



Minutes of the Meeting held on 31st July, 2013 at 7.45pm at The Old School House, Main Road, Danbury

Present: Cllrs S Berlyn (Chairman) A Keeler
 M Wood (Vice Chairman) B Kennewell
 A Allen J Thomson
 Mrs A Chapman W Scaife
 D Harvey J Scott
 P Howe M Telling

In attendance: Mrs M Saunders, Clerk
 Mrs H Mayes, Assistant Clerk
 Mr I Hubbard, Prospective Councillor
 One Member of the Public

There was a Fire Alarm Test at the beginning of the meeting. In a Fire Drill the evacuation area would be behind the library.

37 Apologies for absence

Apologies were received and accepted from Cllr Mrs Court and Cllr Mrs Jacobs. Cllr Harvey advised that he would need to leave the meeting early.

38 Declarations of Interest

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

Cllr Harvey declared a pecuniary interest in minute 56.

39 Public Question Time (Limited to 15 Minutes)

The member of public present wished to speak about the proposed Solar Farm in Slough Road. He read a letter to the Council which is to be sent to CCC Planning Department. The main areas of concern were that:

- the Solar Farm would be visible from his property, particularly in winter months.
- the Solar Farm was not in keeping with the surrounding countryside.
- the height of the panels would be increased in the future.
- a precedent would be set for similar developments in other areas of Chelmsford.

- the site could be considered brownfield after the Solar Farm is removed and further development would take place. He would wish to see it revert back to agricultural land.

40 Approval of Minutes

Cllr Telling advised that he was not listed as present in the minutes of 24th June 2013 although he was at the meeting. The Council took into consideration an email from a resident regarding the minutes of 14th May 2013. Members were satisfied that the minutes were a true reflection of the meeting.

RESOLVED: that the minutes of the meetings held on 8th May, 14th May and 24th June 2013 be approved and signed as a correct record with Cllr Telling added to the attendee list on 24th June 2013.

The Chairman suggested that item 9b be brought forward on the agenda so that the two planning applications could be considered. This was agreed by all present.

41 Planning Committee – Chairman to Report

41.1 Local Open Space: Members were advised that Local Open Space monies had been awarded in the sum of £4823.83.

RESOLVED: that the information be noted.

41.2 13/00926/FUL - Land South Of Jackletts Farm, Slough Road, Danbury Installation and operation of a solar farm and associated infrastructure, including photovoltaic panels, mounting frames, inverters, transformers, substations, communications building, fence and pole mounted security cameras.

A letter from Lightsource regarding the planning application for the Solar Farm at land south of Jackletts Farm had been received and circulated to Members. Members had concerns about the contents of the letter regarding the offer of a £15,000 installation of solar panels if agreed before determination of the planning application. The Clerk and Chairman had met with representatives of Woodham Ferrers and Bicknacre Parish Council who had received a similar offer. Both Councils were concerned about the implications of taking up this offer. The Clerk had drafted a letter of response refusing the offer to Lightsource which was circulated to Members. Cllr Telling suggested a minor amendment to the letter and Cllr Scott suggested that copies of both the original letter and response be sent to CCC Planning Case Officer and Elected Members for their information.

Cllr Wood proposed that the amended letter refusing their offer be sent to Lightsource and copies of the letter and the Parish Councils response be sent to the CCC Planning Case Officer and local Elected Members. This was seconded by Cllr Telling and agreed unanimously.

RESOLVED: that the amended letter refusing their offer be sent to Lightsource and copies of the letter and the Parish Councils response be sent to the CCC Planning Case Officer and local Elected Members.

Members then discussed the Solar Farm application in some detail. There was general agreement that a solar farm would be preferable to a wind farm, however there were concerns about the visual impact on Jackletts Wood and the surrounding area. There was also discussion about what would happen to the land at the end of

the given timescale as well as concerns about setting a precedent for further developments of this kind.

Cllr Allen proposed that the Parish Council oppose the application and this was seconded by Cllr Kennewell. There were six in favour, four against and two abstentions.

RESOLVED: that the Parish Council opposes the application, listing the issues raised during the discussion. The following response to application 13/00296/FUL was sent to Chelmsford City Council:

The Parish Council opposes planning application 13/00926/FUL for a Solar Farm on land south of Jackletts Farm. The Parish Council would like to make the following comments about this application.

- We feel that if this application is approved, a precedent would be set for similar solar farms in the local countryside.
- We are concerned about what will happen to the land that at the end of the lifespan of the solar farm. This does not seem to have been made clear in the supporting documents.
- The Solar Farm will have a negative impact on Jackletts Wood and surrounding area and not be appropriate to the rural setting.
- Slough Road is a small lane and not suitable for large vehicles or heavy traffic. We have concerns about the regular usage of the lane for both initial set up of the solar farm and on-going maintenance.
- The height of associated buildings on the site would be detrimental to the surrounding rural area.
- The Parish Council would like a clearer definition of how the energy will be taken away from the site, how the power will be distributed and the connection to the grid. We would not like to see additional overhead lines constructed to remove the electricity generated by the farm.

41.3 13/01017/FUL - Land Adjacent Danbury Mission Evangelical Church Maldon Road Danbury

Construction of Class D1 Medical Centre; together with separate vehicle and pedestrian access onto the Maldon Road, secondary vehicle link to the adjacent Danbury Mission site and associated parking and landscaping.

An application had been received for a Medical Centre on Hitchcocks Meadow. Members were concerned that this application had only been made to secure NHS funding and that there was no intention to build a stand-alone Medical Centre on the site without other development. This information was included within the covering letter sent by JTS Partnership. However, at the two public meetings held regarding the medical centre, the majority of residents present clearly expressed that they would support a stand-alone medical centre on the site.

Cllr Allen proposed that the Parish Council opposes the Medical Centre on the basis of the letter submitted with the application. This was seconded by Cllr Harvey. A recorded vote was taken. Cllrs Allen, Telling and Harvey were in favour. Cllrs Wood, Scott, Mrs Chapman, Kennewell, Howe and Berlyn were against. Cllrs Scaife, Keeler and Thomson abstained. Therefore the proposal was not carried.

Cllr Mrs Chapman proposed that although the Parish Council has serious concerns regarding this application, we support an application for a stand-alone medical centre on Hitchcocks Meadow. All comments submitted previously should be submitted with

the exception of point four. This reflected the views of the residents who had attended the two public meetings.

The proposal was seconded by Cllr Scott and a recorded vote was taken. Cllrs Allen, Telling, Wood, Scott, Mrs Chapman, Kennewell, Howe, Scaife, Keeler and Berlyn were in favour. Cllr Harvey was against and Cllr Thomson abstained.

RESOLVED: that the following response to application 13/01017/FUL to be sent to Chelmsford City Council:

Although the Parish Council has serious concerns regarding this application, we support an application for a stand-alone medical centre on Hitchcocks Meadow. The Parish Council feel that this reflects the views of the residents as expressed at two public meetings.

If Officers are minded to approve this application the Parish Council would wish to see the following points addressed.

1. The proposed pedestrian crossing on Maldon Road should be light controlled as part of the Section 106 agreement.
2. The Parish Council has concerns regarding traffic entering and leaving the site, particularly when coming out of the Medical Centre and turning right towards Maldon. The A414 is a busy road which is also used regularly by HGV's and, especially at peak times, it would be hazardous for drivers and pedestrians to have numerous vehicles using the current access points. The Parish Council would prefer to see a mini roundabout in place at the entrance/exit point on the A414 (as part of the Section 106 agreement).
3. Originally this meadow, which is outside of the defined settlement and within the conservation area, has been protected as a green wedge within the centre of the village. At a previous meeting the village agreed to the development of a **medical centre only** due to the urgent need to improve the services provided by the local practice (DPF 32). The remainder of Hitchcocks Meadow should be protected by Chelmsford City Council against further development.
4. The parking provision for the site is inadequate.
5. Permitted development rights should be removed.
6. The style of the development is not in keeping with the rest of Danbury (DPF 12) and is an overdevelopment of the site. DPF 26 in the Danbury Planning Framework states that pitched roofs with tiles of natural appearance are preferable to flat roofs or pitched roofs with concrete tiles.
7. The proposed development contravenes the Danbury Planning Framework, Danbury Village Plan (DPF 1) and the City Councils own Planning Framework.

The meeting then returned to the order of the agenda.

42 Vacancy for Parish Councillor

The deadline had now passed for the vacancy from Cllr Pemberton's resignation and Members had agreed to Co-opt another councillor as there was no request for an election. The Curriculum Vitae for Ian Hubbard was circulated to Members as he wished to be put forward to be a Parish Councillor. Mr Hubbard spoke about his background and reasons for wishing to become a Parish Councillor. Members asked several questions of Mr Hubbard regarding his interest in Danbury and the skills and experience he could bring to the Parish Council.

RESOLVED: that the information be noted.

43 Appointment to Committees

42.1 Cllr Harvey had requested to be appointed to Planning and Facilities Committees.

42.2 A representative was required to attend the Royal Oak Liaison Group. The group was being reconstituted and two representatives were permitted from the Parish Council. The first meeting would be held in October. Cllrs Berlyn and Keeler volunteered to represent the Parish Council at the Royal Oak Liaison Group.

42.3 The Parish Council required an Emergency Planning Officer and Assistant. No volunteers were forthcoming and anyone interested should contact the Clerk. There would be training provided by CCC (date to be arranged) which Cllr Berlyn and Cllr Scaife would attend if available.

RESOLVED: that Cllr Harvey be appointed to Planning and Facilities Committees and that Cllrs Berlyn and Keeler represent the Parish Council at the Royal Oak Liaison Group.

44 Reports from Village Organisations

The Village Hall had thanked the Parish Council for the money contributed towards the new noticeboard.

RESOLVED: that the information be noted.

Cllr Harvey left the meeting at 9.33pm

45 Communications Working Group

45.1 Notes from Communications Meeting

Cllr Wood updated the meeting on the Communications Working Group.

The APM had been discussed. The issue with the snooker cups at the APM is with the DCA and not the Parish Council. It would be easier at next years meeting if the microphone was held and passed to the audience by one of the Councillors to assist the Chairman. The group had been considering ideas for speakers for next year's meeting, one of which was the High Sheriff. If any Members have ideas for the next APM please contact Cllr Wood with any suggestions. The APM would be discussed further at the next group meeting in September.

The group had decided that the Danbury calendar would be too complex to progress and there was not enough support for it. The postcards were currently being looked at and would be a more viable project.

The group had looked into alternative ways of distributing the Danbury Times but after making enquires of various organisations they had not been able to move forward with this.

The Youth Council idea would remain on the agenda.

Cllr Wood thanked the group for all their help and assistance.

It was recommended to Parish Council that Cllr Kennewell is appointed to the Communications Group. Cllr Wood proposed that Cllr Kennewell be appointed to the Communications Group and this was seconded by Cllr Berlyn. This was agreed unanimously.

RESOLVED: that a) the Communication Group notes be noted and

b) Cllr Kennewell be appointed to the Communications Group.

45.2 Update on School Visits from Cllr Wood

These had all now been completed and there were no further updates.

RESOLVED: that the information be noted.

46 Reports from Committees

46.1 Resources Committee – Chairman to Report

Members were advised that:

- The Committee had been working on the updating of documents i.e. Financial Risk Assessment, Review of Adequate and Effective System of Internal Audit.
- Items from the Asset Register were being logged on a mapping system which could then be uploaded to the web site.
- The External Audit had gone to the Auditors.
- Training had been completed by Cllr Harvey: Law and Procedures and Cllr Howe: Roles and Responsibilities and Law and Procedures. Cllrs Mrs Chapman and Mrs Jacobs had completed Chairman's Course 1 and 2 and Cllr Mrs Chapman had completed module 3.
- The Assistant Clerk for Planning and Environment was completing her Cilca.
- The Groundsman was completing his Brush/Cutter and Trimmer Course
- All staff would complete Fire Training at the end of August
- A request had been made for the Short Course but no dates were available as yet.

RESOLVED: that the information be noted.

46.2 Environment Committee – Chairman to report

Members were advised that:

- Documents had been submitted to arrange for a new Footpath to be made from the Allotments to Footpath 16. There were some concerns over the surface of the new footpath
- Highways matters continued to be logged and followed up.
- The Highways Panel was being discussed at Essex County Council.
- The Localism List had been updated.
- The Litter Pick List was being updated.
- Following the pipeline work to Moores Bridge Lane, Essex and Suffolk Water were going to put a fence across the gateway so that it would prevent its use. Additionally a small easement payment would be made to the Parish Council.

RESOLVED: that the information be noted.

46.3 Facilities Committee – Vice Chairman to Report

Members were advised that:

- The Play Area was to be refurbished. Applications for Grants were to be submitted.
- Discussion has taken place regarding the ramp and steps. Further information and discussion was required on this project.
- Alterations to the Old Pavilion were to be completed for a side entrance.
- New notice boards had been erected at the Village Hall for the Parish Council paperwork and other village organisations.
- A new contract for the maintenance of the bowling green was being sought and an updated lease would be required.
- The allotments were now all let.
- It had been agreed to continue with the Winter Salt Scheme and a volunteer was required.

RESOLVED: that the information be noted.

47 The Tennis Club

The Tennis Club had been unable to find the Land Registry documents for their current leases so that the leases could proceed. The Lease for the Tennis club would run until 2038. The Tennis Club had agreed to pay for all costs for the lease.

RESOLVED: that the information be noted.

48 Postcard Competitions

Cllr Mrs Chapman reported that she had contacted The Printing Place and quotes had been given. The quotes were for 200 postcards with 3 different views for £49 and 500 postcards with 3 different views for £83. Several places in the village had agreed to sell them. A December closing date would be given and the competition would be advertised through local publications. A prize relevant to photography would be decided at a later date. Cllr Telling proposed that the Parish Council purchases 500 postcards for £83 and provides a prize for the winner. This was seconded by Cllr Allen and agreed unanimously.

RESOLVED: that £83 plus prize money is spent by the Parish Council on the postcard competition (to be taken from the Publicity budget).

49 Christmas Card

It had been suggested that this years Christmas card could have four different pictures showing the village in Spring, Summer, Autumn and Winter. This was agreed unanimously.

RESOLVED: that the Christmas card be produced with four different pictures showing the seasons.

50 Magnetic Calendar

Members were asked to consider if they wished to send the magnetic calendar out with the Christmas Card as last year. This was agreed unanimously.

RESOLVED: that the magnetic calendar be purchased to be sent with the Christmas card.

51 Bus Passenger Transport

Documentation was circulated regarding forthcoming meetings and the new provider for the 31 bus route from Chelmsford to Maldon. There were lots of outstanding issues on 31 buses. The main responses would come back at the next Parish Transport Meeting. The 31 bus service had been renegotiated but this was only for the evening service. Cllr Scaife would not be continuing as the Parish Transport representative for much longer and a volunteer would be needed in the near future.

RESOLVED: that the information be noted.

52 Councillors' Surgeries

Councillors Surgeries had been completed as follows:

June Surgery completed by Cllr Scaife and Cllr Scott

July Surgery completed by Cllr Telling and Cllr Thomson

August Surgery would be completed by Cllr Wood and Cllr Harvey

Forthcoming surgeries as follows:

September Surgery Cllr Chapman (volunteer required)

October Surgery Cllr Jacobs and Cllr Berlyn

November Surgery Cllr Keeler and Cllr Kennewell

A volunteer would be required for September and two volunteers required for December. Members were asked to contact the Clerk if they could assist with this.
RESOLVED: that the information be noted.

53 Parish Update from Cllr John Spence

The Parish Update was circulated to Members. The Council requested the Clerk to thank Cllr Spence for the updates as they were very informative and relevant to the village.

RESOLVED: that the information be noted and the Clerk to thank Cllr Spence.

54 Briefing Note for Parish Clerks regarding Superfast Broadband

A briefing note was circulated to Members.

RESOLVED: that the information be noted.

55 Solar Heating for Sports and Social Centre

Work had now been completed on the Solar Panels.

RESOLVED: that the information be noted.

56 Application for Full Consent for Inclusion in the North East Essex PCT's Pharmaceutical List – 100 hour exemption NHS Pharmaceutical Regulations 2005 (as amended)

The current position was as follows:

“As the premises included in the application is in a neighbourhood in which LPS is provided then your application cannot be determined under Regulation 12 and Regulation 12 of the 2005 Regulations.” “You may withdraw your application and reapply”

RESOLVED: that the information be noted.

57 Land for Sale at Colemans Lane

Currently the sale had fallen through. There was some interest in the 2.75 acres but this would make the land in the middle land locked. The Parish Council unanimously agreed that they would not purchase the land at Colemans Lane.

RESOLVED: that the Parish Council would not purchase the land at Colemans Lane.

58 Buckingham Palace Garden Party Nomination Form (See Report)

A nomination form had been circulated to Members detailing the criteria for nomination (must have been a Chair of a Committee or Council). If any Members wish to nominate, please contact the Clerk.

RESOLVED: that the information be noted.

59 EALC – Annual General Meeting – Thursday 26th September at 2.30pm.

Any Members who wished to attend this meeting were asked to let the Clerk know.

The speaker would be the new Essex Chief Constable and there would be a buffet in the afternoon/evening. The Parish Council had entered the newsletter, annual report, web site and leaflets competitions.

RESOLVED: that the information be noted.

60 Council Tax 2013 – 2014

The Council is awaiting the outcome of the Chelmsford City Council report to Cabinet. An email had been received from CCC informing the Parish Council that the position

would be similar to last year and Parish Councils would not be informed until December.

RESOLVED: that the information be noted.

61 Web Site

Email correspondence between the Clerk and Cllr Allen was circulated to Members regarding protocol for the web site. Cllr Allen was concerned that the fireworks event caused a lot of problems in village as it created noise and smoke. He wished to see a Code of Practice in place for people and organisations who wished to have items placed on the Parish Council Website. He had requested that this issue be discussed at the Communications Group.

The Chairman confirmed that when the diary was set up it was intended to be a village diary for village events. The Clerk and Assistant Clerks refuse website requests if the events were being held outside Danbury.

The Clerk advised that she ensures that items being placed on the website are all vetted and some items are refused if not appropriate. The criteria had always been that it had to be an event within village or business/organisation within the village. The advert for the fireworks on the Parish Council website does not have any sponsorship showing and is purely for the event and not sponsoring companies. The Clerk felt it would not be practical to run every request for the website through the Communications Group.

It was unanimously agreed for this issue to be discussed further at the Communications Group and in the meantime the Clerk should continue as before. Any recommendations made by the Group would need to be taken to a future Parish Council meeting.

RESOLVED: that the protocol for allowing items to be placed on the website be discussed further at the next Communications Group.

62 Donations

62.1 The Open Spaces Society were requesting a donation. The Parish Council had donated before and the Society had provided advice in the past. The Clerk had sent the Society a grant form.

62.2 Patient Involvement Group were requesting donation for a Dermoscope. The new Chairman of the group had spoken to the Clerk but had not sent a letter detailing the request. The Clerk had sent the new chairman a grant form.

RESOLVED: that the information be noted, the Clerk had sent both organisations a grant form.

63 Matters for Report (for information only)

The Parochial Church Council of St John Baptist Danbury had thanked the Parish Council for the grant monies for the 2013-2014 year.

64 Dates of Meetings in 2013

Wednesday 25th September and Tuesday 26th November.

65 Exclusion of Press and Public

RESOLVED: that in accordance with S1 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 Public and Press be excluded and they be instructed to withdraw.

Mr Hubbard left the meeting at 9.45pm.

66 Co-option of Parish Councillor

A secret ballot was conducted and Mr Hubbard was not co-opted to the Council
RESOLVED: that Mr Hubbard not be co-opted as a Member of Danbury Parish Council and the Clerk to inform him of the decision.

67 Old Pavilion

Members discussed the recent trial for bookings at the Old Pavilion. The six month trial had been run and use had been picking up recently. Additional money was being spent to relocate the door to the side of the building with a pathway which would make access safer. It was suggested that a further extension to the trial period would be useful to determine level of use. Various requests had been received for the building, for both community and commercial use. There were some legal issues around using the building for commercial purposes and there would be costs for legal advice on this matter. NALC were currently looking at the issues and would give advice for free, although this would take some time. If the trial was extended the DCA would need to be asked if they would continue to take bookings.

Cllr Allen proposed that the Parish Council continue with the current arrangement until a legal solution is found. This was seconded by Cllr Telling and agreed unanimously.
RESOLVED: that the Parish Council continues with the current arrangement until a legal solution is found.

Business having been concluded, the Chairman closed the meeting at 10.05pm.

Signed: Cllr S Berlyn, Chairman

Date: