MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 10 SEPTEMBER 2018 AT 7.30 PM AT THE VILLAGE HALL

Present: Chairman: Cllr. F A Delderfield
Cllrs. Mrs A V Heaviside, J V Keyes and B S Marshall,

Apologies for absence were received from Cllr. Mrs C Adams, C L Atkinson, R L Bass, A J Gable and J C Gregan.

107.18 MINUTES OF THE PREVIOUS MEETING
The minutes of the Meeting of the Council held on 13 August 2018 were confirmed and signed.

108.18 DISCLOSURES OF INTEREST
The Chairman reminded Members that, in common with other local authorities, this item is placed high on the agenda to give Members the earliest opportunity to declare known interests in items set out for later discussion; notwithstanding that they should also declare interests as soon as they become aware should the need arise throughout the meeting. Cllr J V Keyes declared a non-pecuniary interest in MAL/18/ 00748 & 01035 under Planning Applications below, and left the meeting during their discussion.

Members were also reminded to review and update if necessary their interests recorded in the Register of Interests and which they are required to declare under the Localism Act 2011 and the Council's Code of Conduct.

109.18 ADJOURNMENT FOR THE PUBLIC TO SPEAK
Five Members of the public were present and Mr Paul Mutton from the Neighbourhood Plan Steering Group who was invited to join the Council during discussion of the Plan.

A resident from near Pond House, Maldon Road, objected to an application (MAL/18/01007) to extend the property which they thought was overlooking and overbearing; and they had not been consulted. The Chairman noted the views expressed and advised that they should also be expressed to the Maldon District Council who will determine the application. The applicant was also present and explained how the planning application was put together taking into account previous comments. The Chairman noted this too and explained that the Parish Council will look at what the plans are now the and not how they were arrived at.

Also present were the owners of the land in Colchester Road between the Village Hall and Beckingham Road junction, which had been used as a lay-by and now closed off. They said the first they knew about the Council’s query was on seeing the Parish Council report in the Parish Magazine. The Clerk will send them a copy of the e-mail correspondence with the Highway Authority.

110.18 CHAIRMAN’S ANNOUNCEMENTS, REPORTS OF OTHER BODIES AND GENERAL CORRESPONDENCE.
The Clerk had received an agenda for the Annual General Meeting of the EALC on 20 September.

111.18 MATTERS ARISING FROM THE MINUTES
Obstructions to Public Rights of Way: Cllr Mrs A V Heaviside will work with the Clerk to produce a standard letter to give to householders if paths are overgrown.

112.18 PLANNING POLICY AND STRATEGY:
Mr Paul Mutton from the Steering Group joined the meeting.
Neighbourhood Plan Steering Group: The Steering Group met on 4 September and its report was noted. Before the start of the meeting The Chairman, Vice-Chairman, Cllr C L Atkinson and the Clerk had met with the core members of the Steering Group and Mr Chris Bowden, the appointed consultant from Navigus. A discussion was held about the approach, content and parameters of the plan.
Neighbourhood Plan Budget: The Clerk confirmed that Groundwork had transferred the grant for consultancy and associated costs of up to £8,500 to the Council's account. The money must be spent by 31 March 2019 or any unspent monies returned. Mr Paul Mutton was thanked for making a successful bid. The Parish Council has also made budget provision for expenditure on the plan which falls outside of the Groundwork ring-fence. This will include the costs of questionnaire production and software to assist in processing as well as advertising the plan and meeting room hire.
Neighbourhood Plan – Household Questionnaire
The final draft of the questionnaire produced by the Steering Group was reviewed and approved subject to the amendments set out in the appendage to these minutes. Cllr J V Keyes questioned the need for a paper questionnaire for every household and suggested that people should complete it on line. The Chairman advised that the questionnaire, which has already been agreed in principle, will also be a web based option but there will be residents not equipped or willing to complete it on-line. Furthermore, the distribution of a questionnaire to every household also acts as a communication tool as well as, by virtue of being invited to complete it, evidence of consultation.

Mr Paul Mutton was thanked for attending and left the meeting.

113.18 PLANNING APPLICATIONS
Representations: Cllr J V Keyes advised that a decision on an application for a new field access onto Colchester Road was deferred and the Council hopes to send a representative to the Committee when it is considered again.
Planning Decisions: The Clerk reported on the latest planning decisions.
Latest Applications: Comments on planning applications received up to week ending 7 September 2018 were as follows:

LDP/MAL/18/00929 Claim for lawful development certificate for existing 2 storey dwelling and single storey bungalow. 53 & 55 Broad Street Green Road – The Council has no comment.

FUL/MAL/18/00708 Section 73A application for the erection of slate roofed, wooden framed, black boarded building used for storage and leisure purposes. Plot Adjacent To Land On The South East Side Of Captains Wood Road - The Council notes the building is not a dwelling and has no objection provided the use is limited to storage and leisure purposes as described.

HOUSE/MAL/18/00944 Single storey rear extension & widening of front dormer. 9 Millways - The Council considers the proposed extension will improve accommodation whilst not resulting in any significant impact upon the character and

appearance of the area; or cause any detrimental harm to the site or any material impact on the occupiers of the neighbouring properties. The Council recommends approval.

HOUSE/MAL/18/00993 Two storey front extension. 10 Seagers - The Council considers the proposed extension will not result in any significant impact upon the character and appearance of the area; or result in detrimental harm to the site or any material impact on the occupiers of the neighbouring properties. The Council recommends approval.

HOUSE/MAL/18/01007 One and two storey extensions to the side and rear. Pond House 26 Maldon Road - The Council considers the application addresses previous reasons for refusal on this site and the proposed extension will not result in any significant impact upon the character and appearance of the building or area; or result in detrimental harm to the site or any material impact on the occupiers of the neighbouring properties. The Council recommends approval.

FUL/MAL/18/00748 (Amended Plans) New access location to improve highways safety and visibility. Agricultural Barns Adjacent 31 Plains Road – The Council has no objection to the removal of the modern leylandi hedge but is concerned about the removal of the older deciduous hedge which was planted when this parcel of land was enclosed and awarded under the 1805 Great Totham Enclosure Act. The fencing of the land by the hedge was a provision of the Act. The Council recommends refusal.

OUT/MAL/18/01035 The demolition of existing summer house and the erection of two detached chalet bungalows, the conversion of existing outbuilding into a residential dwelling and the partial demolition of the main dwelling house to create two semi-detached dwellings with a detached double garage. 42 Colchester Road – The Council believes the proposed development, creating a total of five dwellings, by reason of its density and layout would cause considerable harm to the area, and represent an intrusive development, out of scale and character with the prevailing pattern of development in the locality.

Its unsympathetic scale and form would not protect or enhance the natural or built environment. It would have an unacceptably intrusive urbanising effect upon the site as well as having a serious and adverse effect on the amenities enjoyed by occupiers of neighbouring property. Furthermore, The proposed access onto Rookery Lane (a private road) would generate additional traffic at the junction with the B1022 which already has significant visibility problems.

The proposal would be contrary to policies D1, D2, D3, H4 and S8 of the Maldon District Local Development Plan and guidance contained within the National Planning Policy Framework – The Council recommends refusal.

FUL/MAL/18/01017 Proposed single-storey two bedroom annexe that is incidental to the main dwelling and change of land to garden land. Land North of Maypole Hall Maypole Road – The site is located outside of the defined settlement boundary for Great Totham where policies of restraint apply. The site has not been identified by the Council for development to meet future needs for the District and does not fall within either a Garden Suburb or Strategic Allocation for growth identified within the Local Development Plan to meet the objectively assessed needs for housing in the District. The Development would be contrary to the guidance and provisions of

the National Planning Policy Framework and in particular paragraphs 7, 14 and 17 as well as being contrary to policies S1, S2, S8, T1 and D1 of the Approved Maldon District Plan – The Council recommends refusal.

FOR INFORMATION - PDE/MAL/18/00998 Single storey rear extension which would extend beyond the rear wall of the original house by 3.72m, maximum height of 3.68m and the maximum height to the eaves of 2.92m. 34 Maldon Road – Noted.

114.18 FINANCE:
Confirmation of Payments: Payments were confirmed for:

Amount (£)	Payee	Service
100.66	Tristan Adlington	Renewal of Linux licence for NP website for 1 year.
466.03	C R Potter	Salary/allowance 444.00 Blackboard pens… 13.99 Postage Stamps 8.04

Referendum Principles: A letter was received from the Society of Local Council Clerks about the deferment of referendum principles for parish councils for three years. This follows clear evidence of restraint in council tax increases by English town and parish councils.
Consultants contract papers: At the last meeting it had been agreed that the consultant contract papers for the Neighbourhood Plan Consultants, expected to arrive in the next few days could be signed by the Clerk.
Insurance: Changes to the details of the Council's Insurance providers, from Hiscox Insurance Company to Hiscox SA, made in anticipation of Brexit, were noted.

115.18 AMENITIES
There were no additional items to report.

116.18 HIGHWAYS AND TRANSPORTATION
Localism Rangers Work: There were no new items.
Road Closure Notice: A road width restriction notice was received in respect of the bridge near Pan Grove in Church Road.
Transport and Traffic Survey: The local Member of Parliament had written to ask if the Council would like a Transport and Traffic Survey of local residents to be carried out in this parish similar to one being conducted in Little Totham. It was decided to decline the offer.
Public Right of Way: Cllr Mrs A V Heaviside is to check for any obstruction of Footpath No. 25.

117.18 COMMUNITY POLICING, SAFETY AND REGULATION
Speedwatch Report: Cllr B S Marshall gave a report on the latest Speedwatch session.
Community Protection Team Report: The August report had not yet arrived.

118.18 WW1 CENTENARY COMMEMORATIONS
Battles Over - Great Totham Beacon Lighting: The Clerk has had responses from Great and Little Braxted and Wickham Bishops Parish Councils who will all

take part. Cllr J V Keyes has applied for a road closure order and Mr and Mrs Jennings will provide us with an electricity supply at the Beacon site. A further, more detailed report will be made at the next meeting as plans advance.
Solitary Soldier: The Soldier is in the Parish. Cllr C L Atkinson has made a stand for it and taken it to St Peter's Church and, helped by Cllr. B S Marshall, will take it to other venues. The Clerk has written on the Soldier the names of all those from Great Totham who died.

119.18 ANY URGENT BUSINESS AND FUTURE AGENDA ITEMS
There were no items.

The meeting closed at 8.56 pm.

Appendage

Great Totham Parish Council
Neighbourhood Plan Draft Questionnaire

Discussed at Parish Council Monday 10 September 2018
The Council resolved to approve the draft household questionnaire prepared by the Great Totham Neighbourhood Plan Steering Group subject to the following amendments:

Introduction

Para 2. Amend to: *Following consultation at an Annual Parish Assembly, Great Totham Parish Council decided that we should develop such a plan and has set up a volunteer Steering Group. The area which it will cover has been designated by Maldon District Council as comprising Great Totham Civil Parish but excluding the North Heybridge Garden Suburb. (See enclosed map.)*
Para 4. At end of penultimate sentence add: *and satisfying national and local planning policies.*
Additional: Wickham Bishops Parish Council sent their questionnaire to some Great Totham residents at Beacon Hill with Wickham Bishops in their address. To avoid any doubt it might be a good idea to add at bottom of page or somewhere else a note to clarify, such as : *Note: Some households in Great Totham Parish have "Wickham Bishops, CM8 ???" in their* ***postal address****. We have delivered this questionnaire only to those households in Great Totham Parish.*

Map

Legend box is corrupted on my screen and print.

Community & Environment

Question C1: Meaning of "Footpaths" need clarifying as in E4.
Question C3: As we are spread out the first three questions need a location to be meaningful; If the questionnaires are numbered we could allocate and note numbers to a postcode to give us an area (a few are discrete). If not we could put a box on the questionnaire for respondents to these questions to add postcodes. Also, it would be useful to know the numbers and location of households not connected to the mains sewer. In our earlier questionnaire it was about 6% but some have been added since then.
Question C4: Wether needs an h
Question C6: Introduction asks a question but there is no answer box. Should it be just a statement?

Development

Question D1. Revised question: *As and when a need for further housing emerges, how should Great Totham plan to meet the need?*
Question D2. Revised question: *What kind of housing do you think Great Totham most needs?*

Travel Transport and Roadways

Question E1: Usual transport needs *Train* adding, at least for employment
Question E2: Transpose d & l in woudl
Questions E1 – E4 Perhaps a question about location of doctor/dentist such as Maldon, Witham, Tiptree; school in addition Colchester, Chelmsford; Hospitals? To make it more useful data.

12 September 2018