

MINUTES OF the 318th MONTHLY MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 29 SEPTEMBER 2016 at 8.00PM

- Present: Cllr Saxon in the Chair
David Allison – Clerk to the Council
Ryan Bennett – Minute Taker
- Cllr Bains, Baldwin, Gallagher, Hobbs, Kaur,
Vassiliou and Wynne-Jones
Voting Members: 8
Not Present: Cllr Brand
Members of the Public: 2
- CC1628/16 Apologies for Absence
Apologies had been received from Cllrs Edmunds, Greenman, Hollands, Kataria, Mitchell and Ridley.
- CC1629/16 Declarations of Interests by Members
The Chairman recommended that any declarations be made at the time.
- CC1630/16 Representations from the Public
Representations were made from Mr Nik Bennett in relation to item CC1635/16. Mr Bennett informed the Council that All Saints' Church were now in a position to begin work on the memorial glass doors in memory of all in Croxley Green who suffered and died as a result of the First World War. A provision of £5000 had been made in the Council budget. Mr Bennett asked that a Parish Councillor sit on the committee.

The Chairman thanked Mr Bennett for his representations and proposed the item be moved up the agenda. The proposal was agreed.
- CC1635/16 All Saints Church Memorial Glass Doors
The Chairman introduced this item and after a short discussion it was proposed that Cllr Saxon sits on the All Saints' Church Memorial Glass Door Committee.

Resolved:
 - That Councillor Saxon sits on the All Saints' Church Memorial Glass Door Committee.
- CC1631/16 Minutes
That the Minutes of the 317th Monthly Meeting of the Council held on Thursday 28 July 2016 be approved and signed by the Chairman.
- CC1632/16 Matters Arising
CC1624/16 Land Transfer/Reacquisition. It was asked if any progress had been made about possible land transfer. The Clerk advised that a meeting with TRDC has been planned for October 24.
- CC1633/16 Committee Reports
CC1633.1/16 Environment and Amenity Committee held on Tuesday 5 July 2016
Resolved:
 - That the Minutes of the Environment and Amenity Committee held on Tuesday 5 July 2016 be adopted as a report of the meeting.
CC1633.2/16 Any matters arising
There were no matters arising.

CC1633.3/16 Planning and Development Committee held on Wednesday 6 July, Wednesday 20 July, Wednesday 3 August and Wednesday 17 August 2016

Resolved:

- That the Minutes of the Planning and Development Committee held on Wednesday 6 July, Wednesday 3 August and Wednesday 17 August be adopted as a report of the meeting.

CC1633.4/16 Any matters arising

PD2803/16 Parking in Croxley Green. A Councillor asked for an update in regards to the Hertfordshire County Council parking criteria. The Clerk advised that nothing yet had been received.

CC1633.5/16 The Finance and Administration Committee scheduled for 8 September was inquorate and so there are no minutes to consider as a report.

CC1633.6/16 Any matters arising

There were no matters arising.

CC1634/16 Annual Accounts 2014/15 – Annual Return and External Audit Report for the year ending 31 March 2015

The Chairman introduced this item and asked the Clerk to elaborate.

The Clerk advised that he was very pleased to report that yet again there were no matters which came to the attention of the External Auditors which gave cause for concern. For clarity, the Clerk read from the Annual Return Section 3 which stated “On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.

The Clerk continued that the External Auditor had drawn attention to a matter which, as stated in the Annual Return, does not affect their opinion as stated above, regarding that £6 had been accrued in savings, but not fully accounted for.

The Chairman proposed a vote of thanks for Mr Clerk for his work on achieving yet another clean audit.

CC1635/16 All Saints Church Memorial Glass Doors

This item was discussed above.

CC1636/16 Verbal update on Neighbourhood Plan

The Chairman introduced this item and asked Councillor Gallagher to elaborate. Councillor Gallagher gave an update on the progress of the Neighbourhood Plan – see attached.

CC1637/16 Verbal update Christmas Market

The Chairman introduced this item and asked the Clerk for a verbal report. The Clerk informed Council that The Little Fox Market was working on securing business for the Christmas Market taking place on December 17. That a temporary event notice had been granted for the event. That the library shall remain open during market hours, that the Chiltern Brass Band has been booked to play for two hours during the market, and that the Admin Assistant had produced a poster for the event which had been uploaded to the Parish Council website.

CC1638/16 Budgets 2017/18

The Chairman introduced this item and asked that Councillors began to think of items for the Budget 2017/18 and that Councillors submitted their proposals early.

CC1639/16 Closure

There being no further business the Chairman closed the meeting at 8.45pm

Neighbourhood Plan

Andrew Gallagher Speaking notes 29 Sept 2016

At the Annual Parish Meeting on 28 April 2016 the chairman gave an update on the Neighbourhood Plan with a slide show.

It was described in the "Parish Pump" delivered to all Croxley Green residential addresses during the last week in May, explaining where to find copies, in the library, on our website, or from the Parish Council offices and inviting comments from all.

We mounted an exhibition at the Croxley Revels on 18 June to explain the plan and offered copies to read and had a similar display in Croxley Green library for several weeks.

We wrote to nearly 90 different interested parties and organisations on 28 June inviting responses by 19 August. Following initial comments from some of those consulted this was extended to Friday 9 September.

At the Full Council Meeting on 30 June 2016, the Chairman reported that the draft Plan had been sent to a long list of consultees seeking their views on the document.

It was presented at the Croxley Green Local Area Forum on 13 July, described in the myCroxley monthly publication and has been discussed at meetings of the Croxley Green Residents Association.

In response to all this consultation we have received a number of informal (undocumented) comments from local residents, mostly supportive or very favourable, and often mentioning specific issues or concerns.

We have also received formal (i.e. documented) responses from ten organisations and seven individual local residents. In general these have been favourable and supportive although raising a number of points of detail requiring minor clarifications or amendments.

The consultation period ended on 9th September & the parish council's working party met on 12th September to review the responses with our consultant architect/planner, Peter Goodwin.

However, we had not received a formal response from Three Rivers District Council. The Clerk wrote to Three Rivers DC on 15th September to report our progress and plans (and invite them to let us have any comments as soon as possible).

We collated all the other comments into a reconciliation table and met again on 20th September to go through the more contentious comments which needed discussion and then decision.

The TRDC Principal Planning Officer, Clare May, replied on 23rd September enclosing a report on the draft plan written (in April 2016) by a professional planner engaged by TRDC through the Planning Officers Society (POS) Enterprises. TRDC also set out the requirements for submitting the Plan for the next stages.

Peter Goodwin & Andrew Gallagher met earlier today to go through the comments from TRDC's independent advisor and determine the way forward with Mr Clerk.

In summary, we have to prepare

- A map or statement which identifies the area to which the proposed neighbourhood development plan relates
- A consultation statement

- The proposed neighbourhood development plan: and
- A statement explaining how the proposed neighbourhood development plan meets the 'basic conditions' set out in the requirements of paragraph 8 of Schedule 4B to the Town and Country Planning Act 1990.

It is going to take several weeks to prepare these other documents and amend the Neighbourhood Plan and Appendices ready for approval by the Parish Council.

Once we have the documents ready for review by the Council and approval to submit (possibly at the October FCM, more likely at the November FCM) the following stages will be:

- 1) TRDC review the formal submission to be satisfied that the documentation is correct and the legal requirements have been met
- 2) TRDC publicise the Plan for consultation for a minimum of 6 weeks
- 3) TRDC makes its own comments on the plan, taking into account the comments of their independent adviser
- 4) TRDC forwards their comments, and any they receive from outside consultees, to an Independent Examiner

The Independent Examiner will assess the Plan and will recommend one of three actions:

- 1) That the Plan proceeds to the referendum stage
- 2) Suggest that modifications are needed to the Plan before it can proceed to the referendum, or
- 3) That it does not proceed to the referendum.

Once TRDC has the Examiner's report, the Council will consider the recommendations and take a formal view on whether the basic conditions have been satisfied. Only then will a Decision Statement be issued and we can proceed to a referendum on adopting the Plan.

There will be a short paper at the next Council Meeting seeking agreement to the appointment of the Independent Examiner.

Andrew Gallagher

29 September 2016