



**Minutes of the Meeting held on Wednesday 29th September 2010 at 7.45pm
in the Parish Office**

Present: Cllrs S Berlyn (Chairman) A Keeler
 M Wood (Vice Chairman) J Langley
 D Bolwell A Pemberton
 Mrs Y Burton D Powell
 Mrs A Chapman M Telling
 Mrs S J Court J Thomson
 S Freeman D Whiteing

In attendance: Mrs M Saunders, Clerk
 Mrs M Dyer, Assistant Clerk
 Mr P Martin, Leader of ECC

76 Apologies for absence

Apologies were received and accepted from Cllr H Clacy.

77 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 interests were declared.

78 Public Question Time

No members of the public were present

79 Minutes: Extraordinary Parish Council Meeting 26th July, 2010, Extraordinary Parish Council Meeting 1st September, 2010 and Parish Council 28th July, 2010

RESOLVED: that the minutes of the meetings held on 26th July 2010 and 1st September 2010 (Extraordinary Meetings) and 28th July 2010 (Parish Council) be approved and signed as correct records, subject to date (year) on minute No.54.2 for PC meeting on 28th July 2010 being amended to 2011.

80 Appointment to Committees

80.1 Environment and Facilities Committees

RESOLVED: that Cllr Mrs Sarah Jane Court joins the Environment and the Facilities Committees of the Parish Council

80.2 Meetings with DCA

RESOLVED: that the Chairman of Council be appointed to attend these meetings in addition to the Chairman and Vice Chairman of Facilities

As there were no Members of the Public present it was agreed to change the order of the agenda and discuss those topics listed on the agenda after the 'Exclusion of Press and Public' item at this point of the meeting.

81 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.

There were no Members of the Public present.

82 Cllr Peter Martin

RESOLVED: that Cllr Peter Martin be admitted to speak regarding the next item relating to the Parish Office/Meeting Room with relevant information

83 Parish Office/Meeting Room

Members had been advised that the Agreement had been forwarded to Lambert Smith and Hampton and that the decision regarding funding for the refurbishment of the Old School House was still awaited from the Government. Cllr Martin updated Members in regards to Government funding which will have impact on ECC decision regarding all current projects. At this point Cllr Martin departed. Members then discussed possible venues for Parish Council and Planning meetings.

RESOLVED: that Clerk investigate suitable venues within the village for Parish Council and Planning meetings.

84 Car Park and Drainage Project

84.1 Update of Interviews with Contractors

The Chairman summarised the contractors' interviews; a very lengthy discussion amongst Members then followed. Cllr Powell proposed that the Parish Council passes consideration of the best way forward for this project back to the Car Parks Working Committee to review and prepare a recommendation for the Parish Council. This proposal was seconded by Cllr Mrs Burton. Result of vote: 6 for the proposal. 1 against and 7 Councillors abstained.

RESOLVED: that this project be passed to the Car Parks Working Committee to review and prepare a recommendation for the Parish Council.

84.2 Consideration of Public Works Loan

Following discussion Cllr Berlyn proposed that the Parish Council apply for a £50,000 PWLB loan for works to the car park(s), this was seconded by Cllr Wood. A recorded vote was requested: Councillors for the proposal: Cllrs Berlyn, Bolwell, Mrs Chapman, Freeman, Keeler, Langley, Pemberton, Telling, Thomson, Whiteing and Wood; against the proposal: Cllr Mrs Burton and Cllr Powell; abstaining from this vote: Cllr Mrs Court. Cllr Powell requested that his reason for opposing the proposal was minuted, i.e. that he did not believe the loan should be applied for until the project was agreed.

RESOLVED: that the Parish Council apply for a £50,000 loan through the Public Works Loan Board for the Car Park & Drainage project.

84.3 The best way forward for the Project

See minutes Nos.84.1 and 84.2 above.

85 DCA

Members considered the request from the DCA regarding changes to the Dawson Suite and associated areas as detailed in the plans and supporting documents supplied to all Members. Following discussion Cllr Telling proposed that approval be

given to the DCA, subject to all the formal safeguards being in place and appropriate paperwork supplied to the Clerk before works commence; this was seconded by Cllr Freeman and was unanimously agreed by all Members.

RESOLVED: that DCA be given approval to proceed with the proposed works, subject to the formal safeguards being in place and appropriate paperwork supplied to the Clerk before works commence

86 Parish Plan Review

Members had all been supplied with a report from Cllr Pemberton.

RESOLVED: that the information was noted by Members.

87 Reports from Village Organisations

87.1 Landisdale Charity

No report

87.2 Twinning

No report

88 Leases

88.1 British Legion Lease

Members were advised that this was with the British Legion and that a meeting was held on the 29th September 2010 with the British Legion. Members were also advised that the Parish Council's Solicitor stated that the Agreement is still in place even though the date will have expired under the Landlord and Tenants Acts 1954.

RESOLVED: that the information was noted by Members.

88.2 Eves Corner Lease

Members were advised that if Parish Council does not include the trees, there is a charge of £250.00 for the lease per year for the trees to be maintained by the National Trust. Cllr Freeman proposed that this amendment be to the lease be adopted, Cllr Powell seconded the proposal, one Councillor opposed the proposal all other Members voted for the proposal.

RESOLVED: that an amendment to the lease with the National Trust for Eve's Corner be accepted passing the responsibility of the trees to the NT and that there will now be an annual lease fee of £250.

89 Publicity

89.1 Danbury Times

Members were advised that the next meeting has been arranged for Tuesday 28th September 2010 2pm at Parish Office

RESOLVED: that the information was noted by Members.

89. Danbury Leaflet

Members were advised that this will be considered in 2011 ready for the Olympics.

RESOLVED: that the information was noted by Members.

90 Reports from Council Committees

90.1 Resources

No report

90.2 Planning

90.2.1 Danbury Development Framework Working Group

Members were advised that CBC Development Policy committee, at its meeting on 7th September, 2010, approved the draft Framework go out to consultation. The proposed dates of the consultation period are 21st October to 30th November (to be confirmed) It is expected that CBC will have a stand at the Farmer's Market in the Sports and Social

Centre on 6th November as part of the consultation process. There will also be an evening for consultation which has yet to be arranged.

RESOLVED: that the information was noted by Members.

90.2.2 Records Retention Policy

Members were advised that: The Planning Committee reviewed the retention policy for planning applications. The existing policy was written before applications were received in digital format. It says that planning applications will be retained in 'email' format for 5 years, the same as Chelmsford Borough Council and in hard copy for 5 years if the Council wishes to save them. The five year period reflects the statutory time-scale within which approved developments must be begun at the time the Policy was written. This was reduced to three years during 2006. Chelmsford Borough Council now keeps all planning applications in digital format and it is understood that these will be retained indefinitely. Referring to the Minute 80 of the 6th September, 2010 – The Planning Committee which asked the Parish Council to agree the following changes to the Policy: *“That Planning applications be retained in digital format for at least five years (depending on available computer storage) and on hard copy (where received in that form) for 3 years”*. Cllr Telling proposed that Planning applications be retained in digital format for at least five years (depending on available computer storage) and on hard copy (where received in that form) for 3 years. This was seconded by Cllr Powell and was unanimously agreed by all Members.

RESOLVED: that Planning applications be retained in digital format for at least five years (depending on available computer storage) and on hard copy (where received in that form) for 3 years.

90.2.3 Danbury Mission

Members were advised that in regards to the Danbury Mission an application to partially demolish and rebuild has been received and will be considered at Chelmsford Borough Council Planning Committee on 4th November, 2010.

RESOLVED: that the information was noted by Members.

90.2.4 Danbury Palace

Members were advised that in regards to Danbury Palace: The Architects for the new owner attended Planning Committee on 6th September to introduce their proposals for the restoration and development of the site. The main difference between these and the previous application are that the number of units will be 52 opposed to 49, and instead of new flats being built where the modern building is demolished, two-storey houses will be constructed around a courtyard in what is currently the car park at the rear of the site. A formal planning application is expected by the end of September 2010.

RESOLVED: that the information was noted by Members.

90.3 Facilities

90.3.1 Pond Maintenance

Members were advised that help is required to join the BTCV volunteers and village residents to carry out clearance/maintenance work at Eves Corner Pond on Fridays 8th and 15th October 2010 commencing around 9.30 a.m. until 3 p.m.

RESOLVED: that the information was noted by Members.

90.3.2 Bowling Green Watering System

Members were advised that the Bowling Club has requested approval from the Parish Council to upgrade the watering system, which will increase the current four pop up units to a nine point system with a new electronic controller which will result in a better water distribution. The Bowling Club acknowledged that the Parish Council was improving the playing surface of the green and, due to current financial constraints, the Bowling Club has offered to cover the costs of these works. Cllr Wood proposed

that the Bowling Club was given approval to proceed with works installing a nine point system with electronic controller, subject to the contractor supplying all the necessary paperwork (method statement, risk assessment, appropriate insurance etc) and that the green was reinstated; responsibility of the works was delegated to the Bowling Club. This was seconded by Cllr Keeler and was unanimously agreed by all Members.

90.4 Environment

90.4.1 Highways Issues

Members were advised that Highways Issues could be become difficult to resolve due to a lack of funding at ECC. Lists were being kept and were still reported.

RESOLVED: that the information was noted by Members.

90.4.2 Bus Shelter opposite The Avenue

Members were advised that it is hoped that this will be installed before Christmas.

RESOLVED: that the information was noted by Members.

90.4.3 Flats at Ollets

Members were advised that the flats at Ollets were gradually emptying and that a letter had been written to Chelmer Housing Partnership to request a strategic plan for the site.

RESOLVED: that the information was noted by Members.

90.4.4 Danbury Common

Members were advised that a meeting was being held between the National Trust and the Cyclists regarding Danbury Common on Saturday 9th October 2010 at 10am; this was being Chaired by the Chairman of the Council.

RESOLVED: that the information was noted by Members.

91 Charters

Members were advised that both the Planning Committee and the Environment Committee agreed the following courses of action: Parish Council (meeting of 28th July, 2010 Minute 56.2) had requested the Environment Committee to comment on the report from Chelmsford Borough Council on services on the Dog Wardens and Parking Enforcement which may be devolved to the Parish Council. In discussion members noted that the Government was currently reviewing the above regulations and, in the light of its "big society" proposals, might move to delegate some powers to local level. Parish Council (meeting of 28th July 2010, minute 56.2) had asked the Planning Committee to comment on the report from CBC on services in the area of Planning which might be devolved to the Parish Council. In discussion members noted that the Government was currently reviewing the planning regulations and, in the light of its 'big society' proposals, might move to delegate some powers to local level. Some items mentioned by CBC, such as removal of yellow notices, could already be carried out locally. The Committee felt that further discussion should await developments at national level. Cllr Berlyn proposed to defer decision regarding devolving services until the Governments' policies become available. This was seconded by Cllr Keeler and was unanimously agreed by all Members.

RESOLVED: that the decision regarding devolving services be deferred until the Governments' policies become available.

92 Danbury Park Forum

Members were advised that this meeting has been cancelled on several occasions and has now been rescheduled for Monday 22nd November, 2010 at 2.30 p.m. at the Parish Office.

RESOLVED: that the information was noted by Members.

93 Revision of Standing Orders/Financial Regulations/Terms of Reference

93.1 Standing Orders

Members were advised that a further meeting of the Working Party was planned for Monday 18th October, 2010 at the Parish Office.

RESOLVED: that the information was noted by Members.

93.2 Financial Regulations

The approval/passing of a resolution regarding the Financial Regulations (supplied to Members by e-mail/post as applicable), which have already been through the Resources Committee was deferred to a future meeting.

94 Public Conveniences

Members were advised that the Clerk had approached the Manager of the Sports and Social Centre but that he was not prepared to hold a key to the Public Conveniences for locking and unlocking purposes.

RESOLVED: that the information was noted by Members.

95 Mid Essex Forum

No report available

96 Changes in Responsibility to Concessionary Travel Passes

Members were reminded that the closing date for the Public Consultation is the 30th September, 2010.

RESOLVED: that the information was noted by Members.

97 Christmas Card Competition Update

Members were advised that two schools were participating, that the Closing date for entries is 11th October, judges and judging session time agreed and that the winner will be announced by 12th November 2010.

RESOLVED: that the information was noted by Members.

98 Gritting Policy

In order to make a decision whether to clear and/or grit in the two PC car parks and footway to Parish Council Office and footway to DCA building, Members had been supplied with details of ECC Winter Service policy for 2009 (current season was in draft and would be published in October), plus a sizeable quantity of various other relevant papers, including a further copy of the e-mail from Zurich Insurance Company received in January 2010 (as previously supplied to Members in February and March 2010), plus an article from RCCE re gritting at village halls/car parks and details of a severe weather policy from another local Council. Having considered papers supplied, Cllr Telling proposed that the Parish Council should not clear or grit in either car park or the footways to the Parish office or the Sports & Social Centre. This was seconded by Cllr Powell; 9 Councillors agreed with the proposal, 5 Councillors abstained, none of the Councillors opposed the proposal.

RESOLVED: that no gritting or clearing should be undertaken in either car park or the footways to the Parish office or the Sports & Social Centre.

99 Mobile Libraries

Members had been advised that Danbury had been chosen as one of the villages to be part of the Mobile Library Campaign because of the Market held on Saturdays. At present the Clerk was awaiting more information.

RESOLVED: that the information was noted by Members.

100 Timetable of Meetings

Members had been supplied with details. Deferred to a future meeting.

101 Application for Preliminary Consent for inclusion in the Mid-Essex Pharmaceutical List NHS (Pharmaceutical Services) Regulations 2005 as amended

Members had been advised that the applicant was Heathland Medicines Limited, Lee House, Eves Corner, Danbury CM3 4QA. The Request had been made by the Medical Centre to make a dispensing chemist for everyone in the village not only people who live 1.6 kms away from the Doctors Surgery. Members were also advised that the Parish Council needed to register their interest to see how the application was progressing and that there was a full consultation available if anyone wished to read this document; closing date for the consultation is the 31st October, 2010. Cllr Berlyn proposed that the Parish Council register their interest and oppose this application. This was seconded by Cllr Freeman, 10 Councillors supported the proposal, 2 were against and 2 abstained.

RESOLVED: that the Parish Council register their interest in and opposition to the application

102 Passenger/ Patient Transport Project (See attached document)

Members had been supplied with copy document. Decision deferred to a future meeting.

103 Councillors Surgeries

Cllr Mrs Burton outlined the proposal put together by Cllrs Mrs Burton, Mrs Chapman and Mrs Court. Following discussion it was agreed that these would be trialled from November 2010 to March 2011 (except January 2011) in the DCA on the first Saturday of the month to coincide with the Farmers Market. Two Councillors to man the table one new Councillor and one more experienced Councillor, Cllr Wood offered to assist at the November surgery. Advertising of the surgeries was discussed and it was noted that the monthly charge for a table would be in the region of £15.

RESOLVED: that the Parish Council book a table at the Saturday Farmers Market from November 2010 to March 2011 (excluding January 2011).

104 Consultation on Revenue Support Grant Top – Slice for Improvement Services for Local Authorities Consultation closes 6th October 2010

Members had been supplied with copy document. It was unanimously agreed that the Clerk should write to support NALC.

RESOLVED: that the Parish Council support NALC

105 Matters for Information (report only)

Members were advised that in regards to the Community Awards for Chelmsford Borough Council: the two names recommended by Danbury Parish Council have been requested to attend the Awards Ceremony.

RESOLVED: that the information was noted by Members.

106 Date of Next Scheduled Meeting in 2010: 24th November 2010

Business having been concluded, the Chairman closed the meeting at 10.25 pm

Signed: Cllr S Berlyn, Chairman

Date: