



Highwood Parish Council

66 Victoria Road, Writtle, Chelmsford CM1 3PA

4 July 2018

To: MEMBERS OF HIGHWOOD PARISH COUNCIL

You are hereby summoned to attend a meeting of Highwood Parish Council to be held at 7.30 pm on Wednesday 11 July 2018 in the Village Hall, Loves Green, Highwood, to transact the business shown in the agenda.

The press and public are welcome to be present.

Louise R Fuller
Clerk

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

2 CONFIRMATION OF MINUTES

To **APPROVE** the minutes of the annual meeting of the parish council held on 9 May 2018 as a correct record.

3 DECLARATIONS OF INTEREST

3.1 Councillors to **DECLARE** any disclosable or other pecuniary interest or other interest in any items on the agenda, in accordance with the adopted Code of Conduct.

Pecuniary or other interests should be declared at this time, or at any point in the meeting where they become apparent.

Councillors must inform the Monitoring Officer of Chelmsford City Council, via the Clerk, within 28 days of becoming aware of any change in their pecuniary or other interests.

3.2 DISPENSATIONS

To **CONSIDER** any requests for dispensation from the provisions of S31(4) of the Localism Act 2011.

S31(4) states that a member may not participate in any discussion or vote upon a matter, at the meeting, in which he/she has a disclosable pecuniary interest.

Requests for dispensation must be made in writing to the Clerk.

4 QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public.

In accordance with the agreed procedure public questions will be taken and shall be limited to a maximum of 15 minutes or such other period as may be determined by the Chairman of the meeting.

5 REPORTS

To **RECEIVE** brief reports on the following matters.

| | |
|-------------------------|----------------------|
| Chelmsford City Council | City Cllr N Chambers |
| Essex County Council | Cty Cllr J Aldridge |
| Play park, Edney Common | Cllr D Cameron |
| Village Hall | Cllr C Sargent |

Public Rights of Way

Mandy Martin reports that most of the paths are in good condition and those that were sown over are clear, except for FP 36 through Writtle Park Farm. FP 40 by Kiln Cottage is very overgrown. A small fence obstructs the stile on FP 2. Fallen trees which were reported have been dealt with. The clerk will report the outstanding problems to ECC.

6 REPORT OF THE CLERK

To **RECEIVE** the report of the clerk.

1 CCC “LOVE WHERE YOU LIVE”

The parish council's requests have been passed to CCC; they will not cut the play area at Edney Common as this is not considered to be part of the Street Scene/highways. The other work has been booked in.

2 DATA PROTECTION

The Regulation has now been amended so that parish councils do not have to appoint a Data Protection Officer. However of course the council does still have to abide by the General Data Protection Regulation and other data protection legislation.

3 EDNEY COMMON PLAY AREA ANNUAL INSPECTION REPORT

 The annual inspection report for the Edney Common play area is attached for consideration.

4 ECC SALT BAG SCHEME

The parish council has joined the Salt Bag Scheme for 2018/19.

5 NEW PLAY AREA, REAR OF VILLAGE HALL 

The clerk checked with Chelmsford City Council Planning Department about the possible need for planning permission for erection of the play equipment (separate from the existing permission for use of the area as a play/recreation area). CCC confirmed that the plans fell within the scope of development by a parish council which is permitted without planning permission.

A site meeting was held with the chosen play equipment company and a local fencing company. Various options for the location of the play items were considered and a final plan agreed. (attached).

 The order for the equipment has been placed and the deposit is now required; it is on the payments list for this meeting.

The fencing company has submitted a quote but it is not quite what was agreed so he has been asked to resubmit. The information should be available before the meeting. The fencing does not necessarily have to be carried out at this time, or it could be carried out on a phased basis. If the council decides to proceed with fencing, a further two quotes must be sought.

Part of the plan includes a surfaced area to park about four cars. If the council wishes to proceed with a surfaced area, the clerk will have to check whether this falls within the parish council's permitted development rights or if planning permission will be required, and also if it is allowed within the terms of the covenant of the purchase of the land. If not, then steps will have to be taken to apply for planning permission and for the covenant to be lifted.

6 GARAGES, SPARROWS CLOSE

All the tenants of the garages in Sparrows Close have now been issued with tenancy agreements and all, finally, have signed and returned them. Once the agreements were in hand, each tenant was offered the opportunity to purchase the garage for £5,000 but none has yet responded. Deadline for responses is 27 July 2018.

7 WEBSITE AND SOCIAL MEDIA – Cllr S Maclean

 Cllr Maclean has sent information about websites and social media.

8 FINANCE

8.1 Accounts for payment

To **APPROVE** the accounts for payment (list will be available at the meeting).

8.2 To **NOTE** the account balances as at 30 June 2018.

8.3 Internal Audit report 2017-18

 The completed Annual Internal Audit Report (which forms part of the statutory Annual Governance and Accountability Return) is attached for information.

 Also attached is the report of the Internal Auditor, for consideration and any action required.

9 HIGHWAY MATTERS REPORTED BY COUNCILLORS AND CLERK

- 1 Speeding Traffic (standing item)
- 2 Speed limit for Ingatestone Road, as applied at Cooksmill Green (Cllr Horsnell)
- 3 Traffic management (Cllr Fishwick)
- 4 Overhanging hedges and trees at the top of Ingatestone Road/junction Chelmsford-Blackmore Road (Cllr Horsnell)
- 5 Missing/obscured road signs (Cllr Horsnell)

10 COMMUNICATIONS AND CORRESPONDENCE

To **RECEIVE** such communications and correspondence as the Clerk may place before the Council.
None.

11 DISTRIBUTION BAG

None.

12 DOCUMENTS ON DEPOSIT

To **RECEIVE** notice of the following documents received by or deposited with the Clerk.
Essex Heritage News 2018

13 PLANNING APPLICATIONS

a) To **NOTE** the parish council's comments made on planning applications between meetings.

App. no. 18/00864/FUL
Location Horse Shoe Cottage, Loves Green
Proposal Demolition of existing conservatory and replace with rear single storey addition
Comment No objection

App. no. 18/00965/FUL
Location Land adjacent the Green Man, Highwood Road, Edney Common

Proposal Change of use of land to provide 8 Travelling Showperson's plots and associated works including hardstanding

Comment The council objects to the application. The site is outside the Defined Settlement Boundary, and would be inappropriate development in the green belt. It would have a negative effect on the rural character of the area and on the amenity of adjacent properties, and would have an unacceptable visual impact on the countryside. The council does not consider that very special circumstances have been demonstrated in this application which would allow its approval in the green belt. The SADPD did not make any further provision for new gypsy and traveller sites. CCC had 91 pitches approved or allocated in the NCAAP, which complied fully with the targets for the period up to 2016 and provided the City with a five-year supply from 2011. Now, CCC's emerging Local Plan includes 24 travelling showpeople plots to meet identified need for the period 2016-2036, and expects to see them provided on large strategic development allocations i.e. not within the green belt. This site does not fall in to that category and the site is not one which has been identified by CCC as a travelling showpersons' site. The application form states that the proposal includes no gain of residential units; this is clearly incorrect since the application is specifically for travelling showpeoples' living quarters. The application is misleading since it gives no indication of the number of caravans/mobile homes to go on each plot. The uninitiated observer would assume one caravan per plot. The previous application showed one mobile home and three caravans per plot and there is no reason to think the current application would have fewer caravans and residents. The omission of the information appears designed to mislead deliberately. The application form states that there will be 24 parking spaces for vehicles on the site but it is hard to imagine that the number of vehicles on the site will be restricted to 24. Finally, the agent has the site's postcode wrong – this error hardly inspires faith in the accuracy of the rest of the application.

b) To **CONSIDER** the following planning applications 

App. no. 18/00858/FUL
Location Cedar House, Loves Green
Proposal Single storey rear extension

c) To **CONSIDER** any other planning applications received since the agenda was prepared. 

d) **DECISIONS BY CHELMSFORD CITY COUNCIL**

To **NOTE** the following planning decisions by Chelmsford City Council.

GRANTED

App. no. 18/00549/FUL
Location Ewsons Farm, Ongar Road
Proposal Part two storey, part single storey front, side and rear extension with rear Juliet balcony. Solar panels to front of garage.

App. no. 18/00530/FUL
Location Loves Green Cottage, Loves Green
Proposal Single storey front extension with a new porch

App. no. 18/00645/FUL
Location Home Lodge, Cock Lane
Proposal Demolition of existing garage to create a new play room, two storey front extension and replacement of existing mansard roof with a dual pitch roof and dormers over existing windows

App. no. 18/00332/FUL
Location The Green Man, Highwood Road, Edney Common
Proposal New boundary fencing and entrance gate with landscaping

e) **PLANNING CORRESPONDENCE**

i To **NOTE** any planning correspondence received and respond to consultations as appropriate.

1 **CCC Local Plan**

The Local Plan has been submitted to the Secretary of State, for Examination by an independent Planning Inspector.

14 **OTHER URGENT BUSINESS – for information only**

To **NOTE** any matter of an urgent nature which a Member or the Clerk may wish to draw to the attention of the Council, and/or request to be included on the agenda for the next meeting of the Council.

Note: no decisions may be taken during this item as the required statutory notice of the business will not have been given.

15 **DATE OF NEXT MEETING**

7.30 p.m. Wednesday 13 September 2018.