

TAKELEY PARISH COUNCIL

MINUTES

Meeting of Takeley Parish Council

held on Wednesday, 3rd August 2016, at 7.30pm at Takeley Station House.

Present: Cllr Carol Pratt Cllr Richard Cheetham
 Cllr Sue Sprules Cllr Tricia Barber
 Cllr Pat Burnett Cllr Linda Steer
 Cllr Jackie Cheetham Cllr Tina Domigan
 Cllr David Daykin Cllr Geoff Bagnall
 Cllr Trevor Allen Clerk Jane Heskey
 Cllr John Green

Apologies: Asst Clerk Jane Bridgeman, District Cllr Howard Ryles & Mr. Martin Peachey - CSW

Visitors: County Cllr Susan Barker

16/149	<p style="text-align: center;">Welcome and apologies</p> <p>Cllr Carol Pratt opened the meeting, welcomed visitors, and received apologies as above.</p> <p><i>All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about by a person attending the meeting.</i></p>	All note
16/150	<p style="text-align: center;">Declarations of Interest</p> <p>None.</p> <p>Members were reminded that they should declare relevant interests at each meeting for items on the agenda and to request a replacement form if their circumstances have changed and their register needs amended.</p>	All note
16/151	<p style="text-align: center;">Minutes <i>(previously circulated)</i></p> <p>The minutes of the Council meeting 6th July 2016, which had been circulated previously, were approved as a true record. As the file copy was not available TPC authorised the Chairman to sign the minutes at a later date (wed 10th Aug. 2016).</p>	All note
16/152	<p style="text-align: center;">Matters arising from the minutes</p> <p>Cllr Jackie Cheetham reported: Stansted Airport (MAG) are talking of expanding to 42mppa (current permissions allow 35mppa)</p>	All note
16/153	<p style="text-align: center;">Open Forum</p> <p>Clr Susan Barker reported:</p> <ul style="list-style-type: none"> ▪ Cllr Barker apologised to Cllr Jackie Cheetham following an incident at the UDC Council meeting on Tues. 26th July where a UDC member was rude to her, whilst Cllr Jackie Cheetham was there representing TPC. A letter of complaint has been submitted to the District Council. ▪ Local Plan exhibitions will take place in September ▪ Highways issues: Cllr Barker will chase the outstanding potholes on Dunmow Road, east of the Four Ashes 	All note
ADMINISTRATION & FINANCE		
16/154	<p style="text-align: center;">Parish Council Vacancy <i>(previously circulated)</i></p> <p>TPC considered 4 written applications & voted (single round of paper votes) to co-opt Clifford Deller to the Parish Council to fill the current vacancy.</p>	All note/ Clerk

TAKELEY PARISH COUNCIL

16/155	July 2016 Financial Report <i>(previously circulated)</i>	All note
	Financial transactions for July 2016 were tabled & agreed. TPC noted a completed bank reconciliation.	
16/156	RCCE Membership Renewal <i>(previously circulated)</i>	All note/ Clerk
	TPC approved renewal of the annual membership. The fee for 2016/17 is £55 plus vat (£66)	
16/157	Volunteer Uttlesford <i>(previously circulated)</i>	All note/ Clerk
	TPC agreed to support this initiative by authorising payment of £15 membership for a fee.	
16/158	Takeley 10k Fun Run 2016 <i>(previously circulated)</i>	All note/ Clerk
	The Parish Council is fully supportive of the redevelopment of the Silver Jubilee Hall and has provided £50k this year to contribute towards phase 2. TPC is disappointed that despite previous conversations the Parish Council's support has not been recognised on the early posters that have circulated advertising the 2016 Run. The Parish Council is heavily involved in supporting the SJH project and so for this year agreed to provide £500 towards the administration costs of the 2016 10k Run on 11 th September.	
16/159	2016/17 UDC Community Achievement Awards <i>(criteria previously circulated)</i>	All note/ Clerk
	TPC can make up to 2 nominations no later than 1 st Sept. 2016 TPC agreed 3 names one of which may have been recognised previously. The Clerk will check with UDC and complete agreed nominations before 1 st September.	
16/160	Purchase of Old School House, Brewers End <i>(previously circulated)</i>	All note/ Clerk
	TPC received an update from SH Working Group that met on 19/7/16: <ul style="list-style-type: none"> ▪ Working Group reviewed a compiled list of potential users/uses which has been prioritised. TPC agreed not to discount the ECC 'Crocus Club' (currently at Community Centre) at this stage but to give further consideration at a later date. ▪ Mr. John Monk has volunteered his services to act as contracts administrator & is preparing drawings and providing technical advice. TPC is very grateful to receive John Monk's expertise and agreed to acknowledge this in writing. ▪ TPC solicitor has reviewed the draft contract and is waiting for the results of one last search (water & drainage) before reporting to TPC. ▪ Tree work (Diocese): Clerk has been in contact with ECC & Diocese regarding outstanding tree work. Trees on the south west corner of School House (within boundary of Cricket field) have not been removed as advised by structural engineer's report. TPC has requested Diocese take remedial action. ▪ Following the break in on Friday 8th July, the Clerk has requested the Diocese make an insurance claim to repair the broken glass (every window) and one window frame or reduce the sale price accordingly. ▪ TPC agreed the Clerk will submit an expression of interest re the Essex County Council CIF grant scheme (£20k) before 26th August. ▪ Once the School House is secured TPC agreed to apply for match funding for a Youth Club grant. TPC requested Cllr Linda Steer coordinate a wish list of equipment from Youth Club members. 	

TAKELEY PARISH COUNCIL

16/161	<p style="text-align: center;">Silver Jubilee Hall Development - phase 2 completion</p> <ul style="list-style-type: none"> • Stage payment due on 12th August. TPC will advance £51300 from £150k PWLB fund & then issue the balance as required. • Clerk to administer loan agreement. 	All note/ Clerk
16/162	<p style="text-align: center;">Employees' Pension Provider</p> <p>As agreed the Clerk has joined the Govt NEST Scheme on behalf of the Parish Council. Cllr Richard Cheetham has reviewed and reported on the terms of the Scheme.</p>	All note
16/163	<p style="text-align: center;">September is 'Tidy Takeley' month</p> <p>Cllr Tina Domigan is coordinating the 'Tidy Takeley' Campaign for September & reported:</p> <ul style="list-style-type: none"> - The Clerk has created a poster to advertise the event which will also be advertised in the Grapevine, TPC Newsletter & website (Cllr Domigan requested 20 posters) - The 'Tidy Takeley' banner will be erected on the Four Ashes green - There will be no competition for this event 	All note/ Clerk
16/164	<p style="text-align: center;">Craft Fayre, Silver Jubilee Hall 22/10/16</p> <p>TPC approved a request to place a banner on Four Ashes village green the week leading up to the Craft Fayre on Sat. 22/10/16. The banner will be removed at the end of the fayre.</p>	All note/ Clerk
16/165	<p style="text-align: center;">Equality and Diversity Policy <i>(previously circulated)</i></p> <p>TPC approved the draft policy which will include employees and '<i>volunteers operating for the Parish Council</i>' and agreed to adopt with immediate effect. A copy will be circulated to members & attached to these minutes.</p>	All note/ Clerk
16/166	<p style="text-align: center;">Training Course for Clerk</p> <p>TPC approved payment of £85 course fee to EALC for the Clerk to attend a VAT course on Thursday, 6th Oct. 2016</p>	All note/ Clerk
PLANNING & CONSULTATIONS		
16/167	<p style="text-align: center;">UDC Local Plan & future development in Takeley</p> <p>TPC received a report from a meeting with UDC Leader Cllr Howard Rolfe. TPC Cllrs Carol Pratt, Jackie Cheetham, Geoff Bagnall, Richard Cheetham, Tricia Barber, Trevor Allen, Sue Sprules met with Cllr Howard Rolfe on 27th July 2016 to discuss TPC views re UDC Local Plan process & TPC's position on future development in Takeley:</p> <ul style="list-style-type: none"> ■ Local Plan process - Statement of Community Involvement consultation concerns - HR confirmed that UDC agreed (26/7/16) allocation of housing based on Hybrid Option 5: New Settlement(s), Key Villages & Type A Villages - Workshop for UDC members 7th Sept. 2016 - 14th/20th/28th Sept public sessions displaying proposals set in the context of where housing has gone before - Formal consultation on UDC Local Plan will be in Nov/Dec - TPC raised concerns re agreed strategy of dispersal without a strategic plan for infrastructure. HR confirmed that there is little funding other than from new homes. - HR: New Local Plan requires an additional 4600 homes in Uttlesford (2011-2033). HR: keen to pursue 'Garden City' model which must include an infrastructure plan - HR: parishes to receive letter from Sarah Nicholson. Want to hear from PCs where they would like/accept development - HR: desire for more 'rural exception' sites - HR: anticipate a village like Takeley would deliver 40-60 homes 	All note/ Clerk/ Planning Comm

TAKELEY PARISH COUNCIL

- HR: sites for further discussion in Takeley (i) Treetops 5 (ii) Bonningtons 54 (iii) Land west of Station Rd 250 dwellings
- **5 Year Land supply - where are we?**
HR: Uttlesford has 5 year land supply
- **Strategic Infrastructure Plan - roads, schools, health?**
Takeley delivered 19% of 2005 plan allocation (939 of 5052)
Primary schools full. Only capacity to facilitate existing development
Access to Hatfield Forest is an issue. In danger of losing SSSI status
HR: advised TPC to write to Sir Alan Haselhurst re Hatfield Forest & SSSI status
M11 Jtn 8 & B1256 Four Ashes capacity issues – see our submission re SHLAA Review
Employment land Site 14: access cannot be direct to/from A120. Airport will not allow HGVs to use airport roads
Bus services are poor & being diminished
Poor access to railway station at airport (buses, pedestrian, cycle)
HGV traffic in Takeley. Elsenham 400 movements per day thr Takeley centre. (HGVs to use airport roads)
Write to HR re what we want from airport: access to station (pedestrian/cycle, better bus service, eliminate illegal parking operations & access into airport - security risk, drop off charges, capacity on railway, fares more expensive than B/Stortford)
- Principle of development south of Flitch (natural boundary) e.g. Gladman application land south of Flitch Way Gt Canfield/Takeley & land west of Station Road, B183
- Importance of CPZ & implication for Call for Sites/SHLA
- **Neighbourhood Plan process:**
HR: This Local Plan should not have major impact on villages. A NP would provide 'material evidence' for future plans (the local plan process is rolling)
- Work with Hatfield Forest re the impact of cumulative development on the Forest; including the impact of poorly designed green space in developments
- Send HR TPC response to Statement of Community Involvement
- Contact HR re 'golden thread' (community, developer, UDC - 3 way conversation re future development)

TPC agreed that this was a very beneficial discussion.
TPC resolved that the Planning Committee will coordinate the response to the UDC Sarah Nicolson letter which must be submitted by 2nd September 2016

16/168	<p style="text-align: center;">Neighbourhood Plan Process</p> <p>Workshop held on 9th June by RCCE and attended by 7 members of the community. Only 2/3 volunteers out of a possible 17 committed to take the project to the next step. This is a large project for very few volunteers to undertake. In July, TPC agreed to defer making a final decision on this until after the meeting with the leader of Uttlesford District Council Cllr Howard Rolfe.</p> <p>TPC agreed that a Neighbourhood Plan cannot be completed to affect the current Local Plan (2 year process). A NP should be a longer term ambition. Whilst TPC will provide assistance to the project, the Parish Council cannot lead and resource the entire NP process. It is a 2 year project that requires</p>	All note/ Clerk
---------------	---	--------------------

TAKELEY PARISH COUNCIL

community participation (realistically a minimum of 12 volunteers) in order to share the workload and responsibility. TPC will contact the 3 remaining volunteers and ask them to assess whether they believe they can proceed to build a group to complete this project in the longer term.

REPORTS

16/169	Clerks Report <i>(previously circulated)</i>	All note/ Clerk
<p>TPC noted the report including notification that under UDC Community Governance Review 2016/17 there will be a boundary review of Takeley and Lt Canfield in the autumn following a request by Little Canfield Parish Council. TPC is disappointed that Little Canfield PC did not communicate this intention before submitting the formal request. Having communicated with Lt Canfield PC Chairman it is clear that this request was submitted without resolution at a Parish Council meeting.</p> <p>Further investigation will take place to establish whether the review will proceed as this is not something TPC would advocate. The Master Plan for Priors Green intended that the development should be part of the wider communities of Takeley and Little Canfield; and that the Parish Council's would work together to ensure that residents of Priors Green (whether they live in Takeley or Lt. Canfield parish) would benefit from a collaborative approach.</p> <p>Station House gas supply - TPC agreed that the Clerk should enter in to 1 year fixed contract in order to significantly reduce both the daily standing charge and unit price (British Gas).</p>		
16/170	Priors Green Community Hall	All note
<p>Chairman Carol Pratt attended the PGCH AGM on 28th July 2016. The Committee has done an excellent job of making sure the building is effectively maintained and well run, recovering and compiling the historic accounts to the present day, and putting in place policies and procedures that will ensure the longevity of the facility going forward. Now the accounts are complete and audited the Committee can complete the Charity Commission registration and when complete the lease will be granted and the S106 monies transferred.</p>		
16/171	Highways & Transport Issues	All note/ Clerk
<ul style="list-style-type: none"> • Community Speed Watch reported 3 operations at Station Rd, Parsonage Rd & Brewers End • The Clerk will write to a new coach company that is travelling thr' the village • Airport related parking outside Takeley Football Club has been reported to UDC (Nigel Brown) who agreed to investigate. • Complaints re the lack of verge cutting, especially on Priors Green, will be passed to DC & CC Clr Susan Barker • Four Ashes traffic lights - a sensor under the road on Parsonage Rd side is broken & needs replacing 		
16/172	Street Lamps - (Parish Council owned x 4)	All note/ Clerk
<p>TPC considered quotes to replace the lamps with LED lamps that will ultimately last longer and save money. Cost: 4 lamps = £396 plus fitting 4 x £110.75 = £443 Total cost £839 TPC resolved to save the quote until one of the existing lamps fails and then to have all the lamps replaced together.</p>		
16/173	Sports Field Boundary Treatment(north) <i>(previously circulated)</i>	All note/ Clerk
<p>Having previously received 2 quotes for replacement fencing that were too costly (£8500-£10k), TPC approved a proposal to plant hedging on the Sports Field along the boundary with Takeley Park.</p>		

Formatted Table

TAKELEY PARISH COUNCIL

	<p>TPC reviewed 3 quotes for plants and 2 quotes for the groundwork. TPC approved a quote for GA Coleman's to supply the hedge plants and prepare the ground and plant as follows: To prepare the ground along the length of the northern boundary, to dig a trench, and to plant 500 plants (40-60cm Natural Essex Hedge) including canes & spirals total cost = £1573.25 plus vat.</p>	
16/174	<p style="text-align: center;">Sports Field - Goal Posts <i>(previously circulated)</i></p> <p>2 sets of goalposts require replacement (as per ROSPA Report) TPC considered 4 quotes to replace goal posts on the Sports Field. It has been established that a galvanised steel version is preferable. The cost is approximately £800-900 plus vat per set. TPC resolved to work with Takeley FC to seek any grants available and to ask Takeley Football Club for a contribution.</p>	All note/ Clerk
16/175	<p style="text-align: center;">Sports Field & Recreation Ground</p> <p>Clr John Green reported on inspections completed at the Sports Field & Recreation Ground. The electricity meter at the Sports Field has been replaced</p>	All note
16/176	<p style="text-align: center;">Village Services</p> <ul style="list-style-type: none"> • Morrells Green play equipment has been installed • The 2 springers and bench in the area need cleaning & painting/staining. Cllrs Tina Domigan & Carol Pratt will organise volunteers • The hedge surrounding the play area & balancing pond will be cut & reduced in height. • TPC approved a quote for £88.69 to install a replacement ground anchor post to the Dog Bin outside the Sports Field 	All note
16/177	<p style="text-align: center;">Other Reports</p> <p>Byway 25/Jacks Lane: Cllr Geoff Bagnall reported that he has been liaising with Essex PROW Team re starting work to resurface the byway. He is also coordinating a site visit with Mr. Euan Kennedy (landowner) and Mr. Michael Coleman to agree the remedial work required to clear the tree/hedge canopy and ditches to prepare for the resurfacing.</p> <p>Impact of development on Hatfield Forest - Mtg with Sarah Barfoot Wed 13/7/16 Issues discussed:</p> <ul style="list-style-type: none"> ▪ Lack of good quality green spaces within development impacts on the increased footfall using the Forest ▪ HF footpath verges eroded ▪ Clay sub-soil ▪ 300k visits per year via the north gate/Flitch ▪ Poor walking experience. Eroding vegetation, Footpaths are mud ▪ Deer/wild life migration - access to the Flitch from Station Road to Takeley Street ▪ HF ecologist has reviewed the footpaths off the Flitch on to the north of the Forest - 'red' flagged ▪ This is threatening the SSSI status of the Forest <p>SSE Parish Liaison mtg 27/7/16: Cllr Tricia Barber attended. Minutes will be circulated to members.</p>	All note
16/178	<p style="text-align: center;">Non Agenda List</p> <p>TPC noted the report</p>	All note

The meeting finished at 10.55pm

THE NEXT MEETING: of Takeley Parish Council will be held on Wednesday 7th September 2016 at Takeley Station House at 7.30pm.