WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 2 October, 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	✓	Mr P Cracknell	✓
Mrs L Gannicott	✓	Mrs S Emery	✓
Mr T Kinloch	✓		

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

ACTION

1. PUBLIC FORUM

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

1.2 NOTED it was **noted** that the recent accidents and damage to cars along the Ongar Road was discussed. A Police radar had been present on Thursday at the junction of Ongar Road and Chequers Road. It was **noted** that a feasibility study had been approved by Essex County Council for the road and options would be considered for traffic calming as part of the study.

2. COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS

2.1 Essex County Council Observations – Cllr J Aldridge

2.1.1 NOTED it was **noted** that Cllr Aldridge was concerned about the forthcoming WCA motion. Mr Bray would be meeting with lawyers to discuss.

2.1.2 NOTED it was **noted** that Cllr Aldridge was keen to meet onsite to discuss the feasibility study for Ongar Road.

2.1.3 NOTED it was **noted** that a consultation was being carried out on the future of mobile libraries.

2.1.4 NOTED it was **noted** that Cllr Aldridge would find out the hire charges for Writtle Library. Cllr Aldridge

2.1.5 NOTED it was **noted** EALC run a Local Services Fund, funded by Essex County Council. The grants available are £10,000 per bid or £15,000 over 3 years. Mrs Fox to circulate information to Cllrs. Mrs Fox

2.1.6 NOTED it was **noted** that the bus shelter on Ongar Road is the Parish Council's responsibility and needed to be repaired. Mr Walker

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

2.2.1 NOTED it was **noted** that the planning application for Longmeads had been amended slightly and the plans for the urban drainage system needed to be supplied. This was the reason why there had been a delay on the application.

2.2.2 NOTED it was **noted** that the lamp-post on the Green by the pond was due for re-connection on 30 October. The lamp-post opposite the Parish Office was not working and would be reported to the City Council. The lamp-post by Mr Bray's house was being looked into by the County Council.

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 September 4, 2017 were agreed as an accurate record.

4.2 AGREED it was proposed by Mr P Cracknell and seconded by Mr P Costello that the **agreed** minutes be approved and signed.

5. DECLARATIONS OF INTEREST

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

6. PROGRESS CHECK

6.1 NOTED it was **noted** that the byelaws would be taken off the action list.

6.2 NOTED it was **noted** that Long Brandocks Play Area would be added to the register of community value interest. Mrs Fox

6.3 NOTED it was **noted** that a supplier would be sought for the Business Information Map idea.

6.4 NOTED it was **noted** that the Councillors thought the idea of having a Petanque court was good. It was **noted** that it would be added to the Environment Committee agenda for discussion. Mrs Fox

7. COMMITTEES UPDATE

7.1 **ENVIRONMENT COMMITTEE**

7.1.1 NOTED it was **noted** Mrs Gannicott had recently met with Ahern regarding green waste recycling for the Council. This had turned out to be more expensive than had been first thought. It was **noted** that Mrs Gannicott was looking into having a skip in a fenced off area.

7.1.2 NOTED it was **noted** Mr Stock had a bag of daffodils for planting. It was agreed that these would be planted around Wear Pond. A date would be agreed at the next Environment Committee Meeting.

7.1.3 NOTED it was **noted** that dredging the pond would be very expensive and would be better done when the leaves had fallen from the trees. Mrs Gannicott to contact Writtle University College regarding the use of a sludge gulper. This would be discussed at the next Environment Committee Meeting.

7.1.4 NOTED it was **noted** that Mrs Gannicott had contacted Writtle University College regarding the working party for the Chase Allotments and a date would hopefully be organised for the October half term.

7.1.5 NOTED it was **noted** that visits to other allotment sites would be planned.

7.2 **HIGHWAYS COMMITTEE**

7.2.1 NOTED it was **noted** that the text had been agreed for the sign for the lay-by by the doctors' surgery. A copy of the text would be sent to the surgery for their information.

7.2.2 NOTED it was **noted** that evidence was required to put forward an LHP Scheme Request Form for a barrier at the end of the alleyway from Home Mead to Ongar Road.

7.3 **PLAYING FIELDS COMMITTEE**

7.3.1 NOTED it was **noted** that non-attendance by WSSC at the Playing Fields Committee Meetings had been discussed with the WSSC. It was **noted** that an additional meeting would be organised with WSSC prior to the next Playing Fields Committee Meeting in December.

7.3.2 NOTED it was **noted** that the WSSC would like to increase coverage of their own CCTV, at a cost of £1500 for an additional 4 cameras including coverage of the tennis courts. The Parish Council agreed to contribute up to £250.

7.3.3 NOTED it was **noted** that the pot-holes at the Paradise Road car park would be patched. Anderson & Co to be contacted. Mrs Fox

7.3.4 NOTED it was **noted** that Writtle Minors had been in touch with Mr Costello as the football pitches had not been cut for a number of weeks, due to different messages being given about the cutting. It was **noted** that the grass cutting schedule would be sent to Mr Costello. Any changes to the schedule should only come from the Clerk. Mr Walker

7.3.5 NOTED it was **noted** that the signage at the entrance to the Writtle Minor Football Fields was discussed as it had caused some confusion to car users. This item would be discussed at the next Playing Fields Committee Meeting. Mrs Fox

7.3.6 NOTED it was **noted** that a copy of the bookings for the Main Hall in the Pavilion would be sent to the Clerk on a quarterly basis. It was **noted** that there was a meeting of the trustees on 19 October.

7.3.7 NOTED it was **noted** that PAT testing had been carried out on items at the Pavilion. Further fire checks needed to be commissioned.

7.4 **PLANNING COMMITTEE**

7.4.1 NOTED it was **noted** that Mrs Bell, Mr Carter and Mrs Gannicott had recently attended the training session at Chelmsford City Council. It was noted that they had suggested that the Planning Committee consult differently on planning applications and be more specific and give more detail.

7.4.2 NOTED it was **noted** that the issues on Fox Burrows Lane had been referred to Planning Enforcements. Mrs Fox to follow up. Mrs Fox

7.4.3 NOTED it was **noted** that a date would be organised with Mauros to discuss the future of the premises.

8. **NEIGHBOURHOOD PLAN**

8.1 NOTED it was **noted** that the third informal meeting of the Steering Group had been held and minutes and schedule of meetings had been distributed. However numbers attending had sadly diminished.

8.2 NOTED it was **noted** that basic communications to the Parish had been set up, to include Writtle News, the Writtle Future website and Nextdoor Writtle.

8.3 NOTED it was **noted** that draft Terms of Reference had been submitted to the Parish Council and early consultation was requested.

8.4 NOTED it was **noted** that a meeting had been held with Tim Middleton the new Vice Chancellor of Writtle University College on 19/10/17 who had since expressed a personal desire to be involved in the Steering Group. Similar early contact had been made with Hylands and the Infant and Junior schools. All institutions would be requested to consider what projects they could bring to the Neighbourhood Plan process. Data processing/analysis etc was suggested by the Parish Council as they had carried this out for earlier questionnaires.

8.5 NOTED it was **noted** that Jenny Robinson of Chelmsford City Council had been updated by email on progress of Writtle Neighbourhood Plan and informed that the biggest question in people's minds was the inter-relationship of the Neighbourhood Plan and the evolving Local Plan, and how this could be managed to avoid abortive work and expense on behalf of the Parish and its Steering Group.

8.6 NOTED it was **noted** that the Parish Council was thanked for voting interim funding to the Writtle Neighbourhood Plan.

8.7 NOTED it was **noted** that Lynne Hartley (present informal Secretary to WNP) was seeking a meeting with David and Lauretta to discuss procedures.

8.8 NOTED it was **noted** that Jonathan asked that anybody at the Parish Council wishing to contact him by email on Writtle Neighbourhood Plan business should use the email address jonwey09@gmail.com which he was using exclusively for Writtle Neighbourhood Plan business.

9. GATE AT PARADISE ROAD

9.1 NOTED it was **noted** Mr Walker had sent an email to Stuart Little regarding the current status of the gate. He wasn't aware there was still a

problem. The current gate is not fit for purpose in its current state. Mr Bray to send details to Mr Walker of the contractors who supplied and fitted the barriers at the school. Mr Bray

10. THE FUTURE OF WRITTLE ARCHIVES

10.1 NOTED it was **noted** that Writtle Archives can manage in the current room for the next two years. Alternative locations were being discussed, including an extension to the current Parish Office.

11. CHELMSFORD LOCAL PLAN

11.1 NOTED it was **noted** that Mr Hibbitt had attended the recent Development Policy Meeting at Chelmsford City Council. It was **noted** that Hammonds Farm had attended the meeting and had put forward a case for their site and how Warren Farm was not a suitable candidate going forward.

11.2 NOTED it was **noted** that Mr Hibbitt and Mr Weymouth would meet with Mr Potter at Chelmsford City Council to discuss the role of Neighbourhood Plans.

12. THE FUTURE OF LONGMEADS HOUSE

12.1 NOTED it was **noted** there were no further developments with the planning application.

12.2 NOTED it was **noted** that three quotes would be sought for maintenance of the common parts.

12.3 NOTED it was **noted** that a Special General Meeting for the WCA would be held on Monday, 30 October at 7.30pm. All residents on the current electoral roll for the ward of Writtle are invited to participate. The purpose of the SGM is to seek agreement from the members, to formally close/dissolve the current Writtle Community Association, in accordance with the constitution as held by the Charities Commission. The Parish Council do not support this action.

12.4 NOTED it was **noted** that discussions were held over the future of the WCA. A majority was needed to formally close the charity. Essex County and Parish Council solicitors were meeting with WCA tomorrow evening.

12.5 NOTED it was **noted** that it was felt essential that a new Centre Manager be employed for the new building.

13. WRITTLE RELIEF IN NEED

13.1 NOTED it was **noted** that a Parish Councillor needed to be appointed for Writtle Relief in Need. Mrs Wendy Walker was proposed, seconded and unanimously agreed.

14. CHRISTMAS

14.1 **CAROLS ON THE GREEN**

14.1.1 NOTED it was **noted** that Carols on the Green would be held on Wednesday, 13 December. Set up at 4pm, with 5pm start.

14.2 **PARISH COUNCIL CHRISTMAS MEAL**

14.2.1 NOTED it was **noted** that Tuesday, 12 December had been booked for the Parish Council meal, 7.30pm. Deposits of £10 to be given to Mrs Walker.

14.3 **CHRISTMAS TREE ON THE GREEN**

14.3.1 NOTED it was **noted** that the tree would go up on the Green on 6 December.

14.4 **CHRISTMAS TREE FESTIVAL**

14.4.1 NOTED it was **noted** that this would be added to the November Parish Council agenda for discussion. Mrs Fox

15. FINANCIAL REPORT AT SEPTEMBER 14, 2017

15.1 AGREED the Committee **agreed** the Financial Report of September 14, 2017.

15.2 AGREED it was proposed by Mrs Smith and seconded by Mr Cracknell and unanimously **agreed** that the receipts and payments made between August 15, 2017 and September 14, 2017 be approved and signed.

16. RECEIPT OF COMMITTEE REPORTS

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

a. Clerks Report at September 14, 2017
b. Planning & Dev Committee Meeting – September 18, 2017
c. Highways & Transport Committee Meeting – September 18, 2017

17. COUNCILLORS QUESTION TIME

17.1 NOTED it was **noted** that the jobs around the village were discussed. It was agreed that the Clerk would be given authority to get additional help as and when the handyman was unable to do the work.

17.2 NOTED it was **noted** that Rev Jo Jones would be leaving her position due to ill health.

17.3 NOTED it was **noted** that Children's World had stayed a couple of extra days due to the rainfall making it difficult to move the heavy vehicles off the Green.

17.4 NOTED it was **noted** that an additional drop post on the Green was discussed to prevent unauthorised vehicles accessing the area.

18. ANY OTHER REPORTS

18.1 NOTED it was **noted** that there were no other reports.

19. DATE OF THE NEXT MEETING

19.1 NOTED the Committee **noted** that the next meeting of Writtle Parish Council will be held on Monday November 6, 2017 at 7.30pm in the Parish Office.

19.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday October 27, 2017.

MEETING CONCLUDED 10.01pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____