

# COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA  
☎ **Telephone:** (01727) 825 314  
💻 **Website:** <https://colneyheathparishcouncil.gov.uk>  
✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



**Summons issued – 16<sup>th</sup> February 2024**

To Members of the Parish Council,  
Councillors, Brazier, Burns, Clemow, Pettit, Parish, Shaw and Tallents.

You are summoned to attend the meeting of **Colney Heath Parish Council** that will be held in Colney Heath JMI School, High Street, Colney Heath, AL4 0NP on **Thursday 22<sup>nd</sup> February 2024 at 7.30pm**. Your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public & press are excluded.

Papers for the meeting are shown within the agenda via links to the Parish Council website. Any underlined part of the agenda when clicked will open the relevant background paper or report provided. Papers can also be viewed as a numbered list under the meeting date at the following link - <https://www.colneyheathparishcouncil.gov.uk/full-council-meeting-papers/>

**Mrs Lisa Peters LCGI PSLCC CPFA CiLCA**  
**Clerk to Colney Heath Parish Council**



**THIS MEETING WILL BE RECORDED  
BY THE COUNCIL AND POSSIBLY  
THIRD PARTIES**



## AGENDA

- 23/24-104 APOLOGIES & ANNOUNCEMENTS**  
To receive and accept apologies for absence and to note announcements
- 23/24-105 DECLARATIONS OF INTEREST**  
a) To receive declarations of interest from members regarding this agenda  
b) To receive written requests for dispensations for declarable interests; and  
c) To grant any requests for dispensation as appropriate
- 23/24-106 QUESTIONS FROM THE PUBLIC**  
Members of the public may make representation, ask questions, or give evidence in respect of business on the agenda for a maximum of 3 minutes.
- 23/24-107 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL**  
To note and approve meeting minutes for the previous meeting of the Parish Council held 18<sup>th</sup> January 2024.  
**Motion To accept and approve minutes as a true and accurate record of the meeting held 18<sup>th</sup> January 2024**

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## **FINANCE, AUDIT & GOVERNANCE**

**23/24-108**

### **FINANCE**

- a) To approve the payment schedule for February 2024 (Month 11) payment sheet.  
**Motion To approve payments to be made by BACS by 29/02/2024.**
- b) Council to note damaged surface at the Colney Heath Recreation Ground car park. To instruct action requiring quotes for repair/resurface  
**Motion To instruct action to the Clerk as agreed**
- c) To note the plans for a tree planting event and to approve the planting locations and required budget to be allocated.  
**Motion To delegate to the Clerk working with Cllrs Brazier and Pettit on co-ordination of the event and indicative budget**

**23/24-109**

### **COMMUNITY GRANTS 2023/24 - 2<sup>nd</sup> ROUND**

To review, approve and award expenditure to grant applications received from the 2<sup>nd</sup> round of Community Grants 2023/24.

Papers sent to Councillors only as contain financial operational information but redacted papers available on request.

1. Colney Heath Boissy Twinning Association – requesting £600.00
2. Colney Heath Girlguiding – requesting £750.00

**Motion To review each application, determine power under which the grant can be funded and also the amount of grant to be awarded, if any.**

**23/24-110**

### **GOVERNANCE**

- a) To review the updated Complaints Policy  
**Motion To review, amend where appropriate and approve the amended policy as drafted and circulated.**
- b) To review the updated Habitual & Vexatious Complaints Policy  
**Motion To review, amend where appropriate and approve the amended policy as drafted and circulated.**
- c) To review the updated Members Allowance Policy  
**Motion To review, amend where appropriate and approve the amended policy as drafted and circulated.**
- d) To review the updated Procurement Policy  
**Motion To review, amend where appropriate and approve the amended policy as drafted and circulated.**
- e) To review a paper on the recent Freedom of Information request  
**Motion To review, to debate and determine next steps and instruct action as the Parish Council considers appropriate**
- f) To note a verbal report from the Clerk on the policy review including recommendations on updated and removed documents

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## 23/24-111 **PLANNING APPLICATIONS, APPEALS & CONSULTATIONS**

To review planning applications received by the Parish Council and to make comment as a consultee. To search for the application please use the St Albans City & District website link below to search by the application number.  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2308>

In each case and after debate the Parish Council will confirm by resolution

**Motion a) To delegate comment to the Clerk working with the Planning Working Party in preparation and submission, b) to agree comment to be submitted by the Clerk or c) to neither support or object to the planning application**

- a) **5/2023/2594** – Comment by 16<sup>th</sup> February 2024  
115 Colney Heath Lane St Albans Hertfordshire AL4 0TN  
Single storey rear extension  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2594#VIEW?RefType=PBDC&KeyNo=129291>
- b) **5/2023/2601** - Comment by 17<sup>th</sup> February 2024  
7 Tyttenhanger Green St Albans Hertfordshire AL4 0RN  
Single storey rear extension with rooflight, new opening side elevation  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2601#VIEW?RefType=PBDC&KeyNo=129299>
- c) **5/2023/2613** - Comment by 17<sup>th</sup> February 2024  
Holly House Roestock Lane Colney Heath St Albans AL4 0QW  
Single storey side and rear extension with rooflights following demolition of conservatory  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2613#VIEW?RefType=PBDC&KeyNo=129314>
- d) **5/2024/0041** - Comment by 23<sup>rd</sup> February 2024  
43 Meadway Colney Heath St Albans Hertfordshire AL4 0Ps  
Double storey and single storey rear extensions, roof extension with rear dormer windows and front rooflights for loft conversion and single storey front extension  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0041#VIEW?RefType=PBDC&KeyNo=129387>

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- e) **5/2024/0081** - Comment by 24<sup>th</sup> February 2024  
43 Meadway Colney Heath St Albans Hertfordshire AL4 0PS  
New end of terrace single occupancy dwelling house  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0081#VIEW?RefType=PBDC&KeyNo=129444>
- f) **5/2023/2157** - Comment by 24<sup>th</sup> February 2024  
3 Ye Olde House Sleapshyde Smallford St Albans AL4 0SE  
Single storey side and rear extension  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2157#VIEW?RefType=PBDC&KeyNo=128735>
- g) **5/2024/0121** - Comment by 24<sup>th</sup> February 2024  
3 Ye Olde House Sleapshyde Smallford St Albans AL4 0SE  
Two storey side and rear extensions  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2490#VIEW?RefType=PBDC&KeyNo=129145>
- h) **5/2024/0120** - Comment by 24<sup>th</sup> February 2024  
3 Ye Olde House Sleapshyde Smallford St Albans AL4 0SE  
Two storey side and rear extensions  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0120#VIEW?RefType=PBDC&KeyNo=129494>
- i) **5/2023/2201** - Comment by 24<sup>th</sup> February 2024  
3 Ye Olde House Sleapshyde Smallford St Albans AL4 0SE  
Listed Building consent - Single storey side and rear extension  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2201#VIEW?RefType=PBDC&KeyNo=128796>
- j) **5/2024/0036** - Comment by 24<sup>th</sup> February 2024  
The Crooked Billet 88 High Street Colney Heath St Albans AL4 0NP  
Listed Building consent - Reinstatement of walls and windows following damage from vehicle damage  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0036#VIEW?RefType=PBDC&KeyNo=129380>
- k) **5/2023/2504** - Comment by 24<sup>th</sup> February 2024  
9 Sleapcross Gardens Smallford St Albans Hertfordshire AL4 0RX  
Single storey rear extension and double storey front extension  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2504#VIEW?RefType=PBDC&KeyNo=129158>

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- l) **5/2024/0211** - Comment by 1<sup>st</sup> March 2024  
59 High Street Colney Heath St Albans Hertfordshire AL4 0NS  
Certificate of Lawfulness (proposed) - Proposed roof extension and door set  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0211#VIEW?RefType=PBDC&KeyNo=129623>
- m) **Highfield Park Trust Newsletter**  
To note the circulated HPT newsletter - reference to approach by CHPC and plans for expansion within the Parish which have not been formally disclosed to the Parish Council  
**Motion To resolve to delegate the Clerk to write a letter requesting details of the approach by CHPC in 2017 and to discuss plans for expansion within the Parish.**

## 23/24-112 ELLENBROOK QUARRY RULE 6 PARTY

In the event of an appeal being lodge against the Ellenbrook Quarry Council to confirm their intention to apply to participate as a Rule 6 party and take an active role in the appeal process.

**Motion To confirm the Parish Council intends to register for Rule 6 intended representation in the event that an appeal is registered.**

**Motion To delegate the Clerk to work with the representatives of the other Rule 6 parties and undertake work as required to manage and support the appeal including any required or approved marketing designated as required by the Rule 6 groups.**

## 23/24-113 NEIGHBOURHOOD PLAN

A councillor workshop and presentation was held on 31<sup>st</sup> January 2024 and the following matters are required to be confirmed by the Parish Council for the Neighbourhood Plan Steering Group to proceed

- a) Terms of Reference for the Neighbourhood Plan Steering Group  
**Motion To review, amend where appropriate and approve the amended terms of reference for the Neighbourhood Plan Steering Group**
- b) Neighbourhood Plan grant application funded by the Department for Levelling Up, Housing & Communities  
**Motion To accept the offer of grant £912.00 and to delegate expenditure to the Clerk working with the Neighbourhood Plan Project Officer (voluntary) on expenditure of the grant.**
- c) To respond to request for strategic direction from the Parish Council in order for the Neighbourhood Plan Steering Group to meet and commence works:
- d)

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## 1. Policies on sites

To note the recommended approach for policies on sites and consider the alternatives

**Motion To accept the recommendation for a mixture of some allocated suitable sites and policies against which other applications should be assessed against.**

## 2. Policy on redevelopment and demolition

Should the NP include a policy for the redevelopment of existing houses and or gardens including the demolition of existing homes?

**Motion To resolve whether the policy should be included in the Neighbourhood Plan**

## 3. Bowmans Cross Future Development

To note Hertsmere Extraordinary Council meeting being held on 20 March 2024 and to review the impact of Bowman Cross if it remains in the Hertsmere Local Plan and to review and resolve an option.

**Motion To resolve an option to either continue, protect or identify.**

## 4. Delivery Plan

To consider if a delivery plan is required?

**Motion To resolve production of a delivery plan.**

## 5. Time priorities

The Parish Council to consider the three areas of work and to confirm the priority order

**Motion To resolve the order of the three stated priorities**

## 23/24-114 WORKING PARTIES

To receive and note the reports either verbal or written from the following working parties.

- Communications Working Party
- Community Organisations Working Party
- Planning Working Party
- Charles Morris Hall Working Party
- Roestock Hut Working Party

To note the circulated scope of works

**Motion To obtain a cost estimate to establish a budget for the works identified in the most recent Brazier Freeth survey report and as noted in the circulated background paper. Quotes to be obtained from a Quantity Surveyor not trade estimates or quotations**

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## 23/24-115 **PARISH ADMINISTRATION**

- a) To note the contents of the Clerk report and responses to individual councillor emails and requests
- b) To note the Colney Heath Recreation Play Area start date and work details
- c) To note any matters for report since the issue of this agenda – these items will be for information only and no decisions other than to agenda an item of business for future discussion
- d) Councillors may ask any questions of the Clerk/RFO relating to business on this agenda or future business

## 23/24-116 **REPRESENTATIVES ON OUTSIDE BODIES**

To note written reports received or receive verbal reports by exception, available time and with the permission of the Chair:

- a) Ellenbrook Fields Trust next meeting 29/02/2024
- b) St Albans District Association of Local Councils next meeting 08/04/2024
- c) Highways Liaison next meeting TBC
- d) Tyttenhanger Quarry next meeting TBC

## 23/24-117 **QUESTIONS FROM THE PUBLIC**

If time permits members of the public may make representation, ask questions, or give evidence in respect of the business discussed for a maximum per item of 3 minutes.

The Council may at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

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The following papers were all issued with the summons to all Councillors or placed on the Parish Council website. All papers issued have been drafted/amended and are issued by the Parish Clerk/RFO unless otherwise noted.

- |           |  |
|-----------|--|
| Item 107  | Draft Minutes of Parish Council meeting held 18 <sup>th</sup> January 2024 |
| Item 108a | Payment Sheet Month 11 (February 2024)                                     |
| Item 109  | Community Grants – councillors only  |
| Item 110a | Complaints Policy  |
| Item 110b | Habitual & Vexatious Complaint Policy                                      |
| Item 110c | Members Allowance Policy   |
| Item 110d | Procurement Policy   |
| Item 110e | Report on Freedom of Information request                                   |
| Item 111m | Highfield Park Trust Newsletter  |
| Item 113a | Terms of Reference Neighbourhood Plan Steering Group                       |
| Item 113c | Neighbourhood Plan strategic direction paper                               |
| Item 114e | Scope of works for cost estimate Roestock Park Hut                         |