



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 22<sup>nd</sup> November 2021 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

One representative from Bellway Homes was present and two representatives from Clearstone were also present. Three members of the public were present

**21/89: Apologies**

None.

**21/90: Declarations of Interests**

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

Councillor Cunningham declared a non-pecuniary interest as a member of Braintree District Council

Councillor Butland declared a non-pecuniary interest as a member of Braintree District Council and as a member of Essex County Council.

**21/91: To consider and approve Minutes of the Meeting held on 14<sup>th</sup> October 2021**

The minutes of the meeting held on 14<sup>th</sup> October 2021 were **agreed** by Councillors as a correct record and signed by the Chair.

**21/92: Public Question Time**

A presentation was provided by the two representatives from Clearstone in relation to the proposed solar farm behind the Discovery Centre and boards were displayed providing information to Councillors. In addition to the information on the boards and in the booklet that had been circulated to residents there is an intention to provide additional vegetation and screening following feedback from a public event in Felsted.

Councillor Ricci left the room when a presentation was provided by a representative from Bellway Homes regarding the proposed development on land to the east of Great Notley for 1750 homes. An information booklet and plan was also provided. Their hope is to start construction in 2023. Councillor Ricci returned to the room.

A resident advised that he had carried out an unofficial poll on Facebook showing a large percentage of respondents against the scheme to build on the land east of Great Notley with the major concerns being lack of existing services and infrastructure. He was also concerned about the Sustainability report within the local plan process had been carried out and he will be approaching Braintree District Council in this regard. He also requested an update on the speed survey at Bridge End Lane. He also raised the issue of the extent of engagement using the Parish Council Facebook forum.

A lady and gentleman raised concerns about the impact upon infrastructure by the proposed development east of Great Notley and explained how they had been involved in engagement with the developers when Great Notley was built and that communication of residents' requirements and working together to achieve a community is important

## **21/93: Reports**

### **21/93.1 Report from County Councillor**

Councillor Butland confirmed he had met with the Local Highway Panel officer and is going to submit a further application for a 20mph area in White Court on the basis that all other roads in the area are 20mph and it would be perverse for White Court to be different. Councillors agreed with that course of action. It is expected that the speed survey at Bridge End Lane both at its entrance and by Drayman's Grove will be carried out by the end of the year. Feedback is awaited in relation to the humpback bridge by Panner's pond.

### **21/93.2 Report from District Councillor**

Councillor Ricci confirmed that Braintree District Council is considering the Bouncing Back Together strategy and he will keep the Parish Council updated.

Councillor Cunningham reminded the meeting that there is still funding available from the Councillor Community Fund

### **21/93.3 Reports from Councillors attending external meetings**

Councillor Hagger provided a report on his visit to Horizon 120 and the progress of construction. It was noted that one building is proposing to have acoustic fencing so that may be an issue going forward. Also, Community Transport will be setting up close to Gridserve.

## **21/94: Parish Clerk's Report**

The Clerk reported as follows –

1. I have attended the following external meetings –

- 14<sup>th</sup> October 2021 – Meeting with Great Notley Country Park staff
- 15<sup>th</sup> October 2021 – Police meeting with Councillors
- 25<sup>th</sup> October 2021 – BDC Clerk's forum
- 27<sup>th</sup> October 2021 – Developer's consultation event regarding potential solar farm

- 2<sup>nd</sup> November 2021 – Developer’s consultation event regarding potential development east of Great Notley
- 3<sup>rd</sup> November 2021 – webinar regarding risk assessments for events
- 8<sup>th</sup> November 2021 - Stansted Airport Future airspace update
- 10<sup>th</sup> November 2021 – SLCC AGM and training event
- 16<sup>th</sup> November 2021 – Public Transport meeting

*The Clerk confirmed she will provide an update on the ongoing plans by Stansted Airport which are due to go out to public consultation in 2022/23. Also she will provide details of the Essex County Council bus strategy and it was agreed that she publicise this on Facebook to obtain views to assist Councillors when considering a response at a future meeting.*

2. Regarding the issue of pedestrians walking over Panner’s Bridge on the bridge guard rather than using pavements I am awaiting feedback from the LHP officer as to the appropriate way forward.
3. A resident has installed obtrusive white fencing along Great Notley Avenue which has been referred to BDC as landowner who have sent letters to two residents requiring the fencing to be removed. Currently the chain link has been removed but the posts remain and BDC has sent a further letter requiring its removal.
4. I have received a resident’s complaint about signs left behind after recent highway works which I have referred to Councillor Butland. I am aware he has contacted ECC but the signs are yet to be removed.
5. In relation to the fact that electrical equipment has been installed on public land behind the property Bluebells, BDC advise that they are in communication with the residents requiring it to be removed.
6. The Memorial bench has now been installed. So that it matches the other benches on the green no hard standing was constructed.
7. In relation to the review of streetlights and bins, reports are still awaited.
8. The following correspondence has been received where no action is required –

- Information about the Chelmsford North East bypass planning application
- Information regarding car park consultation by Essex County Council
- Highways England route strategy consultation

9. Finally, I am listing some matters where no action is required by the Parish Council but where a response is awaited from others.

<b>Issue</b>	<b>First raised</b>
Transfer of land between developers and Braintree District Council – <i>agreement reached between BDC and Countryside Properties regarding land to be transferred and commuted sum. Only outstanding issue is the future of the Unity Hand sculpture</i>	May 2012
Parish Council application for a ‘warning pedestrians sign on A131 adjacent to Hungry Horse detailed design for traffic management and signalised crossing	January 2015

awaited from Essex County Council in accordance with decisions made by Local Highway Panel – <i>LHP have removed the scheme from its list and decided not to proceed due to high cost of £440,000 for the scheme – however the original sign application has been restarted and is awaiting validation.</i>	
Tree Strategy for the Parish – await Braintree District Council – updated report expected later in 2021	July 2019
Parish Council application for 20mph speed limit within White Court section of the Parish – response awaited from Essex County Council Local Highway Panel – Speed survey reveals that the current 30mph limit is well observed and in the circumstances no reduction in speed limit will be undertaken – Councillor Butland is taking the matter further	July 2020
Planning enforcement case 27 Cuckoo Way – following the installation of artificial grass the matter is in the hands of the BDC legal department	January 2021
Complaints in relation to light pollution at the Gridserve site – BDC is seeking a report from an independent lighting expert and planning condition remains unresolved.	February 2021
Replacement of Memorial Tree	July 2021

In addition, the Clerk confirmed she has received a number of reports regarding potholes that she will forward to Councillor Butland.

Hedge maintenance has been carried out in the vicinity of Great Notley Avenue by BDC.

Chelmsford City Council has advised that its safety group is aware of the issue of pedestrian access to the Racecourse and is looking for ways to address the situation. A resident had complained about a typographical error on the new map board. The supplier had suggested sticky labels could be supplied however it was considered that would look out of place so no action to be taken in that regard.

## **21/95: Financial report**

### **21/95.1 Bank Reconciliation**

The bank reconciliation statement calculated to 31 October 2021 was considered and **approved**.

### **21/95.2 Payments for approval**

The following payments were **approved** –

#### **Direct Debits**

11/10/21	BT phone and internet	74.01
14/10/21	RAC Allstar fuel	120.92

25/10/21	Lloyds card		
	Zoom	14.39	
	One Drive	1.99	
	Monthly fee	<u>3.00</u>	19.38

#### **Online payment made on 12<sup>th</sup> October**

Royal Mail	Distribution of magazine	365.59
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#### **Online payments made 21<sup>st</sup> October 2021**

Salaries		3,986.28
Van wash expense		30.00
HMRC	Tax and NI	824.86
Essex Pension Fund	Pension contributions	966.34
Eon	electricity for streetlights	162.12
NGCA	Hall hire	13.00
A Plan	Van insurance	505.35
BALC	subscription	40.00
P Willett	production of 2 issues of magazine	150.00

#### **21/95.3 To consider cost of upgrading storage capacity of email accounts**

It was **agreed** that an annual fee of £15.99 is paid to provide more storage for the Clerk's email account. Regarding Councillor accounts, it was **agreed** that Councillors review which emails need to be kept with reference to the document management policy and clear out the junk folders and then it can be assessed if any extra storage is required for them.

#### **21/95.4 To consider first draft of the budget for financial year 2022 – 2023**

The budget was considered with some extra money provided for inspections to cover the final inspection prior to the release of the retention for the RAFT. In addition, reserves were earmarked for the allotment project and for a replacement vehicle with the intention of investigating options in the near future with a view to replacing it early in the next financial year. Salary issues to be discussed at the personnel meeting. The budget will then be on the next agenda for approval.

#### **21/95.5 To consider grant application from NGCA**

The grant application to pay for the costs of a stage at the Pantomime in the sum of £350 was considered and **approved**.

## **21/96: Substantive Matters for consideration**

### **21/96.1 To consider the issue of provision of allotments in the Parish**

The Clerk had provided a report following a meeting with a representative from the National Allotment Association and his recommendations as to what may be required for the site. To progress the project with Braintree District Council, Councillor Cunningham agreed to speak to the relevant officer in relation to legal formalities to acquire the land, financial assistance and the provision of an environmental report. The Clerk will make enquiries with Anglian Water as to what is required for the provision to water on site and to try and ascertain an indicative cost at this stage.

### **21/96.2 To consider environmental issues**

#### **21/96.2.1 To consider arrangements for litter picking within hedges in the Parish**

Upon considering quotes and also the cost of carrying out the work internally, Councillors **agreed** to appoint All Property Care to carry out the task of litter picking in the hedges and to assess the results of the task.

#### **21/96.2.2 To consider the issue of volunteer groups and the Parish Pathway Partnership for this Parish**

It was noted that the Discovery Centre staff do not have the capacity to support any new P3 group in the Parish and in any event, there is a danger of it merely duplicating the work of other volunteer groups. It was noted that the Friends of the Flitch Way carry out a number of tasks of vegetation management in the Parish and particularly at the Discovery Centre so it was **agreed** to promote that group to residents who may wish to get involved in such projects.

#### **21/96.2.3 To consider arrangements for hire of amenity vehicle**

Councillors **agreed** to book the vehicle for a Saturday in January and approved payment for a 3 hour session.

### **21/96.3 To consider representations in relation to the Braintree District Council Open Spaces Plan update.**

Councillors noted the content of the document and **agreed** that the reference to the RAFT should be updated to reflect the work carried out and to make provision for a possible phase 2. Also, to take out reference to cycle rack provision as that is already in situ.

### **21/96.4 To consider communication issues**

#### **21/96.4.1 To receive an update regarding the production and distribution of the Great Notley Times magazine**

It was noted that the Clerk has submitted a further complaint to Royal Mail about the latest distribution of the magazine as again a number of homes were missed. It would appear that there are problems with Royal Mail deliveries generally. In relation to the production of the magazine the Clerk will advise the

contractor of the need to plan so that content remains relevant in timely and that the timescale for distribution can be met.

#### **21/96.4.2 To discuss the effective use of the Parish Council Facebook group.**

Councillors discussed the use of the Facebook group in depth. It was noted that the statutory requirement is to host a website and that there is no statutory requirement to host a Facebook page. The Parish Council does not employ a social media manager but it is a task that the Clerk has to undertake within her hours. Councillors are very satisfied with the information posted by the Clerk and do not see a need to change it. Regarding sharing on to other social media sites it was noted that postings on the Parish Council group can be managed, for example abusive comments or trolling can be removed so it was considered that there is no need to share the information more widely. Councillors agreed that it would be useful for the Clerk to provide a link to draft minutes on the website together with headline comments to encourage residents to take a look at what happened at each meeting.

#### **21.96.5 To consider issues of Councillor and Clerk safety**

The Clerk had attended a Police briefing following the recent sad death of an MP. She provided Councillors with updated contact forms so as to be clear on what personal information they consent to be shared into the public domain. She had provided information to Councillors regarding how requests can be made to the monitoring officer at BDC to redact personal addresses should they so wish. Regarding Clerk safety, the Lone worker policy will be updated and brought to a future meeting for consideration. Discretion will be exercised regarding the release of her address which will not be published on the website.

#### **21/96.6 To consider issue of Community Events**

Councillors reviewed the recent service of remembrance which had received very positive feedback from many of those who attended. Only one negative comment had been received regarding the fact the event did not take place at the Hospital Memorial and generally it was considered the venue on the green was quieter, safer and accommodated more people. It was **agreed** to host the event next year on the green. It was further agreed to lay a wreath at the Memorial on Remembrance Day itself to maintain a link with the American connection to the Parish.

Regarding the Christmas event, Councillors **authorised** the cost for a PA system for the MC of the event only (so singing and music will not be broadcast but just the spoken word). Councillors also **agreed** to distribute leaflets to promote the event and assist on the day.

## 21/97 Planning applications, Tree Preservation Orders and other planning matters

**21/97.1 New Applications within the Parish** Councillor Ricci vacated the room for this agenda item

Application No.	Application	Representations
21/03026/HH	Bluebells, London Road, Great Notley – erection of timber framed gazebo	No comments
21/03136/ADV	The Toby Carvery, Notley Cross, Braintree - Installation of: - 2 x illuminated post-mounted signs, - 2 x No. back-lit menu cases, - 1 x aluminium panel, and - 3 x set of vinyl letters applied to existing canopy	No comments
21/03048/HH	3 The Chase, Great Notley - Demolition of existing conservatory and erection of new part single part two storey rear extension	No comments
21/03204/VAR	Land adjacent to 5 Coniston Close - Removal of Conditions 4 (Class A and Class B of Part 1 of Schedule 2), 9 (Class E of Part 1 of Schedule 2 ) and 10 (open space) of permission 19/01157/FUL granted 03/10/2019 for :Erection of 1No. 3-bedroom dwelling	Application has been withdrawn.
21/03325/TPO	8 Coniston Close, Great Notley – work to tree covered by Tree Preservation Order	No objection
21/03326/TPO	9 Crummock Close, Great Notley – work to tree covered by Tree Preservation Order	No objection

Councillor Ricci returned to the room

## 21/97.2 To note representations made under delegated powers

The representation was noted

Application No.	Application	Response
21/02693/TPO	85 Windermere Drive, Great Notley – application for work to be carried out to a tree covered by a tree preservation order	No objection



### **21/97.3 To note results of planning applications**

The following results were **noted**

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
21/02095/HH	37 Skiddaw Close, Great Notley - Erection of single-storey rear extension to dwelling, erection of extension to rear of existing garage and conversion of garage to habitable accommodation	<b>Granted</b>
21/02556/HH	14 Grantham Avenue, Great Notley – proposed single storey extension	<b>Granted</b>
21/02601/ADV	Tesco Store, 1 The Square, Great Notley – installation of 5 non illuminated site signs	<b>Granted</b>
21/02651/HH	106 Skiddaw Close, Great Notley – erection of single storey side extension and new porch	<b>Granted</b>
21/02693/TPO	85 Windermere Drive, Great Notley – application for work to be carried out to a tree covered by a tree preservation order	<b>Granted</b>
21/02791/HH	2 Burghley Close, Great Notley - Single-storey rear extension & internal alterations	<b>Granted</b>

### **27/97.4 To consider representations in relation to A12 Widening consultation**

No comments

### **27/97.5 To consider representations to Highways England route strategy consultation**

No comments.

### **21/98 Any matters to be raised for next agenda**

The bus strategy

Meeting concluded at 9.28pm