

TAKELEY PARISH COUNCIL

MINUTES

Ordinary Meeting of Takeley Parish Council

held on Wednesday, 1st February 2017, at 7.30pm at Takeley Station House.

Present: Cllr Carol Pratt
Cllr Pat Burnett
Cllr Sue Sprules
Cllr Trevor Allen
Cllr Linda Steer
Cllr John Green
Cllr Tricia Barber

Cllr Geoff Bagnall
Cllr Richard Cheetham
Cllr Tina Domigan
Cllr Jackie Cheetham
Clerk Jane Heskey
Asst Clerk Jane Bridgeman

Apologies: District Cllr Howard Ryles & District Cllr Derek Jones

Visitors: Jean Johnson, Allison Evan, Marilyn Sayers & Michael Letchford (Neighbourhood Plan volunteer group) Ruth Bodsworth & David Daykin (TLC Defibrillator Group)

17/20	<p style="text-align: center;">Welcome and apologies</p> <p>Chairman Cllr Carol Pratt opened the meeting, welcomed members, and visitors and received apologies as above. Members were asked to direct any comments through the Chair. <i>All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting.</i></p>	All note
17/21	<p style="text-align: center;">Declarations of Interest</p> <p>None. 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
17/22	<p style="text-align: center;">Minutes <i>(previously circulated)</i></p> <p>The minutes of the Council meeting 11th January 2017, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.</p>	All note
17/23	<p style="text-align: center;">Matters arising from the minutes</p> <p>District and County Councillor Reports Cllr Richard Cheetham asked if District Cllr Derek Jones had made any enquiries re the unpublished minutes from the Electoral Working Group which met in October 2016. The Clerk was included in an email which was sent to UDC, as yet there has not been any minutes published.</p>	All note
17/24	<p style="text-align: center;">Open Forum</p> <p>David Daykin & Ruth Bodsworth spoke on behalf of TLC (Takeley & Little Canfield Defibrillator Group). A document was circulated to Cllrs providing an update on the group's activity since it formed in 2016 and a proposal for TPC's consideration. The group has proposed the purchase of 2 defib machines to be sited at the Silver Jubilee Hall & Priors Green Community Hall (with formalised consent) .The Council agreed in principle to the following:</p> <ol style="list-style-type: none"> 1. The Group purchase and install the equipment - subject to confirmation of HMRC rules re VAT treatment 2. Ownership of the equipment be passed to TPC so that TPC will insure and maintain the equipment throughout its lifetime; 3. The Group will pass to TPC any funds available to cover anticipated costs of spares, maintenance and repairs, insurance and training on the understanding that TPC will ring-fence these funds for those purposes 4. TPC undertake continuing duties mentioned in no.3 above; 	All note/ Clerk

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	<p>5. The Group retain any balance of funds thereafter remaining for future training needs and/or towards any further PAD's considered necessary;</p> <p>6. TPC requires confirmation of the value of any shortfall once grant applications are determined.</p> <p><i>(Subject to final arrangements re-funding & confirmation re Vat treatment)</i></p>	
17/25	<p style="text-align: center;">Neighbourhood Plan Process</p> <p>TPC agreed that questions asked in the December 2016 meeting have still not been answered and the Council is still unclear on how the group will progress with the N/Plan. The Clerk has spoken to LCPC Chairman with regards to any plans they may have regarding a N/Plan. It is not something that they have considered and so LCPC will need to formulate a view at their next meeting in February. The Clerk has emailed a list of potential options:</p> <ul style="list-style-type: none"> • A combined plan (Lt Canfield & Takeley) resourced with additional reps from Lt. Canfield. • A separate plan but in tandem with the Takeley group. • If LCPC decide not to undertake a neighbourhood plan then, to formally undertake to co-operate with the Takeley group <p>Jean Johnson spoke on behalf of the group:</p> <ul style="list-style-type: none"> • TPC will need to decide on the plan area. • If LCPC come on board with a plan they will need to bring in their own volunteers. • Other towns/villages have commissioned specialist reports (archaeological/environmental) which has pushed the costs up, UDC advise that this would not be necessary for Takeley and that the grants should cover all costs. <p>The Clerk reported that Mr. Richard Haynes (Thaxted) has kindly forwarded information regarding surveys carried out prior to starting the plan in Thaxted this will be shared with the team along with a copy of outstanding questions from TPC (Clerk to email to members & collate questions).</p>	All note/ Clerk/ March agenda
ADMINISTRATION & FINANCE		
17/26	<p style="text-align: center;">Parish Council Vacancies</p> <p>TPC considered 4 written applications & voted (single round of paper votes) to co-opt Mr Jim Backus & Mr Dominic Roque to the Parish Council to fill the current vacancies.</p>	All note
17/27	<p style="text-align: center;">January 2017 Financial Report <i>(previously circulated)</i></p> <p>Financial transactions for January 2017 were tabled & agreed. TPC noted a complete bank reconciliation.</p>	All note
PLANNING & CONSULTATIONS		
17/28	<p style="text-align: center;">Planning Committee Report & Recommendations 18/1/2017 <i>(previously circulated)</i></p> <p>TPC approved the following:</p> <div style="border: 1px solid black; padding: 5px;"> <p>UTT/16/3601/SO Stansted Airport Brief Description: Scoping opinion for development of Stansted North side Comments:</p> <ul style="list-style-type: none"> ▪ TPC fully endorses the requirement by Essex County Council Highways and Highways England for <ol style="list-style-type: none"> 1. A Travel Plan 2. A full Transport Assessment <p>The SO Report acknowledges that 'travel to/from the site is predominantly by car, with a high proportion of single occupancy'. 'Traffic flows are predicted to increase by more than 30%' Areas local to the application site are sensitive to increased volumes of traffic and the associated noise and vibration. The existing over capacity at M11 junction 8 and the impact on Takeley, to</p> </div>	All note/ Clerk

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include the B1256 Dunmow Road (east & west bound), Parsonage Road, Station Rd/Hatfield Broad Oak Rd B183, and Molehill Green Rd, must be assessed and properly mitigated. All access to the Airport should be via the major road network i.e. M11 & A120.

- TPC supports the requirement of an EIA to assess the cumulative impacts.
- Any new development should be subject to Planning Policy and conditions to ensure 'the site will be reserved for activities related to, or associated with, the Airport' (ALP 2005 Policy AIR4 Development in the Northern Ancillary Area).
- There should be meaningful landscaping employed in the scheme to ensure that the development is screened to blend in with the rural setting/surroundings ('Airport in the countryside')
- Because the site is on higher land a 'slab level agreement' should be required to ensure that building development is no taller than the height of existing buildings.
- The proposal should include robust measures to mitigate/minimise the adverse effects of increased lighting (light pollution).

Deadline 18/1/17

UTT/16/3566/FUL Proposed Terminal at Gorefield Road, Stansted Airport

Brief Description: A dedicated terminal facility for arriving passengers (34 384sqm), an associated forecourt, and altered access and service roads

Recommendation: Objection

TPC does not object in principle to this application but seeks assurances that: (a) this development of a dedicated arrivals building replaces the proposed terminal extension approved in 2003 as part of the 25mppa permission and so we must now expect the 2003 permission for the terminal extension to become null and void; and (b) all of the planning conditions which were to be triggered by the opening of the terminal extension approved in 2003, will now be triggered by the opening of this new dedicated arrivals building.

TPC has put forward a number of proposals to improve access to the airport for local people.

Deadline 25/1/17

UTT/16/3565/OP Land to the west of Bonningtons Farm, Station Road

Brief Description: Outline application with all matters reserved except for access for 'Community led Mixed Use Development of up to 275 residential units, site of primary school, multi -use games area, kick about area, flexible neighbourhood building (A1,A2,A3,A5,B1,D1 & D2 uses), car park, trim trail & dog walking circuit'

Recommendation: Objection

The report will be sent to 3 x District Councillors, all members of the UDC Planning Committee and to the National Trust. The report will include Highways Consultant Bruce Bamber's entire report and will reference Gardner Planning Pre Publication UDC Local Plan Report.

Deadline 2/2/17

Essex County Council Replacement Waste Local Plan: Modification Consultation

- TPC is disappointed to learn that Essex will still be importing London waste as the majority comes to this part of Essex
- Essex should not import London waste if it is unable to facilitate the waste produced in this county.
- Please ensure that all planning permissions and terms of site operation reiterate the use of the major trunk routes e.g. M11 & A120 and not A & B class roads e.g. B1256
- TPC opposes any development at Start Hill. This is not a suitable/sustainable consideration given the pressure and over-capacity at M11 Jtn 8
- Regarding the development of 3 sites at Little Bullocks & Crumps Farm TPC maintains its **OBJECTION**

- TPC concurs with ECC's originally assessment which discounted these allocations. The Minerals Local Plan was approved by the Secretary of State and adopted by ECC as recently as 2014. This Plan included a condition that extraction of minerals from sites A22 and A23 could not commence until the

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	<p>main Crump's Farm site was fully restored - which is not expected until around 2030. Why are ECC planners now saying that they can overrule that condition?</p> <ul style="list-style-type: none"> - Some of the environmentally consequences of these allocations have now either been ignored or understated. - The amount of minerals expected to be extracted from site A23 is very small, and we say, too shallow to allow the safe dumping of hazardous waste. Policy 13 clearly states that 'land raising that is considered to constitute a waste disposal activity, for its own sake, will not be permitted' so burying the waste by covering with other materials is not an option. - The RWLP fails to consider the impact on potential housing development at Priors Green (Takeley/Lt. Canfield) - UDC Local Plan - potential for 1750 new homes and a primary school (north of B1256 opposite the above sites). There is no mention of housing development currently under construction adjacent to the site at Runnels Hay and the impact on this site. It is proposed to allocate hazardous waste to Site 2 which is adjacent to Runnels Hay. - TPC is very concerned about the environmental impact on the River Roding and Runnels Hay Bluebell Wood (ancient woodland). The RWLP underestimates the risk of leeching and the impact on water quality. - There is surely a real danger of 'bird strikes' (proximity to Stansted Airport) - The additional HGV traffic generated by these sites would add to the already intolerable volume of HGV traffic through Takeley and along the B1256 (Elsenham site currently has permission for 400 vehicle movements per day). The noise and vibration negatively impacts on the wellbeing of our residents and destroys the local road network. - For the reasons stated above TPC objects to any additional HGV traffic through Takeley. There is a Vehicle Routing Agreement should be imposed. <i>Deadline 16/2/17</i> <ul style="list-style-type: none"> • <i>TPC will support Gt Canfield PC in their objection to this application and will work collaboratively in the future should full planning applications come forward.</i> • <i>TPC will ask ECC Mineral & Waste Team to monitor& review the traffic movement from local sites (Elsenham Quarry, Highwood Quarry, Crumps Farm) to confirm the volumes of HGVs travelling thr' Takeley</i> <p>UTT/16/3149/FUL Unit A The Centre, Dunmow Road Brief Description: Retention of 5 metal storage containers Recommendation: Objection TPC provided further feedback to the Planning Officer following comments from the developer re TPC objections. <i>Deadline 24/1/17</i></p>	
<p>17/29</p>	<p style="text-align: center;">Stansted Airport Night Flights consultation open until 28/2/17 <i>(previously circulated)</i></p> <p>TPC resolved to endorse the recommendations of Stop Stansted Expansion:</p> <ul style="list-style-type: none"> • An unequivocal Govt commitment to phase out all night flights at Stansted by 2030, except in the case of genuine emergencies • In the meantime, for the annual limit on Stansted night flights to apply, not just from 11.30pm to 6.00am, but from 11pm to 7am, so that 'night' truly means 'night' as defined by World Health Organisation (WHO) Guidelines on Community Noise • A radical overhaul of the current 'averaging' method for measuring aircraft noise so that the official Govt noise statistics start to represent what people actually have to endure • An immediate ban on all night time aircraft landings at Stansted from using reverse thrust, except in the case of genuine emergencies 	<p>All note</p>

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REPORTS

17/30	<p style="text-align: center;">Clerks Report <i>(previously circulated)</i></p> <p>TPC noted the report including:</p> <ul style="list-style-type: none"> • A cheque for £400 recd from Gt Canfield PC for the Pre-Publication UDC Local Plan Report consultancy fees. An invoice will be sent to Hatfield Broad Oak for 50% of the outstanding balance. • A planning appeal will take place for the retrospective planning application UTT/16/0691/FUL Land adj Willow Cottages, Mill End. TPC agreed to resubmit TPC objections along with reference to the recent prosecution at Warish Hall for unauthorised airport related parking operations to the Inspector by 23rd Feb 2017. • ECC Highways are holding a meeting on 13th March 5-7pm at UDC offices. Cllrs Jackie Cheetham & Tricia Barber will attend. • Anti-social behaviour on Morrells Green has been reported to the Neighbourhood PCSO team. The play area is now locked after dark and residents have been informed as to the reason why and are happy with the action taken. 	All note/ Clerk														
17/31	<p style="text-align: center;">SCHOOL HOUSE WORKING GROUP MEETING - 25th January 2017 <i>(Post Purchase - Refurbishment Process)</i> <i>(previously circulated)</i></p> <p>TPC received an update from the School House Working Group (25/1/17) & agreed actions required including:</p> <p>1. EMERGENCY REPAIRS UPDATE</p> <p>Agreed:</p> <ul style="list-style-type: none"> - Repairs to roof slates (Up to £500) - contractor instructed - Reinstate electrics & heating to SH building – beginning 27/1/17 <p>To be agreed:</p> <ul style="list-style-type: none"> - Cost of structural engineer re advice on tie rods - Engage services of company to design tie rods - Stitch the crack south east corner of SH building – Silvester’s - Underpin SH building (corner) – Silvester’s - Window protectors to the rear ground floor windows(SH only for now) - Fire Alarm installation - New security system - Apply to the Water Company re new o.d 32mm Poly Water main (existing main is lead) - tbc - Apply to UK Power Network for a 3 Phase Electric Power Supply - tbc <p>2. UPDATE RE TPC FUNDS AVAILABLE</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%;">£k</th> </tr> </thead> <tbody> <tr> <td>Reserves</td> <td>17</td> </tr> <tr> <td>S106</td> <td>18</td> </tr> <tr> <td></td> <td>35</td> </tr> <tr> <td>Other Community Reserves</td> <td>15</td> </tr> <tr> <td>2016/17 Community Project Fund</td> <td>10</td> </tr> <tr> <td>POTENTIAL FUNDS AVAILABLE</td> <td>60</td> </tr> </tbody> </table>		£k	Reserves	17	S106	18		35	Other Community Reserves	15	2016/17 Community Project Fund	10	POTENTIAL FUNDS AVAILABLE	60	All note/ Clerk
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3. UPDATE RE POTENTIAL GRANT FUNDERS & MATCH FUNDING

- Heritage Project Grants £10,000 - over £100,000
- CIF Essex County Council (previous application is now invalid due to delays by ECC in the sale process) £15-20k
- Thomas Amos Charity - unspecified
- Aviva Insurance - tbc
- 'Big Build' – DIY SOS – tbc

4. PLANNING APPLICATION

- TPC will not be able to carry out the refurbishment as Permitted Development on a Building Notice. Following a visit by UDC Building Inspector (Roy Gillard) it has been established that the scale of works requires planning application. His advice included (i) not to remove chimney in School House (cost) (ii) re toilet block extension (iii) underpinning x 2 locations (iv) kitchen position (v) Ties for north hall
- In order to save costs and efficiency it is desirable to only submit one planning application for the entire project.
- Approx. cost £1 - 1.5k. Cost of drawings & Planning Notice (which will allow UDC to confirm price of planning application) £675 plus UDC fees
- Carol Pratt & John Monk to meet with Nigel Brown UDC prior to finalizing application
- John Monk is prepared to coordinate/complete the application process

AGREE STRUCTURAL CHANGES & INFRASTRUCTURE REQUIREMENTS FOR THE WHOLE BUILDING TO ENABLE A SINGLE PLANNING APPLICATION SUBMISSION

- TPC confirmed the layout and scope of works identified in the original drawings provided by John Monk **including** removing the chimney in the School House building (*if cost is too much it will be omitted at a later stage*), location of toilet block and kitchen area (north wall of north hall).
- Include underpinning x 2 (south east corner of SH building & west wall of south hall) & stitching to S/House
- Main entrance door, corridor to new toilet block as per JM drawings
- Add new line for drains on the drawings & plans (*if cost is too much it will be omitted at a later stage*)
- Re-glaze and repairs to all windows
- Above negates the need for a camera survey of drains
- Seek advice on tie rods pre application - cost tbc later
- Plans agreed as above (*8 agreed, 2 abstained*)

5. REFURB.THE WAY FORWARD - Priorities & timing

- TPC agreed that it is unlikely that planning approval, tendering, & works to S/House section will be complete before end of August & that no unnecessary funds should be spent prior to grant applications for match funds being made.

6. STATION HOUSE CLOSURE & CONTINGENCY PLAN

- This programme is to be part of the SH Working Group responsibilities
- Due to the extensive works and the delay in the sale TPC will make a contingency plan for relocating the offices as it is not believed that the building will be ready for occupation at the end of August.
- Timings – TBA
- Request extension from ECC to remain in Station House

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- Contingency venues – agreement & bookings (TPC surgery & meetings, storage, café operation)
- Inform user groups and contractors
- Use of PO Box for TPC mail?
- Planner

7. EXPENDITURE APPROVED:

	£	
CAD drawings	475	JM
Construction Notes (for drawings)	200	JM
Planning Application Fees	1500	TPC
Structural Engineer to advise re removal of chimney in School House section (instructed)	600	JM
Emergency roof repairs	500	JM
Electrician – restore power, test sockets, and heating	1000	JM
	4275	

8. TO DO:

Power to the building will need to be reconnected in order to dry it out. SSE were the previous suppliers and are in the process of changing over the tenancy. However TPC will investigate new suppliers and compare prices.	JM/JB
Quotes for replacement boiler (S/House)	JM
Quotes for external CCTV	T Domigan
A Fire Consultant will be instructed to inspect the building just prior to the plans being submitted.	JM
Work to remove the vegetation will be begin on Friday 3 rd February	T Allen/ L Pratt
Volunteers Monday 6 th February to begin cleaning up the inside of the building. 5 yard skip in place.	
TPC to erect a banner on the outside of the building.	P Burnett
Photographs will be taken throughout the refurbishment to capture and detail the changes that will take place.	Asst Clerk
May is Local Community & History month. TPC to decide how to incorporate that & the school building.	

17/32

Highways & Transport Issues

- The Clerk has logged a complaint with **ECC Highways** after spending 1hr 15mins unable to register a problem either via website or phone. Details of this have been sent to ECC Cllr Susan Barker including a complaint from a resident regarding damage to his car because of the potholes.
- 2 RTA's in the village on 27th & 29th January on **B1256**. It is not known if the potholes were the cause however there are a large amount in this stretch of road.
- Although only recently resurfaced, the edges of the road in **Smiths Green** have started to break up due to the cold weather and water is collecting making the conditions worst.
- Rubbish on **Molehill Green Road** is building up - the Clerk has requested a clean-up via UDC Street Cleaning

All note

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17/33	Sports Field & Recreation Ground	<p>TPC noted the report</p> <ul style="list-style-type: none"> • The portacabin is in need of some repairs to the roof. TPC approved expenditure up to £300 • The hedge planting at the Sports Field is finished. The actual cost was approximately £200 less than the original estimate. • Sworders (on behalf of the Ash family Trust) are requesting proof of ownership of the Recreation Ground and details of insurance. 	All note
17/34	Village Services	<ul style="list-style-type: none"> • Two new litter bins have been installed. One at the entrance to Roseacres and the other on the railings on the walk to school route (B1256 opp. Business Centre). • Clerks to seek prices for an extra-large bin at Four Ashes (northeast) • TPC will ask the owners of Baytree House in Parsonage Road to trim their hedge as it is obstructing the area around the bus stop. • Jacks Lane - TPC agreed that the Clerk will advertise in the next Newsletter to recruit a Friends of Jacks Lane' group to assist with keeping it tidy. Friends of the Flitch & the Highways Rangers will also assist to maintain and keeping it clear. • One bollard outstanding for Jacks Lane. This will be a demountable bollard allowing access for building works for the next 2 years. Gates are outstanding. 	All note/ Clerk
17/35	Other Reports	<p>SSE liaison meeting 27/1/17- Clr Tricia Barber attended. Minutes emailed to members. 6 houses owned by MAG will go on the market in February.</p>	All note
17/36	Non Agenda List	<p>TPC noted the report</p>	All note

The meeting finished at 9.35pm

THE NEXT MEETING: of Takeley Parish Council will be held on Wednesday 1st March 2017 at Takeley Station House at 7.30pm.