

SPC STANDON PARISH COUNCIL

Minutes of the Meeting of Standon Parish Council held on Thursday 27th July 2023 at 8.00pm in the Lankester Lounge, Standon & Puckeridge Community Centre, Station Road, Puckeridge

PRESENT: Cllr Chris Leage (Chairman), Cllr Claudia Chalkley, Cllr Tony Cracknell, Cllr Pat Foot, Cllr Ralph, Granville, Cllr Michael Marshall, Cllr Maureen Wren.

CLERK: Belinda Irons

PUBLIC: 6

Procedural Items

- 23.125 Other Councillor absences: Cllr Crook, Cllr F Luca, Cllr Z Luca
- 23.126 Declaration of Members' Interests (pecuniary/non-pecuniary) for this meeting:
 Cllr Leage: Interim Community Centre Committee:
 FORQ: Treasurer: personal
 Bowls Club: personal
 Cllr Chalkley Tennis Club: personal
 Cllr Cracknell Interim Community Centre Committee:
 Caretaker role: personal
 Cllr Foot Allotment holder: personal
 Standon Charities: PC representative
 Cllr Granville Bowls Club: personal
 Cllr Marshall Standon Village Hall: PC representative
 Cllr Wren Interim Community Centre Committee:
- 23.127 Minutes of Parish Council Meeting held on the 22nd June 2023.
PROPOSAL: That Standon Parish Council herewith agrees the minutes of the Parish Council meeting held on 22nd June 2023 PROPOSED: Cllr Leage, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY.
- 23.128 Public comment or representation:
 Allotments: central paths not cut; inappropriate use of an allotment to store brewing waste.
 Speeding A120: Speed does not appear to have been reduced by the Highway remodelling. Request for speed monitoring to be undertaken.
 Standon Village Hall Culvert: it is imperative that the culvert is cleared of gravel to ensure neighbouring properties are not adversely affected in bad weather.
- 23.129 Police, County & District Council reports
 EHDC: Apologies: Cllr Bull
 HCC: Apologies: Cllr Jones
 Police:
 We are about to re-set our policing priorities for the next four months, they are **local** priorities bespoke for the towns and villages that the teams cover. The idea of the Local Policing Priorities is to ensure that everyone has a chance to engage with the process of the priority setting and make us aware of what matters to them.

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I am aware that most of the Sergeants have now met with some of the newer councillors, but if you could share the link below with your councillors, local communications, and anyone else you feel relevant so that they can let us know what matters to them locally I'd be appreciative.

<https://bit.ly/priorities-eherts>

As I've said before not everything can be a priority, but if matters are raised, they can be assessed and picked up by the local team separately.

THEFT Dawkins Close, Theft from vehicle and Number plates.

Attempted Theft Latchford, Attempted theft of tractor.

Other news and updates:

- **LOCAL POLICING PRIORITY set objective** - To address threats to livestock and pets in and around the WESTLAND GREEN area.

- The next OWL sign up event is on Sunday 16th July 2023.

Please encourage the members in the community to use the police non-emergency number 101 to report incidents directly. This is the most effective and efficient way to contact police.

Councillors commented there appeared to be a lack of security at Standon Calling.

The Police will be carrying out a further OWL subscription in the Lankester Lounge on the 5th August.

23.130

S & P Community Centre:

Interim Community Centre Committee Report: (Richard Boxall (Chairman) Cllrs Cracknell, F Luca, Wren, with Leage)

Following on from the two previous meetings undertaken on the same day, Standon Parish Council is the Sole Trustee of the Recreation Ground Charity. This Charity has responsibility for all activities, structures and buildings on it. Once clarification on legislation is confirmed, the management of the Community Centre will be managed under the Charity. The Charity cannot subsidise any business or other activity undertaken at the premises, and must be financially viable.

- a) Transfer from CCMC to SPC: update:

Keys were received from CCMC on Friday, 21st July. Accounts will be finalised for the 31st August 2023 to enable payments to be made from the CCMC bank account.

- b) Day to Day management: Interim process

: Entry to building:

PROPOSAL: That Standon Parish Council herewith agrees to appoint Lock Stock & Barrel to change the entry door locking systems to ensure security to the Standon & Puckeridge Community Centre at a cost of

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£75 plus £34 per barrel plus VAT. PROPOSED: Cllr Leage, seconded Cllr Marshall. AGREED AND RESOLVED UNANIMOUSLY

: Responding to issues raised by users: email or telephone the Clerk for onward processing

: OFSTED: requirement: Cllr Leage has an enhanced DBS and would be allowed entry with a contractor for pre-arranged site visits under current legislation.

: Key holders: there is no list of key holders

: Alarm contacts: the alarm contract is under consideration

c) Caretaker: contract: To be managed by the Charity

d) Cleaning: contract: To be managed by the Charity

e) Hire Contracts: interim contracts to be produced immediately for regular and ad-hoc hire. To be reviewed by 31st March 2023 including reviewed hire charges. Some users have extensive storage use in the building.

PROPOSAL: That Standon Parish Council herewith agrees to appoint a professional organisation to assess the commercial rate of hire of the Community Centre at a cost to be agreed: NOT CARRIED. CDA for Herts has a scale of charges which is awaited.

f) Automated Door Entry System: Cllr Cracknell: quotes received: recommend on hold subject to building renovation and potential grant funding.

g) Hallmaster booking system

PROPOSAL: That Standon Parish Council herewith agrees to use the Hallmaster booking system in the sum of £199 per annum plus VAT NOT CARRIED. CDA for Herts has alternative suppliers of booking systems which can coordinate with automated entry systems.

h) Accounts:

:Scribe Accounting System: already operational: The Clerk will investigate whether the existing system can be used for the Charity. **ACTION: CLERK**

: Main contractors contacted by Clerk to assess costs and contracts.

EHDC business waste: PC to decide service level agreement: £25.30 per bin per collection, fortnightly: current bins not lockable – request submitted 18.7.2023 for bins to be changed to locking.

EHDC: business rates: no dispensation available unless management transferred to the Recreation Ground charity. May be able to request revaluation.

PROPOSAL: That Standon Parish Council herewith agrees to pay EHDC business rates for the Community Centre by Direct Debit NOT CARRIED

Electricity: transfer to SPC 22.7.2023: The Charity does not as yet have a separate bank account. Electricity supply must continue.

PROPOSAL: That Standon Parish Council herewith agrees to pay Eon for electricity supply to the Community Centre by Direct Debit

PROPOSED: Cllr Leage, seconded Cllr Granville. AGREED AND RESOLVED UNANIMOUSLY

Water: move in form to be completed. meter reading to be undertaken by Castle Water.

PROPOSAL: That Standon Parish Council herewith agrees to pay Castle Water for the water supply to the Community Centre by Direct Debit

PROPOSED: Cllr Leage, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY

Sanitary bins: Recommend change to Dove to reduce costs

BT: cheaper to be a new customer than try to take over. Need landline phone number. May be cheaper with different supplier.

PROPOSAL: That Standon Parish Council herewith agrees to pay for telephony service to the Community Centre by Direct Debit – the supplier is yet to be agreed PROPOSED: Cllr Leage, seconded Cllr Cracknell. AGREED AND RESOLVED UNANIMOUSLY

Insurance: inventory to be carried out

Consumables: assessment of costs eg Viking/ Amazon/ Bookers & controls

Paper hand towels: expensive units to fill. Reconsider system.

i) Fire risk assessment: CDA for Herts can assist

j) Electrical system assessment: Wilby & Burnett to provide a quote

k) CCTV: under review

l) Legionella testing: Wilby & Burnett to provide a quote

m) Meetings with users: on hold

n) CC toilets: Wilby & Burnett specification to include hot water system, toilet flush systems, urinals, ventilation system upgrade if necessary, new hand dryers: Tenders sent to contractors 12.6.2023

PROPOSAL: That Standon Parish Council agrees to submit a grant application to EHDC in the sum of £7,428.87 to support the cost of the proposed work to the Community Centre toilets PROPOSED: Cllr Wren, seconded Cllr Marshall. AGREED AND RESOLVED UNANIMOUSLY

PROPOSAL: That Standon Parish Council herewith agrees to appoint SJP Mechanical Services to complete the necessary plumbing pipework in the sum of £9,789 plus repair urinals, replace broken sink at a cost to be agreed, all plus VAT. PROPOSED: Cllr Granville, seconded Cllr Leage. AGREED AND RESOLVED UNANIMOUSLY

PROPOSAL: That Standon Parish Council herewith agrees to appoint Gareth White Electrical Services to renovate the toilet ventilation system in the Standon & Puckeridge Community Centre in the sum of £1,025 plus VAT. PROPOSED: Cllr Leage, seconded Cllr Chalkley. AGREED AND RESOLVED UNANIMOUSLY

o) Asbestos Survey: completed 25.07.2023 A vote of thanks was extended to Cllr Marshall for taking the time to assist the contractor through the site visit and inspection.

p) Accessibility Ramp: installation update: Summer 2023

q) Lift and relay perimeter footpath slabs: installation update: Summer 2023

r) Renovation: reconfigure/ increase thermal efficiency/ energy generation: options

23.131

Standon Village Hall: Cllr Marshall & Crook

Committee Report/update

Culvert: update: Phase 1 work commenced 14 June and completed. Second phase to clear gravel and line the culvert is recommended to commence as soon as possible and before the weather changes.

Two quotes have been received, both via Marks Heeley. One is for £1,000 per meter, the second for £5,000 per meter. It must be noted that Cllr Marshall and the Clerk sought to achieve quotes from other contractors without any success. Marks Heeley is the only contractor which has quoted. Cllr Marshall to continue to provide oversight.

PROPOSAL: That Standon Parish Council herewith appoints Marks Heeley Ltd Consulting Civil and Structural Engineers of Bishops Stortford to manage the contract to clear the culvert beneath Standon Village Hall and beneath the associated access road of gravel, and to appropriately line the interior of the culvert, in compliance with Health & Safety legislation including working in enclosed conditions, at a cost of £1,000 (one thousand pounds) per meter with work to commence as

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soon as possible. PROPOSED: Cllr Leage, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY

23.132

Legal update: Clerk

Land Registry: Standon High Street Common Land: Cllr Cracknell: ongoing Burrs Meadow: licence agreement update; objection by a householder to the annual charge. The Clerk will contact Cllr Bull regarding any comment he may have made to a resident on this issue. **ACTION: CLERK**

The Moors: solicitor advice on rear access to 22 High Street received. Objection received to the annual cost of the licence by prospective Licensee: discussion. The proposed fee amounts to £0.55p per day which was not deemed excessive. The Clerk will draft a letter to the potential Licensee. **ACTION: CLERK**

Access Road: letter received which requires legal advice: sent to the Solicitor for comment.

Licences to Occupy: To be managed by the Recreation Ground Charity.

Football: Standon & Puckeridge Hares & Veterans: agreement with SPC Bowls

Tennis

23.133

Highways: Cllr Wren: The issues shown below are now many months old.

The Clerk was advised that a new Officer would advise on progress but this has not happened. The Clerk will draft a letter to Cllr Jones. **ACTION: CLERK**

a) South Road: double yellow lines: update

b) Southfields: dangerous parking: update

c) Paper Mill Lane, Standon: highway deformation reported: HCC no action

d) Blocked gullies:

e) Standon Hill: A120/Cambridge Road junction: vehicles driven wrong way at no-entry: HCC has stated it is investigating

f) Café Field Barleymead access to Standon Hill and A120: parked cars/ queuing vehicles causing obstruction leading to road rage: HCC has stated it is investigating

g) Colliers End highways issues:

i) Caution Deer sign

ii) vegetation needs cutting back

23.134

Planning Matters: Cllr Leage

Planning applications:

3/23/0967/LBC	Public Telephone Ermine Street Colliers End Hertfordshire SG11 1ER Change to the top title panels on the telephone kiosk from "Telephone" to "Defibrillator". Standon Parish Council application.
3/23/1293/HH	12 Hammarsfield Close, Standon Erection of single storey rear extension incorporating 2 rooflights and a roof lantern, creation of patio with external steps. <i>No objection</i>
3/23/1174/HH	4 Fishers Mead, Puckeridge Erection of 2 storey side extension. Insertion of 2 rear rooflight windows. <i>Objection: overdevelopment</i>
3/23/0405/HH Reconsultation	42 Stanelow Crescent, Puckeridge Conversion of front garden to hardstanding including changes to land levels,

	p. 2023.79 installation of a steplift for vehicular access to provide for wheelchair using occupant and creation of dropped kerb. <i>No objection</i>
3/23/1424/HH	6 Stortford Road, Standon Loft conversion with heritage windows & dormer roof: <i>Objection: overdevelopment; conservation area</i>
3/23/1405/FUL	Tarrandune, Wellpond Green Demolition of existing dwelling and erection of detached five bedroom two-storey dwelling with swimming pool and associated landscaping works. <i>No objection</i>

Other Planning Matters:

Appeal: Fishers Farm, Colliers End: 3/22/0563/FUL: Previous appeals dismissed
LPA Appeal Reference: 22/00073/REFUSE

Appeal: Highfield Nursery: 3/22/1433/FUL: Appeal

reference APP/J1915/W/22/3311566 LPA Appeal Reference: 22/00103/NONDET:

Demolition of four agricultural buildings and erection of two detached four bedroom dwellings with integrated garages.

Enforcement: 24 Southfields, Standon: E/22/0239/ENF: 3/22/1713/CLPO

Withdrawn: Retrospective planning application awaited

Land Adj Buntingford Road/ B1368/A10: E/22/0305/ENF: trees removed possibly with TPOs

Chaldean Farms, Great Barwick Farm, Barwick: E/23/0041/ENF

Skeleton Green: E/23/0056/ENF: change of use/ highway obstruction

Little Croft, Colliers End: Building demolished

Standon Business Park EHDC update received.

South Road/Station Road: TPO 653 application for Oak trees:

Colliers End Telephone Box: 3/23/0967/LBC: listed building application to change sign 'Telephone' to 'Defibrillator' A vote of thanks was extended to Cllr Cracknell for his work on this application, which has not been a smooth process. Cllr Cracknell has been in contact with EHDC regarding English Heritage advice as EHDC were seeking extensive additional information including full scale drawings of the phone box.

Stansted Airport:

23.135 Finance: Cllrs Foot & F Luca

a. Bank Reconciliation 30th June 2023 (Scribe)

Cash in Hand 01/04/2023	241,285.58
ADD Receipts 01/04/2023 - 30/06/2023	42,152.96
	283,438.54
SUBTRACT Payments 01/04/2023 - 30/06/2023	33,408.52
A Cash in Hand 30/06/2023	250,030.02 (per Cash Book)
Cash in hand per Bank Statements	
Petty Cash 31/03/2023	0.00
Building Society 30/06/2023	80,634.61
Unity 30/06/2023	27,309.02
Reserve 30/06/2023	22,455.39
Current account 30/06/2023	121,089.60
	251,488.62

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B Less unrepresented payments 1,458.60
 Plus unrepresented receipts
 Adjusted Bank Balance 250,030.02
 A = B Checks out OK

PROPOSAL: That Standon Parish Council herewith agrees the bank reconciliation for June 2023 calculated through the Scribe accounting system, against the bank statements emailed to all Councillors in advance of the meeting PROPOSED: Cllr Leage, seconded Cllr Marshall. AGREED AND RESOLVED UNANIMOUSLY

b. June Payments

PROPOSAL: That Standon Parish Council herewith agrees the payments presented on the schedule provided to Councillors by email in advance of the meeting

c. Bank signatories: update: The Clerk has chased the bank to complete the change to the mandate.

d. **Audit:** Documents emailed to PKF Littlejohn: additional detailed information has been requested.

23.136 Members Portfolio Allocation:

Cllr Leage: FORQ: A meeting recently held was very productive. The Chairman will remain and the group will focus on local issues.

Cllr Cracknell Colliers End issues: items for the next agenda

Cllr Foot Allotments

: Recommendation to charge a deposit to offset clearing allotments on termination: Item for the September agenda and to be applied to new tenancies from 2024
 : Signage

PROPOSAL: That Standon Parish Council herewith agrees the quote received from Sign Express (Harlow) in the sum of £320 plus installation PROPOSED: Cllr Leage, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY

: Skip: Cllr Wren and the Clerk undertook a site visit to assess the debris which the allotment manager had said was present. There was a significant amount of broken fencing, sheds, glass houses, and other debris present, including an allotment covered with plastic sacks of malodorous brewers waste which was attracting flies, wasps, and clearly attracting vermin. The Clerk was instructed to write to the allotment holder and instruct the allotment is not being used in accord with the tenancy, and the brewers waste must be removed and disposed of appropriately – it cannot be spread on the allotment.

ACTION: CLERK

: Grass mowing: The Clerk will contact a contractor. **ACTION: CLERK**
Communications / PS News: A vote of thanks was extended to Cllrs Wren and Chalkley for an excellent newsletter article on behalf of the Parish Council.

Standon Charities

: Pudding Stone land : agreement at last meeting: to revert to Standon Charities. SPC to consider a management agreement whereby Standon Charities pays SPC to maintain the land: discussion: The Clerk was instructed to write to Standon Charities and propose that it continues to manage the site, but that it recharges Standon Charities for work undertaken. **ACTION: CLERK**

: Pudding Stone: bollards need replacing: see above.

Environmental Initiatives:

Cllr Granville Playground: report submitted to the Clerk for filing.
Councillors are in process of considering installation of an outdoor gym.
Asset Management : Cllr Granville is working through the asset register and checking the assets are fit for purpose
Standon issues: items for the next agenda

Cllr Marshall Environment
: The Moors: recommend gated entry to prevent incursion: on hold.

Cllr Wren Puckeridge issues: items for the next agenda

23.137 Recreation Ground Charity: Standon Parish Council is the trustee: update on meeting:

CDA for Herts has commented that, having reviewed documents supplied, Standon Parish Council is the Sole Trustee of the Charity.

All assets on the Memorial Field must be managed by the Charity.

The Charity must be financially viable. It cannot subsidise any business, club, organisation.

If the Charity is not financially viable, the asset (the Memorial Field) may have to be sold to cover debts accrued. It is therefore imperative that the asset remains financially viable for the benefit of the community. This is the intention of Standon Parish Council.

All items on this agenda related to the Charity (Community Centre, Sports Clubs, field management, car park management, playground) will be transferred to the Charity, subject to legal confirmation regarding compliance with Charity legislation of the Parish Council as a Sole Trustee.

23.138 Governance:

Honorary Freedom of the Parish: update: ongoing

HR: review of Clerk's duties: ongoing

Data Protection and associated documents: ongoing

Terrorism (Protection of Premises) Bill: discussion/action: ongoing

23.139 Clerk's updates:

Bench & noticeboard: weatherproofing: update: in process

Section 106 fund availability:

Litter bins: Ongoing issues with EHDC emptying. Standon High Street: EHDC has stated this bin will be emptied daily

Littering across the Parish: fly tipping: update

Dog Bin: new site to be agreed: Burrs Meadow

Huntsmans Close Car Park: signage for terms of use

PROPOSAL: That Standon Parish Council herewith agrees the quote received from Sign Express (Harlow) in the sum of £160 plus installation PROPOSED:

Cllr Leage, seconded Cllr Cracknell. AGREED AND RESOLVED UNANIMOUSLY

Wellpond Green: request for gate entry signs: no action.

Email responses: All Councillors are asked to respond to emails when the Clerk requests a response

HCC Consultation: Rural Estate Stratetic Plan open to 16.08.2023

23.140 Correspondence

Stansted Airport: Noise consultation to 28.8.2023

<https://www.stanstedairport.com/community/noise/noise-action-plan/>

Objection to cost of agreement

Objection to cost of agreement

North-East Herts: trade waste

Hares FC: agreement/ goal posts broken

Goal posts broken

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Stansted Airport: planning application and aircraft noise

Standon Calling expansion concerns

23.141 Dates of Next Meetings 2023:

28th September; 26th October; 23rd November

23.142 Planning decisions and awaited decisions: Cllr Leage

<p>3/20/1146/OUT Decision awaited</p>	<p>Standon Business Park Stortford Road Standon Outline planning permission for demolition of existing buildings and construction of mixed use development comprising 30 residential dwellings and commercial development of 1021 square metres of B1(a) office use, with associated 96 car parking spaces and landscaping - all matters reserved except for access.</p>
<p>3/21/2678/VAR Decision awaited</p>	<p>Plot 1, Kasteel, Wellpond Green Variation of Condition 6 of planning permission ref: 3/20/1693/VAR: Variation of condition 2 of planning permission 3/18/1011/VAR. Demolition of existing bungalow and industrial unit, erection of two detached dwellings and a new vehicular access. For the re-siting of dwelling, alterations to fenestration and internal layout and increase in size of outbuilding). Variation of condition 6 (Tree/hedge retention and protection) of planning permission: 3/21/0403/VAR - Revised design of proposed front boundary treatment and planting to provide better security and enhance the setting.</p>
<p>3/22/1433/FUL Decision awaited Appeal lodged</p>	<p>Highfield Nursery, Wellpond Green Demolition of agricultural building and erection of one x four bedroom single storey detached dwelling</p>
<p>3/23/0237/VAR (original permission granted 2018) Permission lasts for two years from the last date that the reserved matters were approved, or, three years from the date that outline planning permission was approved – whichever date is the later. Decision awaited</p>	<p>Land adjacent to Buntingford Road/ A10 and Clements Close, Puckeridge Variation of condition 1 for planning approval 3/18/0083/REM (Application for reserved matters in respect of appearance, scale, layout and landscaping in relation to the erection of 7no. dwellings granted outline permission under ref. 3/16/0589/OUT). To retain, remove and replace approved plans.</p>
<p>3/23/0411/HH Permission granted</p>	<p>3 West View Cottages, Colliers End Single storey rear extension</p>

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3/23/0459/HH Permission granted	p. 2023.83 5 Town Farm Crescent, Standon Removal of chimney. Erection of part single, part two storey side and rear extensions. Loft conversion with insertion of 4 roof light windows and rear loft window. Installation of 3 roof mounted solar PV panels. Installation of air conditioning unit and air source heat pump.
3/23/0628/FUL Decision awaited	38 High Street, Puckeridge Removal of single storey rear projections. Construction of two storey rear extension and part ground floor side extension.
3/23/0629/LBC Decision awaited	38 High Street, Puckeridge Removal of single storey rear projections. Construction of Two storey rear extension and part ground floor side extension. Block up first floor side window, install rooflight windows, alter ground floor side window and replace rear pitched roof concrete pantiles with natural slate.
3/23/0713/FUL Withdrawn	Vintage Corner Service Station, Cambridge Road, Puckeridge Demolition of filling station, shop, and associated outbuilding. Erection of small supermarket with car parking and plant room. Creation of new vehicle and pedestrian access ways.
3/23/0405/HH Decision awaited	42 Stanelow Crescent, Standon Conversion of front garden to hardstanding for vehicular access to provide for wheelchair using occupant.
3/23/0813/HH Permission refused	20 Clements Close, Puckeridge Loft extension with dormer to side of house
3/23/0805/FUL Permission granted	Rigery Farm, Labdens Lane, Colliers End Proposed Agricultural building for livestock
3/23/0857/HH Permission granted	Lorne Croft, Wellpond Green 1 st floor side extension
3/23/1053/HH Permission granted	The Powder House, Barwick Erection of part single, part two storey side and rear extension, Infill of roof.
3/23/0937/HH Decision awaited	Falkenham, Wellpond Green New front bay window, repositioned entrance door, two storey rear/side

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	p. 2023.84 extension, single storey rear extension, covered verandas to rear and side elevations, loft conversion with new second floor front window and insert 3 rooflight windows, new first floor side and rear windows, and changes to external materials.
3/23/0975/HH Permission refused	92 High Street, Puckeridge Removal of side car port. Construction of first floor and part Two storey side and rear extension, single storey side extension, replace front door with fixed window, new front door and canopy roof, new rear French doors.
3/23/1064/FUL Decision awaited	Pearces Farm Shop, Puckeridge Removal of 6 outbuildings. Erection of two storey side and rear extensions and detached overflow café with associated landscaping
3/23/1069/HH Decision awaited	Lorne Croft, Wellpond Green Single storey garage and gym building.
3/23/1082/HH Decision awaited	Star Cottage, 56 High Street, Standon Conversion of detached garage to gym/office and installation of roof lights, high level windows and French doors with side lights; front porch roof canopy; installation of air source heat pump, additional roof-light and bifold doors to the rear elevation

Meeting closed at 9.40pm

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