

**MINUTES OF A MEETING OF LITTLE HALLINGBURY
PARISH COUNCIL, HELD ON TUESDAY 10 JUNE 2025,
BEGINNING AT 20.00, IN THE VILLAGE HALL**

PRESENT: Cllr Robert Wingard (Chairman)
Cllrs Brian Back (25/103), John Brothers, Ciora Dillon, Dean Hatt,
Nicola Marsh (25/103), Val McKirdy, Sue Meyer and Keith Summerford.

ALSO PRESENT: Mrs Urška Sydee (Clerk)
Essex County Council (ECC) Cllr Susan Barker
Uttlesford District Council (UDC) Cllrs Geof Driscoll
and Neil Reeve (25/103)
First Responders representative

25/100. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Andrew Robinson and were accepted.

25/101. DECLARATIONS OF INTEREST

None.

25/102. PUBLIC PARTICIPATION

None present.

25/103. FIRST RESPONDERS

First responders' representative explained how the First Responders provide immediate assistance to medical emergencies. He explained their proposal to create a group in LH, what would be involved and the financial implications for the Parish Council. Several questions were asked, mainly regarding finance.

20.02 Cllrs Brian Back and Nicola Marsh arrived

First Responders representative agreed they will email costs to the Clerk.

20.06 UDC Cllr Neil Reeve arrived

25/104. MINUTES OF PREVIOUS MEETING

It was agreed that the text in item 25/087 Open Spaces Maintenance

b) Gaston Green Pond and c) War Memorial is swapped so it reads:

b) Gaston Green Pond

Nothing to report.

c) War Memorial

A quote for cleaning memorial was received and the expenditure of £495.00 + VAT was approved.

It was agreed to get quotes for the tree survey.

The minutes of the meeting held on 13 May 2025 with the amendments above were approved as a correct record of the proceedings and signed by the Chairman, Robert Wingard.

25/105. CHAIRMAN'S COMMUNICATIONS

The Chairman was asked to investigate reports that work was being undertaken on the land between Motts Green and the A1060. On visiting the site, he learnt that contractors were using ground radar to map the location of underground features for an unnamed developer.

25/106. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

ECC Cllr Susan Barker reported that there is not much going on – there are grants available for community organisations. Potholes in need of repair should be reported the usual way and then she can be informed.

20.59 – ECC Cllr Susan Barker left the meeting

UDC Cllr Geof Driscoll reported that Local Plan hearing started, will be going on for 10 days and it is live on UDC's website.

UDC Cllr Neil Reeve reported that it was said that the Local Plan is ambitious, UDC is having meetings as usual and new Chair was elected. A lot of work is put into reorganisation of Council – UDC would like to have 5 Unitairies. With reference to climate change the bin lorries should be 0 emissions by 2030. Stansted Airport press release announced that the planning application for increase of passenger throughput was submitted.

25/107. 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/25/0735/HHF	Pleasant View, Gaston Green, Little Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7QS	Approved

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>	<u>Decision</u>
UTT/25/0713/DFO	Land adj. Red Brick Row, Lower Road, Little Hallingbury	Awaiting decision

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.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/25/0936/HHF	Babearas, Grinstead Lane, Little Hallingbury, Essex, CM22 7QX	Approved

Rear single storey extension with pitched roof

(No objections)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/25/0803/HHF	2 Latchmore Cottages, Latchmore Bank, Little Hallingbury, Essex, CM22 7PE	Awaiting decision

Proposed first floor rear extension above existing single storey rear extension.

(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/25/0895/OP	Victoria Park, New Barn Lane, Great Hallingbury, Essex, CM22 7PR

Outline application with all matters reserved except access for the partial demolition of the existing dwelling and the removal of the tractor store, shed and other structures on the site and the erection of 2 no. detached dormer bungalows

Objections: The land in question has always been the site of a domestic dwelling. In addition to the main single-story residence, there is one outbuilding which has been used for storage, and a shed. The area around the property is garden and lawn. The Parish Council strongly objects to the proposed development on the following grounds:

1. Green Belt Designation

The proposed site lies within the Green Belt, specifically within General Area 14, which has been assessed as contributing "Very Strongly" to Green Belt Purposes 2 and 3. In particular, Purpose 3 is met due to the area's strong and predominantly unspoilt rural character, despite limited built form on the eastern edge of Little Hallingbury. These findings are drawn from the Uttlesford Green Belt Review 2016, as updated in 2023.

The National Planning Policy Framework (NPPF) is clear: "Inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances." Development in the Green Belt must meet exceptional circumstances, which this proposal does not.

While limited exceptions are recognised – such as the extension or alteration of existing buildings (provided additions are not disproportionate), or replacement buildings (where they are not materially larger than the original) – this proposal fails to meet those criteria. The replacement of one property with two materially larger dwellings constitutes a disproportionate addition and is therefore contrary to Green Belt policy.

2. Noise Impact – Stansted Flight Path

The site lies within Noise Contour 57 for Stansted Airport. This area is subject to significant noise disturbance from air traffic. The Aviation Policy Framework (APF) clearly states that government policy aims to limit and, where possible, reduce the number of people significantly affected by aircraft noise.

Allowing residential development in this area contradicts that policy. New dwellings here would increase the number of residents exposed to harmful noise levels, impacting health and quality of life. Planning decisions should take into account the material impact of noise, and no further housing should be permitted under flight paths where adverse effects are already established.

3. Access

New Barn Lane is an unlit country lane, which is single track in places and subject to frequent degradation of the road surface. The site access as proposed, appears narrow and would not be appropriate for large vehicles or for vehicles to be required to reverse onto the lane. Planning advice and guidance from Essex County Council's Highways should be sought.

Without Prejudice – In the Event of Outline Approval

Should the application be approved contrary to the Parish Council's objection, the following points should be observed to ensure the development is appropriate in character and context:

- Infill development must reflect established building lines and spacing between dwellings.
- The rhythm and character of surrounding buildings must be maintained.
- Sufficient on-plot parking should be provided.
- Any external lighting must be limited and designed to preserve dark skies.
- Design should be guided by the Little Hallingbury Design and Guidance Codes [Little-Hallingbury-Design-Guidance-Codes.pdf](#), ensuring that the development contributes positively to the village vernacular.
- Roadside verges, hedgerows, and existing trees must be protected and retained as natural buffers.
- A comprehensive landscaping plan should include soft landscaping and native hedgerow boundary treatments.
- The development must align with the existing settlement pattern in the immediate area.
- Any interruption of key landscape views must be mitigated through appropriate screening measures.

The Parish Council requests that these objections and comments be given full consideration in determining this application.

c) Appeal

The appeal decision APP/C1570/D/24/3355257 - UTT/24/2135/HHF was received and noted.

d) New Barn Lane Bus Stop

An email from Essex Highways confirming that they are responsible for maintaining the New Barn Lane bus stop was received and noted. It was pointed out that the residents refer to this bus stop as 'Dell Lane bus stop'

d) Late Planning Matters

None.

Following reports that children were alighting from cars in the middle of the road just around a blind corner, Cllr Robert Wingard spoke to the Woodlands School (the school at Gaston Green) to express our safety concerns. The school said that they would like to have new warning signs and are willing to fund them. The question is

would Essex Highways be willing to erect the signs needed in the village and accept the funding. Cllr Wingard will follow up the matter.

Sawbridgeworth Road is badly damaged – he will email the relevant officer at Essex Highways regarding this.

The Council authorised Cllr Wingard to undertake the communications with Highways as long as the clerk is copied in all communications.

25/108. LOCAL PLAN

a) Three Parishes Local Plan Group (TPLPG)

No update / report.

b) Local Plan Working Group

No update / report.

c) UDC Local Plan

An update received in item 25/106.

It was agreed to take Local Plan item off the agenda.

25/109. HIGHWAYS MATTERS

a) Update

Addressed in item 25/107.

b) VAS Sign

To investigate replacement battery.

25/110. OPEN SPACES MAINTENANCE

a) Village Car Park

The hedge was trimmed today.

b) Gaston Green Pond

Nothing to report.

c) War Memorial

The cleaning of the war memorial was ordered.

Tracey Clarke Tree Consultancy was chosen for tree survey of the war memorial area. The expenditure of £420.00 incl. VAT was approved.

Some tree work was agreed to be done.

d) Village Sign

Cllr Sue Meyer thanked those who erected the post for the village sign.

Agreed for Cllr Sue Meyer to put an article about it in the village magazine.

e) General Maintenance

The noticeboards at Grinstead Lane and Latchmore Bank need to be repaired.

25/111. NEIGHBOURHOOD PLAN

Cllr Val McKirdy reported that briefings for Parish Councillors took place to explain the Parish council's role in Little Hallingbury Neighbourhood Plan (LHNP) and provide an opportunity for open discussion and questions.

Steering Group has led the LHNP process, going forward the Parish Council (PC) will become more involved. PC remains the qualifying body (QB) for preparing the plan and proposing it to the Local Authority.

Work on gathering evidence, undertaking surveys and producing reports is nearing completion. Currently policies are being developed, and work has started on writing the plan document.

Regulation 14 of the NP process is part of the government's 2012 NP Regulations. This requires the draft neighborhood plan proposal to be the subject of a pre-submission consultation before it is submitted to the local authority for independent examination. The Plan will then be submitted for public consultation, independently examined and then go to a referendum. If supported by 50% of voters, the plan will be adopted. Ongoing implementation and use of the plan will be responsibility of the Parish Council.

A brief overview of Design Codes Policy followed: what design codes are, why they are important for our community and how are they approached in the plan,

25/112. AFFORDABLE HOUSING

A new appointee at Hastoe is studying the site finding documentation in advance of submitting them to UDC for review.

25/113. FOOTPATHS – P3

Nothing to report.

25/114. SPEED WATCH

In May 2025 the group went out 11 times and 279 speeders were reported to the Police; 39 people were reported for 40+mph with the highest 52mph. May averaged out 25.3 per session. The team is due to go out 19 times in June 2025 and if the team can manage them all, next month's total could be about 500.

25/115. NEIGHBOURHOOD WATCH

No new members.

Signs 'Neighbourhood Watch' are available to purchase at £6.00 per sign. It was approved to purchase 10 signs at £6.00 per sign.

25/116. POLICE COMMUNITY SUPPORT OFFICER (PCSO)

Nothing to report.

It was agreed to take Police Community Support Officer (PCSO) item off the agenda.

25/117. FINANCE

a) Payments

The following payments had been made during the period 12 April 2025 to 13 May 2025:

	£
RCCE – Membership 2025 / 2026	84.00
Hertfordshire County Council – Stationery	64.67
MD Landscapes (Anglia) Ltd – Grass cutting	837.96
UDC – Green Waste Skip	3,249.00
EALC – Affiliation fees 2025 / 2026	478.94
Clerk – salary and expenses April 2025	929.77
HMRC – Monthly bill	6.21
HMRC – NIC April 2025	59.81

Broad Oak Consultants Ltd – Printer cartridges 228.34
Received and agreed.

b) Income

UDC – Precept 1/2 £24,500.00
Received and agreed.

c) Balances on 13 May 2025

Community Acc. £31,042.90
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) Approvals

e.1) Payments

The payments were approved and signed by the Chairman.

e.2) Parish Online Software

Expenditure of £132.00 for annual subscription Parish Online Software was retrospectively approved.

e.3) Workshop

The expenditure of £25.00 for Cllr Brian Back to attend the Community Climate Action Workshop organised by RCCE was approved.

f) Budget Update

The budget update was received and agreed.

g) Late Finance Matters

It was agreed to move across to an external provider for organising payroll and pension calculations at approx. £25 per month. To implement as soon as practicable.

24/118. SALT BAG PARTNESHIP SCHEME

~~To consider joining the 'Salt Bag Partnership Scheme' for Winter 2025/2026. Closing date 21 July 2025.~~

The Council will join the 'Salt Bag Partnership Scheme' for Winter 2025/2026 and we have enough salt and do not need more.

25/119. PARLIAMENT VISIT

Cllrs Ciora Dillon, Val McKirdy, Sue Meyer, Nicola Marsh and Rober Wingard decided to visit parliament as per invitation of MP Chris Vince on 15 July 2025.

25/120. MISCELLANEOUS ITEMS FOR INFORMATION AND NOTING

a) Items received in time for the agenda

- EALC – E bulletins; Statement to the Membership.
- NALC – Chief's executive bulletins.
- Uttlesford District Council, Planning and Building Control Registration Team - Weekly List of Planning Applications.
- Uttlesford District Council –link for agenda for Planning Committee 04 June 2025 2x; link for minutes for Planning Committee 07 May 2025.
- Essex County Council, Integrated Passenger Transport Unit - Notification of bus survey launch 2 of June 2025 2x.
- Healthwatch Essex, Project Officer - Share your story.
- Uttlesford District Council, Climate Change, Lead Officer - Sustainable Uttlesford: Farm Cluster & Ecology Event.
- Transport East Comms - Travel Behaviour Survey report for Essex.
- Stansted Airport Limited, Stansted Airport Community Engagement Team - MAG Sustainability Strategy.
- Stansted Airport, Community Engagement Co-Ordinator - Sustainability strategy launch.
- RCCE, Community Engagement Officer - Reviewing made neighbourhood plans; Community climate action workshop.

All received and noted.

b) Late Items

- County Councillor for Great Dunmow division, District Councillor High Easter and the Rodings, Chairman Essex Pension Fund – Postal vote renewal information.
- Uttlesford District Council, Electoral Services Manager & Deputy ERO - Postal Vote Renewal Process.
- Uttlesford District Council, Community Development Officer - Community Achievement Awards.
- Uttlesford District Council – link for minutes for Planning Committee 04 June 2025.
- Stansted Airport Community Team - Submission of Planning Application.

All received and noted.

25/121. MATTERS ARISING FROM PREVIOUS MEETING

None.

25/122. MEMBERS' REPORTS

Cllr Val McKirdy – traffic calming bollards were put on the Sheering Road and few vehicles were damaged because of it.

Cllr Sue Meyer – hedge by The Rectory needs cutting back. The clerk to write to the 'Kings' estate agent asking to cut the hedge.
The pothole at Pynchon Paddock had been reported.

25/123. ITEMS FOR THE NEXT AGENDA AND INFORMATION

None.

25/124. NEXT MEETING

The next Parish Council meeting is scheduled to be held in Village Hall annexe 15 July 2025 starting at 20.00.

The meeting ended at 22.15

Signed.....
(Chairman)

Date.....