

Little Easton Parish Council

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All members of the Council are summoned to attend the **MEETING OF LITTLE EASTON PARISH COUNCIL** to be held at **LITTLE EASTON MEMORIAL HALL** on **13 SEPTEMBER AT 7:30 PM** for the transaction of the business as set out below.

Present: Cllr Dodsey Cllr Hindley Cllr Jones Cllr Rush

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| 17/78 | APOLOGIES FOR ABSENCE Cllr Wyatt |
| 17/79 | DECLARATION OF INTEREST FOR THIS MEETING None |
| 17/80 | MINUTES OF THE MEETING HELD ON 02 AUGUST 2017 TO BE SIGNED BY THE CHAIRMAN Proposed Cllr Jones, Seconded Cllr Dodsley |
| | PUBLIC PARTICIPATION SESSION This provides an opportunity for members of the public to raise questions about and comment on items on the Agenda OR of import. Time for this session is limited to 15 minutes (3 minutes per person with no repetition of a previous question) |
| 17/81 | EASTON PARK – REPORT FROM MEETING WITH UDC ON 11 AUGUST See APPENDIX A – There was NO fundamental overall change in the Land Securities proposals. Cllr Dodsley to press UDC Assistant Director of Planning for a site meeting. |
| 17/82 | CONFIRM PERCENTAGE CONTRIBUTION TO REG18 CONSULTANTS COSTS RESOLUTION – To allocate a maximum of £3,000.00 towards the final Regulation 18 costs incurred by Great Dunmow Town Council in legal and Consultants fees when mounting a challenge to the proposed development of Easton Park as part of the Draft Local Plan. Proposed Cllr Jones, Seconded Cllr Rush |
| 17/83 | REVIEW PROPOSED NEXT COURSE(S) OF ACTION INCLUDING ANY ON-GOING FINANCIAL CONTRIBUTION PERCENTAGE REGARDING EASTON PARK Deferred to next meeting |
| 17/84 | AGREE WHETHER TO MEET THE PRINTING COST OF THE HERITAGE WALK FLYERS - £75.60 RESOLUTION – To meet these costs from council reserves, Proposed Cllr Dodsley, Seconded Cllr Hindley |
| 17/85 | RECEIVE THE DISTRICT COUNCILLORS REPORT None |

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| 17/86 | <p>CLERKS REPORT AND CORRESPONDENCE</p> <p>ESSEX AIR AMBULANCE – Request donation – RESOLUTION – To make a donation of £20.00.</p> <p>INSURANCE – Aon have confirmed that they will not be offering terms come renewal in 2018 but that an organisation called BHIB will.</p> <p>REMEMBRANCE SUNDAY WREATH – RESOLUTION – To purchase wreath via usual source.</p> <p>EALC AGM & ECC CONFERENCE – Commences 11am Tuesday 19 September – Clerk to attend.</p> <p>ICO – Registration complete, General Data Protection Regulations come into force May 2018.</p> <p>ESSEX HIGHWAYS STAKEHOLDER SURVEY – Clerk to submit parish council response.</p> |
| 17/87 | <p>CONSIDER REQUEST FROM MAGENTA TO PRESENT PROPOSALS FOR LAND AT STAG PH</p> <p>RESOLUTION – To invite Magenta Planning to the November meeting to make a 15 minute “presentation” outlining the proposed development, advance notification to appear in 5 Parishes magazine</p> |
| 17/88 | <p>PLANNING – REVIEW AND COMMENT ON PLANNING APPLICATIONS</p> <p>None</p> |
| 17/89 | <p>RECEIVE REPRESENTATIVES REPORTS:</p> <p>SPEEDWATCH</p> <p>Disappointingly NO attendees from the parish at the last meeting, an entry to be placed in the 5 Parishes magazine encouraging new members to join.</p> <p>WAR MEMORIAL</p> <p>Ground area now clear of weeds and sprayed, planting completed ready for the membrane and slate chippings. Daffodils to be removed from road frontage grass area and replaced with turf.</p> <p>MEMORIAL HALL</p> <p>The car park continues to be used for overnight parking and by non patrons of the Hall.</p> <p>FOOTPATHS</p> <p>No Report</p> <p>HIGHWOODS QUARRY</p> <p>Next meeting date to be confirmed, December</p> <p>EMERGENCY PLANNING</p> <p>To be published on the website, item to be removed from subsequent Agenda</p> <p>PLAY AREA</p> <p>Clerk to action purchase of new equipment.</p> <p>Item 1 – SeeSaw broken, minor remedial repair required.</p> <p>Item 2 – Two fence posts require replacing.</p> <p>Item 3 – Flowering Cherry, crown to be lifted.</p> <p>Item 4 – Dogs in Play Area, complete fencing around remaining two sides of play area.</p> |

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| | <p>RESOLUTION – Request SNH Garden Services complete Items 1 to 3 and gather quotes for Item 4. Proposed Cllr Jones, Seconded Cllr Dodsley</p> <p>PARISH FORUM See APPENDIX B – Report from meeting 06 September attended by Cllr Hindley.</p> <p>West Essex Clinical Commissioning Group – Identified a need for new Primary Care Services due to the impact of the Local Plan but no plans to supply that need were forthcoming.</p> <p>Police Community Support Officer funding – Proposed neighbouring Parishes could “share” the cost of providing their own PCSO which currently costs a total of £38,000 per annum plus vehicle cost of £8,000 per annum.</p> <p>Green waste collections from Parishes is to continue.</p> <p>A revised Code of Conduct will be forthcoming from UDC.</p> |
| 17/90 | <p>FINANCE – RECEIVE LATEST FINANCIAL STATEMENT & AGREE PAYMENTS – REVIEW PROGRESS OF ONLINE BANKING APPLICATION See APPENDIX C – Proposed Cllr Jones, Seconded Cllr Dodsley. Members signed online access forms, Clerk to Action.</p> |
| 17/91 | <p>TO FORMALLY APPOINT NEW CLERK AND SET PERFORMANCE REVIEW DATE To appoint Mr. Ian Brown as Clerk – Proposed Cllr Jones, Seconded Cllr Dodsley. To review performance and pay annually commencing April 2018</p> |
| 17/92 | <p>DATE OF NEXT MEETING – 18 OCTOBER – CLOSE – 09:30pm</p> |

Signed.....Dated.....

APPENDIX A

Promoter / Parish Council Meeting – Easton Park: Issues and Action Points

In Attendance

- Uttlesford District Council
- Land Securities
- Great Dunmow Town Council
- Little Easton Parish Council
- Takeley Parish Council
- Broxted Parish Council

Introduction

The site promotor gave a presentation updating the meeting with their position since the publication of Uttlesford District Council's regulation 18 Local Plan. The promotor stated that their site did not need public money to fund it and that had already engaged with the TCPA and were committed to the Garden Community principles. Furthermore, the promotor explained that a full updated prospectus supporting the proposal for the new Garden Community would be submitted to the Council as part of the regulation 18 consultation.

It was explained that the meeting was being held on a without prejudice basis, and did not fetter participants from objecting to the principle of the new Garden Community.

Issues

The following is a summary of the main points raised at the meeting.

- Up to 300 acres of land to the east of the site was identified for a potential county park. Further work needs to be undertaken to understand what this would look like, whether historic assets be reinstated and the governance arrangements.
- Heritage assets in the northern part of the site should be protected. Suggested ways of doing this include: restricting development north of Park Road; and incorporating landscape buffers either side of Park Road.
- The appropriate phasing of development parcels on the site need to be determined.
- The impact of development on the M11 need to be understood. Issues include capacity at junction 8 and the potential new junction 7a.
- New infrastructure needs to be properly project planned with appropriate early phasing to ensure needs are met.
- The development needs good public transport access to Stansted Airport. Further work needs to look at where any dedicated bus route will go and how it will be delivered.
- The width of new roads needs to be able to accommodate parking and substantial vehicles passing each other. There is potential for a new design code / charter for Garden Communities in Uttlesford to be developed.
- The development will need to deal with existing problems in the area relating to water pressure.
- Health facilities need to be properly be planned into the development.
- New accesses to the road network need to be planned into early phases of the development.
- A masterplan for the Garden Community with further detail is needed by the time of regulation 19 consultation.
- Little Easton Parish Council circulated a note of their red lines and community requirements for the development. This is appended to this note.

Action Points

- Next steps – Uttlesford District Council to coordinate a series of future workshops to work through the issues.
- Next steps – Uttlesford District Council to coordinate a walk of Park Road to look at the site.

Appendix 1: LITTLE EASTON RED LINES / COMMUNITY REQUIREMENTS IF EASTON PARK DEVELOPMENT PROCEEDS

Red Lines

1. Buffer / Country Park

A Buffer / Country Park to protect the Heritage Assets and their settings from Brooke End past Easton Lodge to past the Little Easton Conservation Area in Park Road. The buffer should be more than just a row of trees / banking and needs to be an area of open land bordered by trees on the development side that will fully respect the location and setting of the heritage assets and protected lanes.

Outline requirements for these heritage and landscape mitigation measures to be detailed in the Local Plan under SP6 and detailed on a Masterplan showing the development during the plan period to be specified during the Reg 19 Consultation.

Buffer to be built, landscaped and planted before any development work commences. The open land to the north of the site between the development site and the heritage assets to be designed as a restoration / recreation of the original “patte d’oie” of Easton Park.

2. Transfer of ownership of Open Land buffer

A transfer of ownership of the buffer / country park to safeguard against future development. To include all land in buffer / country park.

3. Early phase development to be at the south end of the site

As the UDC commissioned Landscape Appraisals (Chris Blandford & Associates June 17) find that “there is potential for part of the site to accommodate development” and that “the northern part of the site is the most sensitive and development in this location should be limited on landscape and visual grounds” Development should be focused on the Southern part of the site. This will also minimise the blight area should the houses not be developed at the promised rate.

4. Access to existing Road

No access to any part of Park Road or the continuing private road from Easton Glebe to Brook End Farm (as already committed by Councillor Rolfe).

5. Ownership of Road

Legal Agreements set in place as to the future ownership of the private road / existing PROW from Easton Glebe to Brook End Farm currently owned by Land Securities.

Community Requirements

1. Ownership of the part of the Gardens of Easton Lodge currently owned by Land Securities to be transferred to the community

2. Enhancement of Easton Lodge RPG as per SP6 in the local plan – i.e. Funding of capital projects to further enhance the restoration of the gardens.

- 3. Ownership of the Triangle field at the lower left hand side of Park Road (currently owned by Land Securities) to be handed to the Local Community to protect the village against future developments.**
- 4. Restoration and protection of the Grade II listed Easton Lodge gatehouse as per the UDC Brief Heritage Impact Assessment**
- 5. Further community benefits resulting from Land Value Capture proceeds as appropriate.**

LOCAL COUNCILS' LIAISON FORUM held at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN at 7.30pm on 6 SEPTEMBER 2017

Officers in attendance: D French (Chief Executive), A Bochel (Democratic Services Officer), R Harborough (Director – Public Services), S Pugh (Interim Head of Legal Services) and A Webb (Director – Finance and Corporate Services).

Representatives of the following town and parish councils in attendance: Clavering, Elsenham, Great Chesterford, Great Dunmow, Langley, Lindsell, Little Easton, Quendon and Rickling, Saffron Walden, Stansted Mountfitchet, Stebbing, Takeley, Thaxted and Wendens Ambo.

Also present: M Couldridge (Community Policing Team Inspector), D Fielding (Chief Executive of the West Essex Clinical Commissioning Group), Councillor J Lodge (Leader of the Residents for Uttlesford), Councillor H Rolfe (Leader of the Council) and V Ranger (Cabinet Member for Communities and Partnerships).

LCF1 WELCOME AND INTRODUCTION

The Chief Executive of Uttlesford District Council welcomed parish and town councillors to the meeting. She said that at the planning forum, people had been keen to expand communication between Uttlesford District Council and the parish and town councils, and so the Local Councils' Liaison Forum had been established.

LCF2 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillor Lemon (Hatfield Heath), Councillor Price (Quendon and Rickling), Ernie Fenwick (Clerk to Hatfield Heath and Hatfield Broad Oak), Julia Peachey (Clerk to Takeley) and Allison Ward (Clerk to Great Canfield, High Easter and Margaret Roding).

LCF3 WEST ESSEX CLINICAL COMMISSIONING GROUP

The Chief Executive of the West Essex Clinical Commissioning Group spoke to the meeting about the work of the group. Its role group was to manage the health needs of West Essex by buying in services which provide the best value for money.

The primary challenges West Essex was facing were that there would be a 37% increase in the population of those over 75 in the next 10 years, together with the

retirement of 34% of GPs. These issues meant the group had to think differently about managing general practices. One of the main aims of the NHS, and therefore of the Clinical Commissioning Group, was to further integrate different aspects of the NHS, in order to create clear clinical pathways, better manage preventable illnesses and encourage self-management of long term health conditions.

Mental health services in Uttlesford operate out of Weston House in Stansted and the Satellite Community Outpatients Clinics in Saffron Walden Community Hospital. Primary care services operate out of Saffron Walden, Dunmow and Felsted, and new premises in Stansted. The Clinical Commissioning Group was taking likely population expansion into account when planning for the services provided. The biggest limitation was currently the shrinking workforce, and the group was looking to expand primary care provision through pharmacists, nurse practitioners and other roles. Overall, the future looked bright for Uttlesford.

The Leader of the Council said if the proposed new garden communities were built under the Local Plan, they would all have primary care facilities. While it would not be feasible for them to function without a certain number of residents in the area to use the services, the facilities would open when it was appropriate. Further planning would need to take place to decide on details of this nature. Uttlesford District Council was in close contact with the NHS about this.

The Chief Executive of the Clinical Commissioning Group said the problems facing West Essex were a widespread problem in all rural areas, and Uttlesford was in a better position than many of the other areas.

In response to a question about provision of services in Takeley, the Chief Executive of the West Essex Clinical Commissioning Group said while the Council had been strongly advocating further provision in Takeley, the Great Dunmow hub and the hospital at Harlow were more practical service providers. This was because smaller sized medical centres were much more labour-intensive. Bigger hubs were not as convenient to access, but provided a better quality of service.

In response to a question about parking provision, the Chief Executive of the Clinical Commissioning Group said parking was a decision factored into planning for medical services, but there were restrictions on the number of parking spaces that new build centres could provide. The Chief Executive of Uttlesford District Council said a key role for neighbourhood plans was to look at issues like this and bring them to the attention of the Council.

In response to a question regarding section 106 agreements, the Chief Executive of the Clinical Commissioning Group said it was the Council's responsibility to receive and monitor the money made available through the agreements. The Chief Executive of Uttlesford District Council said money was tied to planning permission for particular applications, and so there was a limitation to how it could be spent. She would look into how the process currently worked and present a proper report to the planning forum.

Slides from the presentation for this item are attached as appendices to this document.

LCF4

POLICE COMMUNITY SUPPORT OFFICERS

The Director – Finance and Corporate Services said officers had been asked by Uttlesford members to explore match funding with parish councils to hire additional Police Community Support Officers (PCSOs). Uttlesford District Council was keen to maximise its investment in these officers, so it would be good to see clusters of councils applying for match funding. The agreement would be for 2 years’.

PCSOs could be called away from the area in case of emergencies in other locations, but this was unlikely. Annual leave would hopefully be covered by other officers, but this was not guaranteed. Parish councils would not be expected to pay any costs if there was still a vacancy after 28 days.

In response to questions about Special Police Officers, the Community Policing Team Inspector said it would be good to have special officers, but they took longer to train. Uttlesford had not had much success attracting new applicants.

In response to questions about levels of crime in Uttlesford, the Community Policing Team Inspector said it was difficult to assess the impact of PCSOs in reducing the level of crime in Uttlesford, but Uttlesford had low levels of crime comparative to the rest of Essex. The Chief Executive said the aim was to ensure PCSOs were adding value to the community, such as by attending community events or engaging early with young people.

The Community Policing Team Inspector said PCSOs were capable of dealing with low level rural crime. It was important to think smartly, such as gathering and sharing intelligence and using an early alarm system.

Parish councillors expressed the view that PCSOs had generally been good value for money and had a positive effect within the community.

Slides from the presentation for this item are attached as appendices to this document.

LCF5

PARISH GARDEN WASTE COLLECTION SERVICE

The Director – Public Services said the service had been taken up by 37 local councils. The Council was planning to hold the cost at £66 per hour through to the end of 2018, and the service was guaranteed to run through to the end of the 2019 year. It would be helpful if those planning to use the service could let the council know if they were planning to change the frequency of their usage.

Parish councillors expressed the view that the service was welcomed in their communities.

LCF5

UTTLESFORD DISTRICT COUNCIL'S NEW CODE OF CONDUCT AND STANDARDS PROCEDURE

The Interim Head of Legal Services said the Council had adopted a new code of conduct and standards procedure. The old documents had not been very clear, and so it had been decided to design new versions. It was important that members and officers behaved according to what was expected of them. It was good to have a culture which fostered this, and one way of achieving this culture was to have a code of conduct and standards procedure. Some parish and town councils had also adopted the code and the procedure, but it would be good if others did too.

The new procedure allowed for the application of common sense in judgements regarding standards complaints. It was therefore not to be primarily used as a means of disciplining councillors for minor issues, but it was there to be used when it was appropriate. The Council wanted to ensure it was taking a proportional response to complaints, and so was keen to engage in informal discussions to resolve some issues.

In response to a suggestion that codes of conduct and standards procedures were normally used to make pointless complaints which wasted time and caused difficulties for those involved, the Interim Head of Legal Services said he was aware that they had previously been used to that effect, but the Council was now making an effort to reserve serious investigations for serious complaints. It was better to have a code of conduct to educate and encourage people to follow it, than to not.

In response to a question about members' interests, the Interim Head of Legal Services said personal interests were registerable as before.

The Chief Executive said the code of conduct would help to foster a culture of respect for members, and hoped that local councils would adopt it.

LCF7

FUTURE AGENDA ITEMS, FORMAT AND FREQUENCY

In response to suggestions that there would be no consensus between local councils as to what was a good day to hold the forum again, the Chief Executive suggested that it be held on different days each time it took place. There was also a request to hold the meetings around the district to share the need to travel.

She said the evening had been District Council-centric, but she was keen for local councils to have a greater impact on the agenda at future meetings. The Council was also happy to arrange for external speakers to attend.

LCF8

ANY OTHER BUSINESS

The Director – Public Services said original registrations for assets of community value would begin to expire soon, and local councils would need to consider whether they wanted to reapply for a further five years. Emails would be sent reminding local councils when they would have to reapply. The Chief Executive added that it would be helpful if councils were able to hold back from applying for the registration of assets other than renewal applications for the time being due to the potential volume of work in the renewal process. However, this request did not apply where there were grounds for an urgent application.

The meeting ended at 9.30 pm.

APPENDIX C

| Payment List SEPTEMBER 2017 | | | | | | | | | | | |
|------------------------------------|------------------------|-----------------------------|---------------|-------------------------|----------|------------------|------------------|---------------|---------|-----------------|-----------|
| Date | Payee | Description | Invoice No | Cg. No. | Account | Amount | Net | VAT | Ccentre | Ccode | Audit Box |
| 13/09/17 | E.on | Street Lighting Electricity | H14D61B3E2 | 101148 | 74159558 | £1.25 | £0.00 | £0.00 | Parish | Street Lighting | 6 |
| 13/09/17 | C A Beattie | FunDay catering | 200817 | 101149 | 74159558 | £42.00 | £42.00 | £0.00 | Parish | Admin | 6 |
| 13/09/17 | SNH Garden Services | Grounds maintenance | 1963 | 101150 | 74159558 | £296.50 | £296.50 | £0.00 | Parish | Open Spaces | 6 |
| 13/09/17 | A&J Lighting Solutions | Annualised maintenance | 30864 | 101151 | 74159558 | £23.10 | £19.25 | £3.85 | Parish | Lighting | 6 |
| 13/09/17 | MD Landscapes Ltd | Grass cutting | 966 | 101152 | 74159558 | £156.00 | £130.00 | £26.00 | Parish | Open Spaces | 6 |
| 13/09/17 | D Wyatt | Fun Day and Speedwatch | N/A | 101153 | 74159558 | £68.97 | £68.97 | £0.00 | Parish | Admin | 6 |
| 13/09/17 | JustUs Digital | Guided Walk leaflets | ?? | 101154 | 74159558 | £75.60 | £63.00 | £12.60 | Parish | Admin | 6 |
| 13/09/17 | Employee | Salary | PAYE | 101155 | 74159558 | £536.06 | £536.06 | £0.00 | Parish | Admin | 4 |
| 13/09/17 | Employee | Expenses | N/A | 101155 | 74159558 | £22.95 | £22.95 | £0.00 | Parish | Admin | 4 |
| 13/09/17 | Employee | Postage, Binding, Land Reg | N/A | 101155 | 74159558 | £16.92 | £5.83 | £1.17 | Parish | Admin | 6 |
| | | TOTAL | | | | £1,239.35 | £1,184.56 | £43.62 | | | |
| Account | | Balance | | | | | | | | | |
| General Community 74159558 | | £16,712.74 | | Signed _____ | | Date _____ | | | | | |
| Income | | | | Minute Ref _____ | | | | | | | |
| PARISH – 74159558 | | | | | | | | | | | |
| PAYER | DESCRIPTION | METHOD | AMOUNT | | | | | | | | |
| | | | | | | | | | | | |
| | | TOTAL | £0.00 | | | | | | | | |