



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 25<sup>th</sup> July 2016 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

Present: Councillors Heady (Chair) Butland, Ricci, Cunningham, Paul, Price, Crawford and the Clerk.

Two members of the public were present (late arrivals).

**16/70: Apologies**

Received from Councillor Cooper.

**16/71: Declarations of Interest**

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

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

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

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

Councillor Heady declared a non-pecuniary interest in relation to planning application 16/01158/FUL as he is a member of the school's governing body.

Nicola Murphy from Groundworks was in attendance to provide a presentation in relation to the potential upgrade of the RAFT and thus it was agreed to deal with the relevant agenda item at this point of the meeting

**16/77.1 To consider report in relation to the RAFT.**

Nicola Murphy presented her report which took into account the wishes expressed by young people in the survey carried out earlier in the year. She identified various issues in relation to the current play area and provided ideas taking into account the survey results which indicated a hangout area and activity area with possible Wi Fi connection being the preferred option by the youngsters. It was noted that there is currently a large area of hardstanding which would be expensive to replace so might best be used in any future design. It was also noted that Nicola is still researching the possibility of Wi Fi connection but there are issues in relation to security for the children and ongoing maintenance so further details will be provided in due course.

As a result of the presentation Councillors favoured the dynamic surfaces that would provide a play challenge plus seating and were thus multi-functional and were in favour of colour elements. In relation to the activity equipment Councillors wished to avoid duplicating equipment that is already in use in the Country park and liked some of the climbing equipment that incorporated tree trunks. Rather than having one large statement piece of equipment Councillor favoured an approach of having various pieces of equipment that could be introduced thus keeping the area fresh for users. The idea of crown lifts for the trees to increase visibility was favoured.

It was agreed that Nicola will now be in a position to provide some clearer ideas for the area which she will present at the next Parish Council meeting. Thereafter a further consultation will take place with youngsters and there will also be engagement with the local community.

### **16/72: Public Question Time**

Two members of the public had arrived during the presentation. As their questions related to the issue of the travellers Councillor Butland provided an explanation of the series of events regarding this issue - as a result of the arrival of the travellers some residents parked their cars to block access to the green area which resulted in the attendance of the Police. The Police chose not to exercise their discretion to move on the travellers thus the District Council as land owners made an application to the Magistrates Court which ultimately resulted in an eviction order which the Travellers complied with without the need for further enforcement proceedings. Intelligence led to the understanding that the travellers were in the area for a wedding and the concern was that to be in the area for the event the travellers may simply move to another area of land within the Parish thus preventative measures were taken to erect blocks at certain areas in the Parish to prevent such encroachment. Councillor Butland had spoken to the travellers about 3 or 4 times and they did not appear to be presenting a specific problem although some human faeces was discovered in the vicinity. The travellers were using sacks provided by the District Council. Most residents realised that there was a process to follow to achieve the eviction. It was noted that the travellers appeared to be doing good business with the tree work they carried out and that it may be that the travellers chose the area as so many local people were engaging their services for cheaper tree work. In relation to the clean up after the travellers left the site Councillor Butland commented that he had seen far worse.

A question was raised in relation to the provision for traveller's sites within the Local Plan process and Councillor Butland explained that provision must be included within the plan but that there is a particular existing site within the District that may be considered to meet that need.

In response to a question relating to the fact that Harlow Town Council has obtained a 'blanket' injunction in relation to traveller it was noted that Harlow had faced a considerable problem in relation to travellers which resulted in the injunction being obtained for a two year period. Braintree District Council do not currently consider the issue of travellers within the District to be as severe but will keep the issue under review.

Members agreed to deal with the agenda item in relation to the issue at this point in the meeting

**16/77.8 To receive an update in relation to Travellers in the Parish**

Councillors noted that at the original point of encroachment by the Travellers adjacent to Highclere Road fencing has now been erected by Braintree District Council. It was noted that the current green blocks were positioned at areas considered to be vulnerable to encroachment by vehicles being the Green, the path at Daphne Close, the green space adjacent to the storage unit, areas at Bridge End Lane and the Derwent Way/Windermere Drive entrance to White Court Wood.

It was noted that the fencing at Highclere Road is in keeping with the area. Councillor Heady therefore proposed that an urgent request be made to Braintree District Council to fence the areas currently protected by blocks in a manner in keeping with the area and in view of the estimated cost it is indicated to the District Council that the Parish Council will make a significant contribution to the costs as this work will exclusively benefit this Parish. This was seconded by Councillor Price and **agreed** by all Councillors. It was noted that ongoing upkeep of such fencing would be the responsibility of the District Council as land owner.

The Chair also thanked District Council and Parish Council staff for their response and their vigour and persistence in resolving the issue. Thanks would also be communicated to County Councillor Rodney Bass for arranging for street lighting to be kept on whilst the travellers were in situ.

**16/73: Minutes of the Meeting of the Council held on 20<sup>th</sup> June 2016 & progress update**

The minutes of the meeting held on 20<sup>th</sup> June 2016 were **agreed** by Members as a correct record and signed by the Chair.

**16/74: Chairman's report**

The Chairman reported as follows –

‘Since the last meeting I have attended the Draft District plan exhibition at the Town hall and, as will be reported by the Clerk, the Larger Council's gathering in Epping. I have done three Facebook postings; two on suggestions by my opposite number at Rayne (regarding development at Andrewsfield and gravel extraction at Broadfields farm) and one commending the District Council's consultation on the Draft Development plan. I have asked that County be pressed to send us the minutes of the A120 consultation meeting I attended on 17<sup>th</sup> May but these remain unissued. I have dealt with inquiries about aircraft noise and the travellers and, as usual, have discussed with the Clerk many of the items or correspondence that comes to the Parish Council.’

**16/75: Parish Clerk's Report**

The Clerk reported as follows –

1. On 21<sup>st</sup> June 2016 I attended the meeting with the Country Park. The Clerk from Rayne Parish Council was also in attendance. The Country Park intend to host more activities such as open air cinema. In addition they are keen to collaborate in relation to the P3 scheme in relation to the bridleways. They have no further information regarding the siting of the Scout hut.

2. As a result of my attendance at certain community group meetings and the Parish Council's promotion of the Priority Register scheme, UK Power Networks have made a grant payment of £300.00 to the Parish.
3. On 15<sup>th</sup> July 2016 a meeting was held with volunteers to progress the Parish Path Partnership scheme and the next stage will be for a survey of paths to be carried out. I am in liaison with the relevant officer at Essex County Council regarding the matter and will keep you advised.
4. I have been in communication with Braintree District Council regarding the substantial amount of litter in the pond and also the blockage of outlet pipes by vegetation. I understand the Braintree District Council is looking to employ a contractor to deal with the issue. I will keep you updated.
5. On 7<sup>th</sup> July 2016 the Chairman and I attended the Larger Local Council Forum in Epping. The presentations concerned devolution and the Essex County Council flood scheme. The next meeting will take place on 12<sup>th</sup> October 2016 in Halstead so let me know if you wish to attend. The Chair stated he would attempt to attend this event with the Clerk.
6. On 13<sup>th</sup> July 2016 I attended an EALC course in relation to lone working, performance and appraisals which was very useful and I will use the information gained to check existing risk assessments and other procedures.
7. I have obtained details about the Local Authority Awards scheme whereby a Parish Council can apply for what was the old 'Quality Status'. Over the coming weeks I will be investigating what needs to be done for Great Notley Parish Council to obtain 'foundation' status and will report back at a future meeting.
8. My SLCC membership is due for renewal. The full renewal fee is £167.00 I would suggest splitting the fee 50/50 with Little Waltham Parish Council (which is acceptable to them) and trust you are agreeable with this proposal?  
**Agreed.**
9. I have provided you with an update in relation to the two applications to the Local Highway Panel confirming that design work continues in relation to a possible crossing adjacent to the Hungry Horse and the result of the traffic survey at London Road which has shown traffic to be travelling at speeds within tolerance for that road.
10. I have circulated the invitation to the EALC AGM on 22<sup>nd</sup> September 2016. If anyone wishes to attend please let me know  
No one available to attend so apologies to be sent.
11. Sutcliffe Play were expecting to be able to repair the surfacing in Levens Way during the week commencing 18<sup>th</sup> July however due to delays with

contractors the work will now take place during the week commencing 1<sup>st</sup> August 2016.

12. I have circulated correspondence on the following items to all members which in the absence of any substantive response, following consultation with the Chair, no further action has been taken –

- Consultation in relation to Essex County Council Development Management policies

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

Land transfer between Countryside Properties and Braintree District Council.
Broken roundabout sign at Tesco mini roundabout – repair expected by ECC in April at which time the white lines on site will be reviewed
Broken street lights on the main footpath – repair expected by ECC after 1 <sup>st</sup> April 2016.
Delivery of two bins ordered from Broxap

The report was otherwise **noted**.

### 16/:76 Financial Report

16/76.1 Bank reconciliation

Bank reconciliation statement calculated to 30<sup>th</sup> June 2016 was presented and **accepted**.

16/76.2 Payments for approval

The following payments were **approved** –

Date	Cheque no.	Payee	Amount
4/7/16	102328	P Heady	5.40
	102329	Anglian Vehicle Linings Ltd	150.00
	102330	S Walker (virus scan renewal)	27.94
	102331	Richard Edwards LLP	94.50
	102332	Eon	85.80
13/7/16	DD	BT	67.97
18/7/16	102333	Braintree District Council (power wash)	432.00
	102334	Braintree District Council (washing boards)	216.00
	102335	D Wallace (grass cutting)	50.00
	102336	Chelmsford Safety Supplies	79.49
	102337	Chelmsford Safety Supplies	97.20
	102338	S Walker (Clerk's expenses)	83.25

	102339 – 40 and		
	102221 – 23	Wages	3,389.27
	102224	HMRC	683.99
	102225	Essex Pension Fund	354.84
25/7/16	102226	NGCA	11.00
	102227	S Walker (SLCC subscription)	83.50
	102228	Broxap Ltd	670.68

#### 16/76.3 Quarterly report

The Quarterly report and progress against budget calculated to 30<sup>th</sup> June 2016 was presented and **accepted**.

#### 16/76.4 To consider reinvestment of bond

The Saffron Bond has matured. The Clerk had obtained some information for Councillors who **agreed** to reinvest the maturity proceeds in the Saffron Building Society's corporate bond which provides interest at a rate of 1%.

### 16/77 Substantive matters for discussion

#### 16/77.1 To consider report in relation to the RAFT.

Considered earlier in the meeting.

#### 16.77.2 To consider the issue of sub lease regarding the storage unit

It was noted that some formalities are required in relation to consents in the lease with the NGCA and it was **agreed** to authorise the Clerk to commence arrangements to regularise the position.

#### 16/77.3 To consider quote for street light maintenance

Councillors considered the quotation from A&J Lighting services and **agreed** to accept the 5 year quotation for services.

#### 16/77.4 To consider the issue of play area inspections

The Clerk had obtained quotations from Rospa, Seagrave inspections and the Play Inspection Company for inspection services. In view of the price quoted and services to be provided it was **agreed** to engage the services of Seagrave inspections for annual, quarterly and if required post installation inspections.

In addition it was agreed that at the next annual inspection a tree surgeon should inspect the tree within the play area. It was noted that White Court school are attending to trees and vegetation that overhang Levens Way Play area but no response has been received from Braintree District Council. The District Councillors agreed to assist the Clerk with that issue.

**16/77.5 To consider the issue of aircraft noise and whether to request a noise survey from Stansted Airport**

It was noted that various complaints have been received from residents and that a request may be made for Stansted Airport to carry out a noise survey to ascertain whether that noise is above the expected level. Councillors **agreed** to request a noise survey be carried out by Stansted Airport and Councillor Ricci and the Clerk will liaise in relation to the timing of the request.

**16/77.7 To discuss maintenance of the area around ‘Mrs Hedges’ and issue of noticeboard**

It was noted that the District Council have stated that the Parish Council may take over the maintenance responsibility of the Pergola and Mrs Hedges but that ownership will remain with the District Council. Councillors considered that if maintenance were to be the responsibility of the Parish Council it should also own those assets. The matter will be pursued by District Councillors. In addition all consents had been received for the positioning of the new Noticeboard however due to the position under the pergola the work required to install the board is a little more complex so the Clerk had obtained quotations for installation. Upon considering the quotes Councillors **agreed** to accept the quotation from Braintree District Council regarding the installation of the new noticeboard.

**16/77.8 To receive an update in relation to Travellers in the Parish**  
Dealt with earlier in the meeting.

**16/77.9 To approve purchase of items of PPE**

Councillors **approved** the purchase of a separate jacket and fleece for a member of the litter team which would cost £80.

**16/77.10 To discuss required hours for litter picking in the Parish**  
It was agreed to deal with this aspect at the end of the meeting.

**16/78: Planning applications, Tree Preservation Orders and other planning matters.**

**16/78.1 New Applications**

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
16/01141/FUL	5 Peshurst Place, Great Notley – erection of part two part single storey rear extension	No comments or observations.
16/01158/FUL	Notley Green Primary school, Blickling Rd. Great Notley - Proposed extension and alteration of existing car parking area, re-modelling of pedestrian entrance and relocation of bike storage along with associated works	No comments or observations.

16/00873/VAR	180 London Road, Great Notley - Application for variation of condition no. 2 of approved application 14/00369/FUL (Demolition of existing bungalow and the erection of four one and a half storey houses) plot 4 to be amended from a 3 bedroom house to a 4 bedroom house	No comments or observations.
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In addition it was noted that an application had just been received for 19 Wood Way (16/01250/FUL). As Councillors had no comments or observations the deadline will not need to be extended for comment.

**16/78.2 To consider response to the Braintree District Council Draft Local Plan**

In relation to the development on the eastern side of London Road for over 2,000 homes Councillors neither supported nor objected to the proposals but wish to make the following representations to be made –

- To note the importance of a masterplan so that any development would be planned in a strategic way providing adequate services.
- That road access/improvements are made in view of the substantial amount of extra traffic that will be generated by both this development and potential development in Great Leighs
- That infrastructure and road issues are dealt with in a timely manner so as not to put pressure on existing services within the community.
- That the quality of housing is in line with existing development in the area

It was further noted that a parish boundary review is due to take place next year and the Parish Council may wish to make representations as to the appropriate boundary in relation to any new development.

**16/78.3 To consider response to Braintree District Council Housing strategy consultation**

No comments of observations.

**16/79: Committee Reports**

79.1 District/County Update

No issues to raise.

**16/80: Any Matters to be raised by members for the next agenda**

None.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is was **agreed** that the public be excluded and instructed to withdraw for agenda item 16/77.10

**16/77.10 To discuss required hours for litter picking in the Parish**

It was noted that at the January 2016 meeting in conjunction with the agreed increase in the precept it was agreed to review the ongoing hours and requirements in relation to litter picking to make sure that the task is being carried out in the most cost effective way. It was **agreed** that Councillors will walk the various litter picking areas to be aware of the Estimated time it takes to cover each area before considering the issue further.

In addition the ongoing use of the van was considered and in response to a request it was agreed that to keep the van clean plastic sheeting may be purchased and additional bags used in the case of bin sacks being torn.

Meeting concluded at 9.25pm.