

# Little Easton Parish Council

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Minutes of the **Annual Council Meeting** of the **Little Easton Parish Council** held in the **Memorial Hall** commencing 7:30pm on Wednesday **30<sup>th</sup> MAY 2018**

Present: Cllr Jones Cllr Fowell Cllr Dodsley Cllr Hindley Cllr Rush Cllr Wyatt  
 Dist Cllr Foley

Members of the public

<b>18/15</b>	<p><b>ELECTION &amp; APPOINTMENT OF OFFICERS</b></p> <p><b>18/15.1 Chairman</b>                  Chairman – Cllr Dodsley, duly elected – Proposed Cllr Jones, Seconded Cllr Hindley</p> <p><b>18/15.2 Vice Chairman</b>                  Vice Chairman – Cllr Wyatt, duly elected – Proposed Cllr Dodsley, Seconded Cllr Hindley</p>
<b>18/16</b>	<p><b>COMMITTEE - COUNCILLOR REPRESENTATIVES</b></p> <p><b>18/16.1 WAR MEMORIAL</b> – Cllr Wyatt  <b>18/16.2 MEMORIAL HALL</b> – Cllr Rush  <b>18/16.3 FOOTPATHS</b> – Cllr Jones  <b>18/16.4 HIGHWOODS QUARRY</b> – Cllr Jones  <b>18/16.5 PLAY AREA</b> – Cllr Rush</p>
<b>18/17</b>	<p><b>DECLARATION OF ACCEPTANCE OF OFFICE</b>                  Register duly completed, signed and witnessed</p>
<b>18/18</b>	<p><b>REGISTRATION OF INTEREST &amp; RETURN OF EXPENSES FORMS</b>                  No expenses, no changes in circumstances to report</p>
<b>18/19</b>	<p><b>DECLARATION OF INTEREST FOR MAY MEETING</b>                  Cllr Rush – Item 18/28 – Maintenance plan village planters</p>
<b>18/20</b>	<p><b>NOTE APOLOGIES FOR ABSENCE</b>                  None</p>
<b>18/21</b>	<p><b>APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 25 APRIL @8pm '18</b>  <b>RESOLUTION</b> to Approve as a correct record: Proposed Cllr Jones, Seconded Cllr Fowell</p>
<b>18/22</b>	<p><b>PUBLIC PARTICIPATION SESSION</b>                  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)</p>

	<p>A recent meeting between SEP, LEPC and Kemi Badenoch MP indicated a grasp of the situation by the MP and a growing interest in the matter of the proposed inclusion of Easton Park in the Draft Local Plan.</p> <p>The parish council are urged to consider closely the request to join Great Chesterford Parish Council in the hiring of an independent consultant to question the proposed housing need put forward by UDC.</p>
<b>18/23</b>	<p><b>RECEIVE THE DISTRICT COUNCILLOR &amp; COUNTY COUNCILLOR REPORT</b> Cllr Foley report can be seen at APPENDIX A</p>
<b>18/24</b>	<p><b>CLERKS REPORT AND CORRESPONDENCE</b> QUARRY VISIT – Saturday 09 June, 8:30am for 9am start. SALT BAG SCHEME – Decision due to join scheme by 14 July, entry in 5P magazine. TREE SAFETY – Dead Elm trees surrounding Play Area need removing, Oak and Ash overhanging Zip Wire likewise need pruning back. COMMUNITY PROJECT GRANT SCHEME – Accepting applications, cut off date 14 June.</p>
<b>18/25</b>	<p><b>FINANCE – RECEIVE STATEMENT &amp; AGREE PAYMENTS – APPOINT AUTHORISER RESOLUTION</b> – Approve expenditure: Proposed Cllr Jones, Seconded Cllr Wyatt AUTHORISATION – Cllr Wyatt APPENDIX B <b>18/25.1 – APPROVE CLERK PAY INCREASE AS ADVISED BY SLCC RESOLUTION</b> – Approve increase: Proposed Cllr Hindley, Seconded Cllr Jones</p>
<b>18/26</b>	<p><b>PLANNING – REVIEW AND COMMENT ON CURRENT PLANNING APPLICATIONS</b> None to consider</p>
<b>18/27</b>	<p><b>CONSIDER REQUEST TO PROVIDE FINANCIAL ASSISTANCE TO GT CHESTERFORD PARISH COUNCIL</b> Clerk to seek clarification from Gt Chesterford of the request made via SEP</p>
<b>18/28</b>	<p><b>RECEIVE UPDATE ON PROPOSED MAINTENANCE PLAN FOR VILLAGE “PLANTERS”</b> Four planters each requiring various repair, rebuild, maintenance including painting and replanting. Estimated cost of “repair” work £396.00 with painting and planting additional. An unofficial financial contribution by a resident was mentioned. <b>RESOLUTION</b> – Approve: Proposed Cllr Wyatt, Seconded Cllr Hindley</p>
<b>18/29</b>	<p><b>RECEIVE UPDATE ON PROPOSAL TO PRODUCE A LOCAL PARISH PLAN</b> Clerk to investigate grant funding available and those parishes of a similar size who have completed this task.</p>
<b>18/30</b>	<p><b>REVIEW PLANNING FOR 2018 SOCIAL/FUND RAISING EVENTS</b> SPORTS FUN DAY, 04 August from 2pm, Bouncy castle to be hired, event risk assessment to be completed by members and lodged with Clerk QUIZ NIGHT, 12 October from 7:30pm, Ploughmans, bar tbc, ten quiz question topics; slide projector and screen to be arranged, event risk assessment to be completed by members and lodged with Clerk.</p>
<b>18/31</b>	<p><b>RECEIVE REPRESENTATIVES REPORTS:</b> <b>WAR MEMORIAL</b> – Weeded, beds need planting <b>MEMORIAL HALL</b> – CCTV remains under discussion but seems unlikely to progress <b>FOOTPATHS</b> – No report</p>

	<b>HIGHWOODS QUARRY</b> – Awaiting water analysis <b>PLAY AREA</b> – Awaiting condition and safety report from Rospa PlaySafety
<b>18/32</b>	<b>CONSIDER COMMENT FOR REG19 – EASTON PARK</b> The Draft Local Plan is moving towards its next phase, the so called Regulation 19 Consultation due out for public comment from 25 June until 13 August, which timing your parish council and SEP are closely monitoring; update can be viewed at <a href="https://www.uttlesford.gov.uk/article/4595/Update-on-Local-Plan-timetable">https://www.uttlesford.gov.uk/article/4595/Update-on-Local-Plan-timetable</a> .
<b>18/33</b>	<b>REVIEW PROPERTIES TO BE INCLUDED ON HERITAGE LIST</b> Cllr Hindley to draft letter
<b>18/34</b>	<b>ITEMS OF NOTE FOR NEXT MEETING &amp; 5 PARISHES MAGAZINE</b> Regulation 19 consultation, Fun Day, Quiz Night, Appoint Tree Surgeon, risk assessments.
<b>18/35</b>	<b>DATE OF NEXT MEETING – 27 JUNE – CLOSE – 21:30</b>

Signed.....Date.....

## APPENDIX A

### DISTRICT COUNCILLORS REPORT MAY 2018

Carver Barracks still uncertain about future date of MOD giving up site which could hold thousands of new homes on this brownfield site.

It has become more clear that there is a link between massive airport expansion and local plan. In my opinion that is why they are both being done together.

Chelmer Mead refusal details passed to Vincent , Jackie and Andy as requested.

In my opinion , on the national picture. sadly, hundreds of thousands retail sites (High St shops and Retail Park Stores etc;) will be new brownfield because in changes in the way we buy goods . These do not seem to be planned for, yet many will be available for housing and with any luck provide real social housing for renting which is actually needed.

**19th of June 7pm is the date of next UDC Full Council in which Cllrs will vote on taking the next step in the local plan process.**

Notes from UDC on PPWG meeting...

The Wednesday night Planning Policy Working Group meeting members recommended to Cabinet that the Regulation 19 Local Plan be published for consultation.

Eight speakers took the opportunity to talk about a range of topics including the impacts of the proposed garden communities on neighbouring communities. Members then went through the draft plan chapter by chapter covering topics in detail as necessary, and they made a number of recommendations which will be

incorporated into the document for Cabinet, and raised other points that officers will action. The Cabinet agenda will be published on Monday.

## **Sustainability Appraisal**

The purpose of a Sustainability Appraisal (SA) is to improve the quality of the Local Plan; it is an essential part of the Local Plan process as it considers how the various elements of the plan perform against the sustainability objectives set at the beginning of the plan-making exercise. It is necessary that we consult on the SA report, and this will happen alongside the Local Plan at Regulation 19. The SA report is being prepared by a consultancy team at Place Services, and will be ready for publication with the Cabinet papers next week.

## **Housing Need**

The Local Plan now reflects the current situation. Hopefully members are aware that planning authorities are required to cooperate in assessing housing need. Assessments need to be carried out across strategic housing market areas looking ahead for 15 years beyond the anticipated adoption dates of local plans. For West Essex and East Hertfordshire an assessment was published in 2010, with updates in 2012 and 2015. The government released new household projections prepared by the Office for National Statistics (ONS) in July 2016. Interim work on reassessing need suggested that for Uttlesford we should be planning for 14,100 homes. However, a full update of the SHMA in 2017 suggested that the level of housing need was not as great: 13,332 homes. This incorporated an appropriate uplift of 13.63% to address affordability. It did not include any need for homes in communal establishments such as care homes. East Herts' market signals uplift was increased following examination to 14%. Applying a 14% uplift to Uttlesford's need of 13,332 from the 2017 SHMA and adding 504 homes in communal establishments takes our need total to 13,880. To ensure a robust level of growth, this has been expressed in the plan as at least 14,000.

New population projections from ONS have just been released, which are lower than those published in 2016. There are new projections every two years. ONS needs to carry out further work to produce new household projections from the population modelling. It is unclear how that might affect the scale of housing need in Uttlesford for three reasons. This is because the relationship between a population projection and the number of households is complex; the number of households is an input to the government's proposed standardised methodology for calculating "objectively assessed need" (that methodology has not yet been confirmed either); and it is in the context of the national target that the government has adopted of three million additional homes over 10 years. The provisional need output for Uttlesford from the methodology on which the government has consulted is 16,200 homes.

There are significant risks in not progressing with the plan as prepared if we were to pause again. These are: loss of local control of the plan proposals through intervention; loss of the protection for emerging plans for six months from the new standardised methodology implications post approval of the revised NPPF; and speculative proposals in the interim until an up to date plan is adopted.

## **Air quality**

This issue was raised by a number of Members in the meetings with officers prior to PPWG, and again at last night's working group.

The council has an ongoing programme of air quality monitoring with nitrogen dioxide diffusion tubes at locations where there is potential for national air quality objectives to be breached, or for air quality to approach the thresholds set in the objectives. The data from the network of diffusion tubes is compared to data from the council's three continuous analyser monitoring stations and calibrated against the measurements. All of these continuous monitoring stations also measure the concentration of particles generated by traffic and other sources such as domestic heating, including one measuring the finest particles.

The network of diffusion tubes allows annual mean time series data to be analysed. It is therefore important that the network of monitoring stations remains substantially unchanged, however, where monitoring demonstrates that NO<sub>2</sub> levels are consistently low in that location, tubes are reallocated to alternative sites. For example, the diffusion tube in High Street Great Dunmow was moved to an alternative site in 2013. Places recently added to the network include additional sites within Saffron Walden Air Quality Management Area, additional sites in Stansted, and High Street Newport.

In assessing data from diffusion tubes, not only do the results need to be calibrated by reference to a continuous analyser, it is also necessary to take account of the relationship between the location of the diffusion tube and relevant receptors in its vicinity such as residential properties. This is because NO<sub>2</sub> exposure will fall away with increasing distance from the tube, and it is the exposure levels at the relevant receptor that matters when determining whether national air quality objectives have been breached.

An annual status report is published reporting on data for a full calendar year. The latest available report published in 2017 reported for the period January to December 2016. The report to be published this summer will report on the 2017 data.

The distance corrected diffusion tube data published in 2017 showed only two locations in Uttlesford where there were exceedances of the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup>. These are both within the Saffron Walden Air Quality Management Area: at the junction of High St and Castle Street, and London Road. Taking into account NO<sub>2</sub> fall-off calculations, no exceedances were found at any of the receptors outside of the AQMA, which is the only one in Uttlesford.

The data from the continuous analyser stations shows no exceedances of the 1-hr mean objective or annual mean objective in excess of 60µg/m<sup>3</sup>, which is an indication that an exceedance of the 1-hour mean objective could have occurred. It also shows that no exceedances of the PM<sub>10</sub> annual or daily objective for fine particles have been identified. Monitored levels (annual mean) for the finest particles are routinely below 20µg/m<sup>3</sup>.

The full analysis can be found in the annual report by following the link <https://www.uttlesford.gov.uk/CHttpHandler.ashx?id=7184&p=0>. This also contains the relevant national air quality objectives which should not be exceeded.

As there is an AQMA, the local plan includes a policy on air quality. It is a two-fold approach. On the one hand, development will only be permitted where it does not lead to adverse effects. On the other, where development represents a sensitive end use, people using the development should not be affected by poor air quality. The policy sets out a series of tests and refers to the council's air quality technical guidance. Development affecting an AQMA will be expected to contribute to a reduction of levels of pollutants within it. Health-based air quality objectives should not be exceeded. Development should promote sustainable transport and use of low emission vehicles. Other mitigation and precautionary measures are required where this would be proportionate.

*Martin Foley*

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## APPENDIX B

LEPC MAY 2018 Finance Statement								Budget	Net Expen	Diff +/-
								20,506	8,440	-12,066
Date	Supplier	Description	Invoice	Payment	Minute Ref	Rec	Credit	Debit	VAT	Net
	Employee	Expenses		BACS				6.75	0.00	6.75
	Post Office	Postage	228114	Cash				8.04		0.00
	May & Brett	Stationary	123180	C/C				7.95	1.32	6.63
	A&J Lighting	Annualised Maintain	31678	BACS				23.10	3.85	19.25
	SNH Garden Services	Groundworks	2017	BACS				165.00		165.00
	BHIB Ltd	Insurance	LCO00373	BACS				685.90		685.90
	Eon	Street Lighting	H15C0A5C	BACS				41.11	1.96	39.15
	MD Landscapes	Grass cutting	1153	BACS				156.00	26.00	130.00
	Employee	Salary	PAYE	BACS				338.10		338.10
<b>June</b>							0.00	1,431.95	33.13	1,390.78