

STAGSDEN PARISH COUNCIL

Minutes of Meeting of the Parish Council

held Monday 15 January 2018
in the Village Hall at 7:30pm

PRESENT: Joanne Hodson, Jim Watson, Roger Heron, Peter Brown, Mandy Jauncey, Esther Dickson, Ashley Kenlock, Cllr Mark Smith, Julie Betts (Clerk)

APOLOGIES: Peter Brown

ABSENT:

Action/Power

PUBLIC QUESTION TIME

David Hindle, concerned with drainage on High Street. Ashley had met with BBC Engineer who had said there were no problems with blockages. If there were further problems, evidence should be sent to Bedford Borough Council.

The Public Bodies (Admission to Meetings) Act 1960 as amended by s100, LGA 1972

45/18 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Peter Brown.

LGA 1972, Sch 12 para 40

46/18 **MINUTES OF PREVIOUS MEETING**

The meeting acknowledged that the minutes of the meeting held on Monday 20 November 2018 were a correct record.

LGA 1972, Sch 12, para 41

RESOLVED

That the minutes of the meeting, held on 20 November 2017, were agreed and signed as a correct record.

47/18 **DECLARATIONS OF INTEREST**

As previously declared and as recorded in the minutes.

48/18 **REPORTS**

(a) Borough Councillor's Report, sent by Cllr Mark Smith

Local Plan 2035

Earlier in 2017 the Government published its intention to change national planning policy to require local authorities to calculate housing need using a new formula. If the new formula remains unchanged from the version that the Government consulted on, the housing need for Bedford Borough on which the Local Plan 2035 is based would rise significantly from 19,000 new homes to around 25,000 new homes over the 20 year plan period. Much of the evidence base that had been prepared to support the Local Plan 2035 would need to be revised to support the higher number and new development sites would need to be identified to make up what would be a 6,000 dwelling shortfall. This would take time and would further delay the progression and adoption of the local plan. It was likely that whilst this work was being done, the Borough Council would continue to receive speculative planning applications from developers seeking to bring forward development sites ahead of the plan process on the basis that the requirement was higher, sites had not yet been put in place to meet the need and the local plan was not progressing (in their view) quickly enough. These applications may be pursued through the appeals process where the outcome cannot be guaranteed. The best way of defending the Borough from speculative development was to have a plan in place to show where the growth that must be planned for will be delivered.

The Government had explained that if plans were submitted for examination before the end of March 2018 (or the publication of the update of the National Planning Policy Framework – whichever is the latter) then transitional arrangements would allow Councils to progress their plans on the current level of housing need. In other words if BBC could submit the Local Plan 2035 for examination before the end of March 2018 it would be based on the 19,000 dwelling requirement. The new methodology would not need to be used to calculate the dwelling requirement until the plan is next updated. For this reason the LDS had been changed and the submission of the plan brought forward from the autumn to the end of March 2018.

The proposed consultation included a new major settlement for Bedford located at Sharnbrook. Cllr Smith informed the meeting that there was a local group – Keep North Beds Green – who were opposing the plan.

Bedford Hospital to merge with Luton and Dunstable.

Putnoe Walk In Centre possibly closing. The Doctors who run the centre were taking over the Great Denham Surgery.

A421 Black Cat improvements would not be carried out this year.

There was a new Police Enquiry Office in the Town Centre on Lime Street which would be open Monday – Friday 9am – 5pm.

A Rights of Way Improvement plan was due to be issued.

49/18 **UPDATES ON CURRENT ISSUES**

(a) Police/Crime Report

Attached at Appendix A.

Next Policing Priorities meeting 7 February 2018 7pm, Beds Police Headquarters.

RESOLVED

Policing priorities for Stagsden:

Speeding, fly tipping, Visible Policing

(b) Christmas Lunch

14 residents attended the Christmas Lunch. Feedback was good and everyone enjoyed the event. Total cost was £182.75.

Agenda next meeting

(c) Pub

Clerk to send letter to owners asking for an update.

JB

(d) Speed Watch

Next speed watch booked for February 2018.

(e) Neighbourhood Planning

Peter Brown declared an interest.

Gavin Todd, Neighbourhood Plan Chair gave his report, attached at Appendix E.

RESOLVED

To approve the Neighbourhood Plan update for Stagsden's Newsletter.

(f) Local Plan 2035

The Local Plan 2035 Consultation can be found on Bedford Borough Council's website, the Consultation will open on 22 January 2018 and close 5 March 2018.

(g) Village Hall

- Broken Pictures had been repaired
- The Committee had agreed they would like a picnic bench
- Restrictions had been put on Weddings, 8 per year, no more than 2 per month
- There had been a review of hire charges
- The sound system had been replaced
- 10 March Pop up Pub £10 per person
- 20 May Sunday Lunch

(h) Allotments

- AGM had been held
- 1 new member, lost 2 members
- 28 January 2018 working party to move shed from churchyard.
- Allotment social and curry night booked
- Some subs outstanding but generally under control
- Mandy advised Jim that complaints had been received from members in relation to a rat problem affecting a number of plots and the compost heap. Jim stated that the compost heap would be burned at a working party, which might help with the rat problem.

(i) Broadband

Mandy reported that superfast broadband is coming to Stagsden. During January – March 2018 two new fibre enabled cabinets will be installed in the village to support superfast broadband Fibre to the premises. The cabinets will be located in Wick End near to 90 Bedford Road, which will support the premises in Wick End and near Manor Farm, which support premises south of the High Street and Church Lane. Another cabinet will also be located in Ducksworth Farm cottages to support parts of Stagsden West End. Work has also started on cabling to support FTTP for Bedford Road and the Golf Club, which is due to complete in the same timeframe.

(j) Defibrillator Training

Book for spring summer.

(k) Councillor Funding

Clerk to speak with BBC office re Councillor funding for benches and to check if a dishwasher has been applied for?

(l) Buckingham Palace Garden Party

BATPC are asking for nominations to attend the Summer 2017 Garden Party hosted by Her Majesty.

RESOLVED

That Joanne Hodson be nominated to attend the Buckingham Palace Garden Party on behalf of Stagsden Parish Council.

50/18 **PLANNING**

(a) Report of Planning Applications

17/01896/FUL Cedar Bungalow, 38 Bedford Road Erection of new detached garage to front – Granted

17/02209/TELP, Layby A422 West of Stagsden telecom radio base station installation – Granted

(b) To Consider Planning Applications

Town & Country
Planning Act
1990

18/00019/LBC 38 High Street, Installation of new gate posts and electronic swing gate

RESOLVED

No objections

17/03217/S73 Howbrook Farm Wick End, Variation of approved plans condition 1 to include revised design with attached garage to side.

RESOLVED

Neither object or approve, concerns with size of garage.

17/03579/FUL 45 High Street, Demolition of bar and erection of dwelling with associated works

RESOLVED

Objection, not in keeping with street scene. Concerns particularly with use of corrugated sheeting.

51/18 **FINANCE**

(a) Schedule of Receipts and Payments – Dec/Jan 2018, Appendix B

The Council received the schedule of receipts and payments made during Dec/Jan 2018.

LGA 1972, s150
(6)

Prop: Joanne Hodson, Sec: Esther Dickson, All in favour

(b) Budget Update

The Budget update was circulated and is attached at Appendix D.

RESOLVED

To acknowledge the budget update with no concerns.

(c) Engagement of Internal Auditor

Mrs Wiggs had confirmed should was available to carry out the audit for Stagsden at a cost of £135.00.

RESOLVED

That Mrs Wiggs be engaged to carry out the Internal Audit for Stagsden.

(d) External Audit

From this financial year Parish Councils with a turnover of no more than £25,000 are not subject to External Audit.

Smaller Parish Councils still have to be audited by an internal auditor and comply with the Transparency Code for Smaller Authorities by showing audit paperwork on their website.

Smaller Parish Councils can still have their accounts audited by an External Auditor but can also choose not to. To do this they need to sign a declaration of exemption.

RESOLVED

To continue to have Stagsden Parish Council accounts audited by the External Auditor.

52/18 **Amenities**

(a) Play Areas

No problems with new equipment.

(b) Rights of Way/Footpaths

- Met with Gary Gardner, BBC, Footpaths and Highways.
- Steps to Oakcroft had been done
- Trees on bypass would be cut back to hedge line and steps reinstated.
- Gates on cattle grids, mechanism to be improved.

(c) Highways

- Stone work on broken bridge at West End awaiting contractors
- Street lamp on junction report and on the list to be done
- Street lights had been turned down and residents were happy.
- Water standpipe outside Manor Farm – contractors using this facility – Clerk to check ownership?
- Pedestrian Crossing Sign on A421

JB

JW

53/18 **NEW MATTERS FROM COUNCILLORS FOR DISCUSSION AT NEXT COMMITTEE MEETING**

Summer Party.

54/18 **CORRESPONDENCE, APPENDIX D**

See Correspondence list attached, Appendix C.

55/18 **DATE OF NEXT MEETING**

Meeting closed at 9.20pm.

The next meeting will be held on **Monday 19 March 2018 (7.30pm)**.

MINUTES AGREED: _____

Date: _____ **2018**

APPENDIX A

CRIME STATISTICS

OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE, BURY END STAGSDEN	07/9/2017 15:00	15/12/2017 12:20
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APPENDIX B

RECEIPTS & PAYMENTS Oct/November 2016

Income	Expenditure	Balance		
			Bedford Borough	
	204.13	19257.12	Council	Oct 17 salary
			Bedford Borough	
	204.13	19052.99	Council	Nov 17 salary
0.18		19053.17	Oct interest	
	77	18976.17	Stagsden Village Hall	NHP meetings
			Bedford Borough	
	204.13	18772.04	Council	Dec 17 salary
	25	18747.04	Nat West	Charges
0.68		18747.72	Nat West	interest
0.77		18748.49	Nat West	interest
	200.00	18548.49	Historical Society	annual donation
	204.13	18344.36	Nat West	Jan 18 Salary
	5.40	18338.96	Bromham PC	printing
	1743.00	16595.96	Groundworks UK	return grant NHP
	36.00	17159.96	Stagsden VH	hire of hall Xmas
	133.50	17026.46	Mrs Hodson	Xmas lunch
	13.25	17013.21	Paula Halsall	Xmas lunch

APPENDIX C

Budget Update as at 15.1.18	Budget	Actual
Receipts		
Interest	0	2.42
Precept	8446	8446
Grants	0	2450
Allotments	600	0
Total Receipts	9046	10898.42
Payments		
Election Costs	300	0
Staff costs (Salary/Expenses)	3250	2441.3
Admin (Stationery & Postage)	210	16.2
Councillor expenses	100	
Training	100	0
Subscriptions	90	91
Hall Hire	100	0
Village Hall	750	0
Grass Cut	700	480
S137/Community Action	250	0
Allotments	600	0
Bank Charges	50	25
Audit	220	235
Insurance	600	610.14
Play Areas	780	191.89
Maintenance of village furniture	200	0
Defibrillator	150	18
Stagsden Historical Society	0	200
Councillor grants	0	980
Neighbourhood Planning	596	2450
Total Payments	9046	7738.53

APPENDIX D

Correspondence List

Received	Type	From	Subject
2.1.18	email	Gill Cowie	Local Plan 2035
2.1.18	email	BATPC	Bugle
2.1.18	email	BBC Lee Phanco	Precept application
2.1.18	email	BBC Brian Hayward	Consultation transport Bedford
8.1.18	letter	HM Rev & Customs	proposed changes to form VAT 126
8.1.18	letter	BATPC	Buckingham Palace Garden Party Nomination
		BBC Derek	from 1 April 2018 plans will not be sent out from BBC.
9.1.18	email	Lawrence	Access online will be available
15.1.18	email	Martin Page	contact requested to discuss development
15.1.18	email	Beds Fire & Rescue	Consultation
15.1.18	email	Dan Talbot	45 High Street Water Hydrant location
15.1.18	Email	James Dancer, PCSO	Policing priorities, meeting 7 Feb 18

Neighbourhood Plan Update

Bedford Borough Local Plan Update:

Bedford Borough Local Plan was approved for consultation at Bedford Borough Council (BBC) Executive meeting on 10th January 2018 and are now preparing the consultation information. Minutes can be found at this link:

<http://www.councillorsupport.bedford.gov.uk/ieListDocuments.aspx?CId=116&MId=4517&Ver=4>

The draft Bedford Borough Local Plan does not have a specific allocation for Stagsden. Full document and associated technical papers can be found at this link:

<http://edrms.bedford.gov.uk/PlanningBrowse.aspx?id=kE2G1khXtnDRx%2foIQe502w%3d%3d>

BBC are planning to submit the plan by the end of March 2018, however do not have a timeframe for adoption as this will depend on the Planning Inspectorate for a time for the examination of the plan. BBC have been updated to confirm that Stagsden is continuing to develop the Stagsden Neighbourhood Plan. The liaison at BBC is Sonia Gallaher, Senior Planning and Transportation Officer.

The Stagsden Neighbourhood Plan working group update

The team have met twice since the last Parish Council Meeting on 11th December 2017 and 10th January 2018 with working sessions in between to progress the SNHP. The last meeting reviewed the BBC updates and concluded to continue the development of the Stagsden NHP. The approach will now look to bring in a consultant to assist in ensuring the SNHP aligns to the BBC Local Plan criteria. The key activities are detailed in the high level plan detailed below but in summary:

Current focus is on:

- Communicating the latest update to the Village via the Newsletter (Parish Council to approve the communication below)
- Updating the Stagsden Parish Council Neighbourhood plan site:
<http://www.stagsden.bedsparishes.gov.uk/news/stagsden-neighbourhood-plan/>. Thanks to Mandy Jauncey for offering continued assistance.
- A code of conduct for the SNHP Working Group, catch up on administrative items, site viability reviews.
- Updated project plan to support the financial submission.
- The financial submission to support the period Jan-May 18 and provisional estimation for June-Sept 18.
- Reviewing the the BBC criteria, the BB Local Plan, reviewing of other already approved Neighbourhood Plan Plans

Key activities:

15th January 2018 – PC update and Newsletter communication to the Parish

By PC 19th March – Gain PC approval on site development within the draft Stagsden Neighbourhood Plan A5 leaflet to be distributed to the Parish, including the key components of the Plan. Update in the Village Newsletter.

April 2018 – Hold a village event in the Easter period

By PC 21st May – Gain PC approval for the Stagsden Neighbourhood Plan V1Draft based on Parish feedback. Update in the Village Newsletter.

June 2018 – Hold a village event on the NHP leaflet to ensure the Parish understand the importance and feedback prior to the referendum, due November/December.

By PC 16th July –Finalised SNHP V1Final approved by PC prior to submission to BBC. Update in the Village Newsletter.

By PC 17th September – with applied amendments based on BBC feedback, gain PC approval and then resubmit to BBC for onward submission to Inspectorate. Update in the Village Newsletter.

By PC 19th November 2018 – Apply inspectorate amendments, gain PC approval and submit to BBC to conduct referendum. Update in the Village Newsletter.

November/December 2018 – BBC conduct referendum on SNHP

By PC 21st January 2019 – Referendum results completed, results presented back to PC and subject to plan adoption. Update in the Village Newsletter.

The High level Plan:

High Level Plan - 17-01-2018															
Activity	Statu	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Dependencies															
BBC Consultation results to SPC	D														
BBC Executive - approved plan for consultation 10/1	D														
BBC local plan submitted post consultation	I														
BBC local plan adopted - TBC	N							To be Confirmed							
Parish Council actions															
SNHPWG Update on Progress	D	20-Nov													
SNHPWG Update on Progress	I			15-Jan											
Parish Council to review proposed sites (Decision)	N														
PC reiew high level NHP leaflet	N														
PC to review NHP (V1Draft)	N														
PC to review NHP referendum results and approve	N														
PC confirmation of BBC HNP approval	N														
SNHP Core															
Validate Sites viability and propose to PC	I														
Develop and finalise the NHP content	I														
- Complete base content for A5 NHP Leaflet	I														
- Complete the full NHP content	N														
Issue NHP summary leaflet to the Parish	N														
Parish event & feedback reviewed & applied send PC (V1)	N														
Parish Consultation of SNHP, event to showcase SNHPPlan	N														
Revise and Finalise SNHP and submit to Stagsden PC (V1)	N														
PC rework and then submit to BBC, results feedback to PC	N														
Amend BBC feedback and submit to Inspectorate	N														
Inspectorate review and feedback, revise and PC approval	N														
BBC conduct referendum	N														
Plan Adopted (based on >50% approval)	N														
SNHP handed over to Parish Council	N														
Key:															
Milestone															
task															

Site Status:

Issues and Options Survey July 2017:

The below sites were the top four ranking sites from the Village Survey Questionnaire (VSQ) issued in September 2016.

To the question: Do you agree that site should be a preferred site for development?

From the 40% of responses to the Issues and Options Questionnaire in July 2017 the results were:

Landowners Input			Issues and Options July 17			VSQ 2016
Site	Potential Capacity	Anticipated Development Time Frame	YES	NO	Ranking	Sep-16
Site 252 - Brookmead Farm	Up to 5 Dwellings	10 – 15 Years	74%	26%	1	1
Site 255 - Manor Farm	Up to 30 Dwellings Small Business Units	10 – 15 Years	32%	68%	3	4
Site 625 - Wick End Bams	Up to 4 Dwellings	1-5 Years	70%	30%	2	2
Site 627 - Land at 90 Bedford Road	Up to 20 Dwellings	1-5 Years/ 5-10 Years	29%	71%	4	2

SNHP WG are currently reviewing the current development viability of the sites from the landowners/developers, for consideration of the Stagsden Parish Council in conjunction with the draft BBC Local Plan.

Site 252 – Looking to get a status by 10th February 2018. No response from initial request 19/11/17.

Site 255 - Looking to get a status by 10th February 2018. No response from initial request 19/11/17.

Site 625 – Meeting held 3/11/17 with Land owners James and Laura.

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Signed (Chairman)

The intent is to develop the site in the 1-5 year period.
15/1/18 – Aim to check status before 10th February 2018.
Site 627 – Meeting held 1/11/17 with the Land developer, Peter Sayer.
The intent is to develop the site in the 1-5 year period, but is on hold while the Land Owners, review the status based on recent circumstances.
15/1/18 - Aim to check status before 10th February 2018.

Financials

GRANT – Community Rights Programme – Neighbourhood Planning Basic

The **Grant Funding period start date** is **11 May 2017** and ends with the **Grant Funding period end date** of 21/11/2017.

Grant budget: £2,450.00
Spent in period: £707.00
Variance: £1,743.00

Reason is the Stagsden Neighbourhood plan was expected to have the draft completed November 2017 and approved by May 2018. The planned activities related to this were suspended when the Chair stepped down and the Working Group had to be re-established.

The report was submitted in December 2017 that closed off the last budget period. Thanks to Mandy Jauncey for her assistance.

Gavin Todd is working on

1. Preparation of submission for a budget November 22nd 2017 to May 2018, due January 2018

The Stagsden Neighbourhood Plan Working Group the team:

The approach has been changed with two groups now established:

1. Stagsden's Neighbourhood Plan Working Group – core team

Responsible for finalising Stagsden's Neighbourhood Plan on behalf of Stagsden Parish Council (SPC). This has been running since February 2016. The core team work on creating the content and meets at least every 6 weeks, working to a code of conduct.

Chair – Gavin Todd, Vice Chair - Margaret Hakim

Team: Roger Heron, Amy Jarvis, Esther Dickson, Nik Carden, Jan Holmes, Kate Cox, Steve Cox, Kathy Wallis, Lindy Morrison

Roles have been established across the team to ensure the workload is spread.

Currently the **Financial role** has not been filled, but Gavin Todd has picked this up in the interim.

Current Core Team: Email: stagsdenneighbourhoodplan@hotmail.com

2. Stagsden's Neighbourhood Plan Review Group – sub team

This is a new group being formed to act as an independent review team to provide feedback to the core team on key material produced, prior to the wider submission to the Parish.

Team: Dick Thompson, David Hindle

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