

## REDBOURN PARISH COUNCIL

### Minutes of Full Council meeting held on Thursday 15<sup>th</sup> FEBRUARY 2018 at 7.30 pm, Conference Room, Parish Centre

**PRESENT:** Cllrs. D Mitchell (Chair), C O'Donovan (V Chair), I Caldwell, T Finnigan, I Hickmott, P Schofield, D Bigham, S Kidd and A Gardner

**IN ATTENDANCE:** N Khanna (Clerk)

1. **APOLOGIES:** Cllrs M Maynard (Health), V Mead (District meeting) and R Gray (Holiday)

2. **DISCLOSURE OF INTERESTS**

None

3. **PUBLIC PARTICIPATION**

None

4. **MINUTES OF PREVIOUS MEETING**

It was proposed by the Chair and resolved that:

*The minutes of the Full Council meeting held on 18<sup>th</sup> January 2018 were approved as a true record.*

5. **ACTIONS FROM PREVIOUS MINUTES**

None.

6. **CHAIR'S ANNOUNCEMENTS**

None

7. **MATTERS TO REPORT**

7.1 Protocol in the event of death of a senior figurehead

7.2 RPC attendance at the 2018 Herts Show

7.3 PCSO funding

8. **COUNTY REPORT**

County Cllr Brewster sent the report below, which was read out by Cllr Mitchell:

*1. Highways Office reported effective sweeping of the A5183 and channel clearance in January.*

*2. Confirmed forward work to remove the bund at the Redbourn Lane car park site, install a bird beak fence to prevent illegal incursions, improve the footway from the car park to the main footways crossing point with granular sub base material, hedge and shrubbery clearance as one leaves the car park, looking right up the hill to the Redburn village name sign.*

*3. Confirmed from Capital HLB for 18/19 – Redbourn Road footway works (where 17/18 works ended up to Redbournbury Lane junction and Dunstable Road footway works from Cavan Road junction towards the High Street to the driveway of property number nine).*

*4. Dunstable Road S&V Survey to install a SID Smiley Face socket.*

5. Ringway engineer is inviting any requests for footway/carriage way improvements as he is working on his CAT 2 forward plan. Any requests will need to be checked against his current list.
6. Ringway engineer is progressing the missing parking signs near the Co-op with St Albans District Council.
7. Discussions ongoing with HLB officer regarding Cllr Finnigan's dropped kerb/island relocation requests.
8. HCC Development Control Committee meet on Monday 19<sup>th</sup> at 10am to decide on the planning application for the new Katharine Warrington School. My challenge that the Lower Luton Road is NOT a safe walking route has been agreed following a reassessment I attended on 15<sup>th</sup> January.
9. Highways Officers working on plans for a Toucan crossing to the new proposed library at the Fire Station site.

Cllr Gardner asked how responses to item 5 should be fed back. The Clerk asked for all feedback to be sent to him by 22<sup>nd</sup> February 2018 so that he could compile them all to avoid duplicates.

**Action:** All

Cllr Hickmott expressed appreciation for the report and added that it would be great if Cllr Brewster could attend Full Council perhaps once a quarter. Cllr Mitchell said that he would feed that back.

**Action:** Cllr Mitchell

## 9. DISTRICT REPORT

District Cllr Mead provided the following report, which was summarised for Cllrs by Cllr Mitchell:

### **The St. Albans City & District Local Plan 2020 - 36:**

*To date (6/2/18 13:00) SADC had received 1575 completed questionnaires and 493 people attending the Exhibition. Residents responding through the consultation portal 919: completed hard copies of booklet 636: residents commenting by email 20.*

*Residents were generally interested in the exhibition and on the whole asked questions concerning the broad locations, the impact of growth on existing services, and infrastructure plans.*

*To date (6/2/18) the video had 1666 views on You Tube.*

*To date (6/2/18) the number of attendees at the exhibition held in Redbourn on 16th January was **85**.*

## 10. BUSINESS ITEMS

### 10.1 SADC Local Plan

Cllr Mitchell reported that the SADC Local Plan Regulation 18 Consultation ends on 21<sup>st</sup> February 2018 and encouraged everyone to complete and also share how important it was to respond. If residents wanted to protect local greenbelt, this consultation was an opportunity to let SADC know.

Cllr Mitchell reported that he had invited representatives from the Crown Estate to attend Full Council to update Cllrs on their plans, but they had not responded. Cllr Mitchell said that he was aware that they were still working on their draft Master Plan.

Cllr Mitchell reported that the CPRE had responded directly to the SADC Chief Executive stating that they felt the consultation was inadequate and did not provide sufficient information to allow informed feedback. They stated that the figure of 913 homes per year quoted by SADC as their target was not set in stone. Cllr Mitchell said it may actually be closer to c.660.

Cllr Mitchell summed up by stating that houses will be built in the district and it was a question of where and type that needed to be addressed. SADC's view that central St Albans' infrastructure is at capacity equally applies to Redbourn.

## 10.2 **Rothamsted**

Cllr Mitchell reported that Rothamsted research had now formally submitted their site at north east Redbourn (Dunstable Road) to SADC as part of their call for sites. As part of their plans to deliver up to 1,000 homes on the site, they have also suggested the possibility of a secondary school and additional shops. Cllr Mitchell said that he had received some feedback from residents that whilst they recognised the need for houses locally, they did not want to lose large amounts of greenbelt that would change the character of the village.

Cllr Mitchell said that he felt the scale of the development was too much for Redbourn.

Cllr O'Donovan said that he also felt the scale was too much as it would effectively increase the size of the village by a third.

Cllr Schofield said that she had mixed feelings as she could see the potential benefits to local businesses and the wider community and a new school would be a good thing. However, the overall development was too much, and the Neighbourhood Plan was more appropriate to the needs of the village.

Cllr Gardner recognised the need for affordable homes and social housing locally, but said the approach of the Neighbourhood Plan was more appropriate than the large-scale development proposed here. Cllr Gardner also questioned the argument that a new school may reduce traffic on the roads because Redbourn children would not have to travel, as it would mean more school run traffic heading in to Redbourn from neighbouring areas.

Cllr Bigham commented that 1,000 homes could potentially mean 4-5,000 people which would change the village irrevocably.

Cllr Mitchell said that he felt SADC needed to consider high rise developments in St Albans to help meet the housing need and to not just treat greenbelt as the only option.

Cllr Mitchell said that he had been contacted by the Chairs of other Parish and Town Councils who were alarmed by the threat to green belt across the district. It now seemed like a district wide discussion was required on SADC's approach to developing green belt and SADALC may be the forum to raise this.

Cllr Gardner said she understood that a large percentage of the district local to Redbourn was green belt and so we may need to lose some. Cllr Gardner felt it was important to note that RPC was not being obstructive and the Neighbourhood Plan offered a more proportionate approach to losing small pockets of green belt to meet local need.

Cllr Hickmott commented that the Regulation 18 Consultation did not seem to be well run, and it was clear that a fresh green belt review was required. He recognised the demand for development and more homes meant that some green belt would be lost as part of a major

development, but perhaps it did not all need to be in Redbourn. Cllr Hickmott stated that on balance, he preferred the Rothamsted approach to the alternatives being proposed by the Crown Estate and believed it to be inevitable and right that development occurs on greenbelt land.

Cllr Caldwell commented that he felt it was unlikely that any developers would deliver social housing and that any 'affordable housing' delivered would be top end and not actually affordable.

Cllrs discussed RPC's stance on this proposal and referred to their policy of not supporting development of the green belt where the land meets the purposes of green belt as defined by the National Planning Policy Framework (NPPF).

It was proposed, seconded and resolved that:

***RPC would object to this development proposal, in line with its policy to not support development of green belt where that land met the purposes of green belt, as defined by the National Planning Policy Framework (NPPF).***

### 10.3 Redbourn Neighbourhood Plan

Cllr Mitchell reported that the Neighbourhood Plan Regulation 14 Consultation was underway and would end the following day, 16<sup>th</sup> February 2018. There appeared to have been a good response and the Community Officer would begin compiling feedback in the coming weeks.

Cllr Schofield said that the Redbourn Playing Fields Trust had been contacted by local football clubs expressing concern at the potential loss of pitches. A response had been sent explaining that the land was actually in private ownership and the benefits to the Recreation Centre facilities that would be realised.

Cllr Hickmott reported that he had had 3 unsolicited positive comments on the recent Neighbourhood Plan exhibition and how the information had been delivered.

Cllr Gardner also reported that she had received positive comments on the Neighbourhood Plan document itself.

### 10.4 Internal Audit

The Clerk reported that he had received notification from our Internal Auditors that they had changed ownership and were no longer providing this service to Councils. However, the Internal Auditor responsible for carrying out RPC's audits had bought this part of the business and had offered to continue to carry out the Internal Audit at the same price.

The Clerk said that he had built up a good relationship with this auditor and found him to be thorough and helpful. This auditor also had many years of local authority audit experience and the Clerk recommended Cllrs appoint him going forward

It was proposed by the Chair and resolved that:

***Philip Roden be appointed as RPC's Internal Auditor for the coming year, 2018-19.***

### 10.5 Alleyway report

Cllr Finnigan presented Cllrs with an updated list of alleyways and footpaths in Redbourn showing ownership and maintenance responsibilities, where known. The list had been reviewed and updated by Herts Highways.

Cllr Caldwell asked how the GIS mapping software project was progressing. The Clerk said that the Facilities Officer had been working hard on the Museum and Parish Store projects recently and now that they were coming to an end, her next priority was the mapping software.

#### 10.6 **General Data Protection Regulation (GDPR)**

The Clerk reported that he had booked in an organisation called LCPAS to carry out the Council's Personal Information Audit (PIA) in the first week of March 2018. This audit would then generate an action plan to help ensure GDPR compliance by 25<sup>th</sup> May 2018.

#### 10.7 **Annual Parish Meeting 2018**

The Chair reported that the date in the diary for this year's Annual Parish Meeting actually fell on a Bank Holiday and the recommendation was to move the date to Wednesday 9<sup>th</sup> May 2018.

It was proposed by the Chair and resolved that:

***The RPC Annual Parish Meeting 2018 will be held on Wednesday 9<sup>th</sup> May 2018***

### 11. **FINANCE**

#### 11.1 **Finance Report**

The Clerk presented Cllrs with the reconciliation reports dated 9<sup>th</sup> February 2018 showing reconciled accounts against bank statements for November and December 2018.

It was proposed by the Chair and resolved that:

***The reconciliation reports dated 9<sup>th</sup> February 2018 and corresponding bank statements showing reconciled accounts for November and December 2017 be received.***

The Clerk presented Cllrs with the Income and Expenditure and Balance Sheet reports dated 9<sup>th</sup> February 2018, clarifying that they reflected transactions reconciled to 31<sup>st</sup> December 2017.

It was proposed by the Chair and resolved that:

***The Income and Expenditure report dated 9<sup>th</sup> February 2018 reflecting reconciled accounts to the end of December 2017 be received.***

#### 11.2 **Invoices for payment**

The Clerk presented Cllrs with the list of payments for November and December 2017.

It was proposed by the Chair and resolved that:

***The List of Payments reports dated 9<sup>th</sup> February 2018 showing payments for November and December 2017 be received.***

#### 11.3 **Receipts**

The Clerk presented Cllrs with the list of receipts for November and December 2017.

It was proposed by the Chair and resolved that:

***The List of Receipts report dated 9<sup>th</sup> February 2018 showing receipts for November and December 2017 be received.***

## **12 COMMITTEES**

### **12.1 Commons Committee**

It was proposed by the Chair and resolved that:

***The minutes of the Commons Committee meeting held on 1<sup>st</sup> February 2018 be adopted by the meeting.***

### **12.2 Planning Committee**

The Clerk reported that Cllr Mead had pointed out that she was present at this meeting, but the minutes did not reflect this. The Clerk said that he would arrange for this to be corrected.

**Action:** Clerk

It was proposed by the Chair and resolved that:

***The minutes of the Planning Committee meeting held on 16<sup>th</sup> January 2018 are adopted by the meeting, subject to the above amendment.***

### **12.3 Management and Communications Committee**

The minutes of the meeting held on 13<sup>th</sup> February 2018 were not available in time for the meeting. Carried forward.

### **12.4 Finance and Policy Committee**

Cllr Schofield reported that the grant application for the Bowls Club had been submitted by the Redbourn Recreation Centre and Playing Fields Trust and not the Bowls Club. The Clerk said that he would arrange for this to be corrected.

**Action:** Clerk

It was proposed by the Chair and resolved that:

***The minutes of the Finance and Policy Committee meeting held on 30<sup>th</sup> January 2018 are adopted by the meeting, subject to the above amendment.***

## **13 WORKING PARTIES**

### **13.1 Green Belt Defence Working Party (RAGE)**

Cllr Mitchell said that this working party would meet again once more information was available, following the completion of the Neighbourhood Plan and Local Plan Consultations and from the Crown Estate.

Cllr Mitchell said it was likely that there would also be a public meeting to bring residents up to speed. It was expected that the working party would meet again within the next two months.

### **13.2 Neighbourhood Plan Working Party**

None.

### **13.3 Common car park Working Party**

None

13.4 **High Street Working Party**

Cllr Hickmott reported that the Working Party planned to meet the following week.

**14 MATTERS TO REPORT**

14.1 **Death of a Senior Figurehead** – Cllr Caldwell provided an update following a meeting he and Cllr Mead had recently attended at SADC.

14.2 **Herts Show 2018** – Cllr O'Donovan asked Cllrs to consider whether they would like to have a stall at the 2018 Herts Show again. Cllrs discussed this and felt that as 1) many Cllrs were away and 2) most interactions last year had been with people outside of the village, it would not be good use of Cllrs and office staff time to attend/organise this.

14.3 **PCSO funding** – Cllr Mitchell reported that he had received a letter confirming that the cost of our PCSO was not increasing as previously suggested and the costs for 2018-19 would be the same as 2017-18.

**15 DATE OF NEXT MEETING**

Thursday 15<sup>th</sup> March 2018, 7.30pm

The meeting closed at 8.55pm

*Chair* ..... *Date* .....