WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 4th March 2019, 7.30pm
in the Parish Office

Members	✓= Present		A = Apologies	
Mr C Hibbitt ***(CHAIR)***	✓	Mr M Townley ***(VICE CHAIR)***	✓
Mr R Schmid	✓	Mrs S Bell	✓
Mrs W Walker	✓	Mr A Carter	✓
Mrs R Smith	✓	Mr P Costello	✓
Mr R Bray	✓	Mr T Kinloch	✓
Mr P Delaney (arrived at 7.35pm)	✓	Mr P Cracknell	✓
Mrs L Gannicott	✓	Mrs S Emery	✓

In Attendance	✓= Present		A = Apologies	
Cllr J Aldridge (arrived at 7.40pm) ***(ECC)***	✓	Mrs L Fox ***(CLERK)***	✓
Cllr T Roper ***(CCC)***	✓	Mr D Walker ***(RFO)***	✓
Cllr M Watson ***(CCC)***	✓	Mrs K Sitara ***(CLERICAL OFFICER)***	✓
Mr Jonathan Weymouth (left 8.27pm)	✓		

1. PUBLIC FORUM

1.1 **NOTED** It was **noted** that there were no members of the public present for the meeting.

2. APOLOGIES FOR ABSENCE

2.1 **NOTED** apologies were **noted** above.

3. MINUTES OF THE LAST MEETING

3.1 **AGREED** the minutes of the Writtle Parish Council meeting held on Monday 4th February 2019 were **agreed** as an accurate record.

3.2 **AGREED** It was proposed by Cllr Carter and seconded by Cllr Emery that the **agreed** minutes be approved and signed.

4. DECLARATIONS OF INTEREST

4.1 **NOTED** It was **noted** that there were no declarations of interest.

5. REQUEST FOR DISPENSATION

5.1 **AGREED** It was **agreed** that this item will be removed from future agendas until such a time that the Precept is an agenda item again.

6. CHELMSFORD LOCAL PLAN

6.1 **NOTED** It was **noted** that a meeting took place with Mr Potter's team at

CCC, Cllr Roper, Cllr Watson, Mr Weymouth and Cllr Hibbitt. This meeting was to discuss the letter from Cllr Hibbitt and Mr Weymouth dated December 17, 2018. Crest Nicholson were also present for the second part of this meeting.

6.2 **NOTED** It was **noted** that that three main items for discussion were the concerns over the number of houses in the plan, the extension of the site from the original discussions and the matter of CIL and the timescales in which this may or may not be released.

6.3 **NOTED** It was **noted** that Mr Potter had feedback that the Local Plan had been accepted in principle but that the strategic sites will not formally be released until post elections as there must now be some time for consultation.

6.4 **NOTED** It was **noted** that discussion was around the change in total number of houses for the development and the introduction of the care home for the elderly has increased the number of houses. Crest Nicholson did confirm that the figure was now just below 900 houses including the care home for the elderly. It was presented that a 10% increase or decrease in figures on large new developments is normal.

6.5 **NOTED** It was **noted** that Mr Potter had confirmed that the CIL should be paid on first brick built as first discussed rather than at the time of planning being granted. Cllr Hibbit has asked for this to be provided in writing. Mr Potter has confirmed that he will seek advice on this complex matter and come back to WPC in writing.

6.6 **NOTED** It was **noted** that Mr Weymouth would provide all parties with a flowchart for upcoming milestones for the neighbourhood plan. City Council has been asked to produce a planning flowchart and Crest Nicholson a proposed building flowchart.

6.7 **NOTED** It was **noted** that Cllr Hibbitt raised that WPC would like building work to start in line with the original dates of 2021-2026 and not 2020 which is now being discussed. Crest Nicolson representatives advised that they would take this back to the management teams.

6.8 **NOTED** It was **noted** that there would be 7-8 phases of the development and these would be stand alone in terms of CIL money. Crest Nicholson will not be completing all of the phases themselves and some of these will be contracted out. This does mean there is a potential that one or more phases could be running in parallel.

6.9 **NOTED** It was **noted** that extension of the site was discussed. The recreational parks which were a later addition were added by Chelmsford County Council as they are required to add more pitches in Chelmsford. It was also put forward as a development of this size requires open space as part of the planning policy.

6.10 **NOTED** It was **noted** that the recreational area would be comprised of 50% football pitches, one of which will have a cricket square incorporated and 50% other recreational areas. It was suggested that this would be externally contracted for maintenance. Concerns were raised that if these areas are not used and properly maintained they would become neglected.

6.11 **NOTED** It was **noted** that WPC expressed that they would like to be involved in the discussions on these areas along with the Writtle Sports and Social Club and Writtle Minors.

6.12 **NOTED** It was **noted** that moving forward Cllr Hibbitt and Mr Weymouth would continue to push for transparent flowcharts and regular meetings with all parties.

6.13 **NOTED** It was **noted** that Cllr Hibbitt raised the local newspaper headlines regarding Hammonds Farm and their proposed development. The NW Action Group was also in favour of this development although City Council objected. This was not considered for the 2021-2036 plan for 11,000 new house in Chelmsford. Cllr Watson fedback that this development was not currently in the Local Plan but that is not to say that it may not be reassessed and deemed suitable at some point in the future.

7. NEIGHBOUHOOD PLAN

7.1 **NOTED** It was **noted** that the last Neighbourhood Plan meeting was on February 20, 2019, and the next one is scheduled for March 20, 2019.

7.2 **NOTED** It was **noted** that the final report on the community questionnaire has now been received from IDA Ltd and the write up from the steering group. Topic Groups have now been defined as

- Facilities and Businesses
- Heritage and History
- Housing
- Built Environment
- Natural Environment
- Traffic Highways and Paths

Mr Weymouth has asked for volunteers that are interested in any of these topics to please make contact with him directly.

7.3 **NOTED** It was **noted** that invitations and briefs have been sent to Planning Consultants to submit tenders to assist the Steering Group to draft the Neighbourhood Plan. Tenders should be returned by April 11, 2019.

7.4 **NOTED** It was **noted** that Mr Weymouth attended the meeting with Cllr Hibbitt at CCC to discuss concerns of the Warren Farm Development. It was strongly advised that WPC should seek advice on timescales of the CIL payment so that a mutual agreement can be reached with CCC. This should be a realistic target to ensure that the Neighbourhood Plan has been released in advance and enable Writtle Parish Council to receive maximum potential CIL payment. The need to identify important projects that CIL could possibly contribute to is key and should be identified early WPC have been asked to drawn up a list.

7.7 **NOTED** It was **noted** that a meeting has been arranged for March 18, 2019 with the Vice Chancellor of the WUC to examine the role of that establishment and its relationship with the Parish Council.

7.8 **NOTED** It was **noted** that thanks were given from the Chair for all the work that Mr Weymouth and his team have carried out in recent months.

8. FUTURE of LONGMEADS HOUSE

8.1 **NOTED** It was **noted** that there had been a change in contract regarding the retention fee being increased. This has in principal been agreed verbally by all parties and is now with the solicitors for official amendments to the contracts.

8.2	**NOTED**	It was **noted** that Cllr Smith had arranged some new seating for Longmeads and also co-ordinated the engagement of a local web designer who will be looking at a new website.
8.3	**NOTED**	It was **noted** that thanks were given from the Chair to Cllr Smith for her efforts and patience with the Longmeads development.

9. WRITTLE PARISH COUNCIL WEBSITE

9.1	**NOTED**	It was **noted** that the current website which is hosted by ECC is not fit for purpose any longer and the Clerk has sourced quotes for a new Writtle Parish Council website.
9.2	**NOTED**	It was **noted** that the proposal had been circulated to councillors prior to the meeting.
9.3	**AGREED**	It was **agreed** that the preferred quote was that of Sue Lees who has extensive experience with local parish councils.
9.4	**NOTED**	It was **noted** that the Writtle Village website was to be shut down at the end of February as the individuals who currently host and maintain this site are no longer able to do so. The council is hoping to incorporate some of this information into their new site to make it a main source for anything that is happening in the village.
9.5	**NOTED**	It was **noted** .gov.uk registration for the site and a SLL certificate for encryption had been suggested by all parties looking at the website.
9.6	**AGREED**	It was proposed by Cllr Hibbitt, seconded by Cllr Townley and unanimously **agreed** that the proposal be accepted and the recommendation to use Sue Lees Consultancy and the recommendation for the .gov.uk registration and SLL certificate.
9.7	**AGREED**	It was agreed that the Clerk would now progress the new website. *The Clerk*
9.8	**NOTED**	It was **noted** that thanks was given from the Chair for the Clerks hard work on this matter.

10. PARISH COUNCIL CHAIRMAN'S HONOURS BOARD

10.1	**NOTED**	It was **noted** that three rough estimates had been obtained. Further to more decisions during this meeting around the style of board a more accurate price can be obtained.
10.2	**AGREED**	It was **agreed** that the board would be an oak finished board with a curved top finish. The board would be black text with gold finish.
10.3	**AGREED**	It was noted that the board should be progressed and this was proposed by Cllr Hibbitt, seconded by Cllr Bell and unanimously **agreed**. *Clerical Officer*
10.4	**NOTED**	It was **noted** that the board should be received by the first week of June ahead of the Open Gardens Event where there will be an unveiling ceremony.

11. WRITTLE FLYER

11.1	**NOTED**	It was **noted** that the Writtle Flyer has now been signed off. The

flyers will be delivered to the office on March 11, 2019 and will be ready for distribution by March 14, 2019.

11.2 **NOTED** It was **noted** that the same distribution process as previous years would apply. Please can all councillors collect their allocation of flyers for distribution on March 14, 2019 from the Parish Council office. These must be distributed to all homes by March 24, 2019 ahead of the notice of election being released on March 26, 2019.

All Councillors

12. WRITTLE LIBRARY

12.1 **NOTED** It was **noted** that the consultation period closed on February 21, 2019.

12.2 **NOTED** It was **noted** that the Writtle Library was identified as a Tier 4 Library. ECC are currently considering proposals from the community or partnership organisations who would like to set up an alternative library provision. They would not be able to meet running costs but may be able to help with the initial set up, eg donating books etc if a viable proposal was received.

12.3 **NOTED** It was **noted** that Writtle Parish Council are very keen to keep the library and the community activities that take place there. They are now assessing whether there is a potential for Writtle Archives to be housed in the same building too.

12.4 **NOTED** It was **noted** that there has been an open public meeting on the library and Cllr Hibbitt has met with a Cabinet Member to discuss how a library service can be maintained. This may ultimately require the acquisition of the whole building for the community.

12.5 **NOTED** It was **noted** that an Expression of Interest form was formally submitted to ECC. There has been a positive response from ECC so far.

13. PARISH COUCIL ELECTIONS

13.1 **NOTED** It was **noted** that the formal notice of election would be out on March 26, 2019. Application deadline was 4pm on April 3rd,2019.

13.2 **NOTED** It was **noted** that a paper application form could be obtained from the Clerk or an online copy could be downloaded. All Cllrs can return their nomination forms to the Parish Council Office by **April 1st, 2019 at 10.00am latest.** The Clerk will then deliver these to CCC. Alternatively councillors could deliver them directly to CCC.

13.3 **NOTED** It was **noted** that any questions about how to complete the form should be referred to CCC as the Clerk would not be able to assist or check the completion of forms.

14. CHURCHYARD MOWING

14.1 **NOTED** It was **noted** that in 2018 we had requested three quotes for the mowing of the churchyard. In previous years Writtle Parish Council had paid 50% of the mowing costs for the churchyard.

14.2 **NOTED** It was **noted** that a letter was received from the Church Warden in February explaining that they were only able to get one quotation of £4150.00. Writtle Parish Council was advised the evening before the meeting that the church had accepted this quotation

before the matter was able to be discussed at the Parish Council meeting.

14.3 **AGREED** It was proposed by Cllr Carter, seconded by Cllr Walker and unanimously **agreed** that the Parish Council would pay 30% contribution based on the number of cuts carried out per quarter. The Clerk will contact the Church and advise.

The Clerk

15. LODGE ROAD PARKING RESTRICTIONS

15.1 **NOTED** It was **noted** that a complaint had been received by Cllr Cracknell regarding congestion on Lodge Road around the bus stop and entrance to Loves Walk. This is resulting in traffic becoming gridlocked and mounting the pavement where young children are walking to school. This is a propriety 2 route.

15.2 **NOTED** It was **noted** that the Highways Committee had discussed the extension of a yellow line from the Margaretting Road corner down Lodge Road to just opposite the bus stop. The yellow line would have restrictions of no parking for around an hour in the morning and an hour in the afternoon, around school drop off and pick up times. This would allow both sides of the road to flow freely. Six homes would possibly be affected by the introduction of these restrictions.

15.3 **AGREED** It was **agreed** that this matter should be progressed to Highways as a recommendation. This was proposed by Cllr Bray, seconded by Cllr Bell and unanimously **agreed**. Cllr Cracknell to submit a request to South East Essex Parking Partnership.

Cllr Cracknell

16. FINANCIAL REPORT at February 14, 2019

16.1 **AGREED** The committee **agreed** the Financial Report of February 14th 2019.

16.2 **AGREED** It was proposed by Cllr Carter, seconded by Cllr Walker and unanimously **agreed** that the receipts and payments made between January 15, 2019 and February 14, 2019 be approved and signed.

16.3 **NOTED** It was **noted** that Cllr Bray requested a full breakdown of the costs of the Parish Office running costs. The RFO to provide Cllr Bray with this information.

RFO

17. RECEIPT OF COMMITTEE REPORTS

17.1 **NOTED** It was **noted** that the following reports were accepted

a. Clerks Report at February 14, 2019
b. Planning and Development Committee Meeting – February 18, 2019
c. Highways & Transport Committee Meeting – February 18, 2019

18. PROGRESS CHECK

18.1 **NOTED** It was **noted** that the progress update was distributed ahead of the

Parish Council Meeting. Councillors identified to carry out actions in the monthly report should inform the Clerk of progress before the next Council Meeting.

18.2 **NOTED** It was **noted** that Cllr Bell had been in touch with CCC who have advised that they will not be installing any plaques in the village at this time. As there is now no conflict Writtle Parish Council is now able to continue with their historic plaques. In principal CCC have agreed that they would contribute 50% towards the cost of the plaques (approximately £750.00). Cllr Bell will now progress the quotes and list of historic buildings that would be happy to house these plaques.

Cllr Bell

19. COUNTY AND CITY COUNCILLORS COMMENTS AND REPORT

19.1 Essex County Council Observations – Cllr J Aldridge

19.1.1 **NOTED** It was **noted** that Cllr Aldridge highlighted that the increase in council tax has mainly been put into mental health and help for the homeless. This could also be for individuals at threat of becoming homeless.

19.1.2 **NOTED** It was **noted** that there is a greater allocation for pavements this year. Cllr Cracknell to provide Cllr Aldridge with a list of the priority repairs.

Cllr Cracknell

19.1.3 **NOTED** It was **noted** that Cllr Bray highlighted that the street lighting around the Green is on all night and that there have been informal complaints regarding the brightness of the street lighting. Cllr Aldridge to progress this at ECC with regards to the lighting being adjusted.

Cllr Aldridge

19.1.4 It was **noted** that Cllr Bray highlighted that some excellent repair work had taken place by ECC on the bridleway along Foxburrows Lane. This will now mean that traffic will potentially proceed at a faster pace. The position and condition of the 5mph sign is insufficient. Cllr Aldridge to progress with ECC.

Cllr Aldridge

19.2 Chelmsford City Council Observations – Cllr Roper

19.2.1 **NOTED** It was **noted** that there was nothing to report.

20. COMMITEES UPDATE

20.1 **ENVIRONMENT COMMITEE**

20.1.1 **NOTED** It was **noted** that one application of SILTEX had been put in Wear Pond and there is one more to be carried out.

20.2 **HIGHWAYS COMMITEE**

20.2.1 **NOTED** It was **noted** that there was no additional update.

20.3 **PLANNING COMMITEE**

20.3.1 **NOTED** It was **noted** that the Jubilee Farm planning application had been recommended for approval at the next CCC Planning Committee

Meeting. Cllr Roper to attend and comment.

20.4 PLAYING FIELDS COMMITTEE

20.4.1 NOTED It was **noted** that there was no additional update.

21. COUNCILLORS QUESTION TIME

21.1 NOTED It was **noted** that there had currently been no communication regarding whether the Jazz Festival would be held on the Green this summer. A date for the Summer Fayre had not yet been confirmed.

22. ANY OTHER REPORTS

22.1 NOTED It was **noted** that the fence and containers at Crawfords were highlighted. The Clerk to follow this up with Enforcements at CCC.

22.1 NOTED It was **noted** that the WSSC were looking at quotes for refurbishing the bar.

23. DATE OF THE NEXT MEETING

23.1 NOTED It was **noted** that the next meeting will be held on Monday April 1, 2019 at 7.30pm at the Parish Council Office.

23.2 NOTED It was **noted** that agenda items should be submitted to the Clerk before Friday March 22, 2019.

MEETING CONCLUDED 10.00 pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____