WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 5 November 2018, 7.30pm
in the Parish Office

Members	✓= Present	A = Apologies	
Mr C Hibbitt ***(CHAIR)***	✓	Mr M Townley ***(VICE CHAIR)***	✓
Mr R Schmid (*present until 10.00pm)*	✓	Mrs S Bell	✓
Mrs W Walker	✓	Mr A Carter	✓
Mrs R Smith	✓	Mr P Costello	✓
Mr R Bray	✓	Mr T Kinloch	✓
Mr P Delaney	✓	Mr P Cracknell	✓
Mrs L Gannicott	✓	Mrs S Emery	✓

In Attendance	✓= Present	A = Apologies	
Cllr J F Aldridge ***(ECC)***	✓	Mrs L Fox ***(CLERK)***	✓
Cllr T Roper ***(CCC)***	✓	Mr D Walker ***(RFO)***	✓
Mr Jonathan Weymouth	✓	Mrs K Sitara ***(CLERICAL OFFICER)***	✓
15 members of the public			

1. CHEQUE PRESENTATION

1.1 **NOTED** It was **noted** that the two chosen charities Essex and Herts Air Ambulance and CHESS were in attendance to collect their cheques from the Summer Fayre Committee. These donations were raised from proceeds of the 2018 Summer Fayre.

2. PUBLIC FORUM

2.1 **NOTED** It was **noted** that a member of the public attended the meeting to suggest that there needs to be a visual way of the village remembering people that have dedicated a large amount of time to the community. The suggestion was for an individual bench on the Green.

2.2 **NOTED** It was **noted** that the Parish Council has refused individual remembrance benches on the Green for many years as there are already sufficient benches which need long term repair and maintenance. It was also highlighted that it is difficult to remain fair in these circumstances when many people would like to have the same.

2.3 **NOTED** It was **noted** that there were suggestions from the Parish Council of other sites in the village where this may be possible and also the Remembrance Garden at the Church in the Village who may be able to organise a plaque for people to visit and remember loved ones.

2.4 **AGREED** It was **agreed** that the Parish Council would look into ideas of how people could be remembered in the Village and feedback to the

family concerned.

2.5 **NOTED** It was **noted** that a member of the public had attended regarding anti social behaviour by groups of boys on bikes throwing stones at vehicles and throwing wheelie bins in front of oncoming traffic. Flower baskets were also being vandalised. This had not been reported to the police as nothing had been done when reported in the past. The Parish Council explained the police reporting system online and encouraged this person to report all crimes and obtain a crime reference number.

2.6 **NOTED** It was **noted** that many of the public who had attended were there to speak about the building works that have commenced by travellers on the field alongside the A414.

2.7 **NOTED** It was **noted** that the public had enquired whether the London Metropolitan Authority had been informed as this land comes under their jurisdiction. Cllr T Roper responded that he did not think that was necessary in the circumstances as City Council had taken all the necessary steps in the quickest timescale possible.

2.8 **NOTED** It was **noted** that the site was visited by the Chair of Writtle Parish Council, Cllr T Roper and Cllr J Aldridge as soon as they were made aware that there was building work commencing.

2.9 **NOTED** It was **noted** that Writtle Parish Council was opposed to the planning application for the site in July, subsequently the planning application was declined by Chelmsford City Council. The Parish Council remain strongly opposed to this site.

2.10 **NOTED** It was **noted** that the sequence of events were that the building work commenced on Friday after the City Council Enforcement Team were closed for the weekend. On Monday morning the enforcement officer from Chelmsford City Council inspected the site. On Tuesday a court injunction was served preventing any further works to take place. A court date has been scheduled for the 9 November 2018 at which time an enhanced injunction will be sort by Chelmsford County Council to reverse the work which has already taken place.

2.11 **NOTED** It was **noted** that the Parish Council advised the members of the public present that if any work is seen to be taking place now the initial injunction has been served it must be reported to the Enforcement Team at Chelmsford County Council. Frustration was raised at the system and why things cannot be processed on a weekend as it is well known that this is when work commences on vulnerable sites. For longer term solutions to this problem and with regards to changes to the laws and system members of the public were encouraged to write to their MP or to request an MP surgery to be heard collectively as a group.

2.12 **NOTED** It was **noted** that if there is an appeal and a public enquiry or an informal hearing then members of the public would be allowed to attend and voice their opinions.

2.13 **NOTED** It was **noted** that the Parish Council was informed that Maurice Carter, a former Parish Council Chair had recently died. The Clerk to send the Council's condolences.

3. COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS

3.1 Essex County Council Observations – Cllr J Aldridge

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

3.2 Chelmsford City Council Observations – Cllr T Roper

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

4. APOLOGIES FOR ABSENCE

4.1 NOTED apologies were **noted** above.

5. MINUTES OF THE LAST MEETING

5.1 AGREED the minutes of the Writtle Parish Council meeting held on Monday 1st October 2018 were **agreed** as an accurate record.

5.2 AGREED It was proposed by Mr Townley and seconded by Mr Kinloch that the **agreed** minutes be approved and signed.

6. DECLARATIONS OF INTEREST

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

7. PROGRESS CHECK

7.1 NOTED It was **noted** that the data audit is being looked into. The main data held by the Parish Council relates to the allotments. The Clerk to look into disclaimer and privacy document.

The Clerk

7.2 NOTED It was **noted** that a balance sheet would be requested from Andy Russell regarding the 2018 Jazz Festival.

The RFO

7.3 NOTED It was **noted** that the revised model standing orders were being updated.

Mr Cracknell

8. COMMITTEES UPDATE

8.1 ENVIRONMENT COMMITTEE

8.1.1 NOTED It was **noted** that the remembrance figure of a solider is now up by the war memorial on the Green.

8.1.2 NOTED It was **noted** that the Environment Committee would be looking into raking the pond once the season had progressed and more of the leaves have fallen.

8.2 HIGHWAYS COMMITTEE

8.2.1 NOTED It was **noted** that the committee had received confirmation that the Essex County Council will not carry out maintenance works at Chancery Place and are unable to enforce the maintenance.

8.2.2 NOTED It was **noted** that markings have been made on the cycle path to Chelmsford and it is thought that these relate to the proposed solar lighting. Mr Cracknell to do an article for Writtle News in 2019.

8.3 PLANNING COMMITTEE

8.3.1 NOTED It was **noted** that Mr Kinloch reported that the absence of public comments on a planning application is a national rule and cannot be opted in or out of. The parishioners must now make their comments as previously by the deadline given but should also cc the Parish Council in order for their comments to be taken into consideration when the Parish Council have their Planning Committee Meetings. Mr Kinloch to write a piece on this for the Writtle News.

Mr Kinloch

8.3.2 NOTED It was **noted** that the Clerk would be attending the SLCC forum and would discuss this there.

The Clerk

8.4 PLAYING FIELDS COMMITTEE

8.4.1 NOTED It was **noted** that the septic tank and klargesters were recently cleaned at the Sports and Social Club. There were some ventilation issues raised with the septic tank at the Tennis Club and these will be investigated further by the Tennis Club committee.

8.4.2 NOTED It was **noted** that a couple of loose screws had been identified on a piece of equipment in the Paradise Road Play area and the handyman would investigate.

9. CHELMSFORD LOCAL PLAN

9.1 NOTED It was **noted** that several members of the Parish Council attended the Crest Nicholson meeting relating to the proposed development at Warren Farm.

9.2 NOTED It was **noted** that new plans had shown the introduction of 3 football pitches and one cricket pitch on the Warren Farm site. Concerns were raised regarding who would run these pitches and the impact that these would have on additional traffic.

9.3 NOTED It was **noted** that the consultant representing the North West Action Group had revised the document highlighting areas of agreement between the Chelmsford City Council and Writtle PC. This included the introduction of a third column highlighting areas were disagreement still occurred.

9.4 AGREED It was **agreed** proposed by Mr Costello, seconded by Mrs Walker and unanimously agreed that the document be signed by the Chair.

9.5 NOTED It was **noted** that the Local Plan Examination would be running for 3 weeks from 20 November 2018. The examination would take place at the Civic Centre in Duke Street and was open to members of the public to attend. The Chair asked councillors to try to attend ,especially the session on Warren Farm on Thursday November 29th

9.6	**NOTED**	It was **noted** that Writtle Parish Council totally opposed the site due to traffic and urban sprawl.
9.7	**NOTED**	It was **noted** that a public exhibition, organised by Crest Nicholson, regarding the Warren Farm site, would be held on 13 November at Writtle University College from 4-8pm. A flyer had been distributed to some residents around the village and Cllr Roper would discuss the issue of the flyer with the Chelmsford City Council Planning Department.

10. NEIGHBOURHOOD PLAN

10.1	**NOTED**	It was **noted** that the community questionnaire has been distributed and is available online. Latest return date is 19 November. There will be a programme of reminders. IDA report by the end of the year.
10.2	**NOTED**	It was **noted** that there is a separate report available online via Survey Monkey that relates to local businesses, the businesses have been identified and canvassed. The latest return date if the 7 December and these will be processed by the group.
10.3	**NOTED**	It was **noted** that a Neighbourhood Plan (NP) workshop was run by CCC and was attended on 18 October.
10.4	**NOTED**	It was **noted** that a workshop run by RCCE on NP policy writing will be attended on the 15 November.
10.5	**NOTED**	It was **noted** that the NP attended the Crest Nicholson meeting on the 13 September
10.6	**NOTED**	It was **noted** that Crest Nicholson have considered revising the road boundaries of the Warren Farm site further to the recent petition. The WNP have confirmed that this petition was not sponsored by the NP group but will respond if there is a collective view with Writtle Parish Council.
10.7	**NOTED**	It was **noted** in co-operation with Writtle Photographic Society, a schedule of photographs has been agreed to highlight major areas of interest.
10.8	**NOTED**	It was **noted that** WUC are considering whether they can prepare a landscape study for the plan as a project.
10.9	**NOTED**	It was **noted** that Writtle Parish Council remain strongly opposed to this development. Traffic and urban sprawl being the main areas of concern. In addition 48% of suggested housing for Chelmsford has been planned for the NW creating disproportionate amount in comparison to other areas.
10.10	**NOTED**	It was **noted** that a vote of thanks was given to Mr Weymouth and the NP committee for all their hard work and efforts.

11. UPDATE ON SECURITY

11.1	**NOTED**	It was **noted** that Mr Townley had researched approaches taken by other Parish Councils on anti social behaviour Tiptree Parish Council and Flitch Green Parish Council both have contracts with security companies to tackle this problem.

11.2 **AGREED** It was proposed by Mr Bray, seconded by Mr Costello and **agreed** that Mr Townley would look into the options available to the Parish Council by the different security companies and estimated costings. It was **noted** that 11 Cllrs voted in favour and 2 voted against.

Mr Townley

11.3 **NOTED** It was **noted** that the incident on Hunts Drive was discussed and further information would be sought to send to the District Commander. *The Clerk*

12. THE FUTURE OF LONGMEADS HOUSE

12.1 **NOTED** It was **noted** that there had been email correspondence with Gary Smith of Lambert Smith on the 5th November and that exchange has been suggested for next week or shortly thereafter.

12.2 **NOTED** It was **noted** that a letter has been requested to confirm that the Parish Council is happy to defer the collection of the £8,000 debt to the Parish Council from the WCA until at least 6 months after the new building has been built. This debt was identified at the time of the previous Writtle Community Association Committee. This was agreed by the Councillors.

RFO

13. CHURCH LANE

13.1 **NOTED** It was **noted** that during recent weddings and events taking place at the Christian centre there had been problems with parking around the Green and in particular many vehicles trying to park on Church Lane.

13.2 **NOTED** It was **noted** that the gardens either side of Church Lane are able to put signage on their properties. In addition it was suggested that the Church could use a cone and signage at the end of Church Lane when an event is taking place.

13.3 **NOTED** It was noted that a letter would be sent to the Church Wardens. *The Clerk*

14. REMEMBRANCE SUNDAY

14.1 **NOTED** It was **noted** that due to the 100 year anniversary there is expected to be an increase in the number of people attending the service.

14.2 **AGREED** It was **agreed** that Mrs Emery and her husband would be collecting the barriers from storage.

Mrs Emery

14.3 **NOTED** It was **noted** that the process for stopping the traffic during the 2 min silence would remain the same as it had been in previous years.

14.4 **NOTED** It was noted that a vote of thanks was given to Cllr Aldridge for purchasing the silhouette by the war memorial.

15. EALC COMMUNITY LEADERSHIP AWARD

15.1 **NOTED** It was **noted** that the Parish Council discussed suggestions on what the £200.00 awarded could be used for.

15.2 **AGREED** It was proposed by Mrs Bell, seconded by Mrs Walker and unanimously **agreed** that a roll of membership for Writtle Parish Council was most favourable suggestion. This would be displayed in the Parish Council Office.

15.3 **NOTED** It was **noted** that this would be progressed by The Clerk.

The Clerk

16. NEW ARCHIVES BUILDING

16.1 **NOTED** It was **noted** that Mr Townley proposed that the building of the new archives building should go to tender. All present agreed.

17. PEDESTRIAN CROSSING IMPROVEMENTS

17.1 **NOTED** It was **noted** that there had been a draft proposal for the zebra crossing on the Green. The proposal outlined 7 buildings that must be contacted for comment before the next meeting. The Clerk to write to the owners of these buildings asking for their comments.

The Clerk

18. PARADISE ROAD CAR PARK

18.1 **NOTED** It was **noted** that the Clerk is now in receipt of three quotes for the car park repairs. The quotes are all slightly different in price as the scope and individual recommendations differ.

18.2 **AGREED** It was **agreed** that the Clerk would circulate the quotations for further feedback from the Cllrs.

The Clerk

19. ENVIRONMENT COMMITTEE MEETINGS

19.1 **NOTED** It was **noted** that there is a need sometimes for the Environment Committee to meet more frequently than currently. Mrs Gannicott to discuss this further with the committee and feedback. Suggestions were that meetings may be held more frequently during the seasons that require more action.

Mrs Gannicott

20. CHRISTMAS

20.1 **NOTED** It was **noted** that the Christmas Tree has now been ordered.

20.2 **NOTED** It was **noted** that the Parish Council would use the baubles in the office as a theme for the Christmas Tree Festival.

20.3 **NOTED** It was **noted** that Mr Schmid would be asked to look into sourcing an artificial tree for the Parish Council to decorate

The Clerk

20.4 **NOTED** It was **noted** that Mrs Walker is collecting menu choices and deposits for the Parish Council Christmas meal.

Mrs Walker

20.5 **NOTED** It was **noted** that Carols on the Green would take place on 13 December at 5pm. Help would be required from Councillors regarding the setting up and packing away of the event.

All Councillors

21. FINANCIAL REPORT at OCTOBER 14,2018

21.1 **AGREED** The committee **agreed** the Financial Report of October 14th 2018.

21.2 **AGREED** It was proposed by Mr Townley and seconded by Mr Carter and unanimously **agreed** that the receipts and payments made between September 15, 2018 and October 14, 2018 be approved and signed,

22. RECEIPT OF COMMITTEE REPORTS

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

a. Clerks Report at October 14, 2018
b. Planning and Development Committee Meeting – October 15, 2018
c. Environment Committee – October 15, 2018

23. COUNCILLORS QUESTION TIME

23.1 **NOTED** It was **noted** that the Allotment Society AGM is on Thursday 15, November at 7.30pm. Everyone welcome.

23.2 **NOTED** It was **noted** that Mrs Smith would be writing an article about the 45 bus service for Writtle News.

24. ANY OTHER REPORTS

24.1 **AGREED** It was proposed by Mrs Walker, seconded by Mrs Smith and unanimously **agreed** that the Parish Council should pay a proportion towards the North West Action Group costs for the consultants. This would be up to a maximum of £5,000.

25. DATE OF THE NEXT MEETING

25.1 **NOTED** It was **noted** that the next meeting will be held on Monday December 3, 2018 at 7.30pm at the Parish Council Office.

25.2 **NOTED** It was **noted** that agenda items should be submitted to the Clerk before Friday November 23.

MEETING CONCLUDED 10.34 pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____