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**Minutes of Kimpton Parish Council Meeting
held on 10th January 2024
Kimpton Memorial Hall at 7.30 pm**

Present: Cllr A Firth (Chairman), Cllr S Amexheta, Cllr G Durrant, Cllr N Jackman, Cllr I Pegrum

In attendance: Mrs C Helmn, Parish Clerk, County Councillor R Thake, District Cllr R Muncer, and 6 members of the public.

- 24/001 Apologies**
To receive and accept apologies for absence.
Cllr S O'Brien due to illness.
- 24/002 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.
- 24/003 Co-option**
To review applications for the vacancy of Kimpton Parish Councillor
No applications received to date.
- 24/004 Minutes**
To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 22nd November 2023 as an accurate record of proceedings.
Resolved, proposed Cllr I Pegrum, seconded Cllr S Amexheta that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.
- 24/005 Public Issues**
Members of the public and councillors can raise matters of concern.
None raised under this agenda item.
- 24/006 Lighting Scheme between Budgens and Wren Close**
To receive a response from Hertfordshire Highways to concerns raised by residents.
The following was read out:

Dear Owners/Occupiers, (Properties either side of Church footpath)
Installation of new street lighting, Church footpath, Claggy Road to recreation ground, Kimpton, North Herts

Further to our contractor's (Ringway) letter (and plan showing the area to be lit) to you dated 26 September 2023, we are sorry to hear that you have concerns

regarding the new lighting scheme installed on Church footpath (FP033), Claggy Road to recreation ground, Kimpton, North Herts.

We have provided the following response to ensure all the residents who have raised their concerns and Kimpton Parish Council enquiries have been addressed.

- The site was identified in July 2022 and supports HCC's Policies and Strategies regarding sustainable transport and in particular regarding active travel to encourage walking and cycling and safe routes to schools. Informal discussions with users of the route when we were on site indicated support for such a lighting scheme.
- The total cost of the lighting scheme is circa £26,000 and funded from the local development planning obligation highway improvements fund towards sustainable transport and a financial contribution from the local County Councillor's Highway Locality Budget. Following approval by both the local County Councillor and Kimpton Parish Council the scheme was then developed further to construction stage.
- The initial plans to install the scheme in financial year 2022/23 were delayed and subsequently commenced in financial year 2023/24 (autumn).
- At the Kimpton Parish Council meeting on 26 October 2022 the agenda item was raised without objection from either Kimpton Parish Council or residents and the scheme was supported by Kimpton Parish Council (web link to Kimpton Parish Council, Reports to the Council: [Minutes-26-October.pdf \(kimptonpc.org.uk\)](https://www.kimptonpc.org.uk/minutes-26-october.pdf)).
- The construction drawings were provided to the local County Councillor and Kimpton Parish Council showing 9 no. 6 metres 'raise and lowering' lighting columns were being installed. No objections or comments were received.
- Letter drops prior to the installation were made on 26th September 2023 to the adjoining properties and whilst no responses were received, concerns were subsequently raised by six residents and Kimpton Parish Council following the erection of the lighting columns.
- The reason for the 9 no. columns was to achieve the lighting standard for this type of footway in accordance with British Standard 5489 and the county's specification.
- Columns of a lower height (i.e., 5 metres) would mean 3 no. more columns would have been required to achieve the minimum spacings and compliant lighting standard. The 6 metre columns achieved the most sustainable solution resulting in less installation and maintenance costs (including inspection and testing), energy consumption and carbon emissions. The County Council does not utilise or specify low level bollard type lighting due to the high risk of vandalism and poor lighting performance which causes glare and the fear of crime.
- The lanterns used for this scheme have been set at zero degrees uplift (i.e., not tilted) to minimise upward light and are factory fitted with external shields to mitigate light to the rear of the column. LED lighting is directional and will light the area which it has been designed to light.
- The galvanised columns are shiny when new and dull down overtime. The dulling process can be accelerated by applying a coat of T-wash solution.

- The Council's policy on street lighting column painting, as endorsed by the Council's Highways Transport Cabinet Panel on 15th March 2011, is that painting of columns will not be funded from mainstream revenue budgets, but that columns may be painted where locality or third-party budgets meet the costs. This includes for older un-galvanised columns.
- The footpath reinstatement was under construction when the initial enquiry regarding uneven finish was observed by the Parish Council. The final topcoat had not been applied at the time photographs from Kimpton Parish Council were received and has now the works have subsequently been completed inspected and completed to the required standard.
- The initial proposal was to light the footpath to the Full Night Lighting (FNL) regime but has been amended to operate in accordance with the county's Part Night Lighting (PNL) regime. PNL lights switch on at full power at dusk, then dimmed by 50% at 9pm until 11pm, then further dimmed by 30% at 11pm until 1am, switch off until 5am, then on at the designed lighting level at 5am until dawn. This may revert to FNL if there are any evidenced requests from the police in respect of anti-social behaviour or crime.
- The commissioning of the lighting scheme was dependent on the Distribution Network Operator UKPN which has now been completed. Our street lighting officers have carried out a daytime audit and night-time inspection with lights switched on. The outcome was the lighting scheme operates correctly in accordance with the county's safe and operational policy and compliance with the lighting design.

The lighting is currently switched off. Given the above, it is considered the Council has addressed the concerns raised and it is intended to proceed with switching.

I trust the above is helpful and I look forward to hearing from you.

Yours sincerely
 Magdalena Lennox
 Senior Customer Interaction Officer (Highways) | Customer Journey | Growth & Environment
 Hertfordshire County Council

As an amelioration to the starkness of the bright silver lamp columns, County Cllr R Thake offered to use his Locality Budget to either T-Wash the columns to dull them down or paint in Raven Black as are other lampposts in the village. Respective costs are £2,000 and £2,600.

A public complaint has been filed against Hertfordshire County Council on this matter.

With the permission of the council, residents were invited to make representations. After discussion, including the lack of sensitivity of using 6m tall lampposts, it was agreed that a request for a technical capacity assessment be made regarding the specific location and height of each individual lamppost. The aim is to find out if a modified lighting scheme, which conforms to British Standards, is possible with lampposts in less open places i.e. being obscured by

garden vegetation and/or a reduced height of 5m instead of 6m, which will have less impact to the neighbouring residents.

Clerk to write to County Cllr R Thake with this request.

24/007

Planning

To receive a planning report on applications and decisions
Noted.

24/008

Reports from Working Parties and Committees

- a) Kimpton Bench Working Party – Cllr G Durrant
To receive a report on activities. Noted, see attached.
- b) Kimpton Christmas Market – Parish Clerk
To receive a report plus feedback from 2023. Noted, see attached.
- c) Pavilion Refurbishment – Colin Heal, Project Manager
To receive a report on the refurbishment project and additional costs
See attached report. A discussion followed on the seven Contract Administrator's Instructions issued and use of project contingency. Cllr I Pegrum will arrange a meeting with the Project Manager to discuss these additional essential works and the proposal to replace the entire shingle tile roof covering with black/grey felt due to identifying several roof leaks. A replacement roof would be additional to the refurbishment project as it has not been budgeted for. Also, options for the replacement decking and balustrade and associated costs will be discussed.

The project programme is on time and due for completion on 15 March 2024.

Interior paint colours are:

Walls and interior window frame: Portland Stone Pale

Ceiling: Shirting

Exterior and interior doors Sage Green (except the door from the coffee shop to the fitness studio and from the coffee shop to the toilet and the cupboard door that will be in the wall colour)

Exterior wooden cladding, exterior wooden and security shutters: RAL 9011

Chairman, Cllr A Firth to sign the individual license agreements with tenants, imPRovfit and Catherine Disson.

Interim Payment Certificate IPC - 001, dated 05/01/2024 for works amounting to £28,039.52 less 5% retention was received and approved by the Project Manager. A payment of £26,637.54 plus VAT will be processed.

Resolved, proposed Cllr I Pegrum, seconded Cllr N Jackman to approve the quote of £12,300 from Securi-Shutters. Unanimously agreed.

24/009

Reports to the Council

To receive reports from representatives on outside bodies, local authorities and agencies.

District Cllr Ralph Muncer advised the meeting that the future waste contract will reduce the frequency of collection of the general waste bin and recycling bin to once every three weeks. The food bin will remain at weekly collection. Bulk waste collection will reduce from 6 items to 3 items. The collection of leaves in the roads will be reduced with concern that this will lead to local flooding incidents. If a domestic waste bin is missed from being collected it will be collected within 72 hours of being reported.

There will be a Local Plan Review for the period 2021 – 2046. Although the 'Ron Hyde' gap is the only development site included for Kimpton there is a risk of unwanted applications being made within the district from developers should the 5-year land supply be inadequate.

A new North Herts leisure centre facilities management contract has been agreed.
County Cllr Richard Thake advised the meeting that the formal consultation on the final proposed 20mph scheme will take place from 2nd February to 23rd February. A consultation response rate of around 25% to 30% from local residents would be acceptable with an approval for the scheme of over 51% before implementation of a traffic scheme during 2024/25.

24/010

Finance

- a) To authorise payments made in accordance with the budget
- b) To note receipts
- c) To receive summary report of receipts and payments against budget
- d) To receive bank reconciliation

Resolved, proposed Cllr I Pegrum, seconded Cllr S Amexheta to note/approve agenda items a) to d). Unanimously agreed.

- e) To consider price quotations, charges and grant requests
None.

24/011

Clerk's Report

Items for information only. None.

24/012

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 21st February 2024

- To consider expenditure for two defibrillators, one at the Recreation Ground Pavilion and the other at Blackmore End.

The meeting closed at 9.10 pm.

Chairman

Date Wednesday 21st January 2024