

DANBURY PARISH COUNCIL

A Quality Council



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14th March, 2018

You are summoned to the **PARISH COUNCIL MEETING** to be held at the **Committee Room at The Old School House Danbury on Wednesday 21st March, 2018** commencing at **7.30pm** when the following business is proposed to be transacted.

Mrs M Saunders
Clerk to Danbury Parish Council

Councillors: Cllrs Mrs L Anstee, S Berlyn, C Baker, D Carlin, Mrs A Chapman, G. Chapman, Mrs B Hallett, Mrs M Hessing, A Keeler, J. Steele, P Sutton, M Telling, J. Thombs

AGENDA

1 Apologies for absence

2 Declarations of Interest

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

3 Public Question Time

4 Approval of Minutes

To receive and consider the Parish Council Minutes of 31st January, 2018

5 Vacancies for Parish Councillors

No advertisements have been made. Nothing further heard from Billy Hinken. The vacancy needs to be posted on notice board for the vacancy if Council wish to Co-opt.

6 Reports from Village Organisations

Cllrs to report if they have attended any meetings on behalf of the Parish Council or any information regarding Village Organisations.

7 Reports from Committees

a) Resources Committee – Chairman to report

i) Report General Data Processing Regulation (effective May 2018) - Data Protection Officer

A toolkit has now been received from the EALC. The Clerk had attended further training on 15th March, 2018.

ii) Reviewed Parish Council Documents

The following documents have been reviewed by Parish Council

- Financial Risk Assessment
- Complaints Procedure

iii) Neighbourhood Plan

Prices for the Neighbourhood Plan questionnaire have been considered at Resources. on 20th March, 2018. To receive recommendation from Chairman of Resources for the preferred supplier..

b) Planning Committee – Chairman to Report

i) Appeals

16/01810/OUT up to 140 houses on Land East of Runsell View & Little Fields & North of Maldon Rd (Gladman Developments)

The appeal for was dismissed on 5th March 2018. The second application for 90 houses on the same site was refused by CCC on 2nd February 2018.

Parish Council is still perturbed about Essex County Council Highways changing their opinion on traffic and access issues a complaint letter was to be sent.

17/00046/ENF Old Chase Farm, Hyde Lane

An appeal has been submitted to the Planning Inspectorate following the decision by CCC to issue an Enforcement Notice in respect of the above site.

ii) Care Home Application

The second application for the 72 bed care home adjacent to the medical centre was refused by CCC on 26th February 2018.

iii) Chelmsford City Council's Local Plan

The Pre-submission consultation for Chelmsford City Council's Local Plan ended on 14th March 2018. An exhibition was held at Danbury on Monday 5th March, 2018.

The Committee had returned comments to the consultation.

iv) Trees

The TPO application for work to the veteran oak on land west of Butts Lane (NT land 18/01606/FUL) had been refused by CCC.

v) Trees at Landisdale

The Clerk had not received the report from the Tree Survey Company so nothing had gone back as yet to the Insurance Company.

c) Environment Committee – Chairman to Report

i) Footpaths Map

This has now been revised and 2000 printed. £200.00 was kindly received from the Danbury Society towards the Footpaths Map reprint.

ii) Living Landscapes

Some hedge planting had taken place. Griffin Meadow was still to be surveyed by EWT.

iii) Traffic Survey

The Neighbourhood Plan Co-ordinator had advised that although the group had discussed traffic surveys, they had not agreed to proceed with these at the present time. The LHP Liaison Officer had advised that the PC contact their third party provider for traffic surveys – copy of quote attached. The cost of an air quality survey started at £10,000 as it involves a large amount of work over a six month period.

iv) Pedestrian Crossing – Medical Centre

There had been a complaint about safety at the new crossing. ECC had advised that the crossing would be monitored for 12 months.

v) RCCE Village of the Year

Does the Parish Council wish to enter this year?

d) Facilities Committee – Chairman to Report

i) Tree Survey

A Working Group has been put together regarding this matter consisting of Cllrs Mr and Mrs Chapman and Cllr Steele. Revised tree survey recommendations now received.

ii) Pedlars Path

The Clerk is dealing with the Insurance Company on this matter. Any further update will be brought to the meeting.

iii) Danbury Sports and Social Centre - new kitchen area

Update to be given at the meeting.

iv) Flood at Bowling Club

To report at meeting

v) Bowling Club Lease and Contract

To update at meeting.

vi) Sports Centre Roof

Ridge tile missing and more leaks in recent snow.

8 Neighbourhood Plan – Cllr Carlin to update

A preferred supplier for completing the second questionnaire work will be authorised at the beginning of the agenda under Resources Committee (see agenda item 7a) iii) above).

Exhibitions following the first questionnaire and the Visions and Objective document were held on Friday 16th and Saturday 17th March, 2018. School visits are planned in April regarding Neighbourhood Plan. See Agenda Item 10.

9 Strategic Plan/Business Plan (Document Attached)

This document is only to be updated not re-written. Finance sheet has been completed by the Resources Committee. Members to give any recommendations to the Clerk.

10 Communications Working Group

Cllr Mrs Barbara Hallett has organised the school visits this year for St Johns and Danbury Park School, both in the Summer Term and will be assisted by Cllrs Mr and Mrs Chapman and the Neighbourhood Plan Co-ordinator.

To receive correspondence from Danbury Library regarding using it one the first Saturday of the month for councillor surgeries. Please see attached. The Parish Council would have to sign a licence. Members to agree whether this is going to be the future venue for the surgeries.

11 Update regarding Path to Bowling Club/Tennis Club and surrounding area.

Meetings took place on the 27th February and 7th March, 2018. A report was given by Trentside Geotechnical which is private and confidential to members of the Council. The clerk has written to the Public Works Loan Board and requested how much a loan would cost in varying amounts of money.

The clerk has also written to the Conservation Officer requesting which option would be most acceptable. He would like to see the most sympathetic to the landscape.

12 Parish Update from Cllr John Spence.

To circulate if any further documents received

13 Lease Danbury Sports and Social Centre

This item to be kept on Agenda so that it does not get forgotten - lease will expire in 2021. This was discussed at the Parish Council Liaison Group. At the next meeting of the Liaison Group the lease needs to be discussed further this is booked for Thursday 7th June, 2018.

14 Flooding Riffhams Lane and Mildmays

The roadside gullies had been completed outside Skerries and 2 payments have been made to the contractor.

A site meeting was held on Tuesday 6th March, 2018. Currently trying to bring the project to conclusion by 2nd April, 2018. It is planned to commence the works on Monday 26th March, 2018 revised plans are out for consultation by ECC Highways.

15 Museum Update

To be given by Cllr Mrs Chapman at the meeting.

16 Update on Heritage Days

The Old Pavilion had been booked from midday on Friday 21st September through to Sunday 23rd September inclusive and midday on Friday 28th September until Sunday 30th September inclusive. Cllr Mrs Chapman to update meeting.

17 First Responders

The Clerk had been contacted verbally and a formal letter was to be sent to the Parish Council. This had not been received at the time of writing the Agenda.

18 Councillors' Surgeries 2018

7th April Cllrs Chapman and Steele

5th May Cllrs Carlin and Thombs

3rd June Cllr Mrs Hallett

1st July

19 Correspondence

20 Matters for Report (for information only)

21 Dates of 2018 Meetings:

Annual Parish Meeting Monday 23rd April

Annual Parish Council Wednesday 2nd May

Parish Council for ratification of accounts Monday 4th June

Wednesdays 25th July, 26th September and 28th November

22 Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw

23 Staff

To update current position at the meeting.