

**MINUTES OF THE MEETING OF TRING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, MARKET HOUSE, 61, HIGH STREET, TRING, HERTS HP23 4AB ON MONDAY 17th JULY 2023 AT 7.30 p.m.**

Councillors:	N. Nutkins (Chairman)	<b>Present</b>
	J. Mottershead	<b>Present</b>
	P. Hearn	<b>Present</b>
	B. Patterson	<b>Present</b>
	P. De Koning	<b>Present</b>
	R. Farrow	<b>Present</b>
	P. Reynolds	<b>Apologies given</b>
	C. Weston	<b>Present</b>
	S. Wilkie	<b>Present</b>
	C. Blair	<b>Apologies given</b>
	C. Nutkins	<b>Present</b>
	C. Noxon	<b>Apologies given</b>

**Also Present:** Mrs L Housden, Town Clerk  
Ms C Murray, Deputy Town Clerk  
14 x Members of the public

21505. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Blair (Prior engagement), Cllr Noxon (Prior engagement) and Cllr Reynolds (Prior engagement)

**RESOLVED:** Proposed Cllr Hearn, Seconded Cllr De Koning. To accept the apologies for the reasons given. Unanimously agreed.

21506. **TO MAKE DECLARATIONS OF INTEREST**

Cllr Patterson declared an interest due to sitting on the Dacorum Borough Council Development Management Committee. At such meetings he would not participate in the decision making process of any cases that had been considered by Tring Town Council.

Cllr Mottershead declared an interest due to sitting on the Dacorum Borough Council Development Management Committee. At such meetings he would not participate in the decision making process of any cases that had been considered by Tring Town Council.

Cllr Weston declared an interest as she will be sitting on some of the Development Management Committees as a substitute. At such meetings she would not participate in the decision making process of any cases that had been considered by Tring Town Council.

Cllr Farrow will abstain from voting on the issues minuted at Item 21523 as he lives in the vicinity of the Chapel Meadow play area.

21507. **TO CONFIRM THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 19TH JUNE 2023**

**RESOLVED:** Proposed Cllr Hearn, Seconded Cllr De Koning. To accept the Minutes and for the Mayor to sign them. Unanimously agreed.

21508. **MATTERS OF REPORT FROM THE MINUTES**

The Clerk reported that the AGAR has been submitted to the external auditor and the notice setting out the period of the exercise of the public rights to view the last financial year's accounts has been displayed on the noticeboard and Town Council website.

21509. **TO RECEIVE SUCH COMMUNICATIONS AS THE TOWN MAYOR MAY DESIRE TO LAY BEFORE THE MEETING OF THE COUNCIL**

- The Mayor reported that he had attended:

Wednesday 21st June	Tring Midsummer Fun Run
Saturday 24th June	Hertfordshire Scouts AGM
Thursday 29th June	Opening of Funeral Home in Tring - Heritage & Sons
Wednesday 5th July	Dacorum Music Festival - Ugly bug ball in partnership with Tring Museum, featuring Early Years Foundation Stage pupils
Sunday 9th July	Hannah-Marie Dance Academy Showcase
Wednesday 12th July	Annual Formal Reception RAF Halton

- The Mayor invited members of the public to volunteer as a co-opted member of the Allotment, Environment & Transport Committee with particular responsibility for transport.
- The Mayor requested a volunteer judge for the Allotments Summer Show. The Deputy Clerk volunteered.
- The Mayor thanked the Deputy Clerk and Town Warden for their support with the Meet Your Council Stall at the Summer Carnival, and Tring Together for putting on a great event despite the weather.

The Clerk reported:

- Thanks have been received from Hertfordshire Scouts for the Mayor attending their AGM. Thanks had also been received from the Heritage & Sons Funeral directors for the Mayor attending their grand opening.
- An email had been circulated regarding proposed changes to train ticket offices together with a contact email address should Councillors wish to make individual comments on those proposals.

21510.

#### **TRING & DISTRICT LOCAL HISTORY & MUSEUM SOCIETY**

A representative from TDLHMS gave a presentation outlining its history. It began in 1993, as an opportunity to attract tourists to the town. The Society now has over 200 members, and is a registered charity. In 2006 a 20 year lease was signed for the current building at the old cattle market. In 2007 a lottery bid was awarded and in 2010 the museum was opened (with a formal opening in 2011). In 2019, museum accreditation was gained.

Visitor numbers are now back to pre-pandemic levels. A current aim is to obtain two historic tiles on loan from the Victoria & Albert Museum in London. Half term saw the return of dinosaurs which drew a large number of visitors.

The Town Council has always supported the project, and provided an annual grant to the museum. There is an equivalent museum in Henley for which the Town Council charges one red rose!

The biggest challenge is storage space as there is nowhere to keep collections. Further members needed on the committee, and volunteers required. There is concern about the future of Market Place, with it being referred to in the withdrawn Local Plan as a potential site for a supermarket and with the move of the Farmers' Market to Church Square. They would welcome car parking in this space. The museum would like to extend the museum building. An extension would require capital funding to the tune of millions, although they have a good track record with the Heritage Lottery Fund. Cooperation with the Council would be appreciated.

21511.

#### **PUBLIC PARTICIPATION**

- A number of residents spoke to object to Planning application 23/01583/FUL. Concerns included:
  - Danger to children with cars entering/exiting the property.
  - Repeated and inappropriate applications.
  - Proposed property too bulky affecting the street scene and neighbours.
  - No material reduction in the height.
  - Larger footprint and closer to the boundary i.e overbearing and over development.
  - Parking concerns - only one true usable space.
  - Space being used to dump rubbish.

- The applicant spoke in support of the planning application 23/01590/FHA and another resident spoke to raise objections to the application.
- Representatives from Tring Radio spoke providing further information and requesting support for their grant application being considered.

21512. **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.**

23/01583/FUL	<p>Demolition of existing single storey garage building. Construction of 1no. detached four-bedroom family dwelling with associated car parking / landscaping. Land Rear Of 38-40 Windmill Way Tring Hertfordshire HP23 4EH</p> <p>Proposed Cllr Hearn, Seconded Cllr Farrow. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>REFUSAL</b> of this application on the grounds of it being out of keeping, overdevelopment within the plot, overlooking the neighbours, negative impact on the street scene, overbearing and pedestrian safety concerns. They do not believe that the current application meets the recommendations given by the planning officer in the pre-application advice.</p>
23/01604/FHA	<p>Proposed single-storey front porch infill extension and single storey dual-pitch rear extension with associated internal alterations and landscaping. Installation of rooflights to existing roof. 8 Windmill Way Tring Hertfordshire HP23 4HQ</p> <p>Proposed Cllr Mottershead, Seconded Cllr Hearn. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application.</p>

23/01596/FHA	<p>Single storey ground floor side extension, removal of chimney stack and change of windows to new. 54 Longfield Road Tring Hertfordshire HP23 4DF</p> <p>Proposed Cllr Farrow, Seconded Cllr Mottershead. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application.</p>
23/01605/LDP	<p>Addition of rear dormer and front roof window. 54 Longfield Road Tring Hertfordshire HP23 4DF</p> <p>Proposed Cllr Farrow, Seconded Cllr Mottershead. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application.</p>
23/01582/FUL	<p>Change of use of office premises to single dwelling, change of windows &amp; door, external step amendment and installation of sun tube to rear roof slope. Taylors Loft 1B Church Yard Tring Hertfordshire HP23 5AE</p> <p>Proposed Cllr Hearn, Seconded Cllr Mottershead. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application.</p>
23/01593/FHA	<p>Replacement entrance porch with brickwork plinth, glazed apex, and window alteration to suit. 48 Wingrave Road Tring Hertfordshire HP23 5HE</p> <p>Proposed Cllr C. Nutkins, Seconded Cllr Patterson. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application.</p>

23/01599/FUL	<p>Demolition of existing bungalow and construction of new dwelling as well as construction of garden annexe. Woodside Icknield Way Tring Hertfordshire HP23 5HJ</p> <p>Proposed Cllr Farrow, Seconded Cllr Patterson to make the following comment (x5 Cllrs Agreed, x2 Cllrs Against and x2 Cllrs Abstained:</p> <p>The Council recommended <b>REFUSAL</b> on the grounds of overdevelopment given that this would amount to two properties being erected on a single site.</p>
23/01615/TPO	<p>Works to trees. British Natural History Museum Akeman Street Tring Hertfordshire HP23 6AP</p> <p>Proposed Cllr Wilkie, Seconded Cllr Hearn. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application subject to the views of the tree officer.</p>
23/01557/RET	<p>Retention of 3no high level windows to eastern gable extension. Danebury 56 Station Road Tring Hertfordshire HP23 5NW</p> <p>Proposed Cllr Hearn, Seconded Cllr Mottershead. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application.</p>
23/01623/FHA	<p>First floor side extension over existing ground floor side extension. 8 Meadow Close Tring Hertfordshire HP23 5BT</p> <p>Proposed Cllr Hearn, Seconded Cllr Mottershead. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application.</p>

23/01625/FHA	<p>2 storey side extension, single storey rear extension, new hip roof and internal re configuration. 8 Langdon Street Tring Hertfordshire HP23 6AZ</p> <p>Proposed Cllr Farrow, Seconded Cllr De Koning. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application subject to the views of the conservation officer.</p>
23/01619/LBC	<p>Reconfiguration &amp; improvements to existing Exhibition Gallery Space. British Natural History Museum Akeman Street Tring Hertfordshire HP23 6AP</p> <p>Proposed Cllr Mottershead, Seconded Cllr Farrow. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application subject to the views of the conservation officer.</p>
23/01590/FHA	<p>Ground floor rear extension and extension at first floor linked to new rear dormer to garage building. Grove House 11A Damask Close Tring Hertfordshire HP23 5UA</p> <p>Proposed Cllr Patterson, Seconded Cllr Hearn. x6 Cllrs for, 1 Cllr against, 2 Cllrs abstained . Agreed to make the following comment:</p> <p>The Council recommended <b>REFUSAL</b> on the ground that if the consent was granted it would appear to be in contravention of planning condition 6 of planning consent 4/00121/01/FUL.</p>
23/01648/FHA	<p>Demolition of existing garage, two storey side extension, single storey rear extension and internal alterations. Woodlands Duckmore Lane Tring Hertfordshire HP23 6JP</p> <p>Proposed Cllr Wilkie, Seconded Cllr Hearn. Unanimously agreed to make the following comment:</p> <p>The Council recommended <b>NO OBJECTION</b> to this application.</p>

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

The Council noted the decisions by Dacorum Borough Council, which were circulated.

**RESOLVED:** Proposed Cllr Hearn, Seconded Cllr Wilkie. To note the planning decisions received. Unanimously agreed.

21513.

**TEMPORARY TRAFFIC REGULATION ORDERS**

TRO 22839 The Hertfordshire (Temporary closing of Manor road during a resident's street party) Order 2023 was considered.

**RESOLVED:** Proposed Cllr Hearn, Seconded Cllr Wilkie. To note the temporary traffic regulation order. Unanimously agreed.

21514.

**PREMISES LICENCES**

M057607 Premises License - Minor Variation application at The Trooper, Trooper Road, Aldbury Tring was considered.

**RESOLVED:** Proposed Cllr Hearn, Seconded Cllr De Koning. To note the premises licence received. Unanimously agreed.

21515.

**STANDING COMMITTEES**

- (i) Planning Committee held on 3<sup>rd</sup> July 2023
- (ii) Buildings, Assets & Infrastructure Committee held on 3<sup>rd</sup> July 2023

**RESOLVED:** Proposed Cllr Mottershead, Seconded Cllr Hearn. To receive and note the minutes and decisions made in the meetings above. Unanimously agreed.

21516.

**OUTSIDE BODIES**

Members gave reports of meetings attended when representing the Council:

- Cllr C. Nutkins attended the Rothschild Surgery 'patient participation' group. They produced statistics from March to June which showed that over 2000 patients did not attend appointments. They discussed how this issue could be addressed and asked if the Council could add something to their social media bringing the issue to the public's attention. Staff are eager to work at the practice. There is an online event coming up which people can sign up for.
- Cllr Farrow was due to attend the Dacorum Environmental Forum but was not sent the Zoom link. He will receive the minutes and get the invitation for the next meeting.



- Cllr Weston attended the Farmers' Market to introduce herself as the Council representative. There was a good variety of stalls.
- Cllr Wilkie reported that the manager of Tring Community Centre sadly passed away recently and she gave details of the funeral which she will be attending on behalf of the Council. There are a number of banking issues which will hopefully be resolved in the next few weeks.
- Cllr Patterson attended AVID (Arts Venues in Dacorum) and tried to get them thinking outside of Hemel Hempstead, but found this a struggle. He felt there was little advantage in joining the group as a representative from Tring.
- Cllr N Nutkins attended the Justice & Peace Group and the Youth Council Meeting.

21517. **TRING YOUTH TOWN COUNCIL**

The Youth Council minutes of their meeting held on 12th July 2023 were circulated ahead of the meeting. Cllr Hearn agreed to attend the next meeting on 13th September 2023.

**RESOLVED:** Proposed Cllr Hearn. Seconded Cllr Wilkie. To note the Youth Town Council minutes. Unanimously agreed.

21518. **FINANCIAL MATTERS**

The Clerk's briefed the Council on the following matters in a report circulated prior to the meeting: (i) Financial Report – details of June 2023 and first quarterly accounts were explained and an update on the banking and investment position was provided. (ii) A request was made for delegated authority to be given to the Clerk to process July's and August's payments of accounts during the August 2023 recess.(iii) The Schedule of Payments was presented

**RESOLVED:** Proposed Cllr Patterson. Seconded Cllr Wilkie.

(i) To receive and note the June accounts, quarterly report and update given.

(ii) To approve delegated authority be given as set out above.

(iii) To approve the Schedule of Payments

Unanimously agreed.

21519. **GRANT AWARDING POLICY (FOR SMALL GRANTS)**

A draft policy was circulated ahead of the meeting for discussion. Various minor amendments were proposed to the wording contained at number 3 including removal of 'National charities' and 'unless funds are not available from their national bodies or the funds available are inadequate for a specified project' the paragraph that had been highlighted and to simplify the account requirements. Additional wording to be included to state grants made would not usually be made in excess of £500.

**RESOLVED:** Proposed Cllr Wilkie, Seconded Cllr Patterson. To agree and adopt the new Grant Awarding Policy with the amendments detailed above. Unanimously agreed.

21520. **GRANT APPLICATION**

An application received from Tring Radio was considered. The Council were made aware that this would take the Council over budget as only £4,000 had been budgeted for small grants this year.

**RESOLVED:** Proposed Cllr Wilkie, Seconded Cllr Weston. To approve the grant in the sum of £4,589 for equipment and promotional items to facilitate their outside broadcasts. The sum of £589 to come from the Small Grants budget and £4,000 from general reserves. 8 Councillors for, 0 against and 1 abstained.

21521. **COMMUNICATIONS**

A report was circulated ahead of the meeting together with a new draft Communications Policy. The Council considered whether the new policy should be adopted in place of the current policies: Social Media, Press & Media and Community Engagement Strategy. They also considered whether they should have a one-off working party to discuss communication strategies and whether a monthly email newsletter should be introduced.

**RESOLVED:** Proposed Cllr Wilkie, Seconded Cllr Farrow.

- (i) To approve and adopt the new Communications and Public Relations Policy and Procedure in replacement of the existing social media, Press & Media and Community Engagement Strategy Policies.
- (ii) To have a one off working party to consider communication strategies. Potential members: Cllrs Farrow, De Koning, Reynolds, Mottershead and Blair.
- (iii) To authorise the introduction of a monthly email newsletter.

Unanimously agreed.

21522. **HERTS COUNTY COUNCIL RURAL STRATEGIC PLAN**

The Council considered if they wished to complete the survey in response to Hertfordshire County Council's consultation in respect of its draft Rural Estate Strategic Plan.

**RESOLVED:** Proposed by Cllr Wilkie, Seconded Cllr. C. Nutkins. The Council to respond to the survey. This would be completed by the Clerk with the assistance of Cllr Patterson. Unanimously agreed.

21523. **FLOODING AT CHAPEL MEADOW**

To consider a proposal to allow a "run off" to be created from the stream into the Town Council-owned Chapel Meadow play area to prevent further flooding to houses at Chapel Meadow.

**RESOLVED:** Proposed Cllr Wilkie, Seconded Cllr Nutkins. If needed, and as a temporary measure only, to permit the building of a barrier on Tring Town Council Land to divert the flow of water to the bottom half of the play area at Chapel Meadow. To delegate any decision-making responsibility in respect of this flooding issue and this land to the Clerk in consultation with the Mayor over the summer recess, if required. 8 Cllrs agreed and 1 abstained.