

**MINUTES OF A MEETING OF LITTLE HALLINGBURY
PARISH COUNCIL, HELD ON TUESDAY 08 APRIL 2025,
BEGINNING AT 20.00, IN THE VILLAGE HALL ANNEXE**

PRESENT: Cllr Sue Meyer (Chairman)
Cllrs Brian Back, John Brothers, Ciora Dillon, Dean Hatt, Nicola Marsh, Val McKirdy, Andrew Robinson, Keith Summerford and Robert Wingard.

ALSO PRESENT: Mrs Urška Sydee (Clerk)
Uttlesford District Council Cllr Geof Driscoll

25/047. APOLOGIES FOR ABSENCE

Apologies have been received from ECC Cllr Susan Barker and UDC Cllr Neil Reeve and they were accepted.

25/048. DECLARATIONS OF INTEREST

None.

25/049. PUBLIC PARTICIPATION (limited to 10 minutes)

None present.

25/050. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 11 February 2025 were approved as a correct record of the proceedings and signed by the Chairman, Sue Meyer.

25/051. MATTERS ARISING FROM PREVIOUS MEETING

None.

25/052. CHAIRMAN'S COMMUNICATIONS

Chairman, Cllr Sue Meyer reported that she received a letter from the Church, asking to choose the wording on the plaque. This is for the donation Parish Council made towards the fence. It was agreed to put 'Little Hallingbury Parish Council' on the plaque.

She was in communication with the resident who moved to the village recently and was horrified by the speeding through the village. She explained to them what the Parish Council is doing to tackle this.

25/053. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

UDC Cllr Geof Driscoll reported that the Local Plan overview will be at the London Road, Saffron Walden and that more information will be on the website.

25/054. MEMBERS' REPORTS

Cllr Robert Wingard – he attended the cross-border meeting organised by Sawbridgeworth Town Council where they were talking about forming a First Responders Group. A leader of Bishop's Stortford First Responders gave information regarding costs. The Parish Council would have to fund the bag and some other costs e.g. phone etc. - this is estimated to £4,500.00 per annum.

It was agreed to ask the Bishop's Stortford leader of the First Responders to give a presentation to the Councillors to obtain more information and to be able to ask the questions they might have.

Cllr Andrew Robinson – potholes.

25/055. LOCAL PLAN

a) Three Parishes Local Plan Group (TPLPG)

No update / report.

b) Local Plan Working Group

No update / report.

c) UDC Local Plan

Email re Uttlesford Local Plan examination arrangements was received and noted.

25/056. HIGHWAYS MATTERS

a) Update

Cllr Robert Wingard reported that he had walked around the village locating the potholes which he then reported and also informed ECC Cllr Susan Barker of them. Quite some, mostly on Wrights Green Lane were repaired; some were repaired completely; some just had a temporary repair. He would check again in the future. Cllr Brian Back volunteered to walk with him next time to locate and report potholes on The Sawbridgeworth Road. Cllr Nicola Marsh added that there is a big pothole on Dell Lane, which had been photographed several times by those hitting it and it could have potentially damaged the cars.

Cllr Sue Meyer informed the Council that the 'School' sign on the post with wig wag lights by the property Hill Crest disappeared which she reported to ECC Cllr Susan Barker and quickly re-appeared afterwards.

b) VAS Sign

Still waiting for the Highways to replace and invoice the battery.

25/057. OPEN SPACES MAINTENANCE

a) Village Car Park

Two vehicles have been parked for longer than the 48 hours permitted. Notes have been placed on the vehicles stating this fact. We await the outcome.

b) Gaston Green Pond

It is all clear of bullrushes.

c) War Memorial

Cllr Sue Mayer is in the process of getting it listed as a scheduled monument.

The monument itself needs some repair and it was agreed to get a quote for the required work. Cllr Sue Meyer agreed to get a quote.

d) Village Sign

The post for the village sign will be checked to make sure it is in reasonable condition before the sign is installed.

The Council agreed that the area needs substantial work done to look nice. Cllr Robert Wingard agreed to do the plan.

e) General Maintenance

The year's plan for the maintenance of certain areas was received. It was agreed leave the above-mentioned area maintenance out for the time being until it is more clear what work the Council wish to carry out. Cllr Sue Meyer to inform the Seasons Gardening Service of that. The quote was accepted apart from the above mentioned area.

25/058. LITTLE HALLINGBURY NEIGHBOURHOOD PLAN (LHNP)

Update

Cllr Val McKirdy reported that it was good to display recent updates on the NP and discuss them with the residents at the APM. All details are on the LHNP website.

Non-designated asset list – a short list to be added to the UDC list is being prepared and audited to see if it should be put forward. This may need to be done by Parish Council.

Briefing for Parish Councillors on Design Code Policy – the Steering Group (SG) agreed to incorporate the recommendations in the Design and Guidance Code report in the LHNP policy wording which was recommended by the consultant, who reviewed LHNP evidence in January 2025.

The LHNP rationale, policy and appendix first drafts were prepared and the SG would like to present this to the Councillors. Once the LHNP is adopted the detailed design policies will be used by the Council to assess future planning applications. The Policy includes guidelines for building heights, materials and design elements to preserve village character while allowing appropriate development.

Few dates will be circulated to agree the date which suits most Councillors. Landscape Character Policies – work is ongoing, specifically on important views, settlement gaps and local green spaces. The SG are deciding on the best approach for these policies and assessing the views, gaps and auditing the green spaces which will be included in the LHNP.

25/059. AFFORDABLE HOUSING

An email from Hastoe regarding current situation was received and noted. The meeting planned for March 2025 was delayed as a new member of staff will be recruited.

25/060. FOOTPATHS – P3

To date, nobody volunteered to take up footpath maintenance. It was agreed to ask ECC P3 to collect the tools.

25/061. SPEED WATCH

The group is active, awaiting the new site on the other side of the village to be approved.

25/062. NEIGHBOURHOOD WATCH (NW)

Currently 100 members of the NW. Crime reports are sent to all members. An advertisement will be published in the magazine to inform residents how to join.

25/063. POLICE COMMUNITY SUPPORT OFFICER (PCSO)

An email re recognition of the work of PCSOs was received and noted.

25/064. FIRST RESPONDERS (Cllr Sue Meyer)

Discussed in item 25/054.

25/065. SURVEY

Climate Change Survey

The Council considered taking part in the Climate Change Survey, created by RCCE and agreed that it could not make a valid contribution and therefore, will not respond.

25/066. FINANCE

a) Payments

The following payments had been made during the period 14 January 2025 to 13 February 2025:

	£
SLCC – membership 2025 (1/2)	190.00
Sutton's Hospital – peppercorn rent	100.00
LH Community shop – stationery	29.40
The Community Heartbeat – defibrillator pads	146.34
Clerk – salary and expenses January 2025	905.97
St John' Ambulance – donation	200.00
HMRC – NIC January 2025	7.96
RW – reimbursement	33.68
Clerk – reimbursement	73.18
All received and agreed.	

The following payments had been made during the period 14 February 2025 to 13 March 2025:

	£
Standon Post Office – Post Office Services	4,396.90
Clerk – salary and expenses February 2025	904.33
CPRE – membership 2025/2026	60.00
HMRC – NIC February 2025	*796.00
EALC – courses for RW	288.00

* Barclays charged £796.00 instead of 7.96 - The chairman has contacted Barclays and they agreed to rectify this

All received and agreed.

b) Income

VAT refund	£4,077.45
Bank Interest	£50.01
Received and agreed.	

c) Balances on 13 March 2025

Community Acc.	£13,140.42
Business Premium Acc. (Reserves Acc.)	£14,189.26
Received and agreed.	

d) Bank Reconciliation

Bank reconciliation was received and approved by all and signed by the Chairman.

e) Budget Update

Received and agreed.

f) Approvals

The payments were approved and signed by the Chairman.

g) Late Finance Matters

None.

25/067. PLANNING**a) Application decisions (the Council's comments are shown in brackets)**

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/24/1775/FUL	Lock Farm, Dell Lane, Little Hallingbury, Essex CM22 7SG	Awaiting decision

Proposed demolition of existing outbuildings and erection of 6 no. residential units, (2 x 4 beds and 4 x 3 beds), with associated landscaping and parking.

(Objections for the reasons given below:

Green Belt

The proposed site is within Green Belt, General Area 13 which was considered to contribute 'Moderately' to purpose 1 and to contribute 'Strongly' to Purposes 2 and 3 of Green Belt. These assessments are taken from Uttlesford Green Belt review 2016 updated 2023.

Green Belt should only be built on in exceptional circumstances. Core policy 3 of the UDC draft Local Plan 2041 identifies Little Hallingbury as a 'Larger Village' and states development outside of the existing built areas will only be permitted where it is allocated by the Local Plan 2041. Any 'Larger village' which Little Hallingbury is, located in Green Belt would not be appropriate for allocations to be made.

Outside village development limits.

The proposed site is outside of the village development limits.

Flood Zone.

Part of the land proposed for development is in Flood Zone 2. The on-going management and maintenance of existing and any proposed drainage networks, under the riparian ownership of the developer, should be undertaken in perpetuity with the development.

Noise contour –Stansted Flight Path.

The proposed development site lies within noise contour 57 for Stansted airport. In order to maintain a focus on the adverse effects on health and quality of life, there should be restrictions placed on the building of new homes under flights paths. The noise levels experienced by people should be a material factor for making planning decisions. One obvious way to reduce the impact of aircraft noise is to keep the numbers of people affected to the minimum by not building any more homes under flight paths.

Development proposed in a Landscape Character Area rated as 'Highly Sensitive'

** Little Hallingbury Landscape Assessment Study 2024 Copy to be appended when the comments are sent to UDC.*

The application for 6 dwellings at land adjacent to Lock Farm is in a Highly Sensitive Area as assessed by Liz Lakes Associates 2024 - Landscape Assessment Area 1 River Stort Valley. The LAS report states that in this LPLCA 1, 'Development is inappropriate and would damage the character of the River Stort Valley.' **Liz lakes Landscape Assessment Study Appendix A page 3.*

Without prejudice: in the event that this application succeeds, adequate soft features such as hedging, native tree lines which should be substantial, e.g. 5 metre, and other screening must be provided, so that views of the development cannot be seen particularly from the River Stort towpath. In addition road side hedges, verges and trees should be protected within and around the site.

Impact on the setting of the scheduled monument of Wallbury Camp.

There is an ancient earthwork 'Wallbury' just to the north of the proposed site. Historic England has concerns regarding the application on heritage (undesigned archaeology) grounds. They consider that the issues and safeguards outlined in their advice need to be addressed in order for the application to meet the requirements of paragraphs 200 and 211 of the NPPF.

SSSI

There is a Site of Special Scientific Interest (SSSI) within (.25 of a kilometre) 300 yards of the proposed site. This SSSI is an area of unimproved wet grass land and fen. It contains species which are uncommon and declining. The site also hosts overwintering birds.

Uttlesford planning policy ENV7 states that development proposals that adversely affect areas of nationally important nature conservation concern, such as Sites of Special Scientific Interest, will not be permitted unless the need for the development outweighs the particular importance of the nature conservation site or reserve. Where development is permitted the authority will consider the use of conditions or planning obligations to ensure the protection and enhancement of the site's conservation interest.

Design appearance and materials.

Conversion or replacement of agricultural buildings should not undermine the rural setting of the character area. Design should infer from surrounding examples as well as materials and palettes. This proposal is for a cul-de-sac in what is a rural setting and does not appear in context with the surrounding area.

Scale

This development will be clearly visible from the River Stort towpath by virtue of its size and scale. Without prejudice: In the event that this proposal is accepted, building heights should be reduced to minimise the visual impact. The roofs as shown are very high pitched and would be over dominant in their setting. Particularly as the development stands on land some 5 metres higher than the tow path.

Layout and density.

The proposal for 6 dwellings constitutes over-development and the scale, layout and density is out of character with the settlement pattern of the immediate area. The garden sizes appear smaller than would be expected, however there are no measurements given on the plans.

Bin Storage

Integrated private or shared bin storage which is discreet and adequately concealed from public view is required.

Exterior Lighting

Any exterior lighting should have regard to the likely detrimental impact on bats using the site, there should be no increased light spillage on to suitable habitats, particularly on the periphery of the site, where bats are most likely to forage and commute. Proximity to the Stansted Airport flight path also requires exterior lighting be restricted.

Adequacy of access road and turning area.

The access road and turning area appear insufficient for the size of development. The access road doesn't look to be wide enough for two vehicles to pass.

Adequacy of parking

Visitor parking is insufficient.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/25/0153/LB	Thistle Cottage, Motts Green Road, Little Hallingbury, Essex, CM22 7RW	Approved

Installation of side-hung doors on front elevation of existing outbuilding

(No objections.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/25/0236/HHF	Seven Acres, Latchmore Bank, Little Hallingbury, CM22 7PE	Approved

Erection of a single storey outbuilding to be used as an Annexe

(Objections: Self-contained new dwelling in Green Belt.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/25/0219/HHF	The Nest, Goose Lane, Little Hallingbury, Essex, CM22 7RG	Awaiting decision

Loft extension and addition of front porch to the property

(No objections.)

All received and noted.

b) Applications to be dealt with at this meeting:

<u>Application No.</u>	<u>Site and Development</u>
UTT/25/0332/HHF	Willow Cottage, The Village, Latchmore Bank, Little Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7PX

Proposed demolition of existing garage and erection of cart lodge with home office over

Objections: it is in Green Belt, which should only be built on in exceptional circumstances and an inappropriate development within the curtilage of a listed building.

The proposed building height and size is overly dominant being higher and wider than that of the garage which it replaces, this will have a detrimental effect on the listed building due to its design, scale and appearance.

The proposed development would cause harm to the character and historic importance of the host Grade II heritage asset and its setting. It would be overly dominant, competing with the host dwelling.

The proposed development conflicts with Policy ENV2, Policy S7 and Policy GEN2 of the Uttlesford Local Plan (adopted 2005) and the National Planning Policy Framework 2023.

<u>Application No.</u>	<u>Site and Development</u>
UTT/25/0333/LB	Willow Cottage, The Village, Latchmore Bank, Little Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7PX

Proposed demolition of existing garage and erection of cart lodge with home office over

Objections: it is in Green Belt, which should only be built on in exceptional circumstances and an inappropriate development within the curtilage of a listed building.

The proposed building height and size is overly dominant being higher and wider than that of the garage which it replaces, this will have a detrimental effect on the listed building due to its design, scale and appearance.

The proposed development would cause harm to the character and historic importance of the host Grade II heritage asset and its setting. It would be overly dominant, competing with the host dwelling.

The proposed development conflicts with Policy ENV2, Policy S7 and Policy GEN2 of the Uttlesford Local Plan (adopted 2005) and the National Planning Policy Framework 2023.

<u>Application No.</u>	<u>Site and Development</u>
UTT/25/0735/HHF	Pleasant View, Gaston Green, Little Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7QS

Proposal to construct a rear extension at first floor level over the existing structure. To include a balcony to accomodate.

No objections.

<u>Application No.</u>	<u>Site and Development</u>
UTT/25/0713/DFO	Land adj. Red Brick Row, Lower Road, Little Hallingbury

Details following outline application UTT/23/0331/OP for 1 no. dwelling - details of appearance, landscaping, layout and scale

The proposed development is too tall and would cause loss of light to the neighbouring property. The design and scale are out of proportion with the adjacent row of Victorian cottages Red Brick Row – the height should not be greater than the existing Victorian cottages. If the permission is granted it would cause loss of light and will be overshadowing of the adjacent Victorian cottages Red Brick Row.

c) New Barn Lane Bus Stop

The Council discussed the proposal for relocating New Barn Lane bus stop. The current bus shelter is brick build and is in perfect condition. However, it was agreed to reply that the bus stop can be relocated to the proposed new location under condition that the new bus shelter is exactly the same as the existing one (same dimensions and brick build) with a bench added as a gesture of good will.

d) Address Notification

The existing address letter re 24/00149/NEWNUM was received and noted.

25/068. MISCELLANEOUS ITEMS FOR INFORMATION AND NOTING

a) Items received in time for the agenda

- EALC – E bulletins; Police, Fire and Crime e-Bulletins; EALC Devolution Newsletter March 2025; EALC Devolution Newsletter; Announcements: A Letter from the EALC Chair; Greater Essex Devolution Event: 31st March 2025.
- NALC –Chief's executive bulletins.
- Uttlesford District Council, Planning and Building Control Registration Team - Weekly List of Planning Applications.
- Uttlesford District Council –links for agenda for Planning Committee 12 March 3x and 04 April 2025; links for minutes for Planning Committee 12 February and 12 March 2025.
- County Councillor for Great Dunmow division, District Councillor High Easter and the Rodings, Chairman Essex Pension Fund – Greater Essex link.
- Uttlesford District Council, Senior Health and Wellbeing Officer - Dunmow Area Parish Meeting agenda and link.
- Electoral Services Manager & Deputy ERO - Postal Vote Reapplication Process.

All received and noted.

b) Late Items

- County Councillor for Great Dunmow division, District Councillor High Easter and the Rodings, Chairman Essex Pension Fund - Household Support Fund Allocation.
- UDC, Senior Health and Wellbeing Officer - Dunmow area Parish Forum Meeting.
- Local Plan Services, Programme Officer - Uttlesford Local Plan Examination Arrangements.
- Charity Commission - News April 2025.
- Uttlesford District Council, Senior Health and Wellbeing Officer - Dunmow Area Parish Forum slides sand link.
- Uttlesford District Council –link for agenda for Planning Committee 09 April 2025.
- Resident – speeding issues. Dealt with in 25/052.
- EALC - EALC County Update- Affiliation Special 2025.

All received and noted.

25/069. ITEMS FOR THE NEXT AGENDA AND INFORMATION

None.

25/070. NEXT MEETING

The next Parish Council meeting is scheduled to be held in Village Hall annexe 13 May 2025 starting at 20.00.

The meeting ended at 21.51

Signed.....
(Chairman)

Date.....