WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 9 April 2018, 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	A
Mrs R Smith	A	Mr P Costello	✓
Mr R Bray	✓	Mr T Sach	✓
Mr P Delaney	✓	Mr P Cracknell	✓
Mrs L Gannicott	✓	Mrs S Emery	✓
Mr T Kinloch	✓		

In Attendance	✓= Present		A = Apologies
Cllr J F Aldridge ***(ECC)***	A	Mr D Walker ***(CLERK)***	✓
Cllr T Roper ***(CCC)***	✓	Mrs L Fox ***(ASST CLERK)***	✓
Mr Jonathan Weymouth	✓		
2 members of the public			

ACTION

1. PUBLIC FORUM

1.1 NOTED it was **noted** that there were two members of the public present.

2. COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS

2.1 Essex County Council Observations – Cllr J Aldridge

2.1.1 NOTED it was **noted** that there was nothing to report.

2.2 Chelmsford City Council Observations – Cllr A Sach and Cllr T Roper

2.2.1 NOTED it was **noted** that Cllr Roper raised an item from the Highways & Transport Committee's minutes from their meeting on 19 February where the idea for 20mph speed limits for non priority roads around the village was discussed. Mr Cracknell, Chair of the Highways Committee reiterated that 20mph was an aspiration for the committee.

3. APOLOGIES FOR ABSENCE

3.1 NOTED apologies were noted above.

4. MINUTES OF THE LAST MEETING

4.1 AGREED the minutes of the Writtle Parish Council meeting held on March 5, 2018 were **agreed** as an accurate record.

4.2 AGREED it was proposed by Mrs S Emery and seconded by Mr T Kinloch that the **agreed** minutes be approved and signed.

5. PROGRESS CHECK

5.1 NOTED it was **noted** that the new printer for the office would be purchased.

5.2 NOTED it was **noted** that prices would be sought for the Business Information Map. Asst Clerk

5.3 NOTED it was **noted** that the possible Petanque court would be added to the agenda for the next Parish Council meeting. Asst Clerk

5.4 NOTED it was **noted** that the Parish Council were waiting to hear back from Maztec regarding the lapsed payment of £20,000.

6. DECLARATIONS OF INTEREST

6.1 NOTED it was **noted** that there were no declarations of interest.

7. COMMITTEES UPDATE

7.1 **ENVIRONMENT COMMITTEE**

7.1.1 NOTED it was **noted** that the barley straw had been put into the Wear Pond in net bags rather than hessian bags. It was noted that the second application of SILTEX would go into Wear Pond next week. The 2 yard skip would be delivered to the new bin compound tomorrow. This would be used for green waste.

7.1.2 NOTED it was **noted** that plot 44 at the Chase Allotments would be covered as quickly as possible before the weeds took over.

7.1.3 NOTED it was **noted** that one full plot and one half plot would be covered on both The Chase and Oxney allotments.

7.2 **HIGHWAYS COMMITTEE**

7.2.1 NOTED it was **noted** that the proposed option for road improvements to the Prestons Junction/Mayfield Road was being changed slightly.

7.3 **PLANNING COMMITTEE**

7.3.1 NOTED it was **noted** that the earth bund off of Fox Burrows Lane was discussed. The Planning Committee had objected to the planning application. It was noted that the Asst Clerk would email Mr Sach asking for the application to be referred to the City Council's Planning Committee.

7.4 **PLAYING FIELDS COMMITTEE**

7.4.1 NOTED it was **noted** that the Parish Council would be contributing £150 towards the electricity safety check and required actions.

7.4.2 NOTED it was **noted** that the pot holes in the Paradise Road car park were getting worse.

7.4.3 NOTED it was **noted** that the signage at the beginning of Paradise Road was discussed. This had been sent to Mr Cracknell for discussion at the next Highways & Transport Committee Meeting and would be added to the agenda. Asst Clerk

7.4.4 NOTED it was **noted** that the outside table tennis table had been installed and looked very good. Thanks was given to Mr and Mrs Walker for their help.

7.4.5 NOTED it was **noted** that the grass cutting had started at Paradise Road.

8. CHELMSFORD LOCAL PLAN

8.1 NOTED it was **noted** that thanks was given to everybody for their help with delivering the Writtle Flyer and manning the Parish Office during the public open session. It was noted that thanks was given to Mr Walker for his help with submitting the Parish Council's response to the Local Plan. The North West Action Group had commissioned two reports to support their submission and these were excellent.

8.2 NOTED it was **noted** that Crest Nicholson, the potential developers for Warren Farm, had been in contact with the City Council and wanted to meet up with the Parish Council. Mr Hibbitt had been in touch with the North West Action Groups consultants to get their advice and they confirmed that the Parish Council should meet with Crest Nicholson.

8.3 NOTED it was **noted** the meeting took place last Friday and the company explained in detail the current status of the site. It was noted that there would be two entrances to the site including one at the Lordship Road roundabout. There was a cricket pitch featured on the map along with two football pitches which were positioned on the other side of the road between Old Chelmsfordians and the Horse and Groom. There would be a new primary school along with a neighbourhood centre with medical facilities. It was noted the school would be built after the first 200 houses had been built. A question was asked as to whether the football and cricket pitches would be council or privately run. This was not known at the time.

8.4 NOTED it was **noted** that Crest Nicholson wanted to work with Writtle Parish Council and the Neighbourhood Plan Group to progress the application as quickly as possible. They wanted to be on the site for 2020. Mr Hibbitt is prepared to have further meetings with Crest Nicholson but has made it clear that Writtle Parish Council strongly object to the site.

8.5 NOTED it was **noted** that over 100 comments had been received from Writtle to the Local Plan. The Plan would be ready for the inspector later this year and the North West Action Group's Planning Consultant would represent the group at the enquiry if necessary.

9. NEIGHBOURHOOD PLAN

9.1 NOTED it was **noted** that the next meeting would be held on 19 April. Draft agendas and minutes are now produced and publicised.

9.2 NOTED it was **noted** that the public questionnaire has been drafted and advice received from RCCE on technical matters, analysis and policing of returns. Following the public launch meeting of 28 April

and correlation of results by RCCE, it will be finalised and circulated to the community, at a date to be agreed.

9.3 NOTED it was **noted** that the launch meeting flyers were hand delivered to all households from 3rd April, posters placed and an article and announcement appeared in Writtle News.

9.4 NOTED it was **noted** that representations were submitted to the Local Plan on behalf of Writtle Neighbourhood Plan alongside those of Writtle Parish Council.

9.5 NOTED it was **noted** that the progress reporting system and community engagement log is updated and monitored at every monthly meeting.

9.6 NOTED it was **noted** that a budget and expenditure sheet has now been produced which is passed to and agreed with the Parish Clerk's office.

9.7 NOTED it was **noted** that the Chair plus two steering group members attended a briefing meeting with other Neighbourhood Plan Groups run by Chelmsford City Planners on master planning of allocated sites under the Draft Local Plan on 9 April.

10. THE FUTURE OF LONGMEADS HOUSE

10.1 N0TED it was **noted** that planning consent for the redevelopment of Longmeads House and the new Community Centre had now been granted.

10.2 NOTED it was **noted** that the previous committee has resigned and the new Committee now in place and registered with the Charities Commission.

10.3 NOTED it was **noted** that at a meeting of the new WCA committee on 3rd April 2018, three additional members were co-opted giving a total of seven members including a Parish Council representative and one representative each from Writtle Green Preschool and Chelmsford Talking Newspaper. It was noted that at that same meeting the committee gave WPC the Authority to enter into the Longmeads House development Agreement with ECC and Marden Homes, and authority to complete leases with Talking Newspapers and the Pre-School.

10.4 NOTED it was **noted** that the new committee formally confirmed that the WCA supports the proposed new Community Building and will assist in the relocation of the current occupiers to the new Community Building once built and agrees the service of any notices as requested by the WPC to secure vacant possession of Longmeads House when required.

10.5 NOTED it was **noted** that the WPC Chair and Vice Chair duly executed the WPC counterpart of TN Lease, TN has already executed their part of the lease. Preschool lease is agreed and imminent. The WPC Lawyer has advised ECC that all outstanding issues have now been resolved, which has delayed progress by 6 months. Accordingly WPC can now enter into contract with ECC and Marden Homes to enable the development to proceed.

10.6 AGREED it was unanimously **agreed** that the Parish Council delegates authority to the Chair and Vice Chair to enter into contract with ECC

and Marden Homes to progress the Longmeads House development to conclusion.

10.7 NOTED it was **noted** that the electrical issues, which resulted in the closure of Longmeads House for a short time were rectified at a cost to WCA of £6,874.14, principally caused by discharged emergency lighting batteries resulting in the replacement of 14 emergency lights and batteries together with rectification to some earthing circuits. A new Electrical Installation Certificate has been issued to the new WCA committee by Mervad Electrical. Copies of WPC standard draft Health and Safety templates have been forwarded to Peter Smith, the new Chair of the WCA, for completion.

11. WRITTLE ARCHIVES

11.1 NOTED it was **noted** that planning permission had been given to extend the Parish Council offices to house the Writtle Archives. This had been given on 31 January 2018.

11.2 NOTED it was **noted** that funding was needed to help with the build. It was noted that Essex Heritage Society can help with internal fittings but not the external structure. It was noted that CIL money could be used to pay for the structure. It was noted that Mr Hibbitt would contact the County and City Councillors regarding any possible sources of funding. Mr Hibbitt

12. COWARDS MILL

12.1 NOTED it was **noted** that the current owner was having trouble finding the funds for the build and was looking at options. It had recently been put on the market with Savills. It was noted that Mr Hibbitt, Mr Carter and Mrs Bell would be meeting with the owner in the next couple of weeks to discuss options.

13. DATA PROTECTION

13.1 NOTED it was **noted** that the Clerk and Assistant Clerk would be attending workshops on Data Protection on 3 May.

14. FUTURE STAFFING

14.1 NOTED it was **noted** that there would be some proposed changes to staffing in the Parish Office. The Assistant Clerk had obtained the CILCA qualification since joining the Parish Council and the Clerk wished to change his role. It was proposed that the Clerk would become the Responsible Financial Officer and the Assistant Clerk would become the Clerk. There would be an opening for a junior member in the Parish Office.

14.2 NOTED it was **noted** that job descriptions would be drawn up for the new positions and the proposal would be costed and discussed at an Executive and Finance Committee Meeting.

14.3 NOTED it was **noted** that other local Parish Councils had been contacted regarding their staffing set up and pay grades and it was noted that some other Parish Councils Clerks were on a higher grade than the Writtle Parish Council's Clerk.

15. ANNUAL PARISH MEETING

15.1 NOTED it was **noted** that Mr Middleton, Vice Chancellor of Writtle University College had been invited to speak at the meeting.

15.2 NOTED it was **noted** Mrs Walker and Mrs Smith would organise the refreshments for the meeting.

15.3 NOTED it was **noted** that all Councillors were asked to help set up the chairs for the meeting and help put them away.

16. HIRE OF OPEN SPACES IN WRITTLE

16.1 NOTED it was **noted** that a request had been received to hire one of the open spaces in Writtle for a party. Information had been obtained from Chelmsford City Council regarding their hiring policy. This included a booking application form, public liability insurance, performing rights licence and damage deposits. Due to the size of the Parish Council's open spaces, it did not wish to enter into these type of bookings. A suggestion was made to use Longmeads House which is set up for these type of bookings and the Asst Clerk would pass on the contact information.

17. TREE REPORTS

17.1 NOTED it was **noted** that two quotes had been received for the 3 year tree management report for the trees in the village. It was noted that Bartletts had quoted £1650 and T&C –AC Ltd had quoted £1395. The Parish Council decided to go with Bartletts due to the set up of the company, whereby the consultancy and tree work were all within one company.

18. ESSEX VILLAGE OF THE YEAR

18.1 NOTED it was **noted** that Mr and Mrs Walker kindly agreed to complete this year's entry.

19. FINANCIAL REPORT AT MARCH 14, 2018

19.1 AGREED the Committee **agreed** the Financial Report of March 14, 2018.

19.2 AGREED it was proposed by Mr Townley and seconded by Mr Delaney and unanimously **agreed** that the receipts and payments made between February 15, 2018 and March 14, 2018 be approved and signed.

20. RECEIPT OF COMMITTEE REPORTS

20.1 NOTED it was **noted** that the following report was accepted:-

a. Clerks Report at March 14, 2018
b. Planning & Dev Committee Meeting – March 19, 2018
c. Environment Committee Meeting – March 19, 2018

21. COUNCILLORS QUESTION TIME

21.1 NOTED it was **noted** that Mr Cracknell raised the condition of the back of the old scout hut and what was happening to the area. This would be

added to the next Environment Committee Meeting. Asst Clerk

21.2 NOTED it was **noted** that the decision to put bollards around the area of land on Lodge Road that had parked cars on it would be made by Mr Brewster at Chelmsford City Council.

21.3 NOTED it was **noted** that the Airfields of Britain Conservation Trust had been in touch with regards to two former airfields in Writtle and they would like to acknowledge these with ceremonial plaques. These airfields were from World War One.

21.4 NOTED it was **noted** that the Parish Cleansing Day would be held in October and Chelmsford City Council had asked whether the Parish Council wished to organise a Community Litter Pick around the same time. This would be added onto the agenda for the next Environment Committee Meeting. Asst Clerk

22. ANY OTHER REPORTS

22.1 NOTED it was **noted** that there were no further reports.

23. DATE OF THE NEXT MEETING

23.1 NOTED the Committee **noted** that the next meeting of Writtle Parish Council will be held on Monday May 14, 2018 at 7.30pm in the Parish Office.

23.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday May 4, 2018.

MEETING CONCLUDED 9.29pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____