



## **HARTWELL PARISH COUNCIL**

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Minutes of the Hartwell Parish Council's meeting held on Thursday 9<sup>th</sup> November 2017 at 7.30pm at The Lounge, Hartwell Community Centre, School Lane, Hartwell.

Present: Councillor Deborah Barker (Chairman), Councillor Scott Turner (Vice-Chairman), Councillor George Jones, Councillor Graham Harris, Councillor David Heron.

Also present: Sarah Fuller (Parish Clerk)  
1 x Parishioner  
Jane Austin (Friends of Roade Library)  
Jemma Mclean (Bedfordshire Rural Communities Charity)  
Geoff Evans (Grand Union Housing Group)  
Chris Hatfield (Ashby House Developments)

<b>201/2017</b>	To receive and approve apologies for absence. Councillors Dawson (work) Budden (holiday). Councillor Childs did not attend and sent no apologies. <b>Resolved:</b> Apologies were accepted.
<b>202/2017</b>	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). Councillor Turner declared an interest in item 207/2017 c
<b>203/2017</b>	To receive and approve for signature the minutes of the full Parish Council meeting held on 12/10/17. <b>Resolved:</b> The minutes were accepted as a true and accurate record of the meeting and signed by the Chairman.
<b>204/2017</b>	<b>Public participation session will take place at 7.35pm</b>
<b>a)</b>	Mrs Jane Austin (Friends of Roade Library) Northamptonshire County Council is currently consulting upon three options for the future of the Library and Information Service. Roade library has considered the options available and they would like to see if option one is viable. This means the library would be community-managed. They will need to find funding for utilities etc and they will need to recruit volunteers to assist with the day-to-day running of the site. They feel the library is an important resource not only for Roade but also the surrounding parishes. They are approaching Hartwell because they need as much support from its parishioners as possible. They also need financial assistance. They are currently awaiting a date to hold a public meeting and have asked it is advertised on Noticeboards and the parish council's website. They intend to hold a "long live our library day" on 9 <sup>th</sup> December. The consultation ends in January. <b>Resolved:</b> As this item was not on the agenda for consideration, councillors would like to discuss this in more detail at their December meeting.
<b>b)</b>	The parishioner wanted to know why Hartwell had not been informed of the bus diversions due to local road works/closures. The parishioner had spoken previously with Councillor Barker concerning this matter who had contacted the bus service and requested posters be placed at the bus stops. Councillor Barker checked the next day and the posters had been placed on the bus stops. Councillor

	Harris has made a couple of complaints about the new service run by Red Rose because on one occasion the bus left the station early which left people stranded. Also, on one occasion the driver turned off the internal lights leaving passengers in darkness. It is hoped by the parish council that the service will soon improve.
<b>205/2017</b>	<b>Reports from outside bodies:</b>
<b>a)</b>	To receive an update from County Councillor Michael Clarke on matters relating to Northamptonshire County Council. County Councillor Michael Clarke was not in attendance.
<b>b)</b>	To receive an update from District Councillor John Budden on matters relating to South Northants Council. District Councillor John Budden was not in attendance.
<b>c)</b>	To receive an update from Mrs Carol Buck relating to St John the Baptist Church. Mrs Carol Buck was not in attendance but had sent a short update which was read out by the Chairman. Peter Angus and John Buck are taking the Remembrance Service and members from Hartwell Scouts will be doing the reading. The collection taken at our Carols by Candlelight Service on 17 <sup>th</sup> December will be forward to Helen & Douglas House in Oxford a respite centre for children and young adults with life threatening illnesses. On behalf of Hartwell Parochial Church Council, I would like to thank Hartwell Parish Council for our grant towards the grass cutting of the churchyard for 2018. We do, sincerely appreciate the continuing financial support of the Parish Council without this support we could not maintain the churchyard to the high standard, which I believe that we have, for all to enjoy and see in our village.
<b>d)</b>	To receive an update from Mr George Jones relating to highways and footpaths around the village. Three finger posts on the bridleway (Ashton Road and Ashton Lodge Farm). NCC has agreed to repair two of them. A parishioner has contacted Mr Jones regarding the stiles at Forest Road and Church Close as they are not easily assessable to dogs. Mr Jones will meet with the parishioner on Sunday morning to further discuss the matter. Works will take place on the vegetation opposite Wood Lane that has overgrown the lamp post hopefully sometime December/January.
<b>206/2017</b>	Jemma Mclean from Bedfordshire Rural Communities Charity (BRCC) (independent), Geoff Evans from Grand Union Housing Group (GUHG) and Chris Hatfield from Ashby House Developments (AHD) (consultant for GUHG).  Councillors to discuss with the above persons the possibility of a small affordable housing development in Hartwell specifically for people with a strong local connection through small developments known as rural exception sites.  <u>Details provided to the Council</u> Mrs Jemma Mclean introduced herself and set out the reasons for attending the evening. Mrs Mclean assured council that Bedfordshire Rural Communities Charity is a totally independent organisation and the survey and its results will not be influenced by GUHG nor AHD.  GUHG has been approached by the owner of a piece of land at the end of Stoneway to see if they would be interested in developing the site. This piece of land lies outside of the village confines and would be viewed as an exception site by the local planning authority. Therefore the housing association would need to prove there is a need within the village for such a development. To assist with determining if housing is required within the village, the housing association intends to send out a Housing Needs Survey to all the homes in Hartwell. The survey is in two parts, with the first part will be about general housing requirements and the second part is in the main directed at people who may have a housing need in the next 5 years. i.e. young families currently in rented accommodation, older teenagers and older people

wanting to downsize. The standard response rate for such surveys are usually somewhere between 20 to 25% which is an approximate sample the local authority would be happy to accept when planning applications are lodged. The parish council will get a copy of the survey results.

GUHG own 3 associations across Milton Keynes, Northamptonshire and Bedfordshire 12,000 affordable homes, shared ownership, renters and over 55's. They develop and build 300/350 units per year.

South Northants Council determine which sites are suitable for development using in part, SHLAA (information regarding this can be found on SNC website). South Northants Homes (part of GUHG) has decided to work with the private land owner to try and get the right approach for this parcel of land. They cannot set out a complete proposal for this land as they will not know whether there is a need for housing until they have the results of the Housing Needs Survey.

GUHG are a provider of affordable housing i.e. starter homes which are sold to first time buyers at a permanent discount of 20% cost of home up to £250,000 and household income is no more than £60,000. This term would also be reflected in any resale of the property, if resold within 15 years.

Housing Need Surveys should be carried out every five years and SNC hasn't done one in a while. Exception sites have to be evidence based and therefore they would need to clearly demonstrate a housing need existed in Hartwell.

BRCC get paid a fee to undertake the housing needs survey to cover their time as they are a not for profit organisation. This survey would be paid for by GUHG. The majority of Surveys undertaken by BRCC are paid for by parish councils and neighbourhood planning groups.

BRCC will send a covering letter with the Housing Needs Survey which will set out the details of the scheme. A draft will be provided to the parish council prior to it being sent (the parish council will not be contributing to the costs of the survey).

The site at Stoneway is approximately 5 acre although construction would only take place on approximately 3 ½ to 4 acres of the land due to its proximity and the need for green space and noise buffering etc. In general terms the size of scheme worked on by GUHG range From 15 units up to 80 units although on this site, units up to the mid 40s would be a realistic maximum number, but this is dependant on sufficient demand. The site could be a mixture of houses, flats and bungalows and mixture of bedroom numbers. This could not be determined until the results of the housing needs survey are known.

Council were advised that in order for the local planning authority (SNC) to grant exceptional planning permission for a small development of homes, that they are made available in perpetuity for those parishioners who are unable to afford to buy or rent on the open market.

If planning was agreed, the site would be liable to pay the Community Infrastructure Levy (CIL) adopted by SNC. The CIL is a set charge that the developer must pay if planning permission is granted. The CIL could help fund a range of infrastructure that is needed as a result of any new development, e.g. road schemes, schools and community facilities.

If planning was approved, a Construction and Management Plan would be put in place by the SNC Planning Officer and this would set out the conditions under

	<p>which construction would take place, working hours, movement of construction traffic etc. The construction of 30-40 homes would take approximately 2 years.</p> <p>Council informed all parties that under their Standing Orders, there would need to be a public consultation if planning was considered for 4 or more homes. Council was informed that GUHG are able to undertake a public consultation and this would take place prior to any planning application being lodged with SNC.</p>			
<b>207/2017</b>	<b>Correspondence/communication</b> – to consider any received as listed below and/or prior to meeting.			
<b>a)</b>	<p>Milton Keynes Council (MKC) is inviting representations on its Proposed Submission Plan:MK October 2017, which sets out the planning strategy for Milton Keynes until 2031 together with site allocations and development management policies.</p> <p>Councillors to consider making representations. Deadline for responses 20/12/17.</p> <p><b>Resolved:</b> deferred to the next meeting. Councillors to consider information on MK Council's website. Clerk to provide a printed copy of the information to Councillor Harris.</p>			
<b>b)</b>	<p>Email from Matthew Hurst, Hartwell Football Club raising queries regarding the Parish Council's Community Grant awarded to them.</p> <p><b>Resolved:</b> Clerk to respond outlining the terms of the parish council's community grant award. The parish council do not wish to enter into discussions with the community centre on the football clubs behalf regarding the placement of the defibrillator. Councillors were concerned about maintenance costs, longevity, insurance etc of a ride on mower and determined the most appropriate and cost effective way forward was to pay for a contractor to mow the football pitch. The first cut will take place around the end of February 2018 with the final cut around the end of October.</p>			
<b>c)</b>	<p>Communication from Scouts regarding the Parish Council's Community Grant awarded to them.</p> <p><b>Resolved:</b> Clerk to write to the Scouts to reiterate the terms of their offer. The council hopes the children who reside in Hartwell are not penalised because of the assistance with funding from the parish council and this should be reflected in the letter.</p>			
<b>d)</b>	<p>Hartwell Church sent a letter of thanks to the parish council for awarding them a grant to assist with the grass cutting of the church yard.</p>			
<b>e)</b>	<p>52 School Lane, Hartwell (Notice of Appeal) S/2017/2287/EN - Change of use of estate amenity land to residential garden and the enclosure of the land by reason of a timber fence and gates and the erection of garden play equipment with a raised platform.</p> <p><b>Resolved:</b> The parish council feel this matter is best dealt with by SNC planning department and therefore do not wish to make any comments on the appeal.</p>			
<b>208/2017</b>	<b>Finances</b> (previously scrutinised by Cllr. Dawson, internal financial controller)			
<b>a)</b>	<p>Councillor Dawson to provide summary of Council's finances. In Councillor Dawson's absence, Councillor Barker provided the summary.</p> <p>Unity £36,074.69  Santander £62,979.44  Total balance £99,054.13  Earmarked funds £50,218.59  Actual balance £48,835.54  Receipts for October £229.50 Hartbeat adverts</p>			
<b>b)</b>	<p>Council to nominate who will approve this month's bank transfers.</p> <p><b>Resolved:</b> Councillors Barker and Heron</p>			
<b>c)</b>	To consider invoices for payment (as set out below & any rec'd prior to the meeting)			
<u>Reference</u>	<u>Payee</u>	<u>Details</u>	<u>Power to Pay</u>	<u>Amount (inc vat)</u>
Oct	M Fuller	Parish Clerk	LGA 1972 s112	£744.41

	M Fuller	Office and broadband costs Jun 16 – Nov 17	LGA 1972 s112	£480
	M Fuller	Purchase of daffodils	Open Spaces Act	£10
Oct	R Wain	Litter Officer	LGA 1972 s112	£96
1042	RTM Landscapes Ltd	Grass cutting to village	Open Spaces Act 1906 s9&10	£459 (£76.50)
12673	Rialtas Business Solutions	Alpha Software annual support	LGA 1972 s112	£139.20 (£23.20)
17680	Aylesbury Mains	Street lighting repairs	Highways Act	£103.08 (£17.18)
088	National Federation of Cemetery Friends	Saving Cemeteries book	LGA 1972	£6.20
9625	A H Contracts	Emptying dog bins	Open Spaces Act 1906 s9&10	£84 (£14)
<b>d)</b>	Council to consider quotes for the cemetery noticeboard <b>Resolved:</b> Council wish to purchase a single A2 Oak board and would like the clerk to get a quote for one.			
<b>e)</b>	Council to agree to the transfer of Pocket Park funds which are held in the council's bank account. Total funds held £692.34. <b>Resolved:</b> agreed			
<b>210/2017</b>	Council to consider its response to SNC Local Plan Part 2 consultation. Deadline 10/11/7. <b>Resolved:</b> due to the volume of documentation, council would like further time to consider this. Clerk to contact MK Council and request an extension. If one cannot be given, the council do not wish to send any comments.			
<b>210/2017</b>	This part of the meeting will be closed to the public and press despite the general duty to conduct meetings in public, it will be necessary on this occasion to exclude the public and press as provided in Section 1(2) of the Public Bodies Act 1960. This private session will be held to discuss personnel matters. <b>Resolved:</b> the parish council discussed the litter officer's role and pay. The council are extremely pleased with the time and effort he is clearly making in keeping the village litter free.			
	Items for next agenda Submission of MK Plan Adult gym equipment Clerk's meeting with Highways regarding speeding SID data Cemetery noticeboard Clerk's appraisal Grand Union Housing covering letter and Housing Needs Survey			
There being no further items for consideration, the Chairman closed the meeting at 10pm				