



Loitering and personal confrontation: Mr Urquhart reiterated that the Centre did not have direct control of courses at weekends but that all reported problems would be raised with the course leaders. He pointed out that the Alternative Education service operating in Well Lane could also be responsible for some of the nuisance problems.

Husky dogs on site: Mr Urquhart confirmed that two Huskies were currently housed on the site in a secure area. These were his personal dogs, and this temporary arrangement had been agreed with ECC following the loss of tied accommodation.

Parking: The changed arrangements in the car park shared with Danbury Park School had resulted from the need to ensure access to the Centre for emergency vehicles. There had been occasions when ambulances had been unable to gain access because of the lack of management of the school parking. The barrier would only be closed at times of large gatherings.

Bike weekend: Mr Urquhart said that this was a very successful event and was now part of a 'major league' which attracted some professional racers as well as amateurs.

Cyclists on public roads: Asked about a specific traffic problem on 15<sup>th</sup> July 2009 caused by a large group of young cyclists in the village, Mr Urquhart was able to identify the course concerned and promised to pass the complaint on to the Headteacher of the school, through the schools service.

Members asked if there were any ways in which the Parish Council could help the Centre. Mr Urquhart said that a new business plan was being prepared and changes would be taking place over the next 18 months. It was hoped to replace some older buildings with more appropriate ones which would, for example, be compliant with the Disability Discrimination Act. He would appreciate the support of the Parish Council for these developments and asked that any concerns be raised with him so that they could be addressed.

The Chairman thanked Mr Urquhart for attending and for his comprehensive report on Danbury Outdoors. Mr Urquhart then left the meeting.

### **37 Apologies for absence**

Apologies were received and accepted from Cllrs A Allen, S Berlyn, J Langley and M Telling.

### **38 Declarations of Interest**

Members were reminded that they must declare any personal or prejudicial interests they had in any items of business on the meeting's agenda. They were reminded that they would need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest was a prejudicial one. Unforeseen interests must similarly be declared at the appropriate time.

No declarations were made.

### **39 Public Question Time**

No members of the public were present.

### **40 Minutes**

RESOLVED: that the minutes of the meetings held on 6<sup>th</sup> May 2009, 11<sup>th</sup> May 2009 and 23<sup>rd</sup> June 2009 be approved and signed.

#### **41 Cllr Jacki Wells**

Cllr Wells was welcomed back to the Council after her leave of absence in Australia. She was temporarily residing in East Hanningfield, but as the owner of a business in Danbury she was still eligible to be a Parish Councillor.

RESOLVED: that the information be noted.

#### **42 Appointment of Representatives on outside bodies**

42.1 Cllr M Telling had volunteered to act as Health Representative for the Council.

RESOLVED: that Cllr Telling be thanked for his offer and appointed as the Council's Health Representative.

42.2 Cllr A Allen had requested to attend the Country Park Forum as a Council representative. It was noted that Cllrs Keeler and Thomson already attended, and that Cllr Bolwell had previously expressed an interest.

RESOLVED: that ECC be approached to determine the number of councillors they would accept on the Forum.

#### **43 Appointment of Committees**

Cllr Pemberton had requested to be a member of Facilities Committee in addition to Environment as agreed at by Parish Council at the meeting on 6<sup>th</sup> May 2009.

RESOLVED: that Cllr Pemberton be appointed a member of the Facilities Committee.

#### **44 Parish Plan Review**

Attempts had previously been made to establish a village group to carry out the review but support had not been forthcoming. Members agreed that it was important for maintaining the Council's Quality Status that the review took place. Cllr Pemberton had already offered to take on this task, and he suggested that he talk to Cllr Allen about how to proceed.

RESOLVED: that Cllr Pemberton discuss the way forward with Cllr Allen and report to the September meeting of the Council.

#### **45 Reports from Village Organisations**

45.1 Landisdale Charity: The next meeting of Trustees would take place in November.

45.2 Twinning: A group of 19 people would be visiting Altenglan, one of Danbury's twinned towns. Bill Fancourt, the founder and Treasurer of the Twinning Association, had died recently and was much missed.

45.3 Danbury Society: The Society's Annual Art Exhibition would take place as usual over the August Bank Holiday weekend.

RESOLVED: that the information reported above be noted.

#### **46 Tennis Club Lease**

The Draft Lease had been forwarded to the Tennis Club for their comments and approval. A response was awaited.

RESOLVED: that the information be noted.

## **47 Publicity**

47.1 Danbury Times: Cllr Wood invited all councillors to send him their ideas for items to include in the next edition. Mr Urquhart had been asked to write about Danbury Outdoors.

47.2 Danbury Leaflet: Volunteers were requested to take copies of the leaflet to place in tourist centres and other suitable locations.

RESOLVED: that Councillors be asked to respond to the requests above.

## **48 Drainage & Car Parks Project**

CH Grounds Maintenance had returned to complete outstanding issues. The additional pipe-work had been completed at the rear of the tennis courts.

The application for a Certificate of Lawfulness of Proposed Use or Development (CLOPUD) had been submitted, but CBC had subsequently asked for additional details to be added to the block plan. The Clerk was arranging to have the plan amended and an additional cost was likely to be involved. Tenders for Phase 3 could not be invited until the CLOPUD had been issued.

RESOLVED: that the information be noted and that the additional costs be met from the Project budget.

## **49 Emergency Planning/ Pandemic Flu Planning**

49.1 Cllr Freeman had taken further photographs of premises for inclusion in the Emergency Plan.

RESOLVED: that the information be noted.

49.2 Cllr Pemberton spoke about his written report on the preparation of the Pandemic Flu Plan. His approach to the Danbury Medical Centre had been welcomed, and three meetings had taken place to discuss how the Parish Council might help in the event that health services were overwhelmed. He stressed that the Council's role in the village was to support the official national and Borough initiatives.

Issues raised in discussion included the needs of vulnerable and isolated people; how to identify people in the village who were prepared to assist; and publicity for the National Help Line and other public information.

Members considered whether to keep the Pandemic Flu Plan separate from the Emergency Plan. Cllr Freeman proposed that they should be kept separate, and this was agreed by a majority of 10 votes to 1.

RESOLVED: that the Emergency Plan and the Pandemic Flu Plan continue to be considered separately, and that Cllrs Pemberton and Freeman be thanked for their ongoing work.

## **50 Three-Year Strategic Plan**

This item was being raised with all Committees at the request of Resources Committee, and the responses would be considered at the September meeting of the Council. The Clerk circulated a draft Three Year Forecast showing items already in progress or under active consideration

RESOLVED: that the information be noted.

## **51 Reports from Council Committees**

In addition to the minutes received, the following reports were made:

51.1 **Resources**: Cllr Whiteing, Chairman of Resources Committee, reported that the Assistant Clerk, Facilities, had handed in her notice after her request to reduce her working hours had been refused by the Committee. She would leave at the end of August 2009. Preparations were being made to advertise her post.

RESOLVED: that the information be noted.

51.2 **Planning**: The following matters were reported and discussed:

51.2.1 **Danbury Planning Framework**: Discussions were ongoing with Derek Stebbing of CBC to move towards approval of the Framework as a Supplementary Planning Document.

RESOLVED: that the information be noted.

51.2.2 **Land at Pedlars Path/Capons Lane**: A member of the public had attended a Planning Committee meeting in connection with his application to ECC to have an area of open land at the bottom of Pedlars Path designated as a village green (Planning minute 23 of 22<sup>nd</sup> June 2009 refers). The land was in private ownership and was currently being offered for sale. Planning Committee had referred the following request to Parish Council:

“That Parish Council be asked to determine whether to act in support of the application to have the land between Capons Lane and Gay Bowers Lane designated as a village green.”

The Clerk reported that she had spoken to the ECC Officer dealing with the application for village green status. He had explained that a Hearing was required because the owner had raised an objection. The Hearing was unlikely to take place until next year as there were two applications to be heard before Danbury's. The Officer also reported that the owner of a property adjacent to the land in question had purchased a piece of the land and had asked for it to be removed from the application.

A letter from a resident, received too late to be included in the agenda, asked that the Parish Council consider purchasing the land for the village, possibly in conjunction with the Danbury Society. The Clerk had been unable to obtain a guide price from the Agent managing the sale.

In discussion some members felt that another village green was unnecessary in view of the large amount of protected open space around the village. Others questioned whether the location was appropriate for a village green. Other queries raised included whether responsibility for maintaining the land as a village green would lie with the owner or the Parish Council, and whether costs would be incurred by the Council if the application were refused. In conclusion members agreed that more information was required before a decision could be taken on whether to support the resident's action. The following proposal was passed by 10 votes to 0, with 1 abstention.

RESOLVED: that the Parish Council defer a decision on whether to support the Village Green application until further information is available.

51.3 **Facilities**: Cllr Hawkins, Chairman of Facilities Committee, reported that he, Cllr Allen and the Clerk had met with a representative of Sterling Electrical regarding

essential electrical works identified at the Sports & Social Centre. The meeting had been helpful in deciding how to manage the situation.

RESOLVED: that the information be noted.

51.4 **Environment:** Cllr Keeler, Chairman of Environment Committee, reported that Sgt Perry Land of Essex Police had been invited to the next meeting to speak about the issue of speeding in the village. He further reported that the liaison group on the quarries in Danbury, involving ECC, the quarry operators and the Parish Council, was to be reconvened after a gap of some time.

RESOLVED: that the information be noted.

## **52 NALC Chief Executive's Report**

The Report had been circulated to all members.

RESOLVED: that the Report be noted.

## **53 NEAT (The Pride in a Cleaner Chelmsford Committee – CBC)**

53.1 Environmental Awards Nominations: Members were unable to think of an appropriate local person who had not already been nominated. After discussion Council agreed with the Clerk's suggestion that the Officer of the Reparation service who regularly brought young people to work at Dawson Field should be nominated for an award, if he was eligible.

RESOLVED: that the Clerk enquire whether the Reparation Officer was eligible to be nominated for an Environmental Award, and if so that he be nominated.

53.2 Bulb Planting Scheme: Cllr Bolwell presented a plan showing the areas in the village where bulbs had already been planted. In view of the short timescale for identifying new sites, it was agreed that no planting be requested on this occasion. Cllr Bolwell was asked to consider potential sites and all members were encouraged to send suggestions to him.

RESOLVED: that Cllr Bolwell consider possible sites in the village for future bulb planting and report back to Parish Council.

## **54 Charters**

No further information had been received. The Clerk reported that there had been another change of personnel at CBC. Cllr Powell asked to receive a copy of the response agreed at the last meeting to the CBC questionnaire on devolving services (minute 21 refers) and it was agreed that this should be provided to all councillors.

RESOLVED: that the information be noted and that the questionnaire response be circulated to members.

## **55 Danbury Park Forum**

The meeting provisionally booked for Wednesday 27<sup>th</sup> May had been cancelled on account of the County Council elections. No further date had yet been supplied.

RESOLVED: that the information be noted.

## **56 Power of Well Being**

Council received a report from the Clerk outlining the requirements the Council must meet to be eligible to exercise the powers offered by the 'Power of Well-Being'. The

Clerk had now passed her required training module. Training for members of the Council had been arranged for 7.30pm on Tuesday 29<sup>th</sup> September 2009 at the Parish Office. 80% of Councillors must attend the training in order to meet the criteria. Of the members present, most indicated that they should be able to attend.

RESOLVED: that the Clerk check with all councillors their availability for the training session on 29<sup>th</sup> September.

### **57 Larger Local Councils Forum**

The minutes of the last meeting, held on 11<sup>th</sup> June 2009, were received. The Clerk was a member of the new Green Group, which had its own page on the EALC website.

RESOLVED: that the information be noted.

### **58 Public Conveniences in Danbury**

At the request of Environment Committee, Cllr Powell had put his concerns about the condition of the toilets in writing to CBC. The Clerk had written separately on behalf of the Council. Cllr Powell pointed out that the response he had received did not answer all the questions raised.

The toilets had recently been closed for repairs and an update had been received from CBC on the work carried out. The toilets had now reopened, but recent inspections by the Clerk and the Vice-Chairman had revealed problems in terms of cleanliness, broken equipment and exposed wires. Members agreed that the unanswered points raised in Cllr Powell's letter should be put in writing to the CBC Chief Executive, Steve Packham.

RESOLVED: that a letter in the terms agreed be sent to the CBC Chief Executive.

### **59 Revision of Standing Orders** (minute 155 of 28<sup>th</sup> January 2009 refers)

The Clerk had consulted EALC with regard to Council's wish to strengthen the wording of paragraph 63 of its Standing Orders (Unauthorised Activities). A proposed addition to the paragraph was noted. On looking at the context it was realised that the final sentence of the section was not appropriate for the new wording and further changes would be necessary.

RESOLVED: that the wording be looked at again and a further report made to the next meeting.

### **60 Council Awards and Training**

#### **60.1 NALC Awards:**

RESOLVED: that the Assistant Clerk, Planning, be entered for the Council Worker of the Year Award.

#### **60.2 EALC Awards:**

RESOLVED: that the village website be entered in the Website competition.

#### **60.3 Training:**

The dates and cost of Chairman's Day Modules were noted.

RESOLVED: that the Chairman be asked whether he wished to attend a training day and that, if so, the cost of £54 be met from the training budget.

### **61 Dispensation for Sports & Social Centre membership**

The dispensation for Cllrs Bolwell and Freeman in relation to membership of the Sports & Social Centre was not yet in place. Further information had been requested by Chelmsford Borough Council Standards Committee.

RESOLVED: that the information be noted.

### **62 Essex Registration Service - Consultation**

A consultative questionnaire regarding the Government's proposals to improve the accessibility of Registration Services was received. Among the proposals was the introduction of an 0845 telephone number for public use. Members were concerned that 0845 numbers could cost more than local numbers for many people, and it was agreed that this point be made in response to the consultation.

RESOLVED: that a response be made to the questionnaire pointing out that the use of an 0845 number may involve an increased cost to users and that, if this change went ahead, a local 01245 number should also be published.

### **63 Consultation: CBC Gambling Licensing Statement**

Members discussed this consultation document and did not wish to make substantial comments. It was suggested that the text of the third bullet point of paragraph 2.1, Licensing Objectives, should be extended by adding the words 'or forming an addiction' after the phrase 'Protecting children and vulnerable persons from being harmed or exploited by gambling'.

RESOLVED: that the proposed revision detailed above be submitted to CBC in response to the consultation.

### **64 Matters for information (report only)**

64.1 Competition award: Danbury was awarded a Certificate of Merit in the RCCE 2009 Calor Essex Village of the Year and Best Kept Village Competition. The Judges remarks were circulated and noted. The Clerk had pointed out to the RCCE Chairman that Danbury had used the £150 prize money for the Best Kept Village Award fund the removal of the sign from the previous holder and installation in Danbury. The Chairman had said he would look into this.

64.2 Small Grants Scheme: Letters of thanks had been received from the Parochial Church Council of Danbury Parish Church, the National Trust, the Scouts and Danbury Community Transport Ltd;

64.3 Change of meeting date: The Facilities Committee scheduled for the 16<sup>th</sup> September 2009 had been cancelled and brought forward to Wednesday 2nd September at the Parish Office, commencing at 8 pm;

64.4 Quality Status re-accreditation: The Vice Chairman and the Clerk had attended a Chelmsford Borough Council Meeting on Wednesday 22<sup>nd</sup> July 2009 for the formal presentation of the Re-accreditation Award;

64.5 Theft of a horse: Cllr Clacy drew attention to the theft of a horse from a field at Runsell Lane/Twitty Fee;

64.6 Land at the URC: Cllr Whiteing reported that the contractors working on Little Baddow Road had flattened land belonging to the National Trust outside the church;

64.7 Hedges encroaching on footpaths: Cllr Hawkins drew attention to two locations in the village where hedges were causing a problem on footpaths. This was a matter for ECC Highways;

64.8 Street lights: The Clerk reported that following a pilot scheme there was a proposal to switch off some street lights in towns and villages for part of the night. The Parish Council could make comments on the proposal, and members were invited to send their views to the Clerk.

RESOLVED: that the information in items 64.1 to 64.8 above be noted, and that councillors send any comments they may have on the street lighting proposal (64.8) to the Clerk to be incorporated into a Parish Council response.

**65 Forthcoming meetings**

Meetings were scheduled for 30<sup>th</sup> September and 25<sup>th</sup> November 2009.

**66 Exclusion of Press and Public**

RESOLVED: that, in accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the nature of the business to be discussed it was in the opinion of the Committee advisable that the press and the public be instructed to withdraw. No members of the press or public were present.

**67 Public Conveniences - Danbury**

It was reported that the Police would investigate complaints from the public about activites at the public toilets, but that complaints were rare. The level of support given by senior officers to officers on the ground was unclear.

RESOLVED: that the information be noted.

**68 Royal British Legion**

Further correspondence had been forwarded to the British Legion on 12<sup>th</sup> May, 1<sup>st</sup> June and 24<sup>th</sup> June 2009. No reply had yet been received regarding the works to the building. The Clerk was still awaiting an up-to-date Electrical Certificate. RBL had not yet confirmed whether they wished to continue to lease the building after the expiry of the current lease at the end of October 2010.

RESOLVED: that the information be noted and that the matter be left with Resources Committee.

Business having been concluded, the Chairman closed the meeting.

Signed: ..... Cllr S Berlyn, Chairman

Date: .....