



**Minutes of the Meeting held on 22nd July 2019 at 7.30pm in the Meeting Room, The Old School House, Main Road, Danbury**

**Present:** Cllrs: Mrs A Chapman (Chairman, ex officio), Mrs B Hallett (Vice-Chairman), S Berlyn (ex officio), C Baker, G Chapman, D Chesterman, A Keeler, J Thombs

**In Attendance:** Mrs L Mitchelmore (Assistant Clerk), Ms M Harper (Parish Clerk), Mrs M Dyer (Assistant Clerk)

**19/20.25 Apologies for Absence**

There were no apologies for absence.

**19/20.26 Declarations of Interest**

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they know they may have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They were 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 pecuniary one. They were also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it. Unforeseen interests must be declared similarly at the appropriate time.

There were no declarations of interests.

**19/20.27 Public Questions** (Time limited to 15 minutes)

There were no members of the public present.

**19/20.28 Minutes of the Environment Committee**

**19/20.37 Trees**

**19/20.37.1 Tree Survey 2018**

Members noted that that works recommended to be carried out by 2019 had been completed. Mulching and the removal of ivy recommended to be undertaken by 2020 would be undertaken by volunteers and an advert had been placed in The Danbury Times.

**19/20 37.2 Tree Survey 2019**

**19/20.37.2.1** Quotes had been received from two companies for the cost of the tree survey and after some discussion, members agreed to proceed with Quote 1 from DF Clark Bionomique Limited.

RESOLVED: that DF Clark Bionomique would be contracted to carry out the tree survey as per the costs in Quote 1.

Proposed Cllr B Hallett: Seconded Cllr A Keeler: all agreed.

**19/20 37.2.2** Members considered whether to agree to part of the costs for the tree survey being vired from the pond budget line. The Clerk explained that this was due to additional tree survey work not being budgeted for at the time of the budget discussion in November 2018. £80 would be required and there were sufficient funds in the pond budget.

The cost of any tree works identified as being required would be budgeted in the November Budget for 2020, unless any works were urgent.

Cllr J Thombs requested that that the cost of all of the required works identified in the survey would be captured in the November Budget.

Cllr G Chapman proposed that part of the costs for the tree survey be vired over from the pond budget line.

RESOLVED: that part of the costs for the tree survey be vired over from the pond budget line.

Proposed Cllr G Chapman: Seconded Cllr C Baker: all agreed.

### **19/20 37.3 Trees at Pedlars Path – TPO Application**

Members noted that this was still being considered by Chelmsford City Council

### **19/20.38 Ponds at Eves Corner and Runsell Green**

**19/20.38.1** Members noted a report from a meeting held with The Conservation Volunteers (TCV) on 12<sup>th</sup> July 2019.

**19/20 38.2** Members considered and agreed to the costs for the work.

RESOLVED: that the cost of £660 for the conservation work at the ponds at Eves Corner and Runsell Green were approved.

Proposed Cllr G Chapman: Seconded Cllr S Berlyn. Agreed by majority vote.

### **19/20.29 Actions from the Minutes.**

The actions from the minutes were noted. Cllr S Berlyn suggested that the Parish Council Local Highways Panel (LHP) representative be contacted regarding the progress of LHP requests.

### **19/20.30 Footpaths**

#### **19/20 30.1 Footpath Officer Report**

The Footpath Officer reported that there was nothing new to report.

### **19/20 30.2 Reported Footpath Matters**

The list of reported items and updates since the agenda had been issued were noted.

### **19/20 30.3 Footpath Maps.**

**19/20 30.3.1.** It was noted that there were around 300 footpath maps in stock

**19/20 30.3.2.** Members received suggestions for amendments to the footpath maps and agreed that the Footpath Officers review the maps, consider necessary amendments and bring them to the September Meeting.

RESOLVED: that the Footpath Officers review the maps, consider necessary amendments and bring them back to the September Meeting.

Proposed Cllr S Berlyn: Seconded Cllr D Chesterman: all agreed.

### **19/20 30.4. Parish Paths Partnership (P3) Scheme**

**19/20 30.4.1** The Assistant Clerk had revised the wording of the P3 sub-committee terms of reference (TOR) at the beginning of paragraph 9 as delegated at the previous meeting, however that also needed to apply to section 8 and this was considered by members. Paragraphs 3,4 and 6 of the Terms of Reference had been amended as agreed at the previous meeting.

RESOLVED: that the P3 Sub-Committee Terms of reference as amended in Appendix 4 was agreed.

Proposed Cllr A Chapman: Seconded Cllr C Baker and all agreed.

Cllr A Chapman informed the Committee that there was an advert in the Danbury Times for volunteers for that type of work. The Clerk announced that a volunteer had contacted the Parish Council in relation to the advert.

**19/20 30.4.2.** The Committee considered co-opting Mr A Massow on to the P3 Sub-committee. Mr A Massow was currently a Footpath Officer for the Parish Council who had confirmed that he would like to be co-opted to the Sub-Committee. Cllr Berlyn requested that Mr Massow be thanked for volunteering and for the work that he had done in the past.

RESOLVED: that Mr A Massow was co-opted to the P3 Sub-committee.

Proposed Cllr B Hallett: Seconded Cllr S Berlyn: all agreed.

### **19/20.31 Bus Transportation**

#### **19/20 31.1 Passenger Transport Representative.**

A report was received from the Passenger Transport Representative. Cllr A Chapman informed the committee that the Park and Ride Consultation would run until 31<sup>st</sup> July and so the changes to Park and Ride fares referred to in the report would not yet have been confirmed. A discussion was held regarding the new fares and the Assistant Clerk would investigate and email members with the new charges and what a 'daily ticket' meant.

Cllr D Chesterman queried how dirty bus stop signs/flags related to Essex County Council's requirements under equality legislation.

#### **19/20 31.2 Passenger Transport Meeting.**

Members received and noted the action points and presentation from the Chelmsford and Basildon Passenger Transport Meeting held on 4<sup>th</sup> June 2019.

### **19/20.32 Reported Highways Matters (reported items)**

The list of reported items and updates since the agenda had been issued were noted. The Assistant Clerk informed members that the overgrown verge at Mayes Lane would be cut back the day after the meeting.

### **19/20.33 Chelmsford Local Highways Panel (LHP).**

**19/20 33.1** Members received the minutes of the meeting held on 13<sup>th</sup> June 2019 and noted that the Penny Royal Road/Mayes Lane to Woodhill Road scheme would be rolled into 2019/20.

**19/20 33.2** Members noted that the following were on the LHP Schemes Awaiting Funding List updated 21<sup>st</sup> June 2019. As the Danbury Vale scheme had been completed, it would be removed the lists below.

<b>Location</b>	<b>Description</b>	<b>Comments</b>
Sporhams Lane	Width restriction on road to prevent goods vehicles damaging verges.	In Validation – waiting for outcome of request for quiet lane status under LCHE152012.
Well Lane to the Heights – Service Road	One-way road	From Feasibility Study shared at June 2018 Panel Option 2 - Make one-way with carriageway and layby improvements
Penny Royal Road/Mayes Lane to Woodhill Road	Implementation of footway/walkable verge to link two parts of village	Estimated costs, design under review.
Danbury Vale	Feasibility study into flood alleviation works	Drainage works appear to have alleviated the problem.
A414 Maldon Road nr jn with Hyde Lane Danbury	Bend/junction warning signs with SLOW road markings. Bend with two junctions needs highlighting to drivers.	In validation

**19/20 33.3** Members noted that the following were on the LHP Funded Schemes list updated 21<sup>st</sup> June 2019.

Location	Description	Comments
Bicknacre Road	Signage improvements and vegetation clearance	
Penny Royal Road/Mayes Lane to Woodhill Road	Lack of Footway	Scheme needs to be rolled into 2019/20
Danbury Vale	Feasibility study into flood alleviation works	Completed

#### **19/20.34 Living Landscapes**

Cllr B Hallett reported that since having informed the Essex Wildlife Trust (EWT) that the Council were interested in continuing to participate in the Living Landscape Scheme, there had no further communication. If nothing had been heard by the next Environment Committee meeting, it was suggested that a letter is written from the Parish Council to the EWT to express concern that if people were not contacted, they may lose interest in participating in the scheme.

#### **19/20.35 Tree Charter**

##### **19/20.35.1 Woodland Walk**

i) Members had received a report and Cllr G Chapman gave further details of a proposed woodland walk to take place on the 18th August as a Tree Charter Event. It would start at the Danbury Sports and Social Centre car park and be approximately 3-4 miles lasting 1.5 to 2 hours. The route would be easy to medium with a couple of sharp inclines. The route would proceed along Moores Bridge Lane, then Lingwood Common, Ling Wood, crossing Little Baddow Road to Fir Tree Lane, then Poor's Piece and Scrubs Wood arriving at the Nature Reserve on Runsell Lane. The walk would continue along Hopping Jacks Lane and finish at Eves Corner, where there would be a chance for a visit to 'Tea on the Green.'

The walk would require the crossing of two roads - one outside the Co-op and the other where the footpath came out at Little Baddow Road. A back marker would be required.

Questions were raised as to whether those leading/helping with the walk would require training, for example in first aid, and whether a risk assessment had been completed. A first aid kit would be carried and a risk assessment completed prior to the walk taking place. Anyone under the age of 18 would have to be accompanied by an adult.

Cllr G Chapman proposed that the woodland walk as described in Appendix 9 take place on 18th August as part of a Tree Charter event. This was seconded by Cllr S Berlyn. Cllr D Chesterman proposed an amendment that the walk proceed subject to a full risk assessment being completed. This was seconded by Cllr B Hallett.

**RESOLVED:** that the woodland walk take place on 18th August as part of a Tree Charter event, subject to a full risk assessment being completed.

Proposed Cllr D Chesterman: Seconded Cllr B Hallett: all agreed.

ii) Cllr G Chapman, confirmed that Irene Guidotti, who is a Tree Warden, would be the back marker for the walk and she would walk the route with Cllr G Chapman before the event took place. Cllr B Hallett suggested that an additional helper would be required in the event that somebody fell behind on the walk and volunteered to be a back marker. Cllr S Berlyn reported that his wife may also help during the walk.

**19/20.35.2** Members noted that a tree dressing activity would be conducted by Cllr A Chapman during Play in the Park, as had been agreed at the Facilities Committee meeting.

### **19/20.36 Parish Cleansing Days**

i) Members considered whether to organise a Parish Council Cleansing Day and after some consideration decided against it. It was pointed out that Annual Litter Picking Days had been held in the past but were discontinued due to a lack of volunteers. As a number of residents litter pick on a regular basis it was agreed not to organise a Parish Council Cleansing Day.

RESOLVED: that the Parish Council would not organise a Parish Council Cleansing Day.

Proposed Cllr B Hallett: Seconded Cllr S Berlyn: agreed by majority vote with one abstention.

Items 19/20 36 ii and iii were not discussed as it had been decided not to hold the Parish Cleansing Day.

### **19/20.37 Trees**

This was moved forward in the agenda and was discussed after item 19/20 28.

### **19/20.38 Ponds at Eves Corner and Runsell Green**

This was moved forward in the agenda with item 19/20 37 and was discussed after item 19/20 28 as above.

### **19/20.39 Matters for Report (for information only)**

It was reported that:

- i) There were cars were being sold on Runsell Green which is Parish Council Land.
- ii) Residents were voicing concerns over the speed of traffic on Butts Lane on Social Media. This would be brought back to the next agenda.
- iii) Chelmsford City Council had declared a Climate Emergency and it was hoped that the Parish Council would do the same. This would be brought back to the next agenda.
- iv) Residents had approached Cllr S Berlyn for assistance regarding the provision of brown bins. The Assistant Clerk requested that the details be emailed to the Parish Office.

### **19/20.40 Forthcoming Meetings 2019**

Meetings were scheduled for 16th September 2019 and 18th November 2019.

There being no further business, the Chairman closed the meeting at 9.10pm.

Chairman

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Signed

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Date