



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL

8th September 2025 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

Members Present:

Cllr M Capozzi	Chair
Cllr M Somervail	Deputy Chair
Cllr S Hughes	
Cllr C Syers	
Cllr P Dix	
Cllr L Pringle	

Also Present: Mrs U Kilich Parish Clerk and five members of the public.

Cllr Somervail left the room during items 28/25(a) to (d) and, as such, did not participate in the vote on these matters.

18/25 APOLOGIES FOR ABSENCE

To receive apologies for absence
There were no apologies of absence to record.

19/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda
There were no declarations of interest to record.

20/25 Public Participation is allowed 15 minutes

Croudace Homes presentation

- Croudace Homes is preparing to submit a planning application for a residential development comprising 200 homes, with 50% designated as affordable housing.
- Site access will be facilitated via a newly designed roundabout on Shootersway, intended to manage vehicle flow efficiently and enhance road safety.
- St Francis Hospice will be formally notified as part of the communication process.
- Comprehensive ecological and environmental surveys have been conducted, with several assessments still ongoing to ensure due diligence.
- The proposed scheme will feature generous open space, a linear green corridor, and two children's play areas, promoting outdoor recreation and community wellbeing.
- Existing woodland areas will be preserved, contributing to the enhancement of local biodiversity.
- An off-site Suitable Alternative Natural Greenspace (SANG) will be delivered to provide additional habitat and support local wildlife conservation efforts.
- The construction phase is anticipated to span approximately three to four years.

- In terms of local infrastructure, Croudace Homes has been advised of the need to consider provisions for a school, GP surgery, and a local convenience store, to help mitigate additional traffic flow into Northchurch.

Member(s) of public

a. A concern was raised regarding vehicles stopping on the A4251 outside the recreation grounds due to balls being kicked over the hedge, posing a safety hazard. It was suggested that increasing the height of the hedge could help prevent such incidents in the future. However, the hedge height is maintained at the current height to allow visibility for vehicles exiting the car park

b. It was noted that the steps leading down from High Street South are slippery and in need of maintenance. The Clerk will report the issue to the relevant authority. Additionally, there is potential for the Parish Council to submit a grant application to support necessary improvements.

21/25 MINUTES

- a. To approve the minutes of the meeting of the;
 - Full Council Meeting on 16th June 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail. Unanimously agreed.
 - EOM Minutes 7th July 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes. Unanimously agreed.
 - Allotment Minutes 18th September 2024
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail. Unanimously agreed.
 - Allotment Minutes 14th July 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail. Unanimously agreed.
 - EOM 28th July 2025
Resolved, proposed by Cllr Somervail, seconded by Cllr Hughes. Unanimously agreed.
- b. Matters arising from previous meetings that are not included as agenda items below
Nothing to report

22/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

Borough Councillor Pringle reported that the proposed development by the Dementia Care Group on New Road was refused by the Development Management Committee at its meeting held on 31 July 2025. Should the applicant proceed to appeal, the planning officer's recommendations and the comments raised during the committee process will be considered as part of the final decision.

The Chair noted that it was very disappointing County Councillor Caroline Smith-Wright has not attended any Parish Council meetings since May 2025. No apologies have been sent. Furthermore, several parishioners have reported that emails sent to her have not received a response.

23/25 CHAIRMAN'S REPORT

- a. Cllr Capozzi marked the sad passing of Peter Holditch who was a Councillor in 2018.
- b. Bulbourne River Report
- c. Berkhamsted Citizens Association Newsletter and Draft Minutes
- d. Berkhamsted Citizens Hemel Heath Campus proposal

- e. Community Open Day 11th October 2025 (Northchrch Social Centre)
- f. Town and Parish Local Government Reform update (T&PC's only)
- g. T&PC's Interim Report tabled for discussion on 12th September 2025 – Closing date extended to 22nd September 2025.
- h. Correspondence received regarding speeding vehicle in Northchurch (email forwarded to County Councillor)

24/25 CLERKS REPORT

- a. DBC weekly Newsletter (Councillors only)
The Clerk circulates the weekly newsletter to all members of the council.

25/25 ROAD SAFETY

Nothing to report.

26/25 OPEN SPACE

- a. Cllr Capozzi noted the continued damage to the football goals at the recreation ground and Tornadoes' responsibility for their upkeep. Cllr Syers reported that, while there is no fundamental or structural damage at present, he will ensure the matter is addressed appropriately.
- b. Following notification that SRT can no longer dispose of waste from the recreation ground in the cricket club bins, alternative options have been researched and a recommendation to use DBC commercial waste services is proposed. Please see item 28/25 (g)
- c. The recreation ground inspection report was discussed and the immediate action required on the half pipe skate ramp had been addressed However, a long-term solution remains necessary.

27/25 ALLOTMENT

- a. An update following on from the Allotment meeting on 14th July 2025 – The meeting was a positive one, Cllr Capozzi informed members that carrying out the inspections has helped maintain the allotments in good order.
- b. The issue of speeding vehicles along the upper site access road has been raised again. Potential solutions to be proposed. Please see items 28/25 (f) and (g).
- c. Phase 2 of deer fencing to commence October 2025 (email sent to those affected by phase 2)
- d. Near-miss incident reported outside the upper allotment exit. Please see item 28/25 (f).
- e. Urgent works required on large branches splitting on trees on the lower site. Please see item 28/25 (l).

28/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes to approve the YTD Summary for August 2025.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the YTD Summary for August 2025. Unanimously agreed.
- b. Cllr Capozzi proposes to approve the bank reconciliation, receipts and payments for August 2025.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the bank reconciliation, receipts and payments for August 2025. Unanimously agreed.
- c. Cllr Capozzi proposes to approve costs of up to £650 for an arboricultural report on the willow trees at the recreation ground following reports of falling branches.

Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to approve the cost of carrying out an aboricultural report for £650. Unanimously agreed.

- d. Cllr Capozzi proposes to plant one willow tree using Tree Monkey (funds approved on 16/10/2023 55/23 e)
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to approve the planting of the willow tree. Unanimously agreed.
- e. Cllr Capozzi proposes to approve a budget of up to £1000 to install “No Parking” sign at the upper allotment. Works may require cutting back the hedge.
Cllr Capozzi proposed to deliver a solution to prevent parking from the upper allotment. Cllr Syers seconded for the amended version.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to approve the £1000 for “No Parking” sign. Unanimously agreed.
- f. Cllr Capozzi proposes the installation of heavy logs at the entrance of the upper allotment positioned to prevent parking whilst maintaining access
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pringle to approve the installation of heavy logs at the entrance of the upper allotment. Unanimously agreed.
- g. Cllr Capozzi proposes to have a commercial waste bin supplied by DBC at the recreation ground for an annual charge of £380.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to approve the £380 for an annual charge for the Commercial Waste bin. Unanimously agreed. Cllr Capozzi extended her thanks to Cllr Pocok to help secure the bin.
- h. Cllr Capozzi proposes to approve the insurance renewal £3000
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the 3000 for the renewal of the insurance. Unanimously agreed.
- i. Cllr Capozzi proposes to discuss and decide on Allotment Rent increase; £50 for full plot; £30 for half plot
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to approve the allotment rent as listed. Unanimously agreed.
- j. Cllr Capozzi proposes to approve the Annual Governance Accountability Regulation (AGAR) for 2024/25 with no issues raised in Section 3 by external auditors PKF Littlejohn.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the Annual Governance Accountability Regulation (AGAR) for 2024/25 with no issues raised. Unanimously agreed. Cllr Capozzi extended her thanks to the Clerk.
- k. Agreement on water recharge for lower and upper site.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix that water charges will be applied as follows; £5 per half plot for the lower site and £6 per half a plot for the upper site. Unanimously agreed. Allotment holders will be provided with information on how NPC have arrived at the water charges.
- l. Cllr Capozzi proposes to approve a quote of £460 to remove branches damage by the shed fire 2 years ago
Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve the quote of £460 to remove the branches damaged by the shed fire. Unanimously agreed.
- m. Cllr Capozzi proposes to approve £840 for the urgent remedial work undertaken on the trees at the lower site

Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the £840 for the urgent remedial work undertaken on the lower site allotment. Unanimously agreed.

29/25 Future Agenda Items

- SRT Lease Agreement.
- Update EMR

30/25 DATE OF NEXT MEETING

The next meeting will be held on 20th October 2025 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

The meeting concluded at 20:26