

REDBOURN PARISH COUNCIL

Minutes of Full Council meeting held on Thursday 19th July 2018 at 7.30 pm, Conference Room, Parish Centre

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

IN ATTENDANCE: C Kenny (Clerk), Cllr Mary Maynard and Cllr Annie Brewster

1. **APOLOGIES:** Cllrs I Caldwell (holiday) and R Gray (holiday)

2. **DISCLOSURE OF INTERESTS**

None

3. **PUBLIC PARTICIPATION**

None

4. **MINUTES OF THE PREVIOUS MEETING**

It was proposed by the Chair, seconded and resolved that:

The minutes of the Full Council meeting held on 21st June 2018 were approved as a true record

5. **ACTIONS FROM PREVIOUS MINUTES**

Cllr Mitchell informed the meeting that the situation regarding a District Councillor living outside of the ward complies with the rules governing this.

Cllrs were reminded that when speaking to the press or residents they should clarify if they are speaking on behalf of RPC, in which case it must be something that has been agreed by the Council, or as an individual, in which case it is their personal opinion.

Cllrs were also reminded that if corresponding with residents regarding issues, they need to copy the Clerk in on these matters.

6. **CHAIRS ANNOUNCEMENTS**

Nothing to report

7. **MATTERS TO REPORT**

SADAL Meeting

HAPTC meeting

Luton Airport

Proposed incinerator on Lower Luton Road

8. **COUNTY REPORT**

This item was incorporated in item 10.2

9. **DISTRICT REPORT**

Cllr Mead reported:

"In light of the horrendous problems with Govia Thameslink & the new Timetabling, particularly affecting commuters getting on at Harpenden in peak times, a **Rail Provision Sub-Group** has been

re-established at the District Council which will report to the Planning, Resources, Housing & Commercial Scrutiny Committee where once a year, we invite Govia Thameslink, Network Rail & associated Action Groups to discuss and have an update. I will be one of the Councillors serving on this Sub-Group & our first meeting is on 5 September 2018."

Cllr Mitchell thanked Cllr Mead for speaking for Redbourn at the recent SADC Full Council meeting regarding the proposed Local Plan.

10. BUSINESS ITEMS

10.1 SADC's LOCAL PLAN

Item moved back awaiting arrival of Cllr Maynard

10.2 REDBOURN NEIGHBOURHOOD PLAN

A Neighbourhood Plan meeting has been arranged for 25th July 2018 to move the Plan along.

10.3 COMMUNITY LIBRARY

Item moved back awaiting arrival of Cllr Brewster

10.4 GENERAL DATA PROTECTION REGULATION

10.4.1 Adoption of GDPR internal policies

It was agreed that due to the size of the document policy that it would be more effective if the Clerk and Cllr Mitchell examine them at a separate meeting, with a view to streamlining results and presenting to Management & Communications in a more comprehensive and useable format.

It was proposed by the Chair, seconded and resolved that:

Cllr Mitchell and The Clerk to prepare a more comprehensive document in a useable format and present to Management and Communications

10.4.2 Appointment of LCPAS as the RPC Data Protection Officer

As part of the impact statement carried out by LCPAS, it was recommended that RPC appoint a Data Protection Officer who would carry out regular audits to ensure we are complying with GDPR Requirements and in the event of a breach, would be the point of contact.

Although not part of the report, LCPAS do offer this service for £300 pa. Cllr Schofield asked why wouldn't we employ the service and Cllr Gardner explained that it was only a recommendation. It is not a legal requirement and so the meeting felt RPC should monitor the situation and see what other Parish Councils do.

No proposal was made.

10.4.3 Implementation of email encryption tool

Clerk explained that the encryption tool would only be for correspondence containing personal data and should be used by exception. A policy therefore would not be required for using email encryption.

No proposal was made.

10.5 Appointment of new Clerk/RFO

It was proposed by the Chair, seconded and resolved that:

Chris Kenny be appointed as RPC's Clerk and RFO from 9th July 2018

10.6 Appointment of Finance Officer

It was proposed by the Chair, seconded and resolved that:

Nish Khanna work as the Finance Officer for one day a week for a 3 month period on a staff contract, with an option to extend at the end of this period by mutual agreement.

10.7 Use of Conference Room

Cllr Gardner explained that Hertswise had approached RPC with a request for use of a room in the Parish Centre at no charge, for the purposes of running support groups to support those living with memory loss, cognitive impairment or dementia for both sufferers, carers and family. It is commissioned by HCC however there is no budget for hiring facilities. It was the recommendation of Management & Communications committee that RPC agree to this request.

It was proposed, seconded and resolved that:

Hertswise can have use of the Conference Room free of charge for a 10 week period, dates to be agreed with the Clerk.

11. FINANCE

11.1 Finance Report

The Clerk presented Cllrs with the Income and Expenditure and Balance Sheet reports dated 13th July 2018, clarifying that they reflected transactions reconciled to 30th April 2018 subject to two missing invoices that we are awaiting copies of.

It was proposed by the Chair and resolved that:

The Income and Expenditure report dated 13th July 2018 reflecting reconciled accounts to the 30th April 2018 be received.

11.2 Invoices for payment

The Clerk presented Cllrs with the list of payments (Current account – Cash Book 1) for April 2018.

It was proposed by the Chair and resolved that:

The List of Payments (Current account – Cash Book 1) reports dated 13th July 2018 showing payments for April 2018 be received

11.3 Receipts

The Clerk presented Cllrs with the list of receipts (Current account – Cash Book 1) for April 2018

It was proposed by the Chair and resolved that:

The List of Receipts (Current account – Cash Book 1) report dated 13th July 2018 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 5th July 2018 are adopted by the meeting

12.2 Planning Committee

It was proposed by the Chair to and resolved that:

The minutes of the Planning Committee meeting held on 5th July 2018 are adopted by the meeting

12.3 Management and Communications Committee

It was proposed by the Chair and resolved that:

The minutes of the Management and Communications Committee meeting held on 19th July 2018 are adopted by the meeting

12.4 Finance and Policy Committee

No meeting was held this month so no minutes available.

10.1 SADC's Local Plan

Item moved to accommodate Cllr Maynard attending. Cllr Maynard addressed the meeting regarding the emerging Local Plan, presentation slides attached but additional notes are as follows:

A consultation was held to find out what people felt was important when it came to housing within the District. From this consultation, there were three messages:

- People value green belt and do not want it to disappear
- Issue of affordability of housing is key both for buying and renting
- Support for social housing

There was also concerns over the infrastructure in particular schooling and roads and if it would be sufficient.

Stage 1 Greenbelt review evaluation - 150 sites were put forward by landowners – a lot of these sites were in the south of the district. The decision was made not to take a political solution and to assess the sites on planning grounds so Councillors gave some criteria and planners assessed and analysed the sites by looking at the impact on the green belt and then ranked either red, amber or green. At this point, 138 sites dropped out due to not being suitable.

SADC are delivering 14,500 houses as per the Government directive.

Stage 2 suitability/availability – a developer doesn't have to own the land/house to put in a planning application therefore needed to investigate whether land was under the control of the person putting the application in.

Stage 3 Exceptional Contribution – Green Belt land has to do more than provide housing and has to add something else eg, infrastructure, providing schools.

From this, number of sites dropped to 11.

The Local Plan also shows how development will move forward and will be used to measure future planning applications.

From these sites, 913 houses will be per annum and there will be a stepped approach to building:

2020 – 2025	565 houses built
2025 – 2030	1,075 houses built
2030 – 2036	1,075 houses built

The density of the developments will be 40 houses per hectare

The development at East Hemel offers a substantial country park (size of Verulamium) and will keep a lot of the current trees aiming for 20% canopy cover. The development will fund improvements to the Nickey Line and buses to and from Hemel Hempstead.

There will be a 1.01 mile buffer to Redbourn settlement. For every 100 houses built there is a legal requirement to put in green space. They will also have to build a community building.

The design of the site will be led by SADC and not the developer. Social housing will be peppered amongst the whole site.

Next stage - Regulation 19 consultation – runs from 4th September – 17th October. The aim is to simplify so the 'ordinary' resident can understand the document.

Cllr Mitchell asked if the NE of Redbourn site would be considered again although not currently included. Cllr Maynard said that she did not know but if it did, it would go to consultation.

Cllr Bigham asked why Redbourn would have 4 traveller sites in our ward. Cllr Maynard said no real answer to this other than there are other traveller sites being put forward in other areas.

Cllr Hickmott asked how does the Neighbourhood Plan fit in with the Local Plan. Cllr Maynard said that if the Neighbourhood Plan conflicts with the Local Plan then the Local Plan overrides and the NP cannot frustrate the LP.

She couldn't answer questions regarding the policy or strategy of the infrastructure but did say that in November the County Council will be running a model to see affect and impact of traffic on the area.

Cllr Mitchell asked if Cllr Maynard and Planning officers would be prepared to attend a public meeting which she agreed to.

Cllrs thanks Cllr Maynard for her time and she left the meeting at 9.55pm
Cllr Gardner left the meeting at 10.00pm

It was proposed by the Chair and resolved that:

Standing Orders be suspended so that the meeting could continue beyond 10.00pm in order to conclude business matters.

8 COUNTY REPORT

This item was moved back to accommodate Local Plan update.

Cllr Brewster informed the meeting that Highways had been jet patching the roads with liquid tar to repair some areas. Roads around the Common were done just before the Fete du Velo to ensure the roads were safe for the cycle race.

There was some money left in the locality budget to fund some cycle racks.

ACTION: Clerk to advise Cllr Brewster the location to install the cycle racks.

10.2 COMMUNITY LIBRARY

Cllr Brewster explained the proposals for road markings and traffic calming measures around the proposed new Community Library site. It is proposed that a zebra crossing be installed on a raised table as this is considered safer than pelican or controlled crossings.

It is also proposed to install road calming measures further up Dunstable Road which would mean losing two parking spaces but would have the effect of slowing down cars.

ACTION: Cllr Brewster will find out the exact location of proposed traffic calming in Dunstable Road as we need to consult with residents affected.

It was proposed by the Chair and resolved that:

RPC accept the proposals presented by Cllr Brewster for raised table zebra crossing be installed as per the plans. The issue of further traffic calming measures on Dunstable Road be discussed and decided upon at a later date.

13 WORKING PARTIES

13.1 Green Belt Defence Working Party (RAGE)

Cllr Gardner said that we should have a meeting as there were many issues to discuss. Cllr Mitchell said he would arrange a meeting for September when the SADC consultation was active.

13.2 Neighbourhood Plan Working Party

Nothing to report

13.3 Common car park Working Party

Nothing to report

13.4 High Street Working Party

Nothing to report

13.5 Communicating with the Community Working Party

Nothing to report

14 MATTERS TO REPORT

14.1 Cllr Mitchell informed the meeting that he and the Clerk had attended the SADALC meeting on 17th September.

14.2 Cllrs had attended the HAPTC annual meeting on 12th July and commented on how well attended it was. Cllr Hickmott was a speaker talking about the experience of entering the Village of Year competition run by Channel 4.

- 14.3 Cllr Mitchell had attended one of the consultation events being held by Luton Airport regarding the proposed increase in flights and passenger numbers. For anyone else attending, please pass on your comments to DM to compile a response.
- 14.4 There are plans to install an incinerator on the edge of Luton Hoo Estate. Cllr Mitchell drew Cllrs attention to leaflets produced by an action group based in Harpenden.

15 DATE OF NEXT MEETING
Thursday 20th September 2018, 7.30pm

The meeting closed at 10.30pm

Chair *Date*