

**MINUTES OF THE 45<sup>th</sup> ANNUAL OF TRING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MARKET HOUSE, HIGH STREET, TRING ON MONDAY 21<sup>st</sup> MAY 2018 AT 7.30 p.m.**

**Present:** Councillors: G. Wilkins  
J. Bowden  
Mrs O. Conway  
H. Grace  
Mrs P. Hearn  
S. Hearn  
M. Hicks  
N. Hollinghurst  
N. Nutkins  
Mrs R. Ransley  
C. Townsend

**Also Present:** Mr M. Curry, Town Clerk  
Mrs D. Slade, Deputy Town Clerk  
14 Members of the public

**19220. ELECTION OF MAYOR**

Before calling for nominations, Cllr G. Wilkins, as Mayor of the Council May 2017 to May 2018, said what happy memories he would have of his year in office - meeting so many interesting people and the warm welcome he always received.

He thanked the Council for their support during the year and thanked the Clerk and Deputy Clerk for their hard work. He was very pleased to have raised £3,100 for his charities; he thanked his family and friends for their help organising and running the fundraising events.

Cllr S. Hearn congratulated Cllr Wilkins on his year of office on behalf of the Council and the way in which he managed several lively meetings.

It was **PROPOSED** by Cllr Mrs Conway and **SECONDED** by Cllr M. Hicks that Cllr Mrs P. Hearn be elected Town Mayor for the ensuing year. There being no further nominations, it was unanimously **RESOLVED** that Councillor Mrs P. Hearn be elected Town Mayor to hold office until her successor became entitled to act as Town Mayor at the next Annual Meeting of the Council.

Cllr Mrs P. Hearn gave her consent by signing the Declaration of Acceptance of Office and put on the Mayoral Chain of Office. She took the Chair and thanked Councillors for their support. She nominated Tring Together as her charity because of their work for all ages, young and old. She will also hold a fund raising event for Tring Fire Brigade.

**19221. APPOINTMENT OF DEPUTY MAYOR**

Cllr Mrs P. Hearn opened the item to appoint a Deputy Mayor for the Council Year May 2018 to May 2019.

It was PROPOSED by Cllr G. Wilkins and SECONDED by Cllr Mrs O. Conway that Councillor M. Hicks be appointed Deputy Mayor for the ensuing year. There being no further nominations, it was unanimously RESOLVED that Councillor M. Hicks be appointed Deputy Town Mayor to hold office until the next Annual Meeting of the Council.

**19222. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr P. Hills (prior appointment).

**RESOLVED:** To accept the apologies for the reasons given.

**19223. TO MAKE DECLARATIONS OF INTEREST**

Cllr Mrs Conway explained that she would not take part in item 19235 as a member of Dacorum Borough Council's Development Control Committee.

**19224. TO CONFIRM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26<sup>th</sup> MARCH 2018**

**RESOLVED:** To accept the Minutes and for the Mayor to sign them.

**19225. APPOINTMENT OF COMMITTEES**

A copy of the existing committee structure and a proposal for the membership of those committees had been circulated.

**RESOLVED:** To retain the existing committee structure with the membership proposed

**19226. ELECTION OF COMMITTEE CHAIRMEN**

Cllr Mrs P. Hearn put forward the following proposal for the chairmanship of the agreed Committees:

- Planning – Cllr G. Wilkins
- Finance & Policy – Cllr S. Hearn
- Building & Assets – Cllr M. Hicks
- Allotment & Environment – Cllr O. Conway
- Town Plan & Infrastructure – Cllr H. Grace
- Staffing – the Mayor

Those nominated all expressed their willingness to undertake the duty.

**RESOLVED:** To accept the proposed Councillors for the chairmanship of the agreed committees.

**19227. TERMS OF REFERENCE FOR STANDING COMMITTEES**

The existing terms of reference for Standing Committees were circulated prior to the meeting. Cllr Townsend proposed that reference 4(c) in the Buildings & Assets Committee's terms of reference be deleted as it was no longer relevant.

**RESOLVED:** To accept the existing Committee Terms of Reference with the proposed amendment.

**19228. APPOINTMENT AND NOMINATION OF REPRESENTATIVES ON OUTSIDE BODIES**

A copy of the existing list of representation and a proposal for the list had been circulated.

Councillor S. Hearn will replace Cllr Townsend as representative at the Friends of Tring Church Heritage.

It was agreed that the Clerk write to Tring Together to confirm the Council's representation with them as an observer to ensure there is no possible conflict of interest arising in matters such as the joint project to renew the Nora Grace Hall.

The Clerk was asked to identify the appropriate body to liaise with in relation to the Orchard Children's Centre.

The Clerk briefed Members on the arrangement with the Rothschild House Surgery. The Clerk will continue to liaise with Practice Manager. When appropriate the Clerk and Cllr Townsend will meet with the Senior Partner and the Practice Manager. Cllr Hicks will be briefed in his role as member of the Dacorum Borough Council Health Scrutiny Committee.

The Clerk will write to all the above organisations detailing the Council's representation.

**RESOLVED:** To approve the representatives on outside bodies as amended above.

**19229. DATES OF FUTURE MEETINGS & THE 'MEET YOUR COUNCIL' INITIATIVE**

A draft timetable was circulated prior to the meeting. All members present agreed to attend the Council's stand at the Summer Carnival.

**RESOLVED:** (i) To approve the schedule of meetings as presented  
(ii) To approve the dates of the 'Meet Your Council' initiative  
(iii) To attend the Summer Carnival

**19230. GENERAL POWER OF COMPETENCE**

The Clerk outlined the benefits of the General Power of Competence.

**RESOLVED:** That the Town Council meets the specified eligibility criteria and as such can use the General Power of Competence granted by the Localism Act 2011 until the day of the next relevant Annual Council meeting i.e. that held after the next ordinary elections

**19231. MATTERS OF REPORT FROM THE MINUTES**

There were no matters to report

**19232. TO RECEIVE SUCH COMMUNICATIONS AS THE TOWN MAYOR MAY DESIRE TO LAY BEFORE THE MEETING OF THE COUNCIL**

Events attended by Mayor:

- 15<sup>th</sup> April 2018 Mayor of Dacorum Civic Service in Berkhamsted and Olive Limes to celebrate Bengali New Year
- 20<sup>th</sup> April 2018 Deputy Mayor attended Dacorum Mayor's Civic Reception in Berkhamsted
- 22<sup>nd</sup> April 2018 St George's Day Parade in Tring
- 28<sup>th</sup> April 2018 Tring Lions Senior Citizen's Evening Entertainment at Tring School
- 12<sup>th</sup> May 2018 Job Show hosted by Tring Together in Nora Grace Hall

The Clerk had received the following items of correspondence:

- Notice of Nat West's 'Our Friends Against Scam' event
- Details of the rededication of the War Memorial 100 years on 30<sup>th</sup> June 2018

**19233. STANDING COMMITTEES**

- (i) Planning Committee held on 9th April 2018
- (ii) Allotments & Environment Committee on 9th April 2018
- (iii) Planning Committee held on 30th April 2018
- (iv) Buildings & Assets Committee on 30th April 2018

**RESOLVED:** To receive and adopt the minutes listed above.

**19234. PUBLIC PARTICIPATION:**

Standing Orders were suspended at 8:04pm **by resolution** to allow members of the public present to speak.

A neighbour of planning application 4/00814/18/FHA spoke, on her behalf and another neighbour, on their concerns about the proposed development; that some were matters relating to building regulations, outside material considerations, was acknowledged:

- The scale of the development was still excessive, despite a small reduction in the size of the first floor extension
- Loss of light and overlooking
- How the extension would be joined to the existing walls and roof, given the construction method used to build the existing roof and the protection/re-routing of the existing drains
- Access to undertake the building work
- Ownership of land which was to be developed

A neighbour of planning application 4/01170/18/FHA spoke in opposition to the application because of loss of light.

Deputy Lord Lieutenant D. Townsend spoke on his role in sourcing funding for the establishment of Tring Together and the constant need to keep updated records to ensure the continuing success of the Lions' Senior Citizen's Evening because of the benefits derived by those attending.

**19235. PLANNING APPLICATION:**

The Council considered planning applications that had been referred by Dacorum Borough Council for observation of this authority. It was decided to request the Local Planning Authority to take the following comments into consideration when determining the under-mentioned applications.

**PLAN REF. NO.**

4/00814/18/FHA	Demolition of existing rear extension; Construction of two storey rear extension and alterations to fenestrations at 6A Meadow Close, Tring HP23 5BT (amended plans) for Ms Mahony  The Council recommended <b>refusal</b> to this application. Members considered there were issues with regard to the application as presented that required clarification due to the complex nature of the site.
4/01030/18/TPO	Works to pine tree at 1 The Furlong, Tring HP23 6BX for Hightown Housing Association Ltd  The Council recommended <b>no objection</b> to this application subject to the Dacorum Borough Council's Tree Officer's report.
4/01061/18/TCA	Works to T1 willow at 42 Friars Walk, Tring HP23 4AP for Tree Monkey Tree Care Ltd  The Council recommended <b>no objection</b> to this application subject to the Dacorum Borough Council's Tree Officer's report.
4/00941/18/FHA	First floor extension to existing ground floor side extension. Single storey rear extension at 36 Gannel, Tringford Road, Tring HP23 4JL for Mr Newton  The Council recommended <b>no objection</b> to this application.
4/01079/18/TCA	Works to poplar tree at The Old Bakery, 31A Frogmore Street, Tring HP23 5XA for Lloyds Tree Services Ltd  The Council recommended <b>no objection</b> to this application subject to the Dacorum Borough Council's Tree Officer's report.
4/01018/18/FHA	Single storey front extension at 14 Fantail Lane, Tring HP23 4EN for Mr and Mrs Watkins  The Council recommended <b>no objection</b> to this application.
4/01108/18/FHA	Erection of new outbuilding for garaging, store and hobby room at Andros, Duckmore Lane, Tring HP23 6JP for Ms Wyatt  The Council recommended <b>no objection</b> to this application, but that a condition be attached to ensure that the outbuilding is not used as separate residence.
4/01115/18/FHA	Loft conversion at 56 Icknield Way, Tring HP23 4HZ for Mr and Mrs Cave  The Council recommended <b>no objection</b> to this application.
4/01130/18/TPO	Works to trees at British Natural History Museum, Akeman Street, Tring HP23 6AP for Mr Peach

The Council recommended **no objection** to this application subject to the Dacorum Borough Council's Tree Officer's report.

- 4/00915/18/FHA Extension to front entrance hall at Little Meadows, Heath End, Berkhamsted HP4 3UF for Mr and Mrs Smithers  
The Council recommended **no objection** to this application.
- 4/01147/18/FHA Demolition of existing conservatory and replacement with new orangery at 5 Whytingham Road, Tring HP23 5JN for Mr and Mrs Brooks  
The Council recommended **no objection** to this application.
- 4/01151/18/FHA Demolition of rear conservatory, construction of rear single storey extension and building over existing garage and WC to create new first floor at 30 Drummond Ride, Tring HP23 5DF for Mr Harris  
The Council recommended **no objection** to this application.
- 4/01170/18/FHA Single storey side & rear extension at 9 Drummond Ride, Tring HP23 5DE for Mr & Mrs J Brown  
The Council recommended **no objection** to this application.
- 4/01169/18/FHA Removal of 2 roof lights; insertion of 6 roof lights; replacement of kitchen window with glazed doors at 11 The Barns, West Leith, Tring HP23 6JJ for Mr S Stedman  
The Council recommended **no objection** to this application.

#### **LIST OF DECISIONS BY DACORUM BOROUGH COUNCIL IN RESPECT OF RECENT PLANNING APPLICATIONS**

The Council noted the following decisions by Dacorum Borough Council.

- 4/00462/18/LDP Permission granted for loft conversion with front, rear and side velux windows to rear and side elevations at 61 Longfield Road, Tring HP23 4DF
- 4/00611/18/FHA Permission granted for proposed conversion of existing detached single storey bungalow to chalet bungalow (providing loft bedroom/ensuite bathroom), and including single storey rear extension and front entrance porch at 51 Dundale Road, Tring HP23 5BU
- 4/00608/18/LBC Permission granted for construction of stud wall in main reception room on ground floor to create a hallway and door access into a bedroom. Construction of ensuite shower room in basement and other minor alterations at 89 Akeman Street, Tring HP23 6AA
- 4/00656/18/TCA Raise no objection to works to trees at 25 Park Street, Tring HP23 6AW
- 4/00780/18/FHA Permission granted for part garage conversion and single storey rear extension at 27 Friars Walk, Tring HP23 4AP

4/00057/18/FUL	Permission granted for conversion of former office space to 2 flats at 2a Dolphin Square, Tring HP23 5BN
4/03308/17/FHA	Permission granted for new roof and dormer at 10 Brook Street, Tring HP235ED
4/00552/18/FHA	Permission granted for two storey side extension. Single storey front and rear extensions. New parking area at front of house at 16 Deans Furlong, Tring HP23 4AR
4/00557/18/LDP	For information only Permission granted for proposed rear dormer window and two front velux windows at 16 Deans Furlong, Tring HP23 4AR
4/00179/18/RET	Permission granted to retain new front pathway and dwarf wall brick edging at 4 Eggleton Drive, Tring HP23 5AJ
4/00793/18/FHA	Permission granted for partial demolition of existing extension and new single storey rear extension including 2 skylight windows at 4 Weavers Road, Tring HP23 4EZ
4/00907/18/LDP	Permission refused for conversion of loft space with hip to gable to the rear elevation, dormer window to side, 1 velux roof light and 2 velux roof lights to side at 2 Thomas Gardens, Tring HP23 5FN

**RESOLVED:** To note the planning decisions received

### **PLANNING APPEALS**

Notice of planning appeal APP/A10190/W/17/3191415 Pitched roof extension to prove second storey and alterations to the existing pitched roof at 75 Western Road, Tring.

### **19236. TEMPORARY TRAFFIC REGULATION ORDERS**

Details of three notices were considered:

- Deposit Documents for Waiting Restrictions from Hertfordshire County Council. Cllr Hollinghurst, in his role as local County Councillor, explained that the waiting orders were required for safety reasons.
- Temporary Traffic Regulation Orders:
  - TRO011692 Beaconsfield Road (The Big Lunch Street Party)
  - TRO011715 Cow Lane (Chilfest)

**RESOLVED:** To note the Temporary Traffic Regulation Orders received

### **19237. FINANCIAL MATTERS:**

The Clerk's briefed Members on the year –end figures for 2017-18 and the reserve position. Details of regular and automatic payments were circulated prior to the meeting with the schedule of payments.

**RESOLVED:** (i) To approve the regular and automatic payments as presented  
(ii) To approve the Schedule of Payments

### **19238. OUTSIDE BODIES**

Members gave reports of meetings attended when representing the Council:

- Cllr Mrs Ransley - a meeting of the Tring Community Centre Management Committee. A schedule of work would commence shortly.
- Cllr Hollinghurst – an Arla/Olleco liaison group meeting. He explained that the site was now up to 80% capacity with 800 employees (including 30 industrial apprentices). Traffic movements were up to target with no adverse impact on the A41. A contract to supply all of Morrison’s had recently been secured. It had a co-operative ownership to which a profit sharing scheme for the farms contributing was being added. There was now onsite production of the plastic bottles used – the bottles produced had a 40% recycled content. The aim was to increase this to 50%, which was considered the maximum possible. A modest increase in capacity was planned bringing the employment up to 1,000. Ollec was the firm running the anaerobic digester processing Arla bio-waste and contracted material to produce methane, which when purified was fed into the gas grid. Cllr Hollinghurst said that the Council’s decision, led by Cllr S. Hearn, to support the development was a very good one.
- Cllr Townsend, at the end of his ten years involvement with FOTCH, was pleased to report that there was an established roster of events (the recent family fun day raised £3,600) and a well-managed, stable investment portfolio. There had been changes in key roles, which would, hopefully, build on these. FOTCH was supporting new internal lighting of the church. A possible project to provide outside lighting was being investigated. Councillors were invited to attend the FOTCH AGM on Wednesday 23<sup>rd</sup> May.
- Cllr Wilkins attended a meeting of the Tring & District Local History and Museum Society. Dacorum Borough Council’s plan that the Bury, Hemel Hempstead, will be converted into a museum and heritage centre and the cost was noted.
- Cllr Grace reported how Tring Sports Forum was well supported, but was still trying to extend membership e.g. to cycling and running groups.
- Cllr Hicks also attended the Sports Forum

**19239. TRING YOUTH TOWN COUNCIL**

Cllr Nutkins will attend the next meeting on Wednesday 23<sup>rd</sup> May 2018

**RESOLVED:** To note the minutes of the meeting held on 25<sup>th</sup> April 2018

**19240. GDPR Policies**

The following draft policies for adoption for GDPR compliance were circulated prior to the meeting:

- i. Privacy Declaration
- ii. Retention and Disposal Policy (SLCC Template)
- iii. Information and Data Protection Policy (SLCC Template)
- iv. Employee Handbook (Produced by MoorePay – The Council’s payroll contractor)

The Clerk outlined the steps taken so far with regard to GDPR compliance:

- A data audit has been conducted
- The physical aspects – security of hardcopy and electronic versions have been reviewed



- Procedural aspects e.g. handling enquiries in the Information Office were being finalised

Updating the Council's policies so that they are GDPR compliant was the next step. Both the Society of Local Council Clerks (the SLCC) and the National Association of Local Authorities (NALC) have published templates for use by members. Generally the NALC templates are extremely legalistic and are not written in an inclusive style. The SLCC are much briefer and easier to understand. The internal auditor, appointed as Data Protection Officer, had advised adoption of the SLCC versions – the preferred option – without amendment initially. This should be followed by a more comprehensive review of them once the situation had settled down.

The Staff Handbook circulated has been prepared by Moorepay, our payroll provider, as approved by the Staff & Employment Committee on 5<sup>th</sup> March 2018. This brought the handbook up to date in terms of the existing legislation and was GDPR compliant.

Cllr Townsend asked that the title to the first document be changed to include the word 'Declaration'.

The Members thanked the Clerk and Deputy Clerk for their work preparing for GDPR.

Cllr Hollinghurst advised Members to register with the ICO.

**RESOLVED:** That Documents (i) – (iii) be adopted as presented subject to a review at the November meeting of the Finance and Policy Committee subject to the agreed amendment

That Document (iv) be adopted as presented subject to a review after six months by the Staff & Employment Committee

The meeting closed at 9.03 pm

Chairman