

**HICKLING PARISH  
COUNCIL MEETING**

Minutes of the Parish Council meeting held on Tuesday, 28<sup>th</sup> March in Hickling Village Hall, commencing at 7.00pm.

Councillors present: Lane (Chair), Lamb, Playle, Prosser and Rowe.

Also in attendance: Parishioners – 4 parishioner and Cllr. Tina Combellack.

1. **Apologies:** Cllr John Cottee
2. **Declarations of Interest:** None
3. **Minutes of extraordinary meeting** held on 28<sup>th</sup> February- it was proposed by Cllr Prosser and seconded by Cllr Playle that the minutes were taken as a true record and agreed by all.
4. **Open session**

Parishioner mentioned that drain at the bottom of Bridegate Lane was blocked on the North side, clerk will report it, but explained to parishioners that anyone can report it by going onto the Nottingham County Council website for highway issues, when you report to NCC they do ask for the What Three Words location.

**Open session closed at 7.05.**

**Action point: Cllr Rowe will arrange a meeting at the Heliport.**

**5. Planning Matters.**

**Reference Number: 23/00317/LBC**

Development: Inset window units (Retrospective)

Location: Old Wharf Tea Rooms, Main Street, Hickling, Nottinghamshire LE14 3AH

**Re. 23/00317/LBC – Old Wharf Tea Rooms: Regularisation and Retention of UPVC Windows and Doors (Retrospective)**

The Parish Council objects to this retrospective application to retain UPVC features at the Old Wharf Tea Rooms which were installed in contravention with the planning permissions previously granted to use natural timber materials. We believe that UPVC is inappropriate for a Grade II listed building in such a sensitive location and that timber materials are more sensitive and more environmentally friendly.

The applicant was fully aware that this was the view of the planning authority from the outset and chose to install UPVC regardless; Hickling Parish Council consider that this clear breach of planning permission should be enforced and that the UPVC windows and doors should be removed (and properly recycled) and timber replacements should be installed. These replacements should be authorised properly by Rushcliffe Borough Council (materials, design and colour) prior to installation.

Interestingly, the LBC application form lists the description of works as 'Inset Window Units (Retrospective)' & the D&A Statement also only mentions windows, yet RBC have listed the LBC application as 'Regularisation and Retention of UPVC Windows and Doors (Retrospective)' – the Parish Council would ask why the applicant has not submitted an application for both elements, considering the fact that both elements were conditioned in the original planning permission and both have been installed without consent and without approval from RBC.

Hickling Parish Council thought it prudent to point out this contradiction to the planning department as they may, in fact, believe that they are considering the windows AND doors (per their title of the application).

A potted history ...

The Wharf building is a historic Grade II listed building, set within the Hickling Conservation Area in a prominent setting at the Hickling Canal Basin (designated Local Green Space, HNP).

The applicant applied for planning in 2015 and stated in the accompanying Design & Access Statement that:

- Existing stained timber shutters to be maintained, folded back during opening hours. New proposed glazed **timber doors** to be set behind existing frames.
- Allow for leaving in-situ existing stained timber shutters, proposed new windows and French doors to be fixed behind shutters so shutters can be opened and closed. **All new joinery to be softwood stained and approved by planning / conservation.**
- Stairs to first floor to be pine finished stained to match doors and windows.
- Allow for maintaining existing window shutters, **new softwood frames stained** and fixed internally.

Rushcliffe BC granted planning permission, ref. LBC 15/02152/LBC & 15/02151/FUL and conditioned that:

“Prior to commencement of development at the site further details of ..., as well as **all new window and door joinery** shall be submitted to and approved in writing by the Borough Council”

This requirement was conditioned in order to ensure an appropriate and sensitive development and to protect the character and appearance of the listed building.

Significantly, the condition was **pre-commencement** in order to avoid insensitive alterations to the listed building being carried out.

The applicant did NOT do this ... instead, the applicant installed UPVC windows and doors, **without submitting details** to RBC & **without approval** from the Borough Council.

Hickling Parish Council have consistently raised objections to these windows and doors and requested a full planning review of all matters pertaining to the Old Wharf Tea Rooms, in part due to the number of planning breaches requiring investigation and resolution.

The adopted Hickling Neighbourhood Plan seeks to ensure that heritage assets are both conserved and enhanced – the installation of UPVC windows and doors does not enhance the Grade II listed Wharf building nor does it conserve the heritage value of the building.

The Hickling Neighbourhood Plan Design Guide details:

- Use of appropriate materials – UPVC is not, in our opinion, an appropriate material for use/installation in/on a Grade II listed building.
- Inappropriate windows erode traditional features on historic building and the character of the area – the Parish Council consider the UPVC windows and doors to be inappropriate, not in accordance with the HNP Design Guide and detrimental to the historic character of this heritage asset and character of the area.

Hickling Conservation Area Appraisal encourages “sensitive renovation, particularly on key buildings, such as the Canal Warehouse”. It states that the “Canal Warehouse serves as a landmark for this special area” when referring to the canal basin, creating a strong focal point for the village. It expands this point by noting that the Parish Council will be particularly supportive of renovation work that is **sensitive to the original or traditional historic character of the building.** The Parish Council do not consider the installation of UPVC windows and doors to be sensitive to the traditional historic character of the building and most definitely do not support ‘renovation work’ of this nature to a significant Grade II listed building in the village’s Conservation Area.

Rushcliffe Local Plan Part 2: Listed Buildings 9.7 specifies that *listed building consent is required for any alteration to the interior or exterior of a listed building that would affect its character as a building of special architectural or historic interest. This includes proposals affecting the fabric and the plan form as well as architectural details.*

Listed building consent was granted in respect of the original application, in which the applicant specified **timber softwood-stained doors and windows**, but Rushcliffe BC conditioned the planning approval by requiring the submission of full details of the new windows and doors for approval prior to the commencement of any development on-site.

The applicant clearly chose to ignore this conditioned requirement.

Conservation Areas 9.9: *areas of the Borough which merit protection and improvement by nature of their special architectural or historic interest are designated as Conservation Areas under the Planning (Listed Buildings and Conservation Areas) Act 1990. The Council has a duty to review Conservation Areas and seek ways to preserve or enhance their special character.*

*For developments within Conservation Areas the Council will require detailed plans showing elevations, **materials** and the relationship with neighbouring buildings, spaces and landscape features (including trees).*

Thankfully, listed buildings are protected by law and consent is required from the local planning authority before any works of alteration can be carried out – the UPVC window and door design and specification details were not submitted to the LPA for approval, (as conditioned in the planning permission), they were installed by the applicant without consent or approval, are entirely out of keeping with a Grade II listed building and certainly do not preserve and enhance the listed building and the Hickling Conservation Area.

It is the Parish Council's contention therefore that the UPVC windows and doors have a detrimental effect on the fabric, character and setting of this historic building and they strongly **object** to this retrospective application on the grounds set out in their comments herein.

In preparing our objection to this application, the Parish Council note that this will be a further real test of their recently adopted Neighbourhood Plan and they sincerely hope that the planning officer gives due consideration and weight to the plan and the policies contained therein when considering this retrospective application. They would also like to extend a further invitation to the planning officer / Rushcliffe Borough Councillors to visit the application site and meet with Parish Councillors and not to simply consider this application via a desk-based exercise.

Hickling Parish Council believes this application contravenes the following sections of the Hickling Neighbourhood Plan and that it follows a clear pattern from the applicant's previous 17 applications.

Please see information taken from the **Hickling Neighbourhood Plan** that was adopted in March 2022.

- Maintaining the rural character of the area
- Protecting green areas of the Parish
- Conserving local heritage

#### **Policy H2: Locally Important Views**

Development should safeguard and, where possible, enhance the following important views and vistas:

2. Along the canal from Main Street, Hickling.
3. The canal basin from Main Street, Hickling.

#### **Policy H7: Local Green Spaces**

The following sites have been designated as Local Green Spaces:

1. Canal basin, Hickling.

Heritage is conserved and the character and beauty of the countryside is safeguarded.

#### **Listed Buildings**

3.10. A listed building is a building which has been designated because of its special architectural or historic interest. The older a building is, the more likely it is to be Listed. All buildings built before 1700 which survive in anything like their original condition are Listed, as are most of those built between 1700 and 1840.

The Old Wharf was built between 1793-1797.

#### **Hickling Conservation Area**

3.12. A conservation area is an area which has been designated because of its special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Hickling was first designated as a Conservation Area in 1990. The Conservation Area was extended in 2007 and now includes most of the buildings in the village and their grounds.

#### **Policy H9: Local Design**

Development in Hickling village should reflect the guidance set out in the Hickling Design Guide. Development must also:

- A. Be in keeping with the scale, form, and character of its surroundings.

#### **Business Conversion of Rural Buildings**

7.7. We want to expand the diversity of the rural economy while preserving and enhancing the environment of the countryside. Our 2017 questionnaire demonstrates that local people support (75% of respondents) the conversion of existing rural buildings to business use. However, the proposed uses must be appropriate in scale, form, impact, character, and siting to their location in the countryside.

#### **Policy H16: The Re-use of Rural Buildings for Business Use**

The re-use, adaptation, or extension of rural buildings for business use will be supported where:

- C. The development would not have a detrimental effect on the fabric, character and setting of historic buildings;
- D. The development respects local building styles and materials;
- G. The proposed development would not materially harm the character of the surrounding rural area.

## Appendix 5: Design Guide

This Design Guide has been prepared as part of Hickling Parish Neighbourhood Plan with the aim of setting guidelines to assist professionals, developers and householders to use in the preparation of proposals both for new development and in achieving good practice when altering, extending and maintaining existing properties. It will promote good design practice by all those involved in the development process.

### Windows:

Windows are an important consideration when designing a new building or an extension. Inappropriate, poor-quality windows can easily erode traditional features on historic buildings and the character of the area. Timber windows are encouraged in the Conservation Area. In addition to keeping windows period appropriate, timber windows are more environmentally friendly than plastic windows. Timber windows also have a longer lifespan, meaning that they are often cheaper in the long-term.

### Responding to the Setting:

The centre of Hickling is designated as a Conservation Area and there are 24 listed buildings in the parish. The Design Guide seeks to ensure that these heritage assets are both conserved and enhanced. Listed Building Consent is needed to alter or to extend a listed building in any way that affects its architectural or historic interest and any planning application in a Conservation Area is required to ensure that the proposals do not detract from its character.

**Action Point: Clerk submit objection on the Planning Portal on the night of the meeting.**

## Decision Notices

**Reference No:** 23/00006/NMA

**Development:** Non-material amendment of planning application 20/03266/FUL allow for changes to roof pitch on east elevation.

Location: The Cottage, Main Street, Hickling, Nottinghamshire. LE14 3AQ

**Decision:** Non-material amendment agreed.

## 6. Portfolio Group Reports.

### Finance and Administration – Cllr Prosser

- **Assets of Community Value** – update from sub-committee

The subcommittee group (Jane Fraser, Chris Lamb and Tracey Prosser) have worked on the application, this has been emailed to all members of the Parish Council the Borough and County Councillor for comments, support given by all. Document will be submitted to Rushcliffe Borough Council, and then there will be a 6-week period where the land owner can comment.

- **Conservation Area Appraisal** – update

A meeting was held concerning the Conversation Area, a template document has been drawn up which asks for the Threats, Aims, Benefits. Andrew Langley from RBC would like to present this at a public meeting, and it was suggested that this is done at the Annual Parish Meeting which will be at the end of May.

- **Parish Council Elections** –

**Reminder** if any parishioners wish to complete the nomination papers to become a Parish Councillor they will have to arrange an appointment with the Election Office at RBC, documents must be delivered by hand before 4pm on the 04.04.23. For more information please visit [MAKE A CHANGE \(nalc.gov.uk\)](https://www.nalc.gov.uk) for nomination papers visit <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england>

### Environment – Cllr Lane & Playle

- **Canal Reed Clearance (Cllr Playle)**

Cllr Playle gave a presentation regarding the Reed Clearance, in Feb 2021 a 2mtr, now a 4mtr area is being cleared, the reeds etc are being left on the banks, as there is not enough funding to clear the reeds. Due to the

reed clearance it has highlighted a problems, River Smite, sometimes flooding downstream, when water is high it floods into Kinoulton, this is causing sediments to drop into the canal right down to Devil's elbow – the fertiliser is causing plant growth, which was last cleared out in 2021. The plant growth is making less water in the canal, the Norfolk Reed beds are clear of slit and the water is coming back, the water is backing up, less wildlife and more algae, just one growing season after it was cleared it was blocked up again.

In Oct 2019 it was open water. Smite feeder could be closed off and at Dalby Canal and Rivers Trust removed boards as excess water caused flooding, C+RT know they need to reduce slit and need to go back to the engineering.

UKSPF fund have given £27,000 for reed clearance. An increased water flow will increase silt flow and fertiliser, C+RT are aware that silt levels are a problem, each year would need to remove silt. Cllr Playle to talk to Paul Philips at RBC.

Local hydrologist has been looking at canal water from Smite feeder and it is flowing up (during high flows).

**Action Point Cllr Playle to talk to Paul Philips at RBC.**

Cllr Prosser asked Cllr Green is there is a wildlife fund and if so, it is match funding, £8000,000 RBC grants, there are 33 interventions that need to be conformed too – not all need to be met, and 30% match funding, but this can be paid back in volunteers time. Also, Wildlife Trust has grants available.

- **Destruction of trees on Bridegate Lane (Cllr Lane).**

There has been 3 - 4 trees lost on the verges, we do not know who has caused this damage, Cllr Lane has emailed various people, however, no replies.

- **Replacement of trees in the Cemetery (Cllr Lane).**

Black Poplar in the Cemetery has died, this is the second Black Poplar lost in Cemetery.

Cllr Lane will contact Paul Philips at RBC re trees.

**Action Point: Cllr Lane will contact Paul Philips at RBC re trees.**

- **Letter to the hunt re traffic/parking issues (Cllr Lane).**

Damage has been done to trees by horse boxes on the verges. Clerk to write to Quorn Hunt re damage caused.

Action Point: Clerk to write to Quorn Hunt re damage caused by horse boxes parked on verges.

### **Conservation Area**

- **Air Ambulance/Heliport**, update from **Cllr Rowe**.

Cllr Rowe has met with Dan and Phil (air ambulance) at the Heliport, they felt negative comments from Hickling Pastures, Phil will speak to Air Ambulance pilots re to fly along railway line. Cllr Rowe has also spoken to RBC re the flight path for the Air Ambulance.

### **Highways and Street Furniture – Cllr Green & Playle**

- **Noticeboard relocation** – progress update re. grant funding, **Cllr Green**

Clerk to contact Nicola Wells again regarding the monies that had been allocated in 22/23 for a notice board for Hickling.

**Action Point: Clerk to re-sent previous email to Nicola Wells.**

- **Cemetery** – progress update re. denotation of unconsecrated area of parish cemetery, **Cllr Playle**

Cllr Playle and Cllr Lane said that the boulders/markers for the unconsecrated area will be approx. £70.00. These need to be sourced and purchased.

**Action Point: Cllrs Playle and Lane to source boulders for the unconsecrated area.**

- **Cemetery Fees** – review of fees chargeable

Cllr Prosser has looked at various surrounding cemeteries with regard to their fees, we are much cheaper, Cllr Prosser has circulated other Parishes fee prior to the meeting and asked the members of the Parish Council to consider what the increase should be, increase has not been made since 2017. Examples given of Woodborough resident plot is £500, Clipstone £1,150 , Hickling is £110, suggested to increase to £250. Cllr Prosser proposed that the prices were adopted by the PC, this was seconded by Cllr Green, and unanimously agreed to increase the prices as per following chart from the 1<sup>st</sup> April, 2023.

### **CEMETERY FEES FROM 1<sup>ST</sup> APRIL 2023**

**Agreed and adopted at the meeting of the parish council held  
on Tuesday 28<sup>th</sup> March 2023.  
These fees will be reviewed in January 2024.**

	<b>Fees until March 31<sup>st</sup> 2024</b>	
<u><b>Burial Plots</b></u>	<u><b>Resident</b></u>	<u><b>Non-Resident</b></u>
Burial Plot	<b>250.00</b>	<b>900.00</b>
Adjacent Plot	<b>250.00</b>	<b>900.00</b>
Interment	<b>200.00</b>	<b>200.00</b>
 <u><b>Children under 12</b></u>		
Burial	<b>150.00</b>	<b>500.00</b>
Interment	<b>100.00</b>	<b>100.00</b>
Stillborn/under 1	<b>Nil</b>	<b>Nil</b>
 <u><b>Cremated remains</b></u>		
Cremated remains plot	<b>120.00</b>	<b>240.00</b>
Interment	<b>60.00</b>	<b>60.00</b>
Interment in existing burial plot	<b>200.00</b>	<b>200.00</b>
 <u><b>Memorials</b></u>		
Headstone	<b>140.00</b>	<b>140.00</b>
Plaque	<b>140.00</b>	<b>140.00</b>
Vase	<b>80.00</b>	<b>80.00</b>
Additional Inscription	<b>60.00</b>	<b>60.00</b>
Replacement	<b>80.00</b>	<b>80.00</b>
	<b>At cost</b>	

<u>Other charges</u>	At cost
Exhumation	
Admin fee – transfer of Exclusive Rights	50.00
	50.00

**Action Point: Clerk to write to parishioners that have plots allocated, but have not paid for them, Cemetery price increases to be on the agenda each January.**

Cllr Prosser and Clerk to do risk assessment end of May and end of Nov.

**Action Point: Risk assessment for Cemetery to be booked in for Cllr Prosser and Clerk.**

Cllr Combellack advised that the new Crematorium is now open.

- **Village maintenance contract** – revised specification & tender update

The Parish Council unanimously agreed to award the maintenance contract for another 3 yrs to the contractor that carries out the work at the Cemetery and Village Green.

**Action Point: Clerk to write to contractor to award the contract for another three years.**

#### **Community engagement – Cllrs Green & Lamb.**

- **Annual Parish Meeting** – to be held before the 1<sup>st</sup> June, 2023.

Agenda item for 9<sup>th</sup> May's Meeting Annual Parish Meeting, suggested that it is held on the 31<sup>st</sup> May.

**Action Point: Clerk to put on agenda Annual Parish meeting on May's agenda.**

- **Coronation** – update re. grant funding for plaque(s), **Cllr Green**

Cllr Combellack said that the decision was made by RBC today re the coronation plaque and if these were to be ordered they are £250 per item (£199 plus VAT), supplier is Kate Cox at Radcliffe on Trent.

Cllr Lane will speak to parishioner who had said might be able to produce something in the past.

**Action Point: Cllr Lane will speak to Parishioner with regards to producing Coronation plaques.**

#### **7. Ward members reports.**

Cllr Combellack reported that the Town and Parish Forum was very well attended and interesting.

That the UK SPS fund UK which is over a 3yr period closes on the 19<sup>th</sup> May, and if you wish to contact Catherine Evans at RBC, she is very helpful - Cllr Green advised he has already booked a meeting with Catherine Evans.

Attended a talk from Community Safety RSVCSG, however, only Colston Bassett attended the meeting. Fly tipping fines from WISE are approx. £67,000 (3,000 enforcement notices).

#### **8. Correspondence.**

None.

**9. Finance**

A) Balance of accounts:

Current Account     £12,261.57

Reserve Account    £3,835.35

B) Payments due:

<b>Cheque number</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
000837	Clerk Salary March	Clerk's salary 01.03.23 – 31.03.23	Addendum
000838	Clerk expenses February	Clerk's expenses 01.03.23 – 31.03.23	Addendum

**Monies received: £40.00 from Melton Memorials Ltd, for additional inscription on a headstone.**

**10. Items from members for the next agenda.**

Review of Financial regulations and standing orders.

**11. Date of next meeting, 9<sup>th</sup> May**

2023 Meetings, 13<sup>th</sup> June, 25<sup>th</sup> July, 29<sup>th</sup> Aug, 3<sup>rd</sup> Oct, 14<sup>th</sup> Nov, 19<sup>th</sup> Dec.

**No further business – meeting closed at 8.25pm.**



[REDACTED]

[REDACTED]