WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 6 March, 2017, 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 Sach		A
Mr P Delaney		A	Mr P Cracknell		✓
Mrs L Gannicott		✓	Mrs S Emery		A
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)***	✓
1 member of the public					

ACTION

1. PUBLIC FORUM

1.1 NOTED the Chair welcomed the member of the public attending the meeting.

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, as Cllr Aldridge was absent from the meeting.

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

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

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 February 6, 2017 were **agreed** as an accurate record.

4.2 AGREED it was proposed by Mrs S Bell and seconded by Mr M Townley that the **agreed** minutes be approved and signed.

4.3 AGREED the appendix from the Writtle Parish Council meeting held on February 6, 2017 was **agreed** as an accurate record.

4.4 AGREED it was proposed by Mrs R Smith and seconded by Mrs L Gannicott that the **agreed** appendix be approved and signed.

5. PROGRESS CHECK

5.1 NOTED it was **noted** that Mr Hibbitt and Cllr Aldridge had met with the Doctors Surgery regarding the use of the laybys outside the surgery. Following the suggestion to request restrictions on parking, it was felt that this would be expensive and difficult to administer. It was **noted** that following the Highways Committee meeting, a request was going to be submitted to South East Essex Parking Partnership for the noted restrictions. It was felt that Writtle Parish Council would look to install signs if no feedback was received from the request.

5.2 NOTED it was **noted** that the Doctors Surgery would like to get involved in the Neighbourhood Plan. They were very concerned over the implications of the proposed development at Warren Farm.

5.3 NOTED it was **noted** that the contact in Eymet was very interested in discussing possibilities of exchange/twinning with Writtle.

5.4 NOTED it was **noted** that Mr Kinloch had attended the charity dinner at Stratford Old Town Hall on behalf of Writtle Parish Council. It was **noted** that Mr Kinloch would draft a reply of thanks and send a copy to Mr Walker. The committees should bear in mind if they need any help, then the charity have volunteers who could help.

5.5 NOTED it was **noted** that Mrs Fox to liaise with Mrs Reid regarding a small gift for Maria. Mrs Fox

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 a flowering cherry tree would be planted on the War Memorial Green.

7.1.2 NOTED it was **noted** that Bill Preston had agreed to donate more daffodils to plant on the green triangle opposite Prestons.

7.2 **HIGHWAYS COMMITTEE**

7.2.1 NOTED it was **noted** that Mr Cracknell had submitted a Local Highways Panel Scheme request for Bridge Street.

7.2.2 NOTED it was understood that Mr Delaney had found who owned the piece of green triangle opposite Prestons. It was thought to belong to Essex County Council.

7.2.3 NOTED it was **noted** that a letter would be written to Adam Pike regarding how data from the Speed Indicator Device data could be used to assist in speed control regulations. Mrs Fox

7.2.4 NOTED it was **noted** that a Parish Council volunteer was required to look at the Speed Indicator Device data and report back at the Highways meetings.

7.3 **PLAYING FIELDS COMMITTEE**

7.3.1 NOTED it was **noted** that the pot holes were bad again in the Paradise Road car park.

7.3.2 NOTED it was **noted** that there was no update on the defibrillator.

7.3.3 NOTED it was **noted** that the Main Hall at the Paradise Road site is looking good, following the installation of the new floor and the redecoration.

7.4 **PLANNING COMMITTEE**

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

8. THE FUTURE OF LONGMEADS HOUSE

8.1 NOTED it was **noted** that apologies had been received from Ian Nicholls, Chair of the WCA.

8.2 NOTED it was **noted** that agreement had now been reached between Essex County Council (ECC) and Writtle Parish Council (WPC) on all contract matters.

8.3 NOTED it was **noted** that all contracts are now with Marden Developer's solicitor, Gepps, we are now waiting on their response.

8.4 NOTED it was **noted** that on the basis that we are 'almost there' with the legal agreements, Simon Hughes of ECC has agreed to 'underwrite' the planning application and will be asking Marden to submit the planning application. They will look to submit it over the next few weeks.

8.5 NOTED it was **noted** that lease arrangements need to be formalised between WPC and Talking Newspapers (TN) and Writtle Pre School (PS) with agreement for them to give Vacant Possession (VP) on completion of the new building. i.e. 2 leases at WPC expense. TN and PS are entitled to seek independent legal advice. Insisted on by Marden Solicitor, we must be able to give VP.

8.6 NOTED it was **noted** that WPC have agreed the drawings, specification and the Employers Requirements. Lambert Smith holding meetings with Marden on finalising the specification. Lambert Smith will supervise the works for WPC paid for by ECC.

8.7 NOTED it was **noted** that three further formal leases to be agreed between WPC and Writtle Community Association, Talking Newspapers and Writtle Pre-School to occupy the new building i.e. 3 leases at WPC expense.

8.8 NOTED it was **noted** that WCA, TN and PS will be advised they

should seek independent legal advice if they choose, at their cost.

8.9 NOTED it was **noted** that at the Parish Council Meeting on 4th April 2016, the budget legal cost was then £20,000, of that Marden (Developer) will contribute part and ECC has agreed to limit Writtle Parish Council legal fees to £5,000 excluding any WPC domestic lease cost.

8.10 NOTED it was **noted** that thanks was given to Mr Bray for all his efforts.

Current Legal fee budget **excluding VAT**		
Fee paid so far to Gabriel Harris, Solicitor		£12,326
Giles Gilbert second Solicitor original Fee quotation		£ 6,400
Additional Giles Gilbert budget fee for Main Contract works to completion		£ 1,300
Subtotal Contract works		£20,026
Additional fee for the 5 leases per Giles Gilbert budget		£ 2,000
	Total	£22,026
Less Contribution from ECC	£7,326	
Less Contribution from WPC	£5,000	£12,326
Balance to be paid by Marden (up to £10,000)		£ 9,700

9. NEIGHBOURHOOD PLAN

9.1 NOTED it was **noted** that two pages about the new neighbourhood plan had been written for the Writtle Flyer, asking for volunteers and encouraging parishioners to find out more at the Annual Parish Meeting on 10 April.

9.2 NOTED it was **noted** that the College were enthusiastic to take part in the plan.

10. DEVELOPMENT POLICY

10.1 NOTED it was **noted** that Mr Hibbitt and Mr Carter were attending a meeting with the North West Action Group. The Development Policy Committee Meeting was taking place at the City Council on Thursday, 9 March to discuss the new local plan (2021-2036), with a consultation period running from 30 March to 11 May 2017. There will be exhibitions giving further information about the local plan. There will be two in Writtle, one at the College and one in Writtle, no dates yet. Warren Farm has been identified as having 800 houses as this triggers a primary school. Five traveller/show people sites have been included on Warren Farm. The main entrance for all householders would be onto Roxwell Road, with a bus link in Avon Road. Essex Highways is looking at improvements for Chignal Road. Writtle Telephone Exchange has been identified to have 25 houses and Writtle College has its special policy area. It is understood that under future National Planning Policy, planning permission could be implemented within 2 years rather than the current 3 years.

10.2 NOTED it was **noted** that Cllr Roper would find out when the Writtle exhibitions would take place. Writtle PC would like one in the village to be before the Annual Meeting. Cllr Roper

10.3 NOTED it was **noted** that there was a discussion regarding the infrastructure for the proposed new developments. These included:- Widford Park and Ride, new train station at Beaulieu, staggered school starting times, and more home working.

10.4 NOTED it was **noted** that the Doctors Surgery is deeply concerned about the new development at Warren Farm and how this would impact their services as their patient list is nearly full.

10.5 NOTED it was **noted** that discussions were held over the current status of the Danbury Neighbourhood Plan and why Danbury PC has some say over where the new houses would be sited.

11. WEAR POND

11.1 NOTED it was **noted** that Mrs Gannicott had received two estimates regarding consultation work to look at the condition and treatment of the pond. These included Ponds UK - £1100 and Green Willows Assoc. - £330.

11.2 NOTED it was **noted** that Mrs Gannicott had received some guidance from Writtle College regarding removing the sludge and leaf litter from the pond and also displaying more signs regarding people not feeding bread to the ducks. They felt it would be worthwhile in also putting in some more pond plants.

11.3 NOTED it was **noted** that Mrs Gannicott would talk to the person who carried out the desludging of Gore Pond and see what they had to say about Wear Pond.

11.4 NOTED it was **noted** that Mr Walker would look for a book we had obtained on pond maintenance. Mr Walker

12. FOX BURROWS LANE

12.1 NOTED it was **noted** that the 200 trees that had been felled on college land were not related to the Crawfords site. It was part of the college plan to open up a new area.

12.2 NOTED it was **noted** that Health and Safety can't take action until regulations are breached. If anything adverse happens regarding the new construction along Fox Burrows Lane, people were urged to report it immediately.

12.3 NOTED it was **noted** that a letter would be written to Kiddi Caru Nursery asking them to report any incidents to the Parish Council. Mr Walker

12.4 NOTED it was **noted** that Mr Carter had taken photos of the area.

13. PLAQUE FOR DAME MARGARET ANSTEE

13.1 NOTED it was **noted** that the plaque ceremony would be incorporated into the Open Gardens on 11 June, from 2-3pm.

13.2 NOTED it was **noted** that the VIP's would be taken on a tour of the village after the ceremony.

13.3 NOTED it was **noted** that the wording needed to be agreed for the plaque. Mr Hibbitt/Mr Walker

14. THE ELECTRIC GATE AT PARADISE ROAD

14.1 NOTED it was **noted** that there were ongoing problems with the gate. Merv Little had originally installed the gate and his son, Stuart Little had taken over the business and continued to provide support with the maintenance of the gate. Mr Walker to arrange a meeting with Merv and Stuart to discuss the ongoing maintenance arrangement for the gate. Mr Walker

15. WRITTLE FLYER

15.1 NOTED it was **noted** that the Writtle Flyer would be available on Monday, 20 March and Parish Councillors needed to deliver the flyer to their specified neighbourhood by 1 April. All Parish Councillors

16. ANNUAL PARISH MEETING

16.1 NOTED it was **noted** that guest speakers were identified. These included Spencer Clarke from CCTV, Tickers and Writtle Do.

17. FINANCIAL REPORT AT FEBRUARY 14th 2017

17.1 AGREED the Committee **agreed** the Financial Report of February 14, 2017.

17.2 AGREED it was proposed by Mr M Townley and seconded by Mrs R Smith and unanimously **agreed** that the receipts and payments made between January 15, 2017 and February 14, 2017 be approved and signed.

18. RECEIPT OF COMMITTEE REPORTS

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

a. Clerks Report at February 14, 2017

and the following minutes would be circulated next week:-

b. Planning & Dev Committee Meeting – February 20, 2017
c. Highways & Transport Committee Meeting – February 20, 2017

18.2 AGREED it was **noted** that following the burglary at the Barn in Paradise Road, quotes had been sought for a new mower at £2750 and hand tools for £754. It was proposed by Mr P Costello, seconded by Mrs R Smith and unanimously **agreed** that the new equipment should be purchased.

19. COUNCILLORS QUESTION TIME

19.1 NOTED it was **noted** that Writtle Do would be holding an evening in the Writtle Library on 13 March. This was to look at new ideas and create

better use of the Library.

19.2 NOTED it was **noted** that Mr Bray wished to thank the College for removing the tree from the River Wid.

19.3 NOTED it was **noted** that Mr Ellis from All Saints Church had requested to hold an open air service on the Green on 4 June. This had been agreed.

20. ANY OTHER REPORTS

20.1 NOTED it was **noted** that solar panels had been erected parallel to Cow Watering Lane. Mr Walker to inform Planning Enforcements. Mr Walker

21. DATE OF THE NEXT MEETING

21.1 NOTED the Committee **noted** that the next meeting of Writtle Parish Council will be held on Monday April 3, 2017 at 7.30pm in the Parish Office.

21.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday March 24, 2017.

MEETING CONCLUDED 9.39pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____