

# Buntingford Town Council

Manor House · High Street  
Buntingford · Hertfordshire · SG9 9AB

T & F: 01763 272222  
e: [btc.manorhouse@btclick.com](mailto:btc.manorhouse@btclick.com)

Kevin Steptoe  
East Herts District Council  
Wallfields  
Pegs Lane  
Hertford  
SG13 8EQ

3<sup>rd</sup> February 2014

Dear Kevin

**Town and Country Planning Act 1990**  
**The Neighbourhood Planning (General) Regulations 2012**  
**Designation of Neighbourhood Area**

I am writing to request the designation of a neighbourhood area under Section 61 of the above Act.

The application is made by Buntingford Town Council, which has agreed 26<sup>th</sup> September 2013 to be the lead or named relevant body in taking forward this Neighbourhood Development Plan.

Section 61F (2) of the Localism Act allows for Neighbourhood Plan areas to be designated which contain areas of other parishes with those parishes' consent. This consent has been given by all 7 parishes to be included within the Buntingford Community Area Neighbourhood Plan. Copies of the signed consent forms are included in Appendix 1.

Having considered options for the neighbourhood area, Buntingford Town Council and the adjoining parishes of Buckland, Cottered, Aspenden, Wyddial and Hormead would like their entire parish areas to be designated. These parishes have been involved in the definition of the Neighbourhood Plan Area and a series of public consultations have taken place.

Please find attached a map of the proposed area.

Yours sincerely

Mrs Jill Jones MILCM, CertHe  
Town Clerk

## Statement

The proposed Buntingford Area Community Neighbourhood Plan area comprises 7 parishes who have come together to participate in a Neighbourhood Development Plan making process.

There are a number of stakeholders in the project including local schools, a chamber of commerce, public services and local relevant organisations. These together with the relevant parish representatives have formed a Neighbourhood Plan Forum.

The Buntingford Community Area Neighbourhood Plan area is the natural hinterland of Buntingford, one of the five towns in the East Hertfordshire District.

There is development pressure across the majority of parishes in the proposed Neighbourhood Plan Area and the Neighbourhood Plan making process provides an opportunity to manage those pressures in such a way as to maintain the quality of life whilst recognising the need to be part of the country's growth.

Our mission statement for the plan making process is:

*"The purpose of the Neighbourhood Plan is to preserve and enhance the quality of life, environmental attributes, economic growth of the neighbourhood, and ensure the infrastructure is in place to create a sustainable community for future generations through the empowerment of local people."*

We plan to work closely with the local planning authority to achieve this mission statement and enable the active participation of stakeholders in the consideration of the wider requirements of the emerging Local Plan to be produced by East Herts District Council.

It will be necessary to involve many areas of the community in identifying specific issues and preferences. These will then be considered to reach a consensus on neighbourhood plan policies that can address the needs and wishes of the local community and provide a distinctive local perspective to the way planning decisions are taken.

The overriding issue is that individual aspects must not be considered in isolation but need to be part of an overarching plan covering a wide number of agreed and achievable aims.

To achieve the Mission Statement requires active participation by the stakeholders in the consideration of the wider requirements as well as conforming to the aims of the Local Plan as to be produced by East Herts District Council.

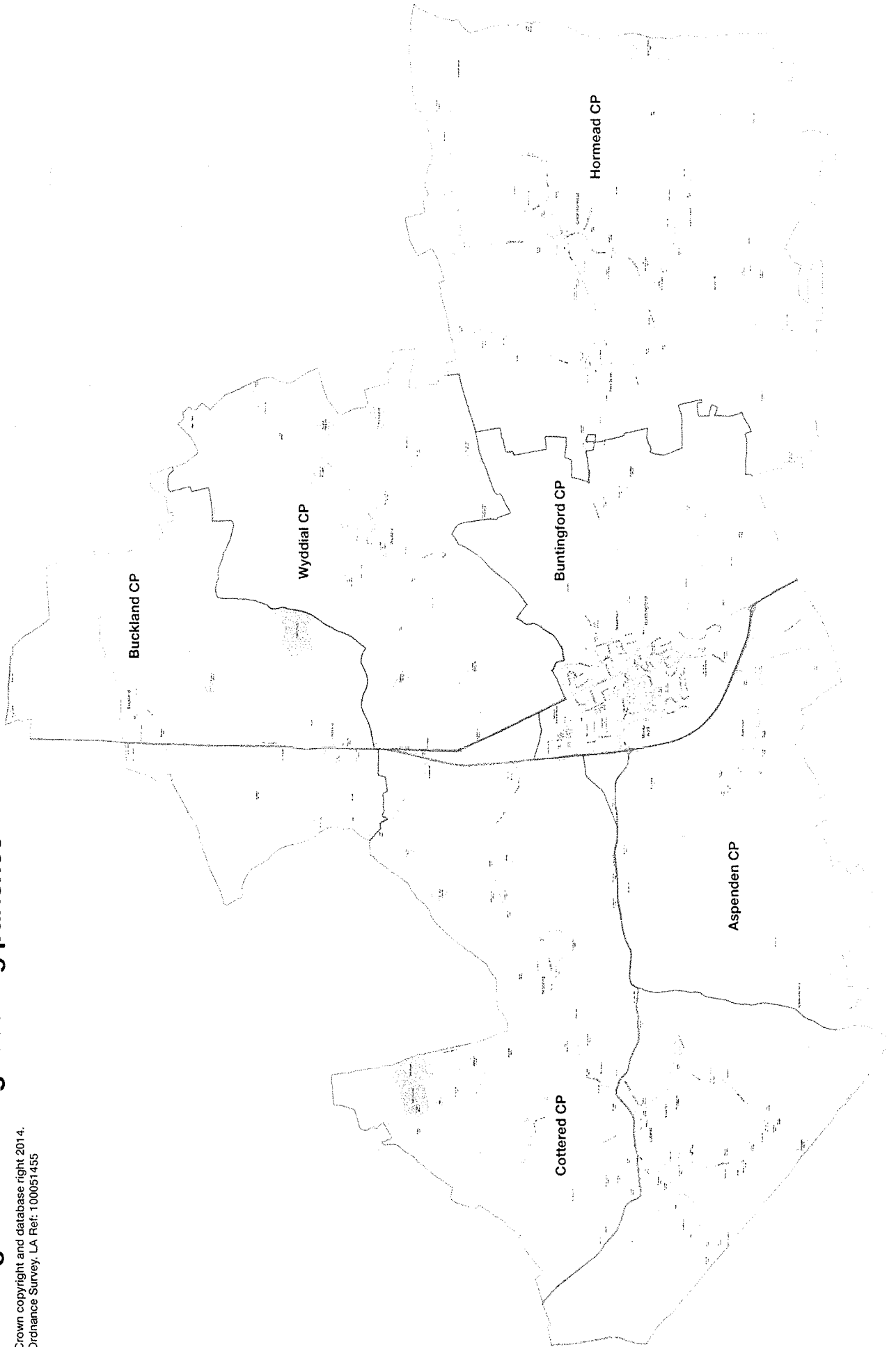
It will be necessary to involve many areas of the community in identifying specific issues and preferences. These must then be considered in a rational and, as far as possible, dispassionate manner to reach a consensus.

## **Documents Included**

- Area Designation Map
- Terms of Reference for Neighbourhood Plan Team
- Project Plan
- Parish Consent Forms
- Parish minute extracts

# Buntingford and neighbouring parishes

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Ordnance Survey, LA Ref: 100051455



## **NEIGHBOURHOOD PLANNING TEAM**

### **Terms of Reference**

These ToFR may be modified as appropriate during the life of the project subject to BTC approval.

#### Mission Statement:

To facilitate the production of a Neighbourhood Plan and endeavour to complete by April 2015.

The purpose of the Neighbourhood Plan is to preserve and enhance the quality of life, environmental attributes, economic growth of the neighbourhood and ensure the infrastructure is in place to create a sustainable community for future generations through the empowerment of local people.

#### Neighbourhood Plan Team

This comprises representative(s) of the Parish Councils which are to be included in the defined Neighbourhood Area. One Parish representative will be a Councillor, second or back up may be nominated. Buntingford will have 2 Councillors plus the Project Manager. The agreed parishes are:

- Buntingford Town Council
- Buckland & Chipping PC
- Aspenden PC
- Hormead PC
- Cottered PC
- Wyddial PM

#### Terms of Reference:

1. The Neighbourhood Planning Team (NPT) reports to the BTC Planning Committee and individual Parish Councils as appropriate
2. To produce a Project Plan and manage the Project to achieve the Mission Statement
3. To produce a Budget and report the financial position on a regular basis
4. To facilitate a Neighbourhood Plan Forum
5. The NPT will work with and alongside the Forum and will be the ultimate arbiter for any disputes
6. To enable the definition of the Neighbourhood Area
7. To identify Stakeholders
8. To appoint additional members for the Neighbourhood Plan Forum
9. To consider the employment of external consultants as and when appropriate
10. To organise, with the NPF, Public Consultations and Meetings

#### Stakeholders

To date the following Stakeholders have agreed to be involved in the production of the plan;

- Schools
- Doctors
- Dentists
- Police
- Fire & Rescue
- Buntingford Chamber of Commerce
- Buntingford Civic Society

task	2013			2014			2015						
	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Terms of Reference													
Formulate Budget													
Establish Council support													
Get members of NPT													
Produce Project Programme													
Communication strategy													
Community Engagement													
Asset audit													
Identify strategies													
review existing ones													
determine relevancy													
Stakeholders													
Contact													
Meeting													
Formulate Action Plan													
Draft vision & objectives													
Define Area													
Check against LDF													
Organise consultation events													
Questionnaires													
Draft Neighbourhood Plan													
Draft policies													
Draft Implementation Plan													
Finalise draft NP													
Sustainability Appraisal													
Conformity with LDF													
Consultation events													
Devise forward update strategy													
Independent Examination													
Publish Report													
Referendum													
Adopt Neighbourhood Plan													

Parish Invite Response Form

To: The Clerk's Office  
Buntingford Town Council  
The Manor House  
Buntingford  
SG9 9AB

NEIGHBOURHOOD PLAN

Please tick appropriate box

Having considered the offer by Buntingford Town Council, we do not wish to be included in your Neighbourhood Plan	<input type="checkbox"/>	Having considered the offer by Buntingford Town Council, we welcome the opportunity to discuss this further with the possibility of being included in a joint Neighbourhood Plan	<input checked="" type="checkbox"/>
---	--------------------------	--	-------------------------------------

Signed:

.....

Name:

W. JEFFRIES

Position:

PARISH MEETING CHAIRMAN

Parish Council:

WYDDIAL

Date:

13/8/13

If you wish to pursue this, please provide contact details whom we would consider your representative and include in all post outs and invitations.

Name:

Tel. nos:

.....  
.....

Address:

email address:

**BUCKLAND & CHIPPING PC**

To: The Clerk's Office  
Buntingford Town Council  
The Manor House  
Buntingford  
SG9 9AB

**NEIGHBOURHOOD PLAN**

please tick appropriate box

Having considered the offer by Buntingford Town Council, we do not wish to be included in your Neighbourhood Plan		Having considered the offer by Buntingford Town Council, we welcome the opportunity to discuss this further with the possibility of being included in a joint Neighbourhood Plan	<input checked="" type="checkbox"/>
---	--	--	-------------------------------------

Signed:

.....

Name:

JOHN WOADES

Position:

CHAIRMAN

Parish Council:

BUCKLAND & CHIPPING

Date:

15/5/13

If you wish to pursue this, please provide contact details whom we would consider your representative and include in all post outs and invitations.

Name: TERESA HARRINGTON  
JEFF JONES

Tel. nos:

.....

Address:

email address:



ASPENDEN PC

To: The Clerk's Office  
Buntingford Town Council  
The Manor House  
Buntingford  
SG9 9AB

NEIGHBOURHOOD PLAN

please tick appropriate box

Having considered the offer by  
Buntingford Town Council, we  
do not wish to be included in  
your Neighbourhood Plan

Having considered the offer by  
Buntingford Town Council, we  
welcome the opportunity to  
discuss this further with the  
possibility of being included in  
a joint Neighbourhood Plan



Signed:

Name:

MRS M KILBY

Position:

CLERK

Parish Council:

ASPENDEN

Date:

16.5.13

If you wish to pursue this, please provide contact details whom we would consider your  
representative and include in all post outs and invitations.

Name:

PAUL SPEARS  
Chairman

Tel. nos:

Address:

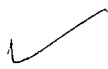
email address:

COTTERED PC

To: The Clerk's Office  
Buntingford Town Council  
The Manor House  
Buntingford  
SG9 9AB

**NEIGHBOURHOOD PLAN**

please tick appropriate box

Having considered the offer by Buntingford Town Council, we do not wish to be included in your Neighbourhood Plan		Having considered the offer by Buntingford Town Council, we welcome the opportunity to discuss this further with the possibility of being included in a joint Neighbourhood Plan	
---	--	--	---

Signed:

.....

Name:

..... MARY KILBY .....

Position:

..... CLERK .....

Parish Council:

..... COTTERED .....

Date:

..... 14/5/13 .....

If you wish to pursue this, please provide contact details whom we would consider your representative and include in all post outs and invitations.

Name:

..... Bryan Pitman .....

Tel. nos:

Address:

email address:

Parish Consent Form

BUNTINGFORD NEIGHBOURHOOD PLAN

To:  
Neighbourhood Plan Team  
Buntingford Town Council  
The Manor House  
High Street  
Buntingford  
SG9 9AB

Date: 19 September 2013 Parish Council meeting

The Parish of: Hormead

**A** Our Parish wishes to be included in the area for the preparation of the Buntingford Neighbourhood Plan. This does not bind the Parish to supporting the policies that emerge from the process, but it does mean that our electors will be included in the referendum on the policies when that occurs.

**B** Our Parish does not wish to be included in the area for the preparation of the Buntingford Neighbourhood Plan. This will exclude our Parish from the area where any approved policies will be in force, and it will exclude our electors from the referendum on those policies.

Please place a cross in either A or B

Signed: \_\_\_\_\_

Name: Robb Denham

Position within the Parish: Councillor

## BUNTINGFORD MINUTES

### MINUTES OF THE MEETING OF BUNTINGFORD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MANOR HOUSE AT 8.00PM ON THURSDAY 26<sup>TH</sup> SEPTEMBER 2013



**Present:** Councillors Mrs D.Lemay, G.Bonner (Town Mayor), G.Waite, R.Coleman, J.Noades, Mrs T.Bonner, Mrs J.Cook, Mrs E.Woods, S.Bull and J.Ling (Deputy Town Mayor).

**Also Present:** Sgt D.Wallace, District Councillor J.Jones and 2 members of the public.

**Officer Present:** Jill Jones (Town Clerk).

The Chairman led prayers.

**227. TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies from Councillors Bennett and Ginn, also County Councillor R.Cheswright.

**228. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST.**

**Personal**

T.Bonner	-	BTFC and Chamber of Commerce
G.Bonner	-	BTFC and Chamber of Commerce
E.Woods	-	Hare Street Road Playing Field
S.Bull	-	Norfolk Road Playing Field

**229. TO INVITE HERTS POLICE TO ADDRESS THE MEETING.**

Sgt Wallace reported that during the two month period since the last Council meeting there had been 29 reported incidents. Of these six are detected and 3 non-crime. One of the incidents was a dwelling burglary off Luynes Rise. One significant incident received media attention and four persons have been arrested and charged for theft. The incident figures are down from 33 for the same period the previous year.

Local Police were involved in the Classic Car Day, which went well from a Police perspective and also attended the Rural Parish Conference in Tewin.

PCSO Adam Frame has now become a Police Constable which means there is one PCSO less but there will be recruitment in October, although it is not clear at this point if East Herts will benefit. Currently the focus is on preparation for Halloween and Bonfire Night.

In response to a question from Councillor Cook, Sgt. Wallace stated that the areas that have been fitted with CCTV will benefit from it.

Councillor Bull reported that he had attended a Scrutiny meeting at East Herts Council where David Lloyd had been present. It is unclear how much funding is to be provided for PCSO's but District Councillors had made it clear that we need PCSO's.

Councillor Bonner congratulated Adam Frame on his appointment.

**230. TO APPROVE AS A TRUE RECORD AND AUTHORISE THE CHAIRMAN TO SIGN, THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 5<sup>TH</sup> SEPTEMBER 2013.**

Following a proposal, second and a vote of 9 in favour and 1 abstention it was

**RESOLVED**

**That the Minutes are a true record and the Chairman was authorised to sign them.**

**231. TO RECEIVE ANNOUNCEMENTS FROM THE CHAIRMAN AND A REPORT OF OFFICIAL FUNCTIONS ATTENDED.**

The Chairman reported that he had presented prizes at the Buntingford Gardening Club event. The Chairman thanked Councillor Ling for presenting the prizes at the recent Classic Car Show.

Councillor Ling reported that he had represented the Mayor at the Isabel Hospice AGM, which had been well attended.

Councillor Mrs Cook congratulated the Mayor and his team for the Classic Car Show.

**232. CLERK'S REPORT.**

The Clerk stated that she had nothing to report.

**233. TO INVITE MEMBERS TO ASK QUESTIONS AND TO PUT FORWARD ITEMS FOR DISCUSSION BY COMMITTEE.**

No questions.

**234. TO RECEIVE AND CONSIDER THE REPORT OF THE MEETING OF THE AMENITIES COMMITTEE HELD ON 5<sup>TH</sup> SEPTEMBER 2013.**

Following a proposal, second and unanimous vote the report of the meeting was adopted.

**235. TO RECEIVE AND CONSIDER THE REPORT OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 12<sup>TH</sup> SEPTEMBER 2013.**

Following a proposal, second and a unanimous vote the report of the meeting was adopted.

There followed a proposal and second to resolve the recommendations contained within the Resources Minutes.

Councillor Mrs Lemay stated that this is the last move in a long line of considerations for the car park. Members have received the report saying let's get it done. There are four recommendations that may need alterations.

As it states in the report, we have asked what the New Homes Bonus should be spent on, this project was on the list, it will revitalise the High Street.

Councillor Bull stated that this will not look after the residents, we are pushing for seven spaces in the High Street and this is what the residents want.

Councillor Mrs Bonner stated that she had listened to the arguments and can see both sides. Councillor Mrs Bonner further stated that she thought parking should remain free on a Saturday and felt that something should be done about the Traffic Wardens not being very lenient.

Following a proposal, second and a recorded vote of 8 in favour ( DL,JL,TB,GB, JC,RC,GW,JN) and 2 against (SB,EW) it was

**RESOLVED**

**That the proposal be amended from Monday to Saturday to Monday to Friday.**

Following a proposal, second and a recorded vote of 8 in favour ( DL,JL,TB,GB, JC,RC,GW,JN) and 2 against (SB,EW) it was

**RESOLVED**

- **That this Council asks East Herts Council to alter the charging to "three hours free; all day £2 Monday to Friday, in the Bowling Green Lane Car Park.**
- **That this Council agrees to reimburse East Herts Council its annual losses on this scheme to a maximum of £6,000pa from the New Homes Bonus.**
- **That this Council agrees one-off costs such as amendments to the Traffic Regulation Order and signage, up to a maximum of £2,500.**
- **That this Council reviews the new charging after one year and, if the decision is made not to continue with it, agrees any one-off costs needed to return the car park to the current charging system.**

Councillor Mrs Lemay requested that this be actioned as soon as possible to give the traders the opportunity to have as much time as possible before Christmas.

**236. TO RECEIVE AND CONSIDER THE MINUTES OF THE MEETINGS OF THE PLANNING COMMITTEE HELD ON 25<sup>TH</sup> JULY 2013, 8<sup>TH</sup> AUGUST 2013 AND 12<sup>TH</sup> SEPTEMBER 2013.**

Following a proposal, second and a unanimous vote the reports of the meetings were adopted.

**237. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR.**

Councillor Bull stated that it had been pleasing to see the support from the residents at the Development Management Committee meeting when the North of Hare Street Road applications had been considered. He assured those present that he and Councillor Jones will continue to fight the proposals.

Councillor Jones reported that he and Councillor Bull had met with Helen Loughran to discuss the possibility of redeveloping the Freman Pool for a Leisure Centre, she had been 100% supportive of the

idea. Mrs Loughran had confirmed there will be community use of the new sports hall outside of school hours.

A complaint had been received about the temperature of the showers at the Freman Pool, this had been due to technical problems which are being addressed.

The District Plan is nearing completion, on the 3<sup>rd</sup> October there will be a Policy Group meeting, and on the 18<sup>th</sup> November and 3<sup>rd</sup> December Executive meetings. Early in 2014 the plan will go to public consultation.

**238 TO RECEIVE A REPORT OF PAYMENTS MADE AUGUST/SEPTEMBER 2013 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE REPORT.**

Following a proposal, second and a unanimous vote it was  
**RESOLVED**

**That the report of payments made August/September 2013 be accepted. (copy attached).**

**239. TO RECEIVE AND NOTE THE CLOSURE OF THE 2012/2013 AUDIT AND TO RECEIVE RECOMMENDATIONS CONTAINED WITHIN.**

The closure of the 2012/2013 audit was noted with no recommendations.

The Chairman congratulated the Clerk on the good result.

**240. TO DISCUSS AND AGREE PRECEDURES FOR ARRANGING THE TOWN COUNCIL CIVIC SERVICE.**

Councillors considered whether the Council should hold a Civic Service, how often and whether or not it should be at the discretion of the Mayor in office.

A provisional date of the 3<sup>rd</sup> November 2013 has been agreed with Reverend Hill

It was also considered whether the service should be held on a Sunday morning rather than a Sunday afternoon.

Following much discussion and following a proposal, second and a vote of 8 in favour, 1 against and 1 abstention it was

**RESOLVED**

**That the Council will continue to have annual Civic Services and the 2013 Civic Service will be held at 3pm this year.**

It was agreed to discuss the timings for future years.

**241. TO FORMALLY AGREE TO PRODUCE A NEIGHBOURHOOD PLAN.**

Following a proposal, second and a unanimous vote it was

**RESOLVED**

**That Buntingford Town Council formally agrees to produce a Neighbourhood Plan effective to 2031.**

The Chairman adjourned the meeting.

**242. TO INVITE MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL.**

Cllr Jones – EHDC – Expressed his disappointment in that day's headlines in the Mercury, he felt that this had been premature as the decision regarding the Bowling Green Lane car park had only been made that evening.

Cllr Jones stated that he had been under the impression that Sainsbury's would be contributing to the costs and he felt that funding for the car park should not come from

## COTTERED PARISH COUNCIL 4 7 5

### MINUTES OF THE COUNCIL MEETING OF COTTERED PARISH COUNCIL HELD IN COTTERED VILLAGE HALL ON TUESDAY 12 NOVEMBER 2013 AT 7.30 PM

Present Bryan Pitman (Chair) Terry McGrath

David Charles Francis Ridley

John Harwood-Bee

Officer attending Marty Kilby 13 members of the public

#### **APOLOGIES**

13.80 Brian Murchie

#### **DECLARATIONS OF INTEREST**

13.81 None

#### **13.82 Closure of meeting to the public**

Proposed by Bryan Pitman, seconded by John Harwood-Bee that the meeting be closed to the public so that budget discussions relating to individual employees could take place.

#### **BUDGET**

13.82 Clerk

Proposed by John Harwood-Bee and seconded by Terry McGrath that the clerks salary be agreed at the.

13.83 Litter Picker

13.84 New Homes Bonus

Buntingford Town Council had requested a meeting regarding the new homes bonus that will be paid to Cottered & Throcking Parish Council if the Pigeon development of 180 houses is granted and takes place. Agreed that the Chairman and councillors would make themselves available to meet Buntingford Town Council representatives to discuss all implications.

13.85 Precept

Having consider the calculations and budget put before the council, it was proposed that the precept be increased to £7,000 (the first increase since 2008 which was an increase of £1,000).

**8.00 pm**

**The meeting was declared open to the public. It was reminded that all Parish Council meetings are recorded to help with preparing the accuracy of the minutes.**

#### **MINUTES OF MEETING**

13.86 The minutes of the meeting held on Tuesday 10 September 2013 was before the meeting and signed as a correct record.

#### **CHAIRMAN'S REPORT**

13.87 30th September

The Chairman attended a small meeting in Buntingford concerning Buntingford Town Council's intention to

#### **PLANNING**

13.93 Planning Schedule

The updated planning schedule is an appendix to these minutes.

13.94 **3/13/1846/FP - 7 The Crescent, Cottered**

Reconstruction of fire damaged property to match original. Rebuild garage.

No objections

13.95 **Neighbourhood Plan with Buntingford**

The updated Buntingford Neighbourhood Plan reports had been circulated. Concern was expressed about the effect on the Cottered & Throcking parish. Noted that a new development of 180 houses plus sheltered housing and ancillary support had been submitted. This development was between the A10 Buntingford bypass and the old A10 and therefore within Cottered & Throcking parish boundaries.

**Resolved to suspend standing orders and open the meeting to the public<sup>477</sup>**

After a wide-ranging discussion the consensus was that Cottered & Throcking would be better to join with Buntingford as agreed at the recent public meeting. 3 volunteers (with 3 backups) at least required from the parish to sit on the Buntingford Forum. Several names were suggested. Buntingford to be formally notified by 12 November (Chairman will do at the 12 November Forum meeting). JH-B will draft letter/notice requesting stakeholder volunteers to be put on the website and in the Gazette. Noted that eventually the neighbourhood plan will have to be approved by a referendum.

**Resolved to resume standing orders**

**Resolved to formally join with Buntingford in the Neighbourhood Plan**

13.96 **Peasecroft Houses 1-4**

Four houses in Peasecroft had been condemned because on inadequate insulation. Noted that the Parish Council has no control or influence to Peasecroft housing. It was hoped that if residents had to be temporarily moved during any refurbishment, then this would be local and they could be reinstated as soon as possible.

MINUTES OF THE WYDDIAL PARISH MEETING

HELD ON 26<sup>th</sup> OCTOBER 2013

Jeff Jeffries. Christine Jeffries. Wendy York. T.Geraghty. Pat Sinnett.  
A.Forsyth. P.Hill. S.Newport. G.Sturgeon. C.Thwaite. R.Faillettaz.  
S.Nail.M.Powers. W.Diack. M.Donnor. J.Simpson. K.Heath.

Apologies for absence: C & J Carter B.York R.Hewson M.Simpson  
J.Powers

Minutes of last meeting: These were read out by the chairman and agreed and signed. Matters arising were:

1. Help is needed in church yard, weeding etc., please get in touch with Roger Faillettaz if you able to help
2. There is a damp problem still in the church, J.Carter to be asked if anything is happening regarding this.
3. A general discussion took place regarding septic tanks and what can and can't be put down them. Pat Sinnett to give details out.
4. The ditch on the right hand side of Moles Lane needs clearing, it was not sure if this was the council's responsibility – JJ to contact the council.

Chairman's Role: Jeff explained what he thought the chairman's position was, he considered he was there to run the meeting and follow through any queries. It was stated that a constitution was in place although Jeff has not received a copy.

Everyone was asked to register their names and e mail addresses so that they can be kept up to date with any relevant events.

Buntingford and District plan: At the moment this does not include Wyddial. If we were included we could be kept up to date with any planning issues in the area. A vote was taken and agreed unanimously to be included. - JJ to inform the council, and to ask the council again for a definitive map of Wyddial.





*Buckland & Chipping Parish Council*

Clerk: *Caroline Jones – Barnside, Hare Street, Buntingford SG9 0AD*

Tel: 01763 289763

e mail: [clerk@bucklandandchippingpc.org.uk](mailto:clerk@bucklandandchippingpc.org.uk)

Extract from The Extraordinary Parish Council Meeting No. 249  
Buckland and Chipping Parish Council Monday 2<sup>nd</sup> December at 8pm  
Held at The Manor House, Buntingford

4. Neighbourhood Plan (NP)

Following a discussion it was resolved to agree to produce a Neighbourhood Plan

Following a further discussion it was resolved unanimously to agree to the request from Buntingford Town Council to join Buntingford Neighbourhood Plan with six other parishes -  
**RESOLVED to join the Buntingford Neighbourhood Plan**

Signed \_\_\_\_\_

Chairman of Buckland and Chipping Parish Council

Dated \_\_\_\_\_

## HORMEAD PC MINUTES

Extract from Minutes of Hormead Parish Council meeting on 19th September 2013

**13.172 Neighbourhood Plan:** This agenda item was moved so that members of the public present could participate.

1. Report and consider action following the public meeting 18th September
2. Cluster proposal with adjacent parishes
3. Buntingford Town Council proposal for joint plan update and consider action

### *Adjournment for public comments*

At 9.20pm it was **RESOLVED** that the meeting be suspended to allow public comments concerning the Council's decision.

The Clerk provided a resume of Wednesday evening's public meeting, detailing the result of the vote taken by members of the public. The vote asked the Parish Council to agree to its decision. The Council therefore considered its response to the overwhelming majority who voted in favour of Hormead producing a Neighbourhood Plan, and the meeting's request to the Parish Council to agree to join with Buntingford in producing that Plan.

Following a discussion it was **RESOLVED** by 3:1 to agree to produce a Neighbourhood Plan. Cllr Kilby requested his objection be recorded.

Following further discussion it was **RESOLVED** by 3:1 to agree to the request to join with Buntingford to produce the Neighbourhood Plan. Cllr Kilby requested his objection be recorded.

James Bruxner, with some public show of approval, had requested at the conclusion of Wednesday's meeting that the Council form a committee under the chairmanship of Edward Fremantle.

The Clerk explained that the formation of a Working Party would be more appropriate than a committee. Committees are extensions of the Parish Council and therefore bound by the same statutory regulations. That could stifle, for example, the calling of meetings, informal discussions, and the involvement of as many members of the public as possible. Terms of Reference should be drawn up by the Parish Council to set out the Working Party's powers and how it would function.

James Bruxner repeated his proposal of the previous evening that Edward Fremantle, with his experience and expertise in the subject, chair the Working Party. He pointed out that this would relieve the PC of much of the burden of the complexities of the project whilst not having delegated decision-making powers. Rather he envisaged the WP bringing recommendations, via its Council members, to the Council for consideration. The Clerk said he would draw up Terms of Reference for agreement by the Parish Council at its next meeting on 17th October. The Council agreed this was the way forward. Cllr Ginn asked to be added to the list of volunteers in the Working Party.

*The Parish Council Meeting resumed at 9.54pm*

**13.177 Date of next Parish Council meeting:**

Thursday 17 October 2013 at 8pm in the Meads Pavilion.

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.55 pm. She invited everyone to stay for tea and cake.

**Signed**

*J. Ginn* Dated 17/10/2013

NOTE: These minutes were approved at the council meeting on 17 October 2013

extracted by

## ASPENDEN PC MINUTES

ASPENDEN

3 2 3

### MINUTES OF THE MEETING OF ASPENDEN PARISH COUNCIL HELD AT THE FOX ASPENDEN ON TUESDAY 19 NOVEMBER 2013 AT 8.00 PM

Present: Paul Spears (Chairman) Karen Cordell  
Cyril Berry Jeffrey Poulton

Officer attending: Marty Kilby  
Present: 2 members of the public

#### APOLOGIES

13.68 Toni Barrington-Long;

#### DECLARATIONS OF INTEREST

13.69 None

#### MINUTES OF MEETING

13.70 Minutes

The minutes of the meeting held on Monday 9 September 2013 were before the meeting and signed as a correct record.

#### PARISH COUNCIL VACANCY

13.71 Councillor vacancy

Proposed and agreed to move this agenda item to the end of the meeting.

#### RISK ASSESSMENT

13.72 Litter Picker

The Litter Picking risk assessment was agreed.

#### FINANCE

13.73 Financial Report and payments

100370	C Howard	Litter picking Oct-Nov	111.80
100371	M Kilby	Clerk salary Oct-Nov	80.00
100372	M Kilby	Expenses	69.89
100373	HAPTC	Subscription to 31.3.15	169.29
100374	HMRC	PAYE 7-9	30.00
100375	Royal British Legion	Remembrance Wreath, donation	25.00

13.74 BUDGET AND PRECEPT 2014-2015

Suggested budget figures had been put before Council and were discussed. The purchase of an additional salt bin could be a consideration as well as playground repairs. Noted that the parish relies heavily on the village fete to fund projects. The raising of the precept by £100 was accepted as necessary. Agreed to finalize the precept at the January meeting when the final decision would be taken on raising the precept by £100 to a total of £2,000 would be taken. Draft amended budget figures to be circulated to councillors.

#### PLANNING

13.75 Planning report

03/13/1754/LB Gorehambury, Aspenden

Secondary glazing

Councillors had no objections to the application

13.76 Buntingford Neighbourhood Plan

Cllr Paul Spears reported on his recent meetings with Buntingford Town Council and after discussion it was agreed to re-affirm Aspenden Parish Council's commitment to continue with co-operation. Aspenden needs to recruit 6 people to constitute a Forum which needs to gather opinions from Aspenden parish. A generic questionnaire relating to suggestions from Aspenden parish to be compiled by the forum. A public meeting to be held as soon as possible. Venues suggested were The Fox, the Church, and Bell House hall. A Tuesday weekday evening was suggested.

**Resolved:** Cllr Paul Spears to research and suggest possible venues for the public meeting and councillors, together, to produce leaflet inviting people to public meeting. Cllr Karen Cordell offered to help deliver the leaflet round the parish.  
Parish Councillors to try and recruit those interested in joining the Forum

**Resolved:** Aspenden Parish Council agrees to be included in the area for the preparation of the Buntingford Neighbourhood Plan and signed the Parish Consent Form