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**Minutes of Kimpton Parish Council Meeting  
held on 23<sup>rd</sup> September 2020  
via Video Conferencing at 7.30 pm**

**Present:** Cllr N Burns (Chairman), Cllr I Corbett, Cllr A Firth, Cllr S O'Brien, Cllr C Procter (late arrival), Cllr J Marsh, Cllr D Reavell

**In attendance:** Mrs C Helmn, Parish Clerk and 13 members of the public

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**20/100**

**Apologies**

To receive and accept apologies for absence  
Cllr L Hawke due to family commitments and District Cllr J Bishop

**20/101**

**Interests**

- a) To receive declarations of interest from councillors on items on the agenda  
None.
- b) To receive written requests for dispensations for declarable interests; and  
None
- c) To grant any requests for dispensation as appropriate  
None.

**20/102**

**Minutes**

To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 22<sup>nd</sup> July 2020 as an accurate record of proceedings  
**Resolved**, proposed Cllr D Reavell, seconded Cllr O'Brien that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed

**20/103**

**Public Issues**

Members of the public and councillors can raise matters of concern  
Residents are concerned that the Kimpton surgery has been closed since March 2020 and that the flu vaccinations took place in Welwyn in the car park behind Bridge Cottage Surgery which was inconvenient for many residents of Kimpton. The parish council had written to the surgery to request a session in Kimpton, as organised in previous years. This request was declined with the statement that anyone housebound can ask for a home visit for the flu vaccination. The parish council will seek for the re-opening of the Kimpton surgery as soon as possible.

Residents raised concern that they had been approached by developers because there are proposals in the NHDC Local Plan for the Green Belt southern boundary to be moved and thereby increase the settlement area. The consultation period has closed with residents told by NHDC that there is no opportunity to comment. The parish council will clarify the extent that further comments will be accepted by the Examination of the North

Hertfordshire Local Plan 2011 – 2031 taking place in October on the Green Belt changes in the district.

19:38 Cllr C Procter arrived.

**20/104**

**Planning**

a) To review planning applications received in August 2020

**20/01647/FPH 1 Blackmore Way, Blackmore End**

Three storey side extension, single storey rear extension with roof terraces above, front porch, half hip to gable rear roof extension, insertion of first floor side window in existing south east elevation, insertion of a front dormer window and a rear roof light in existing roof slopes and alterations to existing fenestration and formation of an additional car parking space following demolition of existing attached garage/store and rear conservatory.

1. We welcome applications that offer a high quality of design, affordability, meet government national space standards, proven defined sustainable delivery, address community defined requirements and add value to the parish.
2. We note that the site is a substantial plot and able to accommodate an extension if delivered in an appropriate manner.
3. KPC and NHDC have adopted a “climate emergency” policy. Please confirm what the climate impact of the development is and what avoidance of external energy and water usage has been incorporated within the application? There is currently no quantifiable statement within the application. There is no indication of an approach to these matters. No mention is made of providing electric car charging points to either residents or visitors. No mention is made of the energy source for the property.
4. How is the proposal assisting in supporting the requirements of “Kimpton Parish Housing Needs Survey March 2019”? This document clearly states the need for 24 additional affordable homes mainly of 1- and 2-bedroom size within the parish. The current applicant proposal offers no contribution to achieving this defined need to the community of Kimpton. The applicant should provide financial contribution to the parish for supporting the delivery of such size properties elsewhere within the parish.
5. We note that the application proposes to double the existing property area to approximately 300m<sup>2</sup> and also double the volume of the dwelling.
6. We are unclear from the application which elements are to be retained and which demolished and re-built. We request this confirmation.
7. The opaque glazed screens to the rear of the building will in effect increase the apparent mass of the building and should be avoided.
8. The applicant should indicate provision of area for refuse and recycling storage.
9. Please confirm how the proposed roof lantern is to be safely maintained and cleaned?

**20/01777/LBC Lawrence End House, Lawrence End Road, Peters Green**

Listed Building Consent: Internal alterations and modernisation of the services to

the family home to meet the needs of the next generation and enable them to continue to use the house as their family home.

The works comprise: i) alterations to the existing kitchen, pantry and adjoining corridor to improve the working area of the kitchen; ii) alterations to the ground floor in the rear wing to provide better utility areas; iii) minor

alterations to the first floor to provide more en-suite facilities to the various bedrooms.

1. We welcome applications that offer a high quality of design, affordability, meet government national space standards, proven defined sustainable delivery, address community defined requirements and add value to the parish.
2. We note that the application proposes to quadruple the existing property area from approximately 60m<sup>2</sup> to approximately 240m<sup>2</sup>.
3. KPC and NHDC have adopted a “climate emergency” policy. Please confirm what the climate impact of the development is and what avoidance of external energy and water usage has been incorporated within the application? There is currently no quantifiable statement within the application. There is no indication of an approach to these matters. No mention is made of providing electric car charging points to either residents or visitors. No mention is made of the energy source for the property.
4. How is the proposal assisting in supporting the requirements of “Kimpton Parish Housing Needs Survey March 2019”? This document clearly states the need for 24 additional affordable homes mainly of 1- and 2-bedroom size within the parish. The current applicant proposal offers no contribution to achieving this defined need to the community of Kimpton. The applicant should provide financial contribution to the parish for supporting the delivery of such size properties elsewhere within the parish.
5. We note that the application is relying upon the new construction not exceeding stated heights. These heights should be from surrounding ground level and they should not be exceeded. Any such planning application should clearly impose this restriction.
6. We note that the applicant is relying upon the additional buildings not being for residential use. Any such planning application should clearly impose this restriction.
7. The applicant should indicate provision of area for refuse and recycling storage.

b) To consider the following planning applications

**20/01893/LBC                      9 Church Lane**

Listed Building Consent: Part single and part two storey rear extension following demolition of rear single storey lean to and detached W.C building. Insertion of roof light in North elevation, replace windows in East elevation and internal alterations (revision of previously approved Listed Building Consent 17/02501/1LB granted 15.12.2017 for part single and part two storey rear extension).

No comment.

**20/01973/FP                      124 High Street**

Erection of one 2-bed, one 3-bed and two 4-bed detached dwellings including partial demolition of 124 High Street including access road and parking.

1. We welcome applications that offer a high quality of design, affordability, meet government national space standards, proven defined sustainable delivery, address community defined requirements and add value to the parish.
2. We note that the application is for the provision of 5 dwellings, of which 4 are additional. Two no. 2 bed, one no. 3 bed and two no. 4 bed. The balance of 2 bed contributes to meeting Kimpton’s housing need.

3. Planning Application section 4. The application form states that the site area is 0.1 Hectare. Please confirm that the density of housing proposed is in accordance with NHDC recommendations.
4. KPC and NHDC have adopted a “climate emergency” policy.
5. The NPPF Achieving a sustainable development. Item 8 c) states an environmental objective – to contribute to protecting and enhancing our natural, built and historic environment; including making effective use of land, helping to improve biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.
6. Please confirm what the climate impact of the development is and what avoidance of external energy and water usage has been incorporated within the application? There is currently no quantifiable statement within the application. There is no indication of an approach to these matters. No mention is made of providing electric car charging points to either residents or visitors. No mention is made of the energy source for the property. No mention is made of renewable energy. No mention is made of sustainable drainage or rainwater recovery systems.
7. Planning Application section 11. The applicant does not indicate the manner of surface water removal proposed.
8. Planning Application section 13. The application does not indicate the manner of foul water removal proposed.
9. Planning Statement. We note the applicant refers to a pre application. Please provide details of the pre application response. The applicant should clarify how they have dealt with points raised by NHDC.
10. The approach to the dwellings appears quite sterile with only provision for car parking indicated. To be a successful community the opportunity for people to interact is important. The creation of potential meeting/seating areas particularly in areas receiving sunlight should be considered and means to avoid it becoming merely a car park
11. We understand there may exist legal constraints upon the development use of no. 124. We do not believe this to be a matter to be addressed in this response.

**20/01926/FP**

**Land North of Applethwaite, Gustard Wood**

Change of Use of existing barn to form one 4-bed dwelling with car parking (revision of previously approved planning permissions 19/01295/FP and 20/0058/FP) to include revise external materials and finishes to the existing walls and roof and a bank of solar panels on roof of existing barn..

1. Green Belt

The site is located within the Green Belt.

2. Additional Buildings

The application drawing 507 P5 rev. X and 507 P6 rev. X indicate an additional building of approximately 25m2 to that indicated upon the approved drawings 507 P5 rev.(-), and 507 P6 rev. (-). Note these drawings are not accessible on NHDC planning portal.

This represents changes not indicated in the planning application.

NPPF Paragraph 145.states: -

A local planning authority should regard the construction of new buildings as inappropriate in the Green Belt. Exceptions to this are:

- a) buildings for agriculture and forestry;
- b) the provision of appropriate facilities (in connection with the existing use of land or a change of use) for outdoor sport, outdoor recreation, cemeteries and burial grounds and allotments; as long as the facilities preserve the openness of the Green Belt and do not conflict with the purposes of including land within it;

- c) the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building;
  - d) the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces;
  - e) limited infilling in villages;
  - f) limited affordable housing for local community needs under policies set out in the development plan (including policies for rural exception sites); and 43
  - g) limited infilling or the partial or complete redevelopment of previously developed land, whether redundant or in continuing use (excluding temporary buildings), which would: – not have a greater impact on the openness of the Green Belt than the existing development; or – not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need within the area of the local planning authority.  
The proposal to increase the building area by 25m<sup>2</sup> is a significant increase of construction within the Green Belt and does not meet the permissible criteria.
3. Additional roof lights.  
The application drawing 507 P5 rev. X and 507 P6 rev. X indicate a 4 additional roof lights to that indicated upon the approved drawings 507 P5 rev.(-), and 507 P6 rev. (-). Note these drawings are not accessible on NHDC planning portal.  
This represents changes not indicated in the planning application.
4. Solar PV  
We note the addition of solar PV on the east and west roof. We commend the addition of such provision subject to satisfactory provision of details as to their manner of integration with the roof finish.

#### **20/01974/FP Corner Stores 1A Claggy Road**

First floor extensions to facilitate conversion from one 3-bed apartment into two 2-bed apartments.

1. We welcome applications that offer a high quality of design, affordability, meet government national space standards, proven defined sustainable delivery, address community defined requirements and add value to the parish.
2. We note that the application provides two number 2-bedroom apartments in the centre of the village and this will support part of the identified housing need for the community.
3. We note that the application provides an increase in the size of the local village shop with a resultant increase of goods available to the community.
4. KPC and NHDC have adopted a “climate emergency” policy. Although not indicated upon the submitted drawings we understand that there is an intent by the applicant to provide PV panels, as currently installed, and an electric vehicle charging point. There is currently no indication statement within the application of an approach to these matters. No mention is made of providing electric car charging point. No mention is made of the energy source for the property.
5. Car parking places should be marked to assist in the efficient parking of vehicles.
6. The applicant should indicate provision of areas for refuse and recycling storage.

**20/01990/FPH            14 Claggy Road**

Two storey rear extension, insertion of dormer window to existing front elevation roof slope to facilitate conversion of loft space into habitable accommodation and replace existing single storey detached side elevation garage door with a window to facilitate conversion into habitable accommodation following demolition of existing rear conservatory

1. We welcome applications that offer a high quality of design, affordability, meet government national space standards, proven defined sustainable delivery, address community defined requirements and add value to the parish.
2. We note that the site is a reasonable size plot and able to accommodate an extension if delivered in an appropriate manner.
3. The extend area is of approximately 50m<sup>2</sup> and represents approximately a 30% addition to the existing.
4. The double height extension does place a 5m brick elevation almost at the boundary to neighbour to the north, however this is of a modest 1.7m extension of the rear of the existing house.
5. KPC and NHDC have adopted a “climate emergency” policy. Please confirm what the climate impact of the development is and what avoidance of external energy and water usage has been incorporated within the application? There is currently no quantifiable statement within the application. There is no indication of an approach to these matters. No mention is made of providing electric car charging points to either residents or visitors. No mention is made of the energy source for the property.
6. The applicant should indicate provision of area for refuse and recycling storage.

**20/02026/FPH            59 Lloyd Way**

Single storey rear extension and reposition of existing detached rear elevation shed

The council agreed the following comments:

Building height – the proposed extension is single storey and of less than 3m height from ground level

Building area – the proposed extension is modest in size at under 15msq and 4.05m in depth.

- c) To consider planning applications received during the period 16<sup>th</sup> September and 22<sup>nd</sup> September 2020

**20/02039/FP            Kimpton Grange, Luton Road**

Conversion of existing barn to create six 3-bed dwellings.

1. We welcome applications that offer a high quality of design, affordability, meet government national space standards, proven defined sustainable delivery, address community defined requirements and add value to the parish.
2. We note that the application is for 5 dwellings of 110m<sup>2</sup> net area and 1 dwelling of 150m<sup>2</sup> net area. All are of 3 bedrooms. How is the proposal assisting in supporting the requirements of “Kimpton Parish Housing Needs Survey March 2019”? This document clearly states the need for 24 additional affordable homes mainly of 1- and 2-bedroom size within the parish. The current proposal offers only 3-bedroom properties and on its own is of little contribution to the defined needs of the community of Kimpton. The applicant should provide financial contribution to the parish for supporting the delivery of such size properties elsewhere within the parish.

3. The requirements of the Emerging Local Plan 2011-31 Section 8.20. state that “On most suburban and edge-of-settlement sites, applicants should therefore make an initial assumption of 60% larger (3+ bed) and 40% smaller (1 or 2 bed) homes to ensure an overall mix is achieved. The most appropriate solution will be considered on a site-by-site basis having regard to this, up-to-date evidence of housing need, the criteria set out above and the outcomes from applying Policy HS2.”
4. Based upon 6 properties we would expect 3 to be within the classification of 1 or 2 bed. The applicant should either provide the advised number of 1 and 2 bed properties or provide financial contribution to the parish for supporting the delivery of such size properties elsewhere within the parish.
5. We appreciate the applicant’s commitment to install rainwater harvesting and better than minimum “U” values, however the applicant has not stated to what level such items will be provided and therefore it has no quantifiable value. Despite stating high sustainable qualities, no provision of sustainable energy sources is provided. The applicant should confirm what the climate impact of the development is and what the projected use of external energy and water usage will be?
6. We note that the applicant intends to fell 4 Ash trees. We have not seen a proposal of how the applicant intends to mitigate such a loss by alternative provision. This represents a clear significant negative impact for which no measurable mitigation or compensation has been offered. NPPF states:  
 '175. When determining planning applications, local planning authorities should apply the following principles:  
 a) if significant harm to biodiversity resulting from a development cannot be avoided (through locating on an alternative site with less harmful impacts), adequately mitigated, or, as a last resort, compensated for, then planning permission should be refused'  
 We cannot see why compensating measures cannot be provided.
7. The application does not indicate how safe access for pedestrians to the village is provided. Please provide this information.
8. Parking. There appears to be no provision for visitors parking.
9. The approach to the dwellings appears quite sterile with only provision for car parking indicated. To be a successful community the opportunity for people to interact is important. The creation of potential seating areas particularly in areas receiving sunlight should be considered and means to avoid it becoming an uncontrolled car park. Reference is made to “access to the park” but no quantifiable is included.
10. Please confirm the evaluation to demonstrate that the additional traffic can safely enter and leave the site from the Luton Road.
11. Please confirm that the area of land allocated to the housing meets the minimum requirement of NHDC building densities.

d) Update upon any applications previously considered by KPC

**20/01359/FPH Coach House, Hitchin Road**

Erection of residential annexe/store following demolition of existing storage shed and garage (Amended by plans received 14/08/20)

Conditional permission has been granted.

- e) To consider response to consultation on ‘Changes to the current planning system’ (deadline for responses 17 September)  
 Response to be made by Planning Working Party.

- f) To consider response on Planning White Paper consultation on 'Planning for the future' (deadline for responses 15 October)  
Response to be made by Planning Working Party.
- g) To consider response to 'Transparency and competition: a call for evidence on data on land control' (deadline for responses 16 October)  
Response to be made by Planning Working Party

20/105

**Reports from Working Parties and Committees**

- a) Kimpton Bench Working Party – Mr B Finch
  - i) To receive a report on activities  
See attached report that was noted.
  - ii) To receive a list for locations for new benches within the parish  
Deferred to a future meeting.
- b) Public Spaces and Playgrounds – Cllr C Procter
  - i) Quarterly playground inspection reports and actions  
Two actions arising from September inspection reports:
    - Hole in the platform of the tower unit at Wrens Close that has now been repaired by the Kimpton Bench Working Party.
    - Extra play bark required under three units at the Recreation Ground which will be delivered on Tuesday 29<sup>th</sup> September and distributed by the Kimpton Bench Working Party.
- c) Environment – Cllr I Corbett/Parish Clerk
  - i) To receive a report on the positive contribution made by KPC to protecting and enhancing the local and global environment.  
**Resolved**, proposed Cllr Burns, seconded Cllr Corbett to approve the Environment Policy, attached. Unanimously agreed. Cllr Corbett to present draft environment action plans at the next KPC meeting.
- d) Allotment Working Party – Cllr L Hawke
  - i) To receive the notes of the Allotment Working Party meeting held on Tuesday 15<sup>th</sup> September  
See attached.
- e) Sports Clubs Working Party – Cllr I Corbett
  - i) To receive the notes of the Sports Clubs Working Party meeting held on Monday 21<sup>st</sup> September  
See attached. Comments were made regarding congestion in the High Street during the first Sunday morning of playing. This had been noticed and in future the start times for the two Wheathampstead Wanderers Youth Teams football matches will be modified to 10.00 and 12.30 so that cars associated with the first match will have left the area before cars associated with the second match arrive.
- f) Rights of Way Working Party – Cllr L Hawke / Mr B Malcolm
  - i) To review maintenance cuts  
See attached report. Mr B Malcolm has forwarded his resignation as a member and Chairman of the working party. He was thanked for his 8 years of dedicated hard work to ensuring that residents were able to enjoy a well-maintained parish network of public footpaths and bridlepaths. Additional members of the working party are required and a new lead appointed.

20/106

**Reports to the Council**

To receive reports from representatives on outside bodies, local authorities and agencies  
None

20/107

**The White Horse PH – Asset of Community Value**

To note that the KPC application to list The White Horse PH as an asset of community value was approved on 20<sup>th</sup> August 2020



The listing will be in place for five years. The owner of the White Horse PH had given indications that a planning application will be made by the end of September.

- 20/108 Kimpton Parish Council Website and Community Communications**
- i) To receive an update on the new website – Cllr I Corbett/ Cllr A Firth/ Parish Clerk  
Nigel Dowse, website designer was invited to present the draft home page of the new KPC and community website and took questions. It is a priority for the website to have easy navigation to the most popular content.
- ii) To review the topic and frequency of community communication posts  
See attached. Noted. It was agreed to pilot a social media presence using Facebook alongside the new website.
- 20/109 Kimpton Primary School**  
To consider appointment for liaison between Kimpton Parish Council and Kimpton Primary School  
Cllr D Reavell has agreed to act as a liaison councillor with the school to maintain continuity and exchange of information that is useful to both parties.
- 20/110 Young Workers**  
To review new Government ‘Kickstart Scheme’ – Cllr N Burns/Parish Clerk  
See report, attached. Further research into an appropriate intermediary to access the Government grant will be made. A job description and link to a formal training programme for a year will be investigated.
- 20/111 Finance**
- a) To authorise payments made in accordance with the budget  
b) To note receipt of income, attached  
c) To receive bank statements, bank reconciliation and budget report
- Resolved**, proposed Cllr J Marsh, seconded Cllr D Reavell that items a) to c) be authorised and noted. See attached. Unanimously agreed
- d) To consider price quotations, charges and grant requests
- i. Tree works  
**Resolved**, proposed Cllr I Corbett, seconded Cllr J Marsh to approve quotes with a total value of £2,845 from D Andrews for tree maintenance works around the parish. Unanimously agreed.
- 20/112 Council meetings**  
To consider reintroduction of face to face meetings  
See report, attached.  
**Resolved** proposed Cllr J Marsh, seconded Cllr I Corbett to continue to hold council meetings via zoom video conferencing for the foreseeable future.  
Unanimously agreed.
- 20/113 Remembrance Day**  
To agree two representatives to attend the Church Service  
Due to the Covid 19 pandemic restrictions there will not be a Remembrance Parade this year in Kimpton. There will be a small wreath laying ceremony at Kimpton Church at 10.45 on Sunday 8<sup>th</sup> November with restricted numbers. Seats are by invitation only. Later the wreaths will be placed at the War Memorial. Cllr Lewis Hawke and the Parish Clerk will represent Kimpton Parish Council.
- 20/114 Clerk’s Report**  
Items for information only  
Sadly, a decision has been made to cancel the already postponed Kimpton Litter Pick proposed for 26 September. The government’s Covid restrictions

on gatherings ('Rule of 6' etc.) and other safety concerns led to this decision. Covid permitting, the next litter pick will be on Saturday 20th March 2021.

**20/115**

**Date of next Kimpton Parish Council Meeting and items for the agenda**

To note that the next Parish Council Meeting will be held on Wednesday 28<sup>th</sup> October via video conferencing.

- To consider the supply and installation of an outdoor table tennis
- To consider environment action plans

**20/116**

**Exclusion of Press and Public**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to confidential nature of the business to be transacted, namely to consider progressing land purchase for play facilities and staff matters.

**Resolved**, proposed Cllr N Burns, seconded Cllr C Procter that press and public be excluded from 20/117 and 20/118. Unanimously agreed

**20/117**

**Wren Close**

To consider the progressing of a land purchase for play facilities NHDC submitted a proposal for the parish council to purchase an area of land at Wren Close at a market price and size that which was not an attractive proposition. The council considered it did not offer '*value for money*' for the community and would not be taking the matter further at this time. The play area would continue on a lease arrangement at £1 pa.

**20/118**

**Staff Matters**

To receive a report from the Staffing Committee meeting held on Monday 21<sup>st</sup> September  
Draft minutes noted and attached.

Meeting closed at 22.12.

Chairman .....

Date .....