No Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes) <input type="text"/>	Ethylene oxide (tonnes) <input type="text"/>	Phosgene (tonnes) <input type="text"/>
Ammonia (tonnes) <input type="text"/>	Hydrogen cyanide (tonnes) <input type="text"/>	Sulphur dioxide (tonnes) <input type="text"/>
Bromine (tonnes) <input type="text"/>	Liquid oxygen (tonnes) <input type="text"/>	Flour (tonnes) <input type="text"/>
Chlorine (tonnes) <input type="text"/>	Liquid petroleum gas (tonnes) <input type="text"/>	Refined white sugar (tonnes) <input type="text"/>

Other:

Other:

Amount (tonnes):

Amount (tonnes):

24. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

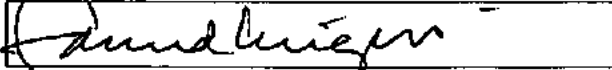
* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):



CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that I have/ the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

24. Ownership Certificates and Agricultural Land Declaration (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

Signed - Applicant:

On the following date (which must not be earlier than 21 days before the date of the application):

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

Signed - Applicant:

On the following date (which must not be earlier than 21 days before the date of the application):

Or signed - Agent:

Date (DD/MM/YYYY):

25. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

The original and 3 copies* of a completed and dated application form:

The correct fee: PAID WHEN REGISTERED

The original and 3 copies* of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

The original and 3 copies* of a design and access statement, if required (see help text and guidance notes for details):

The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:

The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D - as applicable) and Article 14 Certificate (Agricultural Holdings):

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

26. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

Edward Wright

27/08/2021

(date cannot be pre-application)

27. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

28. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:
 01462 42334

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):
EDWARD@EDMUNDWRIGHTARCHITECT.CO.UK

29. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes

No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

Agent

Applicant

Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

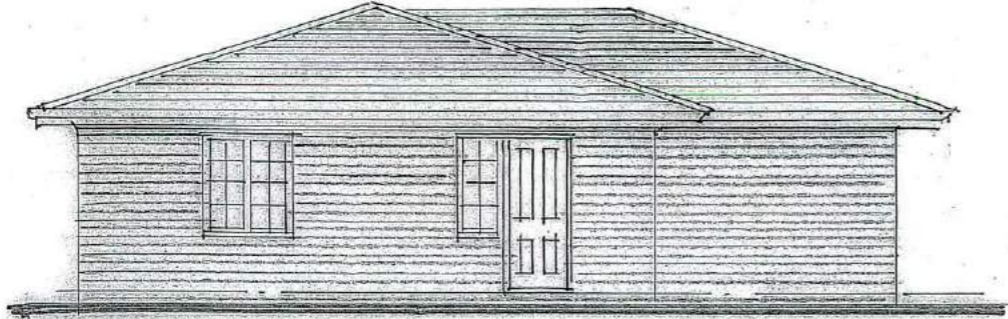
Telephone number:

EDMUND WRIGHT

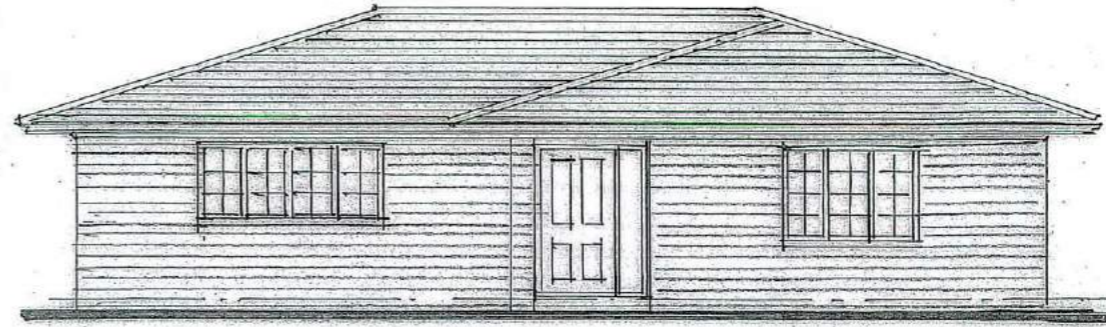
Email address:

EDWARD@EDMUNDWRIGHTARCHITECT.CO.UK

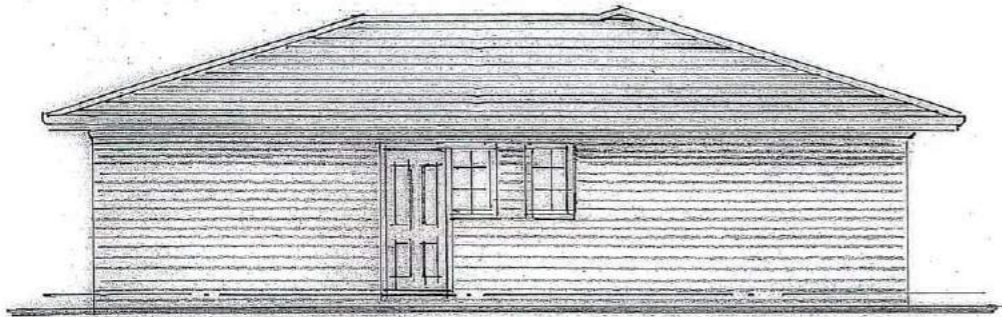
N.H.D.C.
01 SEP 2021



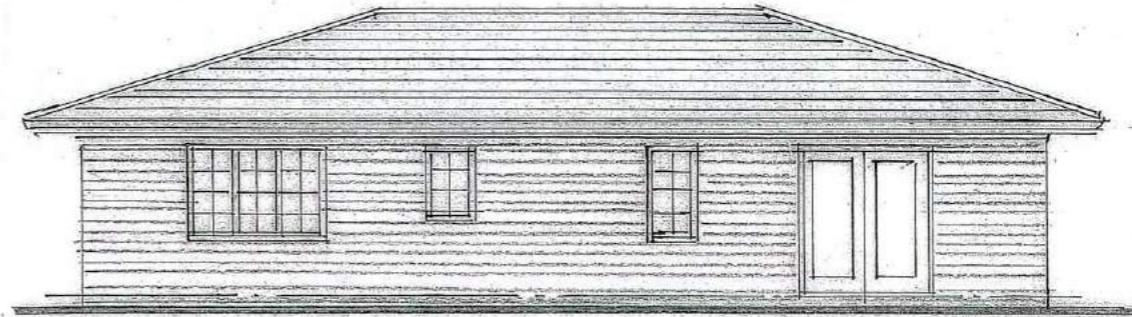
WEST



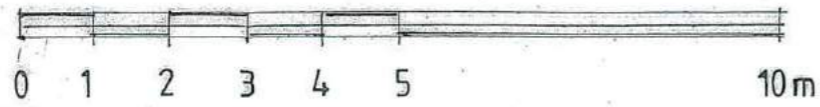
SOUTH




EAST



NORTH



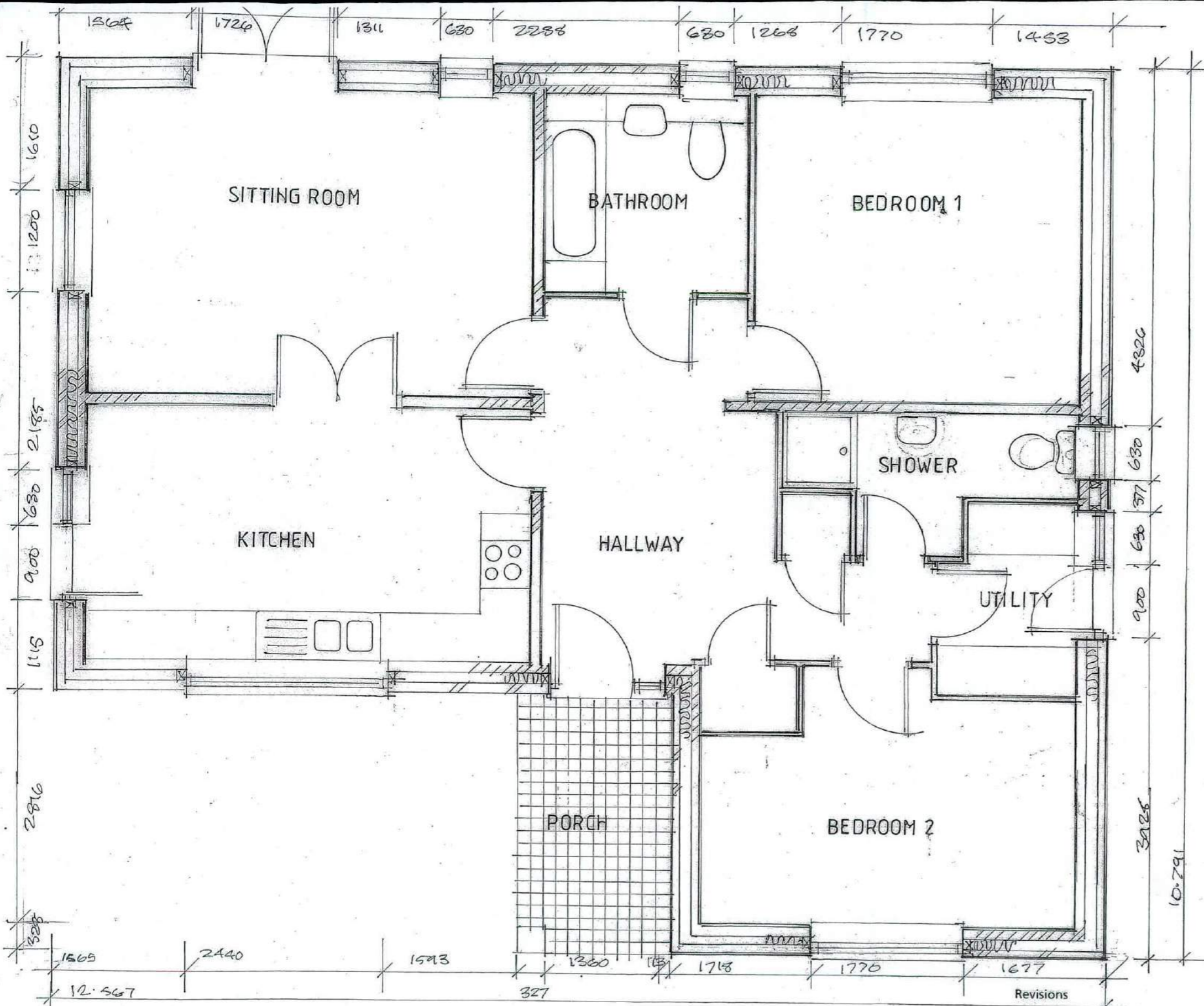
Revisions


 Edmund Wright Architect THE BARN • PRESTON ROAD GOSMORE • HERTFORDSHIRE • SG4 7QS TELEPHONE 01462 422334 EMAIL edmund@edmundwrightarchitect.co.uk PRINCIPAL - EDMUND WRIGHT, R.I.B.A.	Project COLEMANS FARM BUNGALOW	
	Client Mr T COULSON	
	Title ELEVATIONS	
	Scale 1:100	Drawn by ECW
	Date AUG 21	Drawing No. 21/09/03

DO NOT SCALE OFF THIS DRAWING

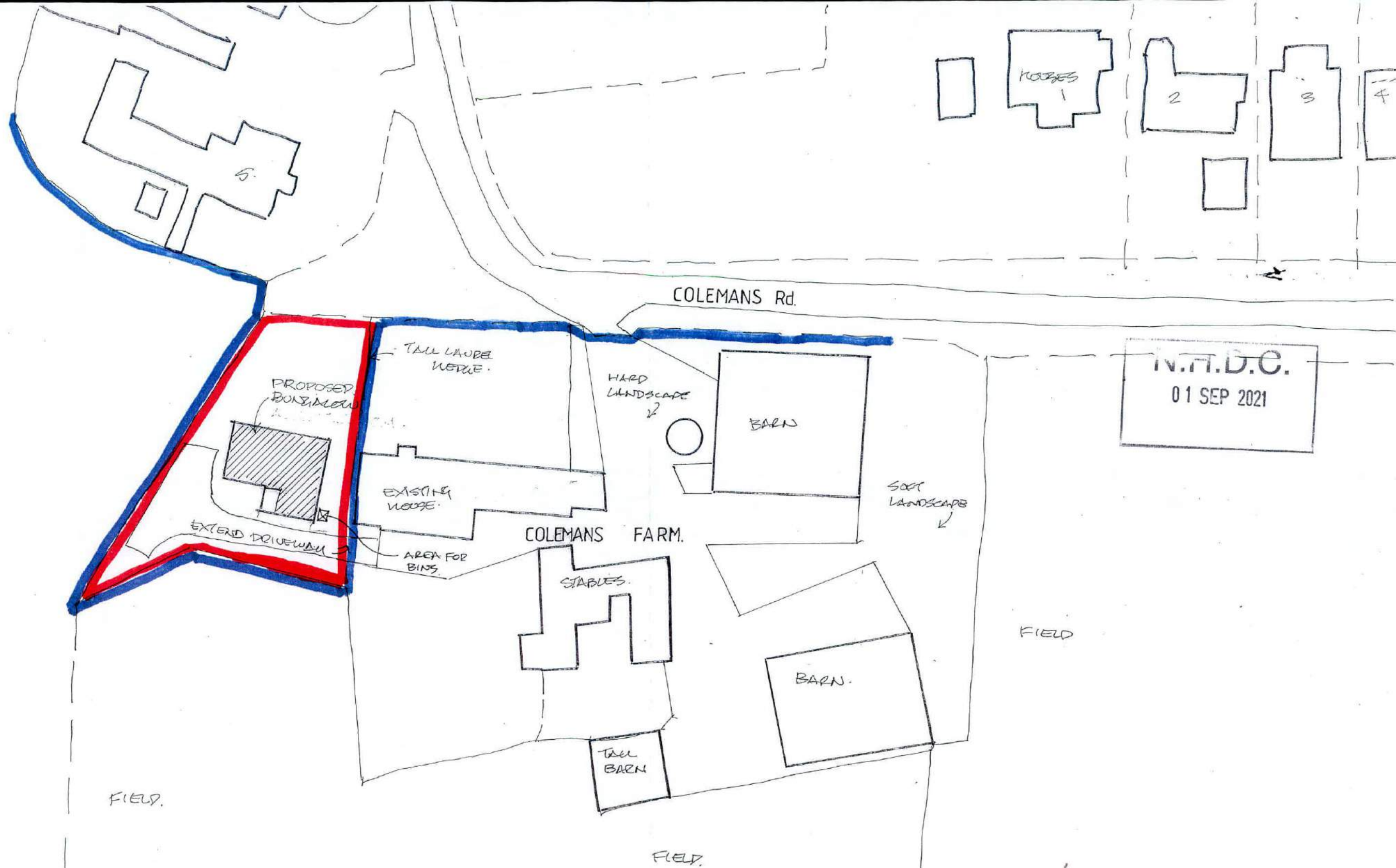
THIS DRAWING IS PROTECTED BY COPYRIGHT

N.H.D.C.
01 SEP 2021

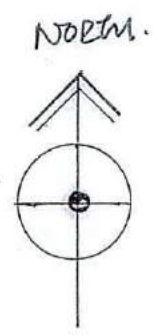


 Edmund Wright Architect THE BARN • PRESTON ROAD GOSMERE • HERTFORDSHIRE • SG4 7QS TELEPHONE 01462 422334 EMAIL edmund@edmundwrightarchitect.co.uk PRINCIPAL - EDMUND WRIGHT, R.I.B.A.	Project COLMANS FARM BUNGALOW	
	Client Mr T COULSON	
	Title PLAN	
	Scale 1:50	Drawn by ECW
	Date AUG '21	Drawing No. 21/07/04

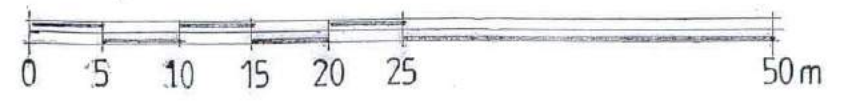
DO NOT SCALE OFF THIS DRAWING THIS DRAWING IS PROTECTED BY COPYRIGHT




N.T.D.C.
01 SEP 2021



(ORDINANCE SURVEY EXTRACT FROM LICENSED USER REF 100093143 PLAN REF # 00657325-4CE (SL))



Revisions

 Edmund Wright Architect THE BARN • PRESTON ROAD GOSMERE • HERTFORDSHIRE • SG4 7QS TELEPHONE 01462 422334 EMAIL edmund@edmundwrightarchitect.co.uk PRINCIPAL - EDMUND WRIGHT, R.I.B.A.	Project COLEMANS FARM BUNGALOW	
	Client Mr T COULSON	
	Title BLOCK PLAN	
	Scale 1:500	Drawn by ECW
	Date AUG 21	Drawing No. 21/07/02

DO NOT SCALE OFF THIS DRAWING

THIS DRAWING IS PROTECTED BY COPYRIGHT

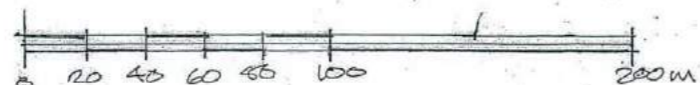
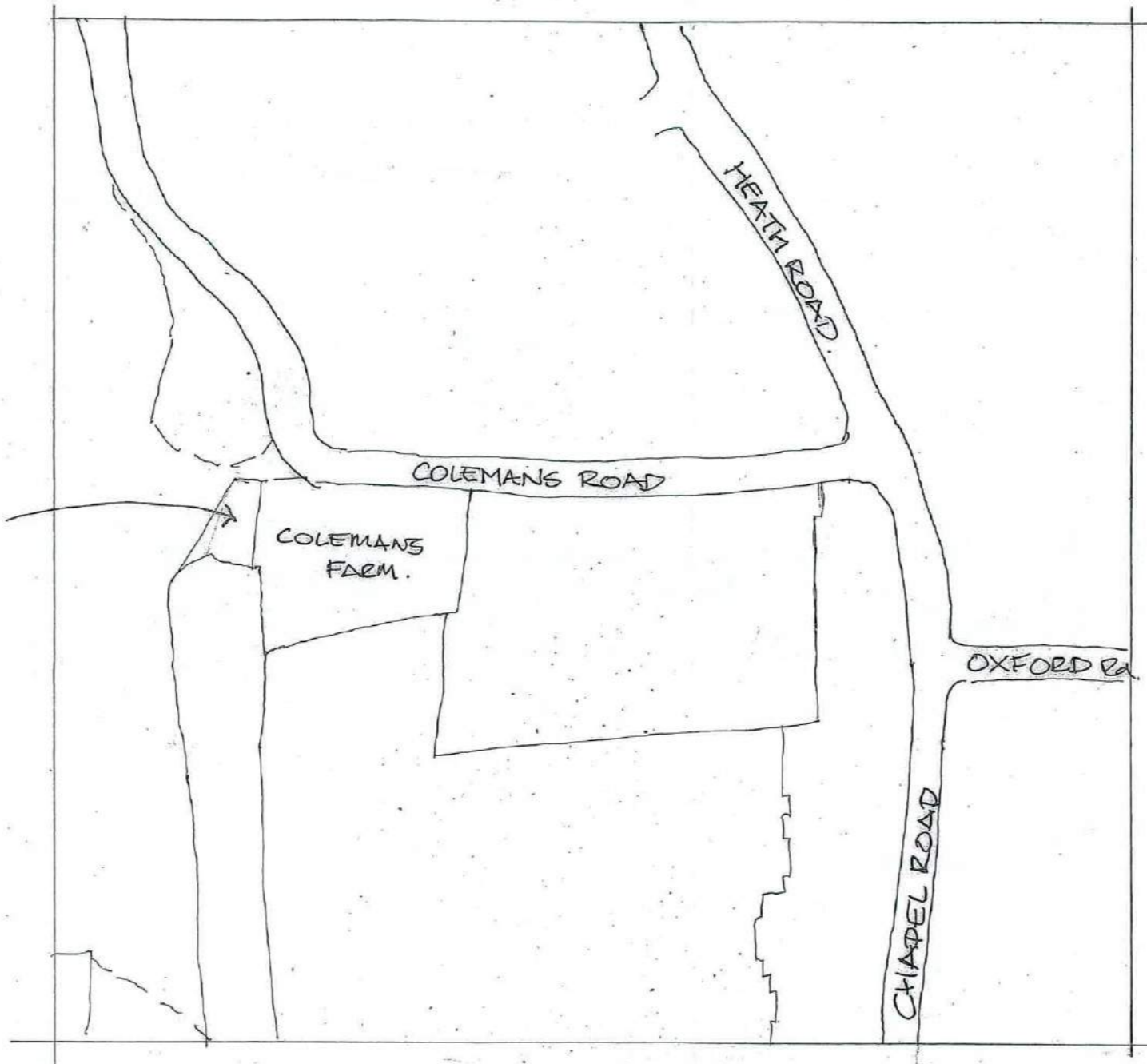
N.H.D.C.

01 SEP 2021


NORTH



THE
SITE



Revisions

 Edmund Wright Architect THE BARN • PRESTON ROAD GOSMERE • HERTFORDSHIRE • SG4 7QS TELEPHONE 01462 422334 EMAIL edmund@edmundwrightarchitect.co.uk PRINCIPAL - EDMUND WRIGHT, R.I.B.A.	Project COLEMANS FARM BUNGALOW	
	Client Mr TOM COULSON	
	Title LOCATION PLAN	
	Scale 1: 2500	Drawn by ECW
	Date AUG 21	Drawing No. 21/07/01

DO NOT SCALE OFF THIS DRAWING

THIS DRAWING IS PROTECTED BY COPYRIGHT