

## FELSTED PARISH COUNCIL

### Minutes of the 1049th Meeting held on 6 December 2017

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Nicholas Hinde, Alan Mackrill, John Moore and Malcolm Radley  
7 members of the public were also present plus District Councillors Alan Mills and Marie Felton.
- 17/216 **Apologies for Absence and Declarations of Interest**  
Apologies had been received from Councillors Frances Marshall, Peter Rose, Chris Woodhouse and Stephanie Woodhouse and also from County Councillor Simon Walsh and Youth Representative Ella-Rae Coleby. There were no Declarations of Interest.
- 17/217 **Public Forum**  
**217.1 Re-instatement of cropped footpaths** – It was noted that a number of local footpaths had been ploughed and cropped but the line of the paths had not been reinstated. The Chairman explained the recommended procedures and the ability for the public to report any problem areas via the ECC website. It was agreed that the Clerk would ask the Footpath Warden to take a look at the problem areas (JBLN and Causeway End Road) and also report the highlighted paths to ECC.  
**217.2 Bridleway Ring** – An update was requested. The Chairman explained that one farmer on the proposed Bridleway Ring route was not in favour of the proposal. The Council had attempted to arrange a meeting with him to discuss the matter further but to date without success.
- 17/218 **Minutes of Meeting 1048 held on 1 November 2017**  
These Minutes were approved and were signed by the Chairman.
- 17/219 **Minutes of the Planning Committee meeting on 14 November and the Finance Committee meeting on 22 November 2017**  
These Minutes were noted and would be formally approved at the next meeting of the respective Committees.
- 17/220 **Matters arising from the November Council meeting**  
**220.1 Molehill Green/Hollow Road junction drainage problem (Item 17/192.1)** – The Clerk had recently requested a further update from County Cllr Walsh.  
**220.2 Grass cuttings in the churchyard (Item 17/190)** – The Felsted School Bursar had agreed to assist with the removal of the grass cutting heap and the Clerk was awaiting contact from the head groundsman to make the necessary arrangements.  
**220.3 New Table Tennis table (Item 17/199.3)** – Contact had been made with Poppy Mifsud and it was hoped to arrange an official opening when she next returned from university.  
**220.4 Ravens Crescent play area repairs (Item 17/199.4)** – The Clerk reported that she had inspected the play equipment and some of the repair work had not been completed. She had informed Sovereign accordingly.  
**220.5 EALC Highways Briefing (Item 17/194.3)** – Cllr Richard Freeman had attended this briefing and found it interesting. ECC Highways had explained how they prioritised works and explained some of their operational problems.  
**220.6 Meeting with Felsted School Bursar Andrew Clayton (Item 17/215.1)** – The Chairman and Vice Chairman had met with the new Bursar. He had confirmed that the school would continue to work with the PC with regard to litter picking, grass cutting and Parking Enforcement and it was hoped that this close working relationship would be maintained in the future.  
**220.7 Proposed meeting with Exception housebuilder (Item 17/215.2)** - The Asst Clerk would invite the company to address the PC (prior to the January 2018 Planning Committee meeting if possible).
- 17/221 **County and District Councillor Reports**  
**221.1 County Councillor's Report** – The report covered the following points: the latest ECC Energy Switch scheme, available adult learning courses, the route options agreed for the A120

dualling and the deadline for applications for primary school places in September 2018.

**221.2 District Councillor's Report** – The District Councillor's report included the following matters: Stansted Airport College launched and UDC pledged grant towards project, residents views sought on Garden Communities and festive car parking offers.

17/222 **Correspondence**

Members noted the Correspondence received (see p7) including the following:

**222.1 UDC Street Name and Numbering Consultation** – This consultation includes the new policy on street naming which was in part drafted in response to the PC's longstanding request to give a name to the 'Road with No Name' at Bannister Green. It was accordingly agreed to write welcoming and supporting the new policy. Cllr Alan Mackrill had canvassed residents living in the road and the consensus was for the name 'Forge Lane'.

**222.2 Superfast Essex Broadband** – Members noted the update regarding availability of County Broadband (or the lack of it) in the Hartford End and Bartholomew Green areas.

**222.3 Renewal of membership of SLCC and ALCC for 2018** - Members unanimously agreed to renew the memberships at a cost of £115 and £30 respectively.

**222.4 Letters of thanks for donations** - Members noted that letters of thanks had been received from Uttlesford CAB, Essex and Herts Air Ambulance and Felsted Friendship Club for the donations recently made to these organisations.

**222.5 PCC survey on future Police funding from the Precept** - Members noted the results of this survey which showed that of the 5000 responses, 66% would be willing to pay more to help improve the Police service provided and 75% of those specifying a figure suggested £10+ extra per annum.

**222.6 New address for Rebecca Bragg Hair and Beauty shop, Braintree Road** - Members noted that this would in future be named 'Rumbles shop' for postal purposes.

17/223 **Meeting dates for 2018**

Members agreed the schedule of meeting dates for 2018 which had been prepared by the Clerk.

17/224 **Finance**

**224.1 Payments** – The list of payments on page 8 were approved along with one further payment to Acumen Wages Service of £24 for the November salary administration (cheque number 102585).

**224.2 Receipts** – Members noted the following receipts: £1584.78 VAT refund (April – September 2017) and £200 in allotment rents.

17/225 **Playing Fields**

**225.1 Tree and hedge cutting** - Members noted that all the tree and hedge trimming work had now been completed to a very high standard. The Clerk had authorised certain additional works at the rear of The Orchard properties, totalling £185, following a further request from the residents. It was agreed to write to JCM Services thanking them for their work around the village during the year which had improved the appearance of the village considerably. The Clerk would be meeting JCM Services next week to discuss ongoing work on the cleared site at the rear of the pavilion.

**225.2 Fields in Trust application** – The Asst Clerk was obtaining proof of PC ownership of the sites as part of the submission to FIT.

17/226 **Highway matters**

**226.1 Bridleway Ring** – See Item 17/217.2 above.

**226.2 Diversion Order for Footpath 80 off Chelmsford Road** - Members welcomed the long awaited diversion order which followed the north and west boundaries of Trewint and the western boundary of the neighbouring properties. Members had no objection to the proposals.

**226.3 Highway repairs/maintenance** – Members agreed to report a pothole adjacent to the rear entrance to the Book Store off Hollow Road (the previous ECC repair work had broken up) and a water leak near the Molehill Green/Hollow Road junction (field gateway near the 'Flood' sign).

17/227 **Churchyard Working Group**

The Group had met on 8 November. The overall appearance of the churchyard was much improved now that the grassed areas were being regularly cut to a high standard. The Group

did however note a few specific areas which required ongoing maintenance. These included removal of the grass cuttings heap (see Item 17/220.2), trimming of the internal face of the Lime Walk hedge, tidying up a small area in the rear right-hand corner of the churchyard and cutting back/taking out a small number of bushes growing on or around gravestones. More extensive cutting back of the lower branches of the fir trees in the south-east corner of the churchyard adjacent to Braintree Road was required, to open up the view into the churchyard. The Clerk had obtained a quotation from JCM Services to carry out this work for £80. Members agreed to go ahead with this work but permission would be required for the tree work in the Conservation Area. In the longer term it was agreed to take out the poor quality hedge behind the pavement in this area and re-instate wrought iron posts and chains along the boundary line.

17/228 **Proposed Nature Area / Section 106 Agreement with Enodis**

The Finance Committee had considered the options for opening a ring-fenced deposit account to hold the Nature Area monies, which were likely to total about £161,000. They had sought advice from Holmes and Hills and were attempting to meet with Barclays Bank to determine the most appropriate type of account for the funds. Members did not favour the setting up of a Trust for the monies.

17/229 **Felsted Neighbourhood Plan**

Cllr John Moore reported that the NP process was reaching a very important stage. The NPSG had been in touch with 3 landowners whose land had been identified as a potential site for the Community Hub and the landowners had provided very constructive feedback. The current doctor's surgery had expressed a preference for a site to the west of Felsted village and the Group were arranging to meet with the CCG to obtain their thoughts on this. Meetings would also be arranged with the landowners to discuss the possibilities further. Members noted that following the recent resignation of Alan Thawley, Hywel Jones had now joined the NPSG.

17/230 **Recording Felsted's History**

The expected meeting on 2 November had been postponed and the Group would now meet early in the New Year. Caroline Scott-Boden and Jules Wallis has both joined the Group. Cllr Graham Harvey would speak to John Drury who it was believed was separately interviewing elderly residents in Felsted.

17/231 **CAA Changes to Stansted Flightpaths / Night Flight Consultation**

Members noted that the NATS Review decision was still awaited. Noise complaints made via SSE had increased 20 fold since the changes to the flightpaths in 2016. It was agreed that the Council should write to the CAA and request an update on the likely timetable for the overdue Review decision and highlight the situation regarding noise complaints. Cllr Andy Bennett would draft the letter to the CAA which would also be copied to Kemi Badenoch MP with a request for her assistance in the matter. Our MP would be separately invited to attend the Council's Annual Assembly in April 2018.

Cllr Andy Bennett went on to explain that Stansted was now applying for an increase in passenger numbers to 43million instead of the original 44.5million per year but that the forecast end date had actually been brought forward by 1 year to compensate. The new figures made it less likely that the impending planning application would be called-in by the Secretary of State because it would not involve an increase in approved total flight numbers.. Members noted that the official planning application would be submitted in early 2018.

17/232 **Felsted Primary School traffic congestion problems**

The Finance Committee had discussed the possibility of funding a traffic survey and the Clerk had informally approached 3 companies to get an indication of likely costs. Only one company had responded and estimated the cost to be between £1200 – 2000 depending on exact requirements. Cllr Richard Freeman stressed the need for a professional assessment of the traffic congestion problems at this time to tie in with the ECC proposals to replace the demountable classrooms with permanent buildings and so re-arrange the school site layout.. District Cllr Alan Mills suggested that the ULHP regularly commissioned traffic surveys and may be able to recommend suitable contractors. Contributions towards the traffic survey costs may

also be available via UDC Members Grants. It was agreed to consider this matter further at the next meeting.

17/233 **Chairman's matters**

**233.1 Planning Committee membership** – Members noted that Cllr Stephanie Woodhouse had asked to stand down from membership of the Planning Committee. It was unanimously agreed that her seat should be taken by Cllr Malcolm Radley.

**233.2 Police and Crime Commissioner** - The Deputy PCC had attended Felsted in January 2017 and agreed to return "in a year's time and provide an update". It was agreed that the Clerk should arrange a return visit in March/April 2018.

**233.3 Future Agenda format changes** – It was agreed that the Chairman, Vice Chairman and Clerk would meet in early 2018 to consider a possible change in format to the full Council Agenda to make it shorter and more manageable.

17/234 **Clerk's Matters**

**234.1 Weekly Police Crime Lists** – There had been 6 recorded incidents in Felsted in the last month including a house burglary in Chestnut Walk, 2 outbuilding burglaries in Milch Hill Lane, a container stolen from Stebbing Road, a car bonnet scratched in Braintree Road and a car stolen in Clifford Smith Drive (after keys were stolen from inside the property).

**234.2 Emergency Plan** – The planned November meeting had been postponed and the next meeting would now take place in early January 2018 commencing at 4pm.

**234.3 Felsted Market Cross** – Members were pleased to note that Felsted School had constructed the mini-shed over the Market Cross stone and that the stone would now be protected against the weather. It was agreed to arrange another meeting of the Group in January/February 2018.

**234.4 Assets of Community Value** – The Asst Clerk agreed to complete the application for the public houses before the January meeting.

**234.5 Felsted News** - The Working Group would be meeting in early 2018. Following discussions on this subject at a recent EALC course, Cllr Frances Marshall suggested that Felsted News should become a double sided A4 sheet distributed 2 or 3 times a year. Members agreed that these suggestions would make the production and distribution of Felsted News more manageable and so assist with the reintroduction of Felsted News.

**234.6 Future of Felsted Playing Field Group** - Both existing members of the Felsted Playing Field Group had agreed that the Group should be disbanded. Details were awaited of funds currently held by the Group and it was suggested that these might be put towards the provision of a bicycle stand at the playing field.

17/235 **Planning Decisions and New Applications**

**235.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING**

**UTT/17/1320/FUL Land E of The Bungalow, Causeway End Road, Felsted**

5 no. detached dwellings together with associated access, garaging and landscaping.

**Permission Refused 14 November 2017:** (*"The residential development of this greenfield site lying outside development limits would introduce an incongruous and wholly inappropriate form of housing into the countryside which ... would have a significantly harmful effect on the open, rural character of the site and the immediate surrounding area ... and be incompatible with the scale, form, layout and appearance of the linear grain of existing housing extending along Causeway End Road from the west .... Furthermore, the development would cause coalescence between Causeway End and Cobblers Green.... The proposal would not amount to a presumption in favour of sustainable development contrary to the NPPF and be contrary to ULP Policies S7 and GEN2 of the Uttlesford Local Plan (adopted 2005) relating to countryside protection, design and housing mix .... The applicant has failed to demonstrate visibility splays which would be in accordance with those required for the speed of the road .... The ecology information submitted with the application is insufficient to enable the impacts of the proposed development on biodiversity, including protected species, to be properly assessed ...."*)

**UTT/17/244/HHF 1 Chaffix, Felsted**

First floor rear extension.

**Permission Granted 31 October 2017.**

**UTT/17/2526/HHF Whitegates, Main Road, Willows Green**

Demolition of existing garages and garden sheds. Proposed single storey rear, front and side extensions and rooflights. Alterations to driveway/front boundary fence to form a secondary access.

**Permission Granted 27 October 2017.**

**UTT/17/2553/HHF 5 The Copse, Bannister Green, Felsted**

First floor side extension.

**Permission Granted 3 November 2017.**

**UTT/17/2609/HHF Larks, Bannister Green, Felsted**

Proposed conversion of existing garage barn with storage in roof to form new self contained 2 bedroom annex.

**Application Withdrawn 14 November 2017.**

**UTT/17/2757/LB 1 Littlefields, Cock Green, Felsted**

Alterations to fenestration approved under listed building consent UTT/17/1606/LB and demolition of outbuilding.

**Listed Building Permission Granted 17 November 2017.**

**235. APPEAL AND HIGH COURT DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING:**

**UTT/17/0630/FUL Land adjacent Brooklands, Stebbing Road, Felsted**

Erection of 2 no. detached dwellings together with associated landscaping and 2 no. new accesses.

**Permission Refused 25 May 2017. Appeal lodged 29 August 2017.**

**Appeal dismissed 14 November 2017:** (*"The totality of the harm that would be a consequence of the significant adverse impacts ... would significantly and demonstrably outweigh the limited benefits ... when taken as a whole. Therefore, the proposal does not constitute sustainable development for which the Framework carries a presumption in favour."*)

**UTT/16/0287/OP Land to the South of Braintree Road, Felsted**

Outline application for up to 55 dwellings, means of access and associated works, with all other matters (relating to appearance, landscaping, layout and scale) reserved.

**Permission Refused 28 July 2016. Appeal lodged 14 September 2016. Appeal dismissed 11 July 2017. Application to challenge HM Inspector's findings dismissed by High Court 28 November 2017.**

**235.3 APPLICATIONS TO BE CONSIDERED AT THE 19 DECEMBER PLANNING MEETING**

**UTT/17/2865/LB Walnut Tree, Cobblers Green, Felsted**

Replace floor structure within original dwelling with new oak timbers. Remove modern window frames to bay window and porch and install like-for-like replacements. Replace modern window to L/H first floor gable elevation with new softwood framed, cottage-style window.

**UTT/17/3279/HHF Foxgloves, Bannister Green, Felsted**

Installation of 3 no. first floor dormer extensions. Previous similar application UTT/17/2044/HHF refused September 2017.

**UTT/17/3439/FUL Greenfields, Bartholomew Green, Felsted**

Proposed demolition of existing dwelling and erection of 1 no. dwelling and 3 Bay Garage. New vehicular access and associated onsite manoeuvring area.

**UTT/17/3441/HHF 15 Ravens Crescent, Felsted**

First floor front and side extensions.

**UTT/17/3487/CLP 2 Willows Green Cottages, Main Road, Willows Green**

The creation of living accommodation at second floor level, existing roof space bedroom to be

improved with provision of a rear dormer window and other works include provision of glazing and openings to side elevation that shall be frosted glazed.

17/236 **Local Plan updates**

**236.1 Uttlesford** – Members noted that responses to the Regulation 18 Consultation had resulted in UDC having to address a number of significant issues including water and sewage infrastructure and concerns from Sport England. Once these matters were resolved the Regulation 19 Consultation would take place prior to the Plan being submitted to the Inspector. Cllr Malcolm Radley had attended a Joint PC meeting and Members noted that Stebbing PC had raised substantial funds to enable a Planning Consultant to be engaged to put the case for the Joint PC's. Stebbing hoped that other PC's would contribute to these costs. Members were concerned with the potential cost of engaging the consultant given their previous experience fighting the Flitch Green development (unsuccessfully). They were also concerned that they were likely to be involved in fighting proposals within the CCC Local Plan for 1000+ houses adjacent to Willows Green, a proposal supported by Great Leighs PC. After some discussion it was agreed to hold fire on any decision regarding the funding of a consultant until after feedback was available from the BDC Local Plan Inspector Hearings at the end of January.

**236.2 Braintree** – The Inspector would be holding a series of Hearings in late January to consider the strategic element of the BDC Local Plan relating to Garden Communities. The Asst Clerk had applied for FPC to speak at the Hearing relating to the West of Braintree Garden Community. Cllr Andy Bennett agreed that he would represent the Council and would challenge the plans but concentrate on highlighting matters that would directly affect Felsted such as 'rat run' traffic. Other Councillors and the Asst Clerk would hopefully be able to attend the Hearings on other days to monitor the process.

**236.3 Chelmsford** – Members noted that the CCC Development Committee meeting to finalise the Chelmsford Local Plan had been re-scheduled from 30 November to 18 January 2018 to enable them to complete all the necessary assessments. Public Consultation on the final Draft Local Plan is still scheduled to commence in January 2018.

17/237 **Consultation on West of Braintree Garden Community by NEGC**

Cllr Andy Bennett explained that a development corporation named North Essex Garden Communities Ltd had been newly formed, jointly by Braintree, Colchester and Tendring District Councils, to oversee delivery of the 3 proposed Garden Communities across north Essex. At the same time as the Braintree Local Plan is being considered by the Inspector, NEGC is undertaking an, 'Issues and Options' Consultation for each of the three sites which will run for 10 weeks. It was agreed that Cllr Bennett would draft a response for circulation, again concentrating on issues specific to Felsted. Once approved this response would be submitted by the Asst Clerk.

17/238 **Urgent Matters and items for the next Agenda**

**238.1 Water leak under Bannister Green** – The Clerk had been notified by Affinity Water that a water leak had been discovered under Bannister Green near Burnstie Road. They had indicated that the Council were responsible for repairing this leak. Members questioned this liability and agreed that the Clerk should contact Affinity Water accordingly.

**238.2 Damage to brick wall in Woodleys car park** – An oil delivery lorry belonging to Castle Fuels had backed into the brick wall in front of the British Legion Hall on Monday 4 December at 4.45pm. A large part of the wall had been demolished and the bricks had fallen into the first parking space. The Clerk had been in touch with the company and they had agreed to make arrangements for the wall to be rebuilt (she reminded them that the wall was within the Conservation Area so materials must match the existing). It was agreed to put cones in front of the blocked parking space in the meantime.

Members noted that the bi-annual Royal British Legion Carol Service would take place on Sunday 10 December and she had agreed that 5 parking spaces could be reserved for their exclusive use during that afternoon.

**238.3 Felsted Horse Society disbanded** – Cllr Richard Freeman informed members that after many years, the Felsted Horse Society had been wound up because of a lack of younger volunteers coming forward to run it. Residual equipment had been offered to Riding for the Disabled and funds had been donated to various horse charities. The Group had however

requested that their remaining funds be used to purchase 2 wooden seats to be sited in the main playing field and near Sunnybrook Farm (their first meeting place). Members agreed to this in principle and Cllr Freeman would report this back to the Group and await further details.

Members thanked the Chairman for providing seasonal refreshments prior to the meeting.

The meeting closed at 8.46 pm

**Next Highways Committee Meeting: Wednesday 13 December in the URC Hall at 5.00pm**

**Next Planning Committee Meeting: Tuesday 19 December in the URC Hall at 7.30pm**

**Next Council Meeting : Wednesday 3 January 2018 in the URC Hall at 7.00pm**

..... Chairman  
3 January 2018

### Correspondence List – December 2017

1.	UDC – Street Name and Numbering Consultation, including ‘Road with no name’ element (circulated to cllrs) Deadline 22 December 2017
	- Enforcement Parish Cluster Groups to regularly meet with UDC Planning Department
	- Rough Sleeper count on 22 November 2017
	- Lifeline (emergency telecare service) promotion – Offer to publicise scheme at suitable group meetings (12 week free trial of scheme currently being offered by ECC)
	- Keeping Warm in Uttlesford campaign
2.	ECC – Temporary closure of Leez Lane for 4 days from 4 December 2017 (circulated to cllrs)
	- A120 scheme consultation results considered at Cabinet on 23 November
	- Schools Recycling Competition January 2018 (recycling of clothing)
	- Superfast Essex broadband update – Hartford End and Bartholomew Green areas availability update via County Broadband
	- Making the Links – December 2017
3.	BDC (NEGC Community Enablers) – North Essex Garden Communities ‘Issues and Options’ Consultation – Support for PC’s available from RCCE and Community360
4.	EALC – County Update – November 2017
5.	SLCC – Renewal of membership due on 1 January 2018 (£115) ALCC – Renewal of membership due on 1 January 2018 (£30)
6.	Stansted Airport – Feedback events in November/December 2017 (circulated to cllrs)
7.	Uttlesford CAB – Thank you for donation received
8.	Essex and Herts Air Ambulance – Thank you for donation received
9.	Felsted Friendship Club – Thank you for donation received
10.	RCCE – Essex Warbler magazine – November 2017
11.	HeadsUp Employability Programme in Braintree and Uttelsford – Offers advise and support to people with common mental health problems to help them return to the workplace.
12.	Affinity Water – Water resources update – November 2017
13.	Essex Heritage Trust – Grants available for projects to restore and promote the heritage of Essex
14.	Essex PCC – Survey results on possible Police funding increases from the Precept

## Unpaid List – December 2017

	Date	Num	Memo	Open Balance	Cheque number
<b>Anderson and Co - Tarmacadam</b>					
	04/11/2017	589	Repairs potholes in Woodleys car park and JBL	1,020.00	
Total Anderson and Co - Tarmacadam				1,020.00	102576
<b>Andy Bennett</b>					
	15/11/2017		Clr A Bennett mileage to elsenham on 5.10.17	17.10	
Total Andy Bennett				17.10	102577
<b>D M B Smith</b>					
	04/12/2017		Clerk's salary - Nov 2017	656.44	
	04/12/2017		Clerk's mileage (£12.60) and expenses (£25.85)	38.45	
Total D M B Smith				694.89	102578
<b>EON</b>					
	01/11/2017	H151238B9D	Street light electricity	275.11	
	15/11/2017	H15217CAF	MUGA electricity - Nov 2017	38.21	
	15/11/2017	HF99969D1	Pavilion electricity - Nov 2017	18.43	
Total E.ON				331.75	DD
<b>Felsted URC</b>					
	04/12/2017		Office rent - July - Dec 2017	750.00	
Total Felsted URC				750.00	102579
<b>M J Read</b>					
	04/12/2017		Storage facility rent - Dec 2017 to Nov 2018	300.00	
Total M J Read				300.00	102580
<b>Peter J Watson</b>					
	23/11/2017		Asst Cler's mileage (37 mls) - Nov 2017	16.65	
	04/12/2017		Asst Clerk's salary - Nov 2017	245.97	
Total Peter J Watson				262.62	102581
<b>Physio-Control UK Sales Ltd</b>					
	06/11/2017	117008533	Child pads for defibrillator	65.76	
Total Physio-Control UK Sales Ltd				65.76	102582
<b>R Chapman</b>					
	04/12/2017		Unlocking toilets etc - 30.10 to 2.12.2017 (5 w e	100.00	
Total R Chapman				100.00	102583
<b>S P Barnard</b>					
	04/12/2017		Village Attendant - Nov 2017	612.50	
Total S P Barnard				612.50	102584
<b>TOTAL</b>				<b>4,154.62</b>	