

## FELSTED PARISH COUNCIL

### Minutes of the 1058th Meeting held on 5 September 2018

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Nicholas Hinde, Alan Mackrill, Frances Marshall, John Moore, Malcolm Radley, Chris Woodhouse and Stephanie Woodhouse.  
9 members of the public were also present along with District Councillor Marie Felton.
- 18/103 **Apologies for Absence and Declarations of Interest**  
Apologies had been received from Councillor Peter Rose, County Councillor Simon Walsh, District Councillor Alan Mills and Youth Representative Ella-Rae Coleby. Cllr Graham Harvey declared a non-prejudicial interest in Item 18/119.2 (Planning application UTT/18/2064/FUL).
- 18/104 **Public Forum**  
**104.1 Cars parking on the pavement** – The Clerk had prepared a notice to place on any vehicles parking on the pavements in the village, highlighting the difficulties caused by this inconsiderate parking. No notices had yet been deployed.  
**104.2 Woodleys Car Park potholes** – The resurfacing work had been completed on 4 September.  
**104.3 Trimming shrubs surrounding Children’s Play area** – It was noted that this work had commenced and would be completed shortly.  
**104.4 Re-instatement of ploughed footpaths** – Members noted that FP’s 48, 50 and 69 had been ploughed but not yet re-instated. The Clerk would report this the ECC Highways.
- 18/105 **Minutes of Meeting 1057 held on 1 August 2018**  
The Minutes were approved and were signed by the Chairman.
- 18/106 **Minutes of the Planning Committee meetings on 17 July and 14 August 2018**  
The Planning Committee Minutes were noted and would be formally approved at the next meeting of the Planning Committee.
- 18/107 **Matters arising from the August Council meeting**  
**107.1 Table Tennis match (Item 18/84.1)** – The match had been scheduled for 9 August and both Poppy Mifsud and Cllr Chris Woodhouse had attended but heavy rain had precluded any play. The Clerk had submitted a brief report to the Dunmow Broadcast but this had not been included in the newspaper. The report would be published on the PC website. It was agreed that table tennis bats and balls would be provided for public use to encourage use of the table.  
**107.2 Speedwatch sessions (Item 18/84.5)** – The Clerk reported that during August Speedwatch sessions had taken place in Station Road, Chelmsford Road, Watch House Green and Willows Green. A total of 90 vehicles had been reported to the Police for exceeding the speed limit, an increase of 13 over the previous month.  
**107.3 UDC Community Achievement Awards** – Members noted that one of the names put forward to UDC had already received an award previously so was not eligible to be considered again. The second nomination was being considered by UDC.  
**107.4 Local Services Fund Grant (Item 18/91.4)** – See Item 18/113.1 below.  
**107.5 Proposal to divert FP59 (Item 18/93.1)** - Members noted that ECC Highways had closed the footpath bridge adjacent to Felsted Mill for safety reasons, after an inspection found rotten timbers and supports.  
**107.6 Affordable Housing site meeting with Hastoe** – It was agreed that the Clerk would arrange the proposed site meeting and that Cllrs Chris Woodhouse, Nicholas Hinde, Richard Freeman and John Moore would wish to attend along with the Asst Clerk.  
**107.7 Tree survey** – Members noted that work on the Tree Survey had commenced.  
**107.8 Flooding at Hollow Road/ Molehill Green Road junction** – It was agreed that the Clerk would chase a response from ECC and County Councillor Simon Walsh.
- 18/108 **County and District Councillor Reports**  
**108.1 County Councillor’s Report** – No report had been received this month.  
**108.2 District Councillor’s Report** – The report included the following: the Time to Change

pledge from employers who want to make mental health a priority in their workplace, the closure of the consultation period for the Local Plan and thanks for the 1500 comments submitted, the latest air quality report and a consultation on public open space provision in Uttlesford.

District Cllr Marie Felton also highlighted that the District Councillors now had a new allocation of funding to donate to local causes and that any applications should be made to her direct.

18/109 **Correspondence**

Members noted the Correspondence received (see page 6) including the following:

**109.1 UDC Local Council's Liaison Forum on 11 September** – Peter Watson, Asst Clerk, would attend this meeting.

**109.2 NEPP article raising awareness of parking management** – It was agreed to circulate this article via a website News Item.

**109.3 L'Etape London Cycle Event on 23 September** – Members noted that this non-competitive long distance cycle event would follow the Tour de France route through Felsted. However all roads would remain open to normal traffic at all times.

18/110 **Finance**

**110.1 Payments** – The list of payments on page 7 were approved.

It was agreed that the Clerk would inspect the repairs to Woodleys Car Park prior to sending off the payment to Anderson and Co for the work [CLERK'S NOTE: The work had been completed satisfactorily and the cheque was sent out]

**110.2 Receipts** – No receipts had been received since the last meeting.

**110.3 Setting up Felsted Community Trust** – A draft of the proposed Felsted Community Trust document had been received from Holmes and Hills. It was agreed to circulate it to Councillors for their perusal before deciding if a further meeting with the solicitor was required.

18/111 **Playing Fields**

**111.1 Hedge cutting quote for playing field, allotments and Willows Green play area** – Members considered the quote from JCM Services to annually cut the hedges at the playing field, allotments and Willows Green play area (as previously specified) for a period of 3 years. It was proposed by Cllr Chris Woodhouse, seconded by Cllr Andy Bennett and unanimously agreed to accept this quotation at a cost of £724 plus VAT per year for the 3 year contract.

**111.2 Felsted Playing Field Group funds** – Members agreed to site 2 cycle racks in the playing field (one to the right hand side of the pavilion and the second near the MUGA) both fixed into a concrete base. Each 5 berth cycle rack would cost £59.99 plus VAT and Delivery.

18/112 **Highway matters**

**112.1 Parking and other problems at Molehill Green Road, Willows Green** – Having made initial contact, the Clerk had not yet been able to confirm a date with New Partnerships Ltd for the proposed meeting.

**112.2 New litter bin near church gateway** – Members noted that the Clerk had ordered the litter bin.

**112.3 Road works at Hartford End** – Members noted that previous connection works had involved a total road closure for up to 2 days at Hartford End causing significant disruption to traffic. However recent connection works had been completed by working on each carriageway in turn and controlling traffic using traffic lights. Members considered this to be a much less disruptive option which should be encouraged in future.

18/113 **Felsted Nature Area**

**113.1 Nature Area Working Group (NAWG)** – The Working Group had met on 22 August with Cllrs Richard Freeman and John Moore present along with James Mead from JCM Services and 3 local residents. Discussion had focused on the objectives of the Nature Area and how these could be achieved. It was suggested that the aim should be to manage the site for wildlife but with a level of public access to enable people to enjoy and respect the area without creating excessive disturbance to the wildlife. It was agreed that the first step should be to commission a survey of the existing site to establish the different habitat areas within the site. Writtle College and the Essex Wildlife Trust would be asked to quote for the survey.

It was also agreed that it would not be possible to apply for a Local Services Fund grant during the current round of applications because of the time constraints.

**113.2 Works to the Nature Area** – JCM Services had confirmed that access for grass cutting could be achieved via the track off the bend of Station Road, although this would necessitate the temporary removal of the barrier at the end of the track. The grass cutting would therefore take place during the week beginning 10 September and notices would be erected at the Nature Area, and on the PC website, to explain the nature of the works to the public.

JCM Services had submitted a quotation for cutting the earth banks around the Nature Area boundary and also cutting back the line of Footpath 59 from Station Road to the gravel path (works suggested by the NAWG). Members agreed unanimously to accept the quotation at a cost of £480 plus VAT and anticipated that these works would be completed at the same time as the flail cutting (week beginning 10 September).

The Clerk would contact AJB Engineering to establish a date for fitting the gates and barriers and would also verify the status of expenditure on the Nature Area in relation to reclaiming the VAT on invoices. Cllr John Moore had spoken to Anglian Water and they had accepted responsibility for the removal of fly tipping at the end of the sewage works access road.

**113.2 Bank accounts** – The Chairman reported that initial steps had been taken to open a deposit account with National Westminster Bank. Initially Cllrs Frances Marshall, Malcolm Radley and himself would be signatories with Cllr John Moore being added later.

18/114 **Felsted Neighbourhood Plan**

The draft NP Pre-Submission Consultation was underway and residents were encouraged to attend the remaining public events on 8 September (Felsted Primary School) and 17-21 September (URC Hall Committee Room) and submit comments on the Plan before the 21 September deadline. The NPSG would then consider the comments received during the Consultation and amend the draft NP as necessary. It would then be submitted for a 'Health Check' before being formally submitted to the Inspector.

18/115 **Stansted Airport**

**115.1 CAA Flightpath Review** - Cllr Andy Bennett was in regular contact with Kemi Badenoch MP and he confirmed that Ms Badenoch had written to the Department of Transport and the CAA requesting that mitigation measures be put in place to benefit those residents most affected by the flightpath changes.

**115.2 Planning application** – The PC had submitted a response to UDC before the 30 August deadline requesting more time to consider the additional material in greater detail and commenting on the importance of UDC employing their own experts to verify the information provided by MAG, as the accuracy of this information could not be relied upon.

18/116 **Chairman's Matters**

**116.1 Primary School Art Competition** – The standard of entries had been very high and the judges had found it difficult to choose winners in each category. The winners and runners up would however be presented with their prizes at a Primary School assembly on 14 September. The results would then be published on the PC website, in Interface and hopefully in the Dunmow Broadcast. Members agreed to organise a similar competition next year starting at Easter and running for 6-8 weeks.

**116.2 Felsted Events Committee funds** – Members were concerned that the funds held by this group should be protected and subject to regular audit procedures to ensure that they remained available for future projects. The Clerk would contact the new Chairman again and request full details of the new Treasurer so that contact could be maintained. This would be considered again at the next meeting.

18/117 **Youth Representative Matters** – The Council wished to record their thanks to Ella-Rae Coleby for her significant contribution to Council matters during her term as Youth Representative and wished her well as she moved on to university.

Cllr Frances Marshall agreed to seek a volunteer(s) to fill the Youth Representative position for the coming academic year.

18/118 **Clerk's Matters**

**118.1 Weekly Police Crime Lists** – There had been 1 recorded incident in Felsted in the last month, a white van had been stolen on the A120.

**118.2 General Data Protection Regulations** – Members agreed that all necessary actions had now been completed to comply with these regulations.

**118.3 Meeting with Deputy Police, Fire and Crime Commissioner** – This meeting had been arranged for Thursday 18 October at 7pm in the URC Hall. A draft Agenda would be considered at the October PC meeting. The meeting would be publicised in Interface, on the PC website and on notice boards.

**118.4 Sponsoring a Special Constable** – A meeting had been arranged with Essex Police to discuss this scheme in detail on 24 September at 11am. Cllrs Graham Harvey, Frances Marshall, Richard Freeman and Alan Mackrill would attend subject to availability.

**118.5 Assets of Community Value** – The Asst Clerk would pursue this matter before the next meeting.

**118.6 Emergency Plan** – It was agreed that the new Asst Clerk would take up this matter once in post. This would be considered again at the December PC meeting.

**118.7 Vacancy for Assistant Clerk** – Members noted that Cllrs Frances Marshall and Chris Woodhouse had met with the Clerk to agree a job description. The position would be advertised in the 3 local newspapers from mid-September (Dunmow Broadcast, Braintree and Witham Times and Herts and Essex Observer) as well as via the EALC, the PC website and on the notice boards. The closing date for applications would be mid-October and the HR Committee would study the applications prior to interviews being held at the end of October.

18/119

## **Planning Decisions and New Applications**

### **119.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING**

#### **UTT/18/1580/FUL 41 Evelyn Road, Willows Green, Felsted**

Demolition of existing bungalow and erection of 4 no. dwellings with associated landscaping and garaging. (Revised scheme to that approved under UTT/16/3616/FUL for 3 no. dwellings).

**Approved 2 August 2018**

#### **UTT/18/0784/OP Land east and north of Clifford Smith Drive, Watch House Green**

Outline application with all matters reserved, except for access, for the erection of up to 30 no. dwellings served via new access from Clifford Smith Drive, complete with related infrastructure, open space and landscaping. (Additional information supplied)

**Refused 8 August 2018.** *(The proposal would adversely affect the rural character of the area, in conflict with Policy S7 of the Uttlesford Local Plan (adopted 2005) and the National Planning Policy Framework...it does not include a mechanism to secure suitable affordable housing provision, in conflict with Policy H9 of the Uttlesford Local Plan (adopted 2005)...(and) does not include a mechanism to secure suitable contributions towards education in conflict with Policy GEN6 of the Uttlesford Local Plan (adopted 2005).)*

#### **UTT/18/1011/OP Land west of Maranello, Watch House Green**

Outline application, with appearance, landscaping and scale reserved, for the construction of 28 new dwellings, including 11 affordable homes, formation of new vehicular access, associated local area for play, parking and landscaping

**Refused 8 August 2018.** *(The proposal would adversely affect the rural character of the area, in conflict with Policy S7 of the Uttlesford Local Plan (adopted 2005) and the National Planning Policy Framework...it does not include a mechanism to secure suitable affordable housing provision, in conflict with Policy H9 of the Uttlesford Local Plan (adopted 2005)...(and) does not include a mechanism to secure suitable contributions towards education in conflict with Policy GEN6 of the Uttlesford Local Plan (adopted 2005).)*

#### **UTT/18/1606/HHF Oaklea House, School Road, Rayne**

Extension to and part conversion of existing garage to form annexe.

**Refused 13 August 2018.** *(The proposed detached annexe, by reason of its overall, size, scale and location would be tantamount to creating a new independent dwelling (separate from the main dwelling) in the countryside as opposed to providing an annexe and would result in unsustainable development. The proposed development does not need to take place there and is not appropriate to the rural area. There are no material considerations which would justify the development of this site outside of the Development Limits. The proposal is contrary to advice contained with the National Planning Policy Framework (2018) and to Policies S7 and GEN2 and of the Uttlesford Local Plan*

*(adopted 2005)..... (It) would not provide private amenity space recommended as a minimum in the Essex Design Guide and... would therefore be contrary to the requirements of the NPPF that seeks to secure a high quality of design and a good standard of amenity for all existing and future occupants of land and buildings and, Policy GEN2 of the Local Plan which requires that due regard be given to guidance on design and layout adopted as supplementary planning guidance to the development plan.)*

**UTT/18/1432/OP Edwards House, Braintree Road, Felsted**

Details following outline approval UTT/18/1432/OP for the erection of 2 dwellings.

Details of access, appearance, landscaping, layout and scale.

**Approved 10 August 2018.**

**UTT/18/1474/OP Land south of Tarcquita, Braintree Road, Felsted**

Outline application with all matters reserved for a proposed bungalow with new access onto Braintree Road.

**Withdrawn 23 August 2018.**

**UTT/18/1340/OP Land at Gransmore House, Gransmore Green**

Outline application with all matters reserved except for access for the erection of 1 dwelling and garage/outbuilding served via existing access, complete with related infrastructure.

**Approved 23 August 2018.**

**119.2 APPLICATIONS TO BE CONSIDERED AT 18 SEPTEMBER PLANNING MEETING**

**UTT/18/2400/OP Land East and North of Clifford Smith Drive, Felsted**

Outline application with all matters reserved, except for access, for the erection of up to 30 dwellings served via a new access from Clifford Smith Drive, complete with related infrastructure, open space and landscaping.

[This new application has been submitted at the same time as an appeal on the previous application UTT/18/0784/OP which was refused by UDC on 8 August 2018]

**UTT/18/2355/HHF 20 Cressages Close, Bannister Green**

Proposed single storey rear extension.

**UTT/18/2325/LB Littlefield, Cock Green Road, Felsted**

Installation of new party wall in loft void for fire separation.

**UTT/18/2229/LB Hatleys, Molehill Green, Felsted**

Structural repairs to jettied gable and reconstruction of chimney.

**UTT/18/2064/FUL The Swan Hotel, Station Road, Felsted**

Section 73A retrospective application for change of use of existing cart shed to garden room.

[The Asst Clerk would request an extension to the deadline for comments on this application]

18/120

**Local Plan updates**

**120.1 Uttlesford** – UDC draft Local Plan Regulation 19 Consultation had ended on 13 August. The Council's draft response had been circulated and agreed before being submitted to UDC (object to proposed West of Braintree Garden Community proposal, request strengthening of controls on Stansted Airport and amend UDC preferred development sites within Felsted in line with those proposed in the draft Felsted NP).

**120.2 Braintree** – BDC have decided to keep the Garden Community (GC) element in their draft Local Plan and take steps to provide further justification for GC's to the Inspector.

**120.3 Chelmsford** – CCC draft Local Plan Regulation 19 Consultation ends 12 September. A further CCC Consultation ends on 6 September but the PC is unlikely to comment on this aspect. The Clerk had received a draft Statement of Common Ground from CCC which had been circulated to Members. Members did not agree with the wording of the draft document and the Clerk would respond accordingly (The areas of disagreement detailed in Section 7 are fairly represented but the PC have made no comment on the remainder of the CCC Local Plan and do not wish to express an opinion)

18/121

**Urgent Matters and items for the next Agenda**

**121.1 End of World War 1 Centenary** – Members noted that the Memorial Hall Committee

planned to site 'silhouettes' at the front of the hall. The Clerk would establish if the British Legion had any plans to mark the event and it was suggested that the Beacon should be lit. This would be considered further at the next meeting.

**121.2 Play Equipment Inspection** – Members noted that the report for 2018 had now been received. No items required urgent attention so this would be considered more fully at the next meeting.

The meeting closed at 9.10 pm

**Next Planning Committee meeting: Tuesday 18 September in the URC Hall at 7.30 pm**

**Next Highways Committee meeting: Wednesday 26 September in the URC Hall at 5.00pm**

**Next Council meeting: Wednesday 3 October in the URC Hall at 7.00 pm**

..... (Chairman) 3 October 2018

## Correspondence List – September 2018

1.	UDC – Local Council's Liaison Forum – 11 September at 7.30pm at UDC Offices, SW
2.	ECC – Highways Highlights issue 2 - Updating the Bus Information pages on the ECC website – questionnaire - Transport meeting on 4 October at Saffron Walden Town Hall (Bryan Grimshaw attending)
3.	EALC – AGM on 20 September 2018 - County Update (Financial Edition) - Legal Update – August 2018
4.	NEPP – Raising awareness of parking management
5.	L'Etape London Cycle Event on 23 September – Non competitive long distance cycle sportive (follows the TdF route through Felsted)
6.	RCCE – Essex Rural Skills Project – Free accredited courses to anyone over 45 years who is currently not earning. - Essex Warbler – July and August 2018 - Oyster magazine – Summer 2018
7.	Essex and Herts Air Ambulance – Funding update
8.	Superfast Essex Broadband – Event on 20 September at Chelmsford
9.	SLCC – The Government has published a 'technical consultation' on the draft local government finance settlement, which proposes to extend the decision not to set referendum principles for parish councils.
10.	Pharmacy2U leaflet

## Unpaid List – September 2018

	Date	Num	Memo	Open Balance	Cheque number
<b>Affinity Water(formerly Veolia)</b>					
	30/07/2018		Allotment water supply (Mill Road) to 27.7.18	121.50	
	10/08/2018		Allotment water supply to 9.8.18	208.03	
Total Affinity Water(formerly Veolia)				329.53	DD
<b>D M B Smith</b>					
	03/09/2018		Clerks salary - August 2018	1,134.47	
	03/09/2018		Clerks expenses August 2018 (£13.50 mileage	31.25	
Total D M B Smith				1,165.72	102679
<b>EON</b>					
	01/08/2018	H16150DF3A	Street light electricity - August 2018	275.36	
	16/08/2018	HFE2BEC00	Pavilion Electricity	23.60	
	16/08/2018	H162538520	MUGA electricity	12.24	
Total E.ON				311.20	DD
<b>JCM Services</b>					
	29/08/2018	INV-0109	Grass cutting village (£1750) and churchyard (£	3,360.00	
	29/08/2018	INV-0103	Tree works at Bannister Green	474.00	
Total JCM Services				3,834.00	102680
<b>Office Team Ltd</b>					
	20/08/2018	IP548338	Copier paper	52.77	
	27/08/2018	IP558143	Laminating pouches	16.74	
Total OfficeTeam Ltd				69.51	102681
<b>Peter J Watson</b>					
	03/09/2018		Asst Clerk's salary - August 2018	102.60	
Total Peter J Watson				102.60	102682
<b>R Chapman</b>					
	03/09/2018		Unlocking toilets etc 29.7 to 2.9.2018	100.00	
Total R Chapman				100.00	102683
<b>S P Barnard</b>					
	03/09/2018		Village attendant - August 2018	675.00	
Total S P Barnard				675.00	102684
<b>TOTAL</b>				<b>6,587.56</b>	
<b>PLUS:</b>					
Anderson and Co	05/09/2018		Repair potholes in Woodleys Car Park	4471.20	102685
Richard Freeman	05/09/2018		Art Competition prizes (The Works voucher	200.00	102686