

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14 SEPTEMBER 2015 AT 7.30 PM AT THE VILLAGE HALL

Present: Chairman, Cllr Mrs C Adams

Cllrs. C L Atkinson, R L Bass (from minute 137.15), F A Delderfield, A J Gable (from minute 137.15), J C Gregan, Mrs A V Heaviside, J V Keyes and B S Marshall.

132.15 MINUTES OF THE PREVIOUS MEETING

The minutes of the Meeting of the Council held on 10 August 2015 were confirmed and signed.

133.15 DISCLOSURES OF INTEREST

There were no disclosures.

134.15 PUBLIC QUESTIONS

Two members of the public and two officers from Maldon District Council were present; there were no questions.

135.15. CHAIRMAN'S ANNOUNCEMENTS, REPORTS OF OTHER BODIES AND GENERAL CORRESPONDENCE.

The Compasses: The Chairman reported a further application by the local CAMRA branch to have the Compasses Public House listed as an Asset of Community Value which they believed met the requirements of the legislation. It was agreed to write a letter of support to the District Council.

The Chairman also reported that the EALC Annual General Meeting will be held on 24 September and the Essex Ambulance is seeking grants from parish councils. There were no reports from members of other bodies.

136.15 MATTERS ARISING FROM THE MINUTES

Rubbish Dumping: The Chairman advised that she had not yet made contact about with about some garden refuse has been dumped on the bank at the Jubilee Recreation Ground.

Community Initiative Fund: The Clerk had looked closely at the funding criteria and thought it unlikely that a change in the safety surface at the Jubilee Recreation Ground would qualify, but in any event he would be unable to undertake the considerable work required in preparing a bid given the work on the planning questionnaire.

137.15 PLANNING POLICY AND STRATEGY:

Planning Enforcement: It was resolved to adjourn the meeting to welcome Dennis Logie and Lorraine Brunt, Planning Enforcement Officers from the Maldon District Council, for an informal discussion about planning enforcement in the Parish. The Chairman explained that the Parish Council has particular concerns about a recent case of an established use being demonstrated on land at Colchester Road, leading to permission for a dwelling clearly outside of any development area, when simple monitoring would have controlled it; and a further example in Captains Wood Road as well as an apparent absence of any action taken in respect of suspected un-permitted development activity in the same area.

Mr Logie explained that he is a recently appointed officer and there was a huge backlog of cases when he arrived and which he is trying to clear; but it takes a long time. Some cases are resolved by retrospective planning permissions and others are investigated according to a hierarchy of how much harm would arise should they continue.

He gave examples of his work and explained the approach to monitoring land off Maypole Road and certain developments. Parish Councils are important in alerting the District Council and providing information, particularly in 'high risk' situations. There is no systematic checking of on-going planning conditions.

The Chairman thanks the officers for attending and explaining their approach, saying that she felt more heartened.

Parish Planning Questionnaire: The Council had received a questionnaire (sent to Members by e-mail on 24 August) from the District Council about allocations, if any, in the 'rural parishes' for housing, travellers and employment and it was thought that a shortened version of the questionnaire should be sent to all household in the parish to collect opinions. This would guide the Parish Council in responding and also provide information which could be used in drafting a Parish Plan.

A report on the process and actions so far had been circulated and the actions taken therein confirmed. A copy is appended to these minutes. Cllr F A Delderfield expressed doubts about "opinions" being sought and also reminded Members that the Maldon District Council had previously agreed that any major rural housing allocations forming part of the Local Development Plan would be located in centres with appropriate infrastructure.

Section 106 Agreements: Requests to attend a meeting at Maldon District Council about S106 agreements and also to attend a meeting with Heybridge Parish Council representatives on the same day were received. It was agreed that the Chairman, clerk and Cllrs Mrs A V Heaviside and B S Marshall would attend.

138.15 PLANNING APPLICATIONS

Rose Stables, Captains Wood Road: At the July meeting of the Council, residents of Captains Wood Road expressed concerns about the apparent dumping of toxic waste at Rose Stables and the Council referred this information to the District Council. The site has now been examined and the Maldon District Council Officers conclude that *Due to the inert nature of the waste and its containment within the site there is no action that can be taken using the Council's powers under the Environmental Protection Act 1990. This requires the Council to be satisfied that the waste is detrimental to health or a statutory nuisance.*

Road Naming: The Maldon District Council sent a consultation on road naming for development at the rear of 76-82 Maldon Road, which the developers would like to name *Barber Close*. Members noted the connection with a local family name and had no objections.

Goldhanger Road Group: A group of residents at Heybridge had formed a group to object to a large planning application and had written to request funding. The Clerk had advised that this is unlikely to be forthcoming, and this response was confirmed.

Appeal Hearing: Cllr JC Gregan had represented the Council at the recent appeal hearing in respect of MAL/14/00936 for up to 115 houses north-east of the Bull. The Chairman had also attended and both thought the hearing was very fair although Cllr Gregan thought the Maldon District Council representative disappointing.

Planning Decisions: The Clerk reported on the latest Maldon District Council planning decisions.

Report of Planning Committee Meeting of 25 August: The report of the Planning Committee Meeting of 25 August for applications received to week ending 21 August was received and noted. Comments are set out below:

HOUSE/MAL/15/00741 New roof above existing house and new single storey extensions. External facade to be re clad. Barradoura 16 Beacon Hill – The Council has no objections and recommends approval.

COUPA/MAL/15/00777 Prior approval of proposed change of use of Agricultural Building to a Dwellinghouse (use class C3). Building At Krallis Tan Sheepcoates Lane – The Council notes that this proposal is for development outside of the village settlement limits and any area intended for development and recommends refusal.

For Information Only LDP/MAL/15/00774 Claim for Lawful Development Certificate: Conversion of double garage into gymnasium within curtilage of existing property. High Elms Beckingham Road – The Council has no information to offer.

HOUSE/MAL/15/00704 Enlarged front gable to form porch and en-suite bathroom, front dormer window to bedroom, three dormer windows and single storey side extension. Oakengate 22 Maldon Road [Revised Application] – The Council notes the changes and has no further comments.

COUPA/MAL/15/00873 Prior approval of proposed change of use of Agricultural Building to a Dwellinghouse (use class C3). Shrub Hill Farm, Maldon Road, Great Braxted - The Council notes that this proposal is for development outside of any area intended for development, and which would constitute back-land development, so recommends refusal.

HOUSE/MAL/15/00729 Existing garage roof removed and replaced with new hipped roof to provide a roof for existing garage and proposed veranda Brick Hall 38 Colchester Road - The Council has no objections and recommends approval.

For Information Only SCR/MAL/15/00906 Request for a Screening Opinion to determine the requirement for an Environmental Impact Assessment (EIA), Land Rear Of 11 Colchester Road – The Council recommends that an Environmental Impact Assessment is required.

Latest applications: The applications lodged with the Maldon District Council to week ending 11 September 2015 were considered and the Council's comments were as follows:

FUL/MAL/15/00885 Development for 145 residential dwellings with associated landscaping, open space, access, parking and ancillary infrastructure

including pumping station. Land West Of Broad Street Green Road Heybridge – The Council has no objections provided the development conforms to the wider blueprint for the North Heybridge Garden Suburb and the developer makes the requisite section 106 and infrastructure contributions in relation to the site.

FUL/MAL/15/00874 Application to change the use of 48 Maldon Road, Great Totham solely for residential use. Please refer to the appended letter and supporting information. 48 Maldon Road – The Council has no objections and recommends approval.

139.15 FINANCE:

Confirmation of cheques: Cheques were confirmed for:

Amount (£)	Payee	Service
283.00	Silicon Alley	Printing ink cartridges, paper envelopes and labels for planning questionnaire.
340.00	C R Potter	Salary/allowance £340.00

140.15 AMENITIES

Report of the Chairman of the Committee: Cllr C L Atkinson reported that repair work and painting on the War Memorial Bus Shelter is complete and a new section of board fitted to the safety surface at the Jubilee Recreation Ground; bushes overgrowing the footway near the pond at Colchester Road have been cleared; and Mr R Clark is speaking to the Tree Officer about trimming the oak tree at the Cricket Field.

Next month he hopes to investigate putting a seat opposite the War Memorial Bus Shelter, but he will take account of the expected new shelter planned for there; and he is meeting with a potential contractor to discuss a new ladder for the slide, repairs to the zip-wire and rubber chips at the Jubilee Recreation ground.

It was noted that the swing and see-saw seats at the Braxted Lane Recreation Ground have deteriorated and the Clerk will photograph them and contact the supplier.

The report was received and adopted and the Chairman thanked Cllr Atkinson for all his work.

A complaint was received about the zip-wire and slide; and dogs in the fenced off area. Cllr Atkinson will look at providing a sign about dogs.

141.15 HIGHWAYS AND TRANSPORTATION

Rangers Scheme: No further work was identified.

Local Highways Panel: The Minutes of the meeting of the Local Highways Panel were received and noted. Schemes for Great Totham are:

Approved Schemes

2	Walden House Rd B1022, Gt Totham	Construction of Lay-by	Design of lay-by requires removal and replacement of hedge, liaison ongoing with Councillors/Parish
14	Maypole Road– Opp. Gun Farm and nr Captains Wood Road	Drainage improvement scheme - investigation/clearing vegetation	Drainage improvements now carried out by Maintenance Team (ditch clearance, grip cutting). Suggestion to cancel scheme
15	Maypole Road, Opp Langford Park	Drainage improvement scheme – investigation /clearing vegetation	Drainage improvements now carried out by Maintenance Team (ditch clearance, grip cutting). Suggestion to cancel scheme.
20	B1022 Maldon Road	Implementation of Phase 2 of walkable verge	Was 06/2015, issues around walkable verge and culvert now resolved
39	Walden House Road - Creation of lay-by	Works to formalise parking on verge with lay-by	New scheme on Programme
62	Opp. War memorial - new wooden shelter	To provide new wooden shelter	New scheme on Programme - Awaiting results of residents consultation ending 02/07/15

Potential Schemes

8	Hall Road j/w Maldon Road	Parked cars on approaches to junction cause obstruction	Validation - Junction protection parking restrictions would be down to the Parking Partnership. As such the request has been passed to them
9	B1022 Maldon Road	Speed of traffic on road	In validation - speed data under review

142.15 COMMUNITY POLICING

Speedwatch: Cllr C L Atkinson reported that two further speed checks have been carried out and a further check will be carried out on 18 September. A visitor from Springfield Parish Council had attended a check as they are thinking of implementing a scheme

Road Closure: Notice was received of a temporary closure at Lea Lane, Great Braxted.

143.15 HM THE QUEENS'S BIRTHDAY

It was agreed to start consider suggestions for celebrating HM The Queens's birthday next year. The Chairman suggested a Tea Party and the Clerk believed there would be beacon lightings.

Cllr R L Bass suggested that the main developers for the North of Heybridge Garden Suburb should be approached to suggest naming the new relief road (which is mainly in Great Totham) in recognition of HM the Queen's 90th birthday, such as Queen Elizabeth Way; and if feasible, with a contribution from us, to plant 90 oak trees along its route, preferably in advance of the road's construction. This approach was agreed.

144.15 ANY URGENT BUSINESS AND FUTURE AGENDA ITEMS

There were no items

The meeting closed at 9.17pm whereupon Cllr F A Delderfield showed Members his recently presented British Empire Medal.

Great Totham Parish Council LDP Questionnaire Response and Development of a Parish Plan

Following the closure of the Planning Committee meeting of 25 August 2015 those Members present were asked by the Chairman to informally consider how we should respond to the questionnaire received recently from the Maldon District Council for the parishes sections of the Local Development Plan; and to move forward the work on the Village Plan. Those present were the Chairman and Councillors C L Atkinson, F A Delderfield, A J Gable, J C Gregan, Mrs A V Heaviside, B S Marshall and the Clerk. A further informal meeting was held on 4 September attended by the Chairman and Councillors C L Atkinson, J C Gregan, and the Clerk, to finalise the proposed arrangements. The following are the notes.

Aim: To return the MDC questionnaire and produce a Parish Plan for Great Totham for the next 15 years involving and with the agreement of the Parish Council and the Community.

General Idea: To use the Maldon District Council's questionnaire on Housing, Employment and Traveller Allocations as a driver for developing a Parish Plan in conjunction with existing preparatory work and data available from the District Council and consultation with the community. This data can then be fed into a draft Parish Plan. The plan will be Parish wide rather than a "neighbourhood" plan although there may be particular matters relating to specific settlements say.

Existing Information Sources: There are a number of existing data sets and reports which can be used including;

- The current MDC questionnaire when completed
- Parish Plan Information produced by the Parish Council
- The existing Maldon District Local Replacement Plan
- The draft Local Development Plan
- Reports produced to support the draft LDP (e.g. Return of Sites Analysis)

Method: There are two distinct sets of processes with the first feeding into the second.

1. The Maldon District Council questionnaire will be completed following consultation with parishioners. This will be carried out through a shortened version of the questionnaire available to all households whose responses will be distilled into the version returned to MDC. The Parish Council will add the factual data requested by the main questionnaire.
2. The questionnaire results can then be added to the existing data compiled on the current position, which needs to be edited and

completed. Work then needs to be carried out on other aspects of the plan e.g. Recreation, Transport, and Health etc. leading to a draft Parish Plan for public consultation followed by verification of the plan by the District Council.

So that parishioners have as much time as possible it will be essential to complete delivery of the questionnaire as soon as possible.

Development of the Village Plan will involve the community in several ways. All parishioners will have the opportunity to respond to consultation through questionnaires, exhibitions and meetings. Some individuals may wish to become more deeply involved by helping to work on the plan itself and its completion. Following recent high profile planning applications a few people have already volunteered their services.

The Short Questionnaire: The questionnaire is 18 pages in length of which eight pages are maps. Some of the questions are matters of fact about current parish services and can be answered simply e.g. Do you have a GP Surgery? (Note: The questionnaire is not asking if we think there should be one – this would be a question at a later date). Some “opinion” pages have repetitive sections to allow Parish Councils to respond comprehensively. The maps cover the three main areas of housing, employment and travellers sites each of which has two maps; for the northern and southern half of the Parish. By removing the factual sections and shrinking other area, and remove all but two of the maps the short version will consist of four pages plus two maps. Some of the wording is changed to acknowledge that householders are responding to this questionnaire rather than the Parish Council and a question added asking about travel to access services.

Outline Timetable:

Date	Activity/Event
By 4 September	Draft short version questionnaire
4 September	Informal meeting at Chairman's house to agree questionnaire and actions to implement it
6-10 September	Print questionnaires
11-19 September	Collate, envelope/label and distribution of questionnaires
14 September	Council to give formal approval to process and budget
23 September	Goldhanger Meeting
29 September	Planning Committee
5 October	Return Date for short questionnaire
19 October	Council discussion and agree response to MDC
	Complete response to MDC
31 October	Final checking & return questionnaire

Production and Distribution of the Questionnaire: There are just under 2,300 electors residing in nearly 1,200 households in Great Totham and the intention is to deliver the short questionnaire to each household. The questionnaire will be of four pages (two sheets double sided) printed black on white with two maps (1 sheet double sided) printed in colour, all stapled together and placed in envelopes Delivery will be by hand to the central areas of population and by post to outlying houses.

This phase of the operation will require intensive practical work over a few days involving buying materials and arranging printing; creating a spreadsheet of households and preparing labels; enveloping and delivering to most households.

Estimated Costs to Print and Dispatch Questionnaire:

Style & Printer	Total Cost (£)	Cost Each (£)
Colour – Rymans (Say)	1,108.11	0.92
Colour – Parish Council	369.91	0.31
Black – Rymans (Say)	364.11	0.30
Black – Parish Council	229.41	0.19

It was decided that a questionnaire printed internally with coloured maps is the preferred option.

Next Steps:

The Clerk will buy the materials and print the questionnaires and maps. The Chairman and Member volunteers will prepare the documents for delivery and then deliver them. Those to outlying households will be posted.

A full report will be made to the Council meeting on 14 September with a request that the actions carried out so far are confirmed and future actions agreed.

(Report to Council 14 September 2015)