



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 2<sup>nd</sup> March 2020 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

Present: Councillors Griffin (Chair) Butland, Crawford, Cunningham, Pritchard, Sheppard and the Clerk

No members of the public were present

**20/23: Apologies**

Received from Councillor Ricci.

**20/24: Declarations of Interest**

Councillor Cunningham declared a non-pecuniary interest as a member of Braintree District Council and as a member of the planning committee of that authority.

Councillor Butland declared a non-pecuniary interest as a member of Braintree District Council and as a member of Essex County Council and also as a member of the joint committee regarding the management of the Great Notley Country Park.

**20/25: Public Question Time**

No members of the public were present.

**20/26: Minutes of the Meeting of the Council held on 3<sup>rd</sup> February 2020**

The minutes of the meeting held on 3<sup>rd</sup> February 2020 were **agreed** by Councillors as a correct record and signed by the Chair.

**20/27: Chairman's report**

No report.

**20/28: Parish Clerk's Report**

The Clerk reported as follows –

1. On 4<sup>th</sup> February I raised with the Tesco store the fact that the lights in the square are not working. On 5<sup>th</sup> February I contacted them regarding substantial amounts of rubbish in the ditch by the wooden bridge leading to Ragley Close. The store manager confirmed the issues will be dealt with. Upon inspection the ditch on 23<sup>rd</sup> February the litter was even worse. Please confirm you are content for me to refer the issue to Braintree District Council environmental protection team?

*Councillors requested that the Clerk first write to Tesco head office to highlight the issues and obtain a response before referring to the District Council.*

2. A resident made a request at a Police event that hedging be substantially cut back in the vicinity of Teal Close and Mallard Close. The information was shared with me by Braintree District Council who decided to take no further action at this time as residents are not likely to wish the hedging to be removed in that location.
3. With Councillors authorisation I have blocked a particular individual from using the Parish Council's Facebook group due to abusive postings in breach of the Parish Council's Social Media Policy. In addition, I met with the Chairman and we have gone through actions that the administrators can take to moderate the group so that she has the ability to do so in my absence.
4. I raised Freedom of Information requests in relation to two traffic collisions at Winderemere Drive with the Police. Having answered some further questions I am awaiting a response to this request which I will share with Councillors once received.
5. The yellow lines at Bridge End Lane and in particular in front of the Co-op store have been repainted.
6. The acquisition of the 'Mrs Hedges' statue, pergola and associated land has been completed and is now owned by the Parish Council and has been added to the insurance policy and assets schedule.
7. I circulated a letter to you from the Racecourse apologising for the fly posting issue and asking that any further fly posting be brought to their attention as they prohibit such advertising in their terms and conditions with events organisers and can take action.
8. Chelmsford City Council is co-ordinating a meeting with the Racecourse which the Chairman has agreed to attend. I am awaiting final confirmation of the meeting date.
9. Braintree District Council is promoting the Keep Britain Tidy Community Litter picks. Please let me know if this is of interest.

*To review whether to participate in the scheme next year.*

10. I am listing below correspondence received which does not require attention but is just to be noted –
  - Information about Velo Essex Cycling event
11. Finally, I am listing some matters where no action is required by the Parish Council but where a response is awaited from others.

Issue	First raised
Transfer of land between developers and Braintree District Council – Countryside Properties report that they expect this to be concluded by the end of 2019	May 2012

Parish Council application for a 'warning pedestrians sign on A131 adjacent to Hungry Horse detailed design for traffic management and signalised crossing awaited from Essex County Council in accordance with decisions made by Local Highway Panel – Update expected in March 2020	January 2015
Improvements to London Road roundabout	July 2019
Braintree District Council Tree strategy and replacement of dead trees – update expected from Landscape Services at District Council at the end of February 2020	July 2019
Repair work to Panner's Pond – Braintree District Council considering options and quotes	January 2020
London Road Speed survey to be carried out by Local Highway panel in April 2020	January 2020
Improvement to Tesco bottle bank and removal of bottle bank behind Prince Louise pub – to be carried out April 2020	January 2020

It was **noted** that Councillors Butland and Cunningham have a meeting with Braintree District Council regarding the long outstanding land transfer issue and will report back. It was also noted that in relation to the dog bin at the crossroads of the spine path near Langdale, Braintree District Council has agreed to install a new bin.

The report was otherwise **accepted**.

## **20/29: Financial Report**

### **20/29.1 Bank reconciliation**

The bank reconciliation statement calculated to 29<sup>th</sup> February 2020 was **accepted**.

### **20/29.2 Payments for approval**

The following payments were **approved** –

#### **Direct Debits**

10/2/20	BT phone and internet	70.56
14/2/20	RAC Allstar Fuel	54.00

#### **Online payment approved 5<sup>th</sup> February 2020**

Bawtrees	Legal fees to acquire Mrs. Hedges statue	580.00
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## Online payments approved 21<sup>st</sup> February 2020

Salaries		3,230.08
Van wash expense		25.00
Clerk expenses		129.66
HMRC	Tax and NI	613.26
Essex Pension Fund	Pension contributions	806.70
Myers Scott Ltd	purchase and set up of SSL certificate	77.99
NGCA	Room Hire	22.00
Zurich	additional insurance premium	68.85
Fenland Leisure	Play area spares	169.92

### Cheques

2/3/20	37	Braintree District Council planning fee	127.00
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## 20/29.3 To approve Parish Council Asset's Schedule

The updated Asset's schedule was considered and **approved**.

### 20/30: Substantive matters for discussion

#### 20/30.1 To receive update regarding the RAFT upgrade project

Councillors had seen and **approved** the design and access statement and the Clerk confirmed that the planning application would be submitted shortly.

#### 20/30.2 To receive update on prospective allotments in the Parish

The Clerk reported that Braintree District Council had previously advised that another site had been found for allotments at the Great Notley Country Park and it was agreed that a site meeting be arranged to view that site. Two dates had been suggested but nothing had happened. With the assistance of Councillor Cunningham, the Clerk had at last spoken to someone at Braintree District Council. The gentleman had advised that a meeting is due to take place early April with Essex County Council to see if land can be provided for allotments. The Clerk had advised him that the provision of allotments had been agreed by BDC for some time and there had even been provision in the original Horizon 120 plans and an assurance that land will be available at the Country Park. The gentleman was unable to respond to the points made by the Clerk so Councillors Butland and Cunningham will take up the matter with Braintree District Council and report back to the Parish Council.

### **20/30.3 To consider GDPR issues**

#### **20/30.3.1 To consider use of Parish Council emails in association with domain name**

In view of the advice issued by the Information Commissioner to Parish Councils the Clerk had investigated the issue of Parish Council email addresses. It transpired that the domain name package recently purchased for the Parish Council includes provision for up to one thousand email addresses. It was **agreed** to set up new Parish Council email addresses accordingly.

#### **20/30.3.2 To consider and approve new Information Protection policy**

The updated information protection policy was **agreed**.

#### **20/30.4 To consider and approve website accessibility Statement for new Parish Council website**

The new website is now complete. Councillors considered the website accessibility statement and **agreed** the document.

#### **20/30.5 To consider potential grant application to Braintree District Council fund**

Various projects were considered and it was **agreed** to progress on the basis of a new recycled eco-friendly picnic table to be sited in White Court Wood. The Clerk will obtain further information so a design can be agreed and a precise site to be agreed subject to the consent of Braintree District Council.

#### **20/30.6 To consider issues in relation to Parish events**

##### **20/30.6.1 To consider issue of First aid support for Parish events.**

A first aider had been referred and had been contacted by the Clerk. It was agreed to book him for the Christmas Torchlight event with a donation of £50. It was also agreed to book 3 stewards at £15 each for the event. For Remembrance Day to check with the youth organisations that they have First Aid qualified volunteers.

##### **20/30.6.2 To consider organisation of Torchlight Procession.**

Councillors agreed to have an informal meeting as a working group to discuss exactly what is required for the event on Sunday 20th December 2020. It was noted that the Community Centre and the band have been booked.

#### **20/30.7 To consider issues relating to green spaces**

##### **20/30.7.1 To consider issue of anti-social behaviour and open areas between Shelduck Close and Aylesbury Drive.**

Councillors agreed to bring the concerns regarding the open space raised by a resident to the attention of Braintree District Council being the land owner.

**20/30.7.2 To consider issue of damage to grass verge along Great Notley Avenue.**

Councillor Butland had received a complaint from a resident regarding damage caused by a post office van. Braintree District Council had contacted the post office. It was agreed to keep a watching brief on the issue.

**20/30.7.3 To consider issues relating to Panners Pond and pedestrian access in the area**

The Clerk reported that Braintree District Council proposed installing bollards at each side of the Bridge which could possibly support signs to advise the public to make use of the footpaths and maybe even include a plan to highlight the footpaths. Councillors accepted this suggestion.

**20/30.8 To consider issues relating to trees and vegetation**

**20/30.8.1 To consider the draft Braintree District Tree and vegetation strategy for the Parish**

Councillors considered the draft strategy. It was noted a separate strategy will be drawn up for Great Notley Avenue. Councillors did not have any comments in relation to the proposals which appeared to be in accordance with good management.

**20/30.8.2 To consider offer of free trees for the Parish**

It was noted that an offer of free trees had been made by a local company. However, upon further enquiries the offer was only for 'whip' trees which are tiny saplings so Councillors agreed to reject that offer. Councillor Butland advised that Essex County Council are offering free trees so he will enquire and report back. Councillors to consider in the meantime where extra trees can be planted in addition to the two trees that do need to be replaced.

**20/30.9 To consider request from Black Notley Parish Council regarding relocation of bus shelter**

In view of potential new bus services and the fact the existing shelter is used by residents as a resting point, Councillors agreed to retain the shelter and to advise Black Notley Parish Council accordingly.

**20/30.10 To consider report regarding Climate Change webinar and to decide on actions to initiate.**

The Clerk reported on the webinar she had attended. It was noted that both Braintree District Council and Essex County Council have declared Climate Change emergencies and have formed working groups to advise on action plans. It was agreed to await the outcome of those reports before deciding upon actions that can be taken by the Parish Council.

## 20/31: Planning applications, Tree Preservation Orders and other planning matters

### 20/31.1 New Applications within the Parish

Application No.	Application	Response
20/00165/VAR	Unit C, Plot 2 Skyline business park, Great Notley – Variation of condition 2 ‘approved plans’ of permission 17/02286/FUL granted 11/5/18 for ‘erection of building for employment purposes (B1, B2 and B8) with associated car parking and landscaping. Variation would allow provision of additional floorspace and removal of external staircase.	<b>No Comments</b>
20/00132/ADV	Land West of A131, Great Notley - 9 x internally illuminated fascia signs to exterior of main building, 6 x internally illuminated hanging signs to interior of main building, 2 x internally illuminated totem signs and 14 x non illuminated wayfinder signs	<b>No comments</b>
20/00155/VAR	Land North of Slamsey’s Farm, Blackley Lane, Great Notley - Variation of condition numbers 2 (Approved Plans), 3 (Materials), 6 (Detailed Landscaping), 7 (External Lighting) and 19 (GCN License) of approved application 19/01092/FUL granted 30/09/2019 for: Proposed development of an Electric Forecourt, comprising of 24 core electric vehicle charging points, energy storage, a mix of ancillary dwell facilities, car parking, hard and soft landscaping and access arrangements off the A131, Great Notley. Variation would allow: - Updated design drawings and materials to main building - Updated landscaping scheme and lighting - Updated ecological statement	<b>To comment that in relation to the lighting the Parish Council would wish the issue of light pollution to be considered and for appropriate directional lighting to be considered.</b>
19/00001/LDO	Horizon 120 Land west of A131, Great Notley - Proposed Local Development Order for the creation of a Business and Innovation Park comprising B1(a) (Office); B1(b) (Research and Development); B1(c) Industrial Process; B2 (General Industrial) and B8 (Storage or Distribution) uses, and within Zone A of the proposed development a C1 (Hotel) (maximum 120 bed spaces); and buildings within the Horizon Hub area where the following uses will be permitted, subject to restrictions on internal floor area: A1 (Shop; maximum 300sq.m); A3 (Restaurant and Café; maximum 100sq.m); D1(a) (Medical or Health Services; maximum 150sq.m.); Early	<b>No comment</b>

	Years Childcare, Day Nursery or Preschool within Use Class D1(b) (maximum 350sq.m); Gymnasium within Use Class D2(e) (maximum 700sq.m.) along with associated structural landscaping and infrastructure	
20/00281/FUL	Discovery Centre, Great Notley Country Park, Great Notley- Replacement of Metal Halide Luminaires with LED Luminaires to the Existing Floodlighting of the Artificial Turf Pitch and MUGA.	<b>No comment</b>
20/00283/HH	60 Ellen Way, Great Notley – erection of two storey front extension	<b>No comment</b>

## 20/31.2 To note results of planning applications

The following results were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
19/01525/FUL	Land West of A131, Great Notley - Construction of two access points into the site through a fourth arm from the A131/Cuckoo Way roundabout and a left in/left out junction from the A131. Construction of roads between the two access points within the site and associated drainage, landscape and other engineering works	Granted
19/02237/HH	34 Pintail Crescent, Great Notley – first floor rear extension over part of existing conservatory	Granted
19/02221/VAR	Highfields, 224 London Road, Great Notley - Variation of Condition 2 'Approved Plans' of permission 15/00176/FUL granted 19/06/2015 for : Demolition of former farm shop, piggeries, vacant dwelling and existing recreation room and erection of 6 No. detached houses with associated new access to London Road, private access road, turning head, garages and car parking spaces, foul and surface drainage and landscaping. Variation would allow: The single storey garage for Plot 3 to move adjacent to Plot 3.   Highfields 224 London Road Great Notley Essex	withdrawn
19/02284/HH	17 Ellen Way, Great Notley – two storey side extension	Granted
19/02313/FUL	810 and 820 A&B Avenue West, Skyline Business Park, Great Notley - Installation of two, 1.8m high, powder coated sliding gates to both entrances of the car park to 810, 820 and 830 Avenue West	Granted



**20/32: Reports**

**20/32.1 Reports from Councillors regarding attendance at external meetings**

None.

**20/32.2 District/County Update**

None.

**20/33: Any Matters to be raised by members for the next agenda**

None.

Meeting concluded at 8.50pm