

**WRITTLE PARISH COUNCIL**  
**ENVIRONMENT COMMITTEE**

Minutes of the meeting held on Monday 18<sup>th</sup> March 2013 at 8.15pm, Parish Office

<b>Members</b>		✓ = Present	A = Apologies	
Mrs E Roe	(CHAIR)	✓	Mr B Cairns	(VICE CHAIR) A
Mrs W Walker		✓	Mr A Carter	✓
Mrs A Reid		✓		

<b>In Attendance</b>		✓ = Present	A = Apologies	
Miss G Laudrum	(SECRETARY)	✓	Mr D Walker	(CLERK) ✓
Mr D Carmichael	(WRITTLE ALLOTMENT SOCIETY)	✓	Mr A Parsons	(WRITTLE ALLOTMENT SOCIETY) ✓

**ACTION****1. PUBLIC FORUM**

1.1 NOTED it was **noted** that there were no members of the public present.

**2. APOLOGIES FOR ABSENCE**

2.1 NOTED apologies received as **noted** above.

**3. MINUTES OF LAST MEETING – 17<sup>th</sup> December 2012**

3.1 AGREED the minutes of the Writtle Parish Council meeting held on 17<sup>th</sup> December 2012 were **agreed** as an accurate record.

3.2 AGREED it was proposed by Mrs W Walker and seconded by Mrs A Reid that the **agreed** minutes be approved and signed.

**4. DECLARATION OF INTERESTS**

4.1 NOTED the Committee **noted** that there were no declarations of interest.

**5. PROGRESS CHECK**

5.1 Field Maple (1.1)

5.1.1 NOTED it was **noted** that a member of the public had been contacted relating to the replacement of the diseased Silver Birch by a Field Maple.

5.2 Duck / Bird Notices (5.4.1)

5.2.1 NOTED it was **noted** that Mrs E Roe had written an article in the Writtle Flyer relating to the feeding of ducks/birds on The Green and the Committee agreed that no further action relating to installing notices should be progressed.

- 5.3 Dog Notices (5.5.1)
- 5.3.1 NOTED it was **noted** that Mr D Walker would progress the production of suitable Dog Notices. David Walker
- 5.4 Writtle College (5.7.1)
- 5.4.1 NOTED it was **noted** that Mr C Hibbitt and Mr D Walker would be meeting with the new Principal of Writtle College, Steven Waite, on 24<sup>th</sup> April 2013.
- 5.5 Allotment Numbering (6.4.1)
- 5.5.1 NOTED it was **noted** that Mr A King, Writtle Scouts, has been approached to consider the proposal that the Scouts produce suitable plot number signage as part of a Community Project.
- 5.6 Oxney Green - Gates (6.5.1)
- 5.6.1 NOTED it was **noted** that Mr A Parsons would obtain a quote for the resizing/refitting of the single gate at Oxney Green. Albert Parsons
- 5.7 Parish Maps (7.1.1)
- 5.7.1 NOTED it was **noted** that Mr G Ingram had kindly agreed for the loan of a Parish map (1:2500). Mr D Walker to look into creating laminated and canvas reproductions for use in the Parish Office. David Walker
- 5.7.2 NOTED it was **noted** that a map of conservation areas of interest within the village, as well as a 'tourist' map, would be put on both the Writtle Village and Writtle Parish Council websites. Mr D Walker and Mr G Ingram to arrange. David Walker / Gordon Ingram
- 5.8 Flooding at Lordship Road (8.2)
- 5.8.1 NOTED it was **noted** that Mr D Walker had contacted ECC regarding the frequent flooding at Lordship Road as a result of overflowing ditches and culverts in the vicinity of Writtle College.
- 5.9 PiCUS Report (9.1.1)
- 5.9.1 NOTED it was **noted** that an electronic copy of the PiCUS report is to be uploaded to the Writtle Village website. Gordon Ingram
- 5.10 Soil Evaluation (9.1.2)
- 5.10.1 NOTED it was **noted** that Bartlett Consultants had undertaken a soil analysis on The Green, the results of which were completely normal.
- 5.11 Writtle News Article (9.1.3)
- 5.11.1 NOTED it was **noted** that an article had been published in the recent issue of the Writtle News relating to the replanting strategy on The Green.
- 5.12 Footpath Officers (10.1)

- 5.12.1 NOTED it was **noted** that four Footpath Officers had been appointed and would work together as part of a 'Footpath Team'.

## 6. ALLOTMENTS

### 6.1 Available plots

- 6.1.1 NOTED it was **noted** that there are currently a number of plots available for rental at both Oxney Green and The Chase.

### 6.2 Plots requiring attention

- 6.2.1 NOTED it was **noted** that the adverse weather conditions over the Winter/Spring period had had a detrimental effect on the general condition of allotment plots.

### 6.3 Allotment Inspection

- 6.3.1 NOTED it was **noted** that Mrs E Roe and Mr D Walker would organise for an allotment inspection to take place in mid-May 2013. David Walker / Liz Roe

### 6.4 Hedges

- 6.4.1 NOTED it was **noted** that the hedges at both allotment sites would be cut back during the Autumn.

### 6.5 Field at The Chase

- 6.5.1 NOTED it was **noted** that the condition of the field at The Chase would be examined during the allotment inspection and, if necessary, Mr D Walker would arrange for this to be cut. David Walker

### 6.6 Signage

- 6.6.1 NOTED it was **noted** that no additional signage is required at either allotment site at present.

### 6.7 E-On / The Chase

- 6.7.1 NOTED it was **noted** that E-On would be cutting back overgrown vegetation at risk of causing damage to the power cables at The Chase on 23<sup>rd</sup> and 24<sup>th</sup> April 2013.

- 6.7.2 NOTED it was **noted** that the gate post would need to be taken down at The Chase on both these dates to allow sufficient vehicular access. David Walker

## 7. THE GREEN

### 7.1 Trees on The Green

- 7.1.1 NOTED it was **noted** that Bartlett Consultants would be undertaking work to trim back the Willows at the duck pond on 27<sup>th</sup> and 28<sup>th</sup> March 2013.

7.2 Wooden posts around The Green

- 7.2.1 NOTED it was **noted** that Mr D Walker would investigate the costs and regulations involved with installing wooden posts at intervals around The Green in order to prevent the parking of vehicles, and/or associated damage to the turf, on The Green.

David Walker

7.3 Parking around The Green

- 7.3.1 NOTED it was **noted** that a number of measures to alleviate parking problems around The Green had been considered, including:

- the shortening of existing double yellow lines to create additional parking spaces;
- to re-lay and re-line the car park at The Green to create additional parking spaces;
- to investigate the introduction of permit parking;
- to investigate what other Parishes with similar issues do to assuage parking difficulties

- 7.3.2 NOTED following extensive discussion, it was **noted** that the Environment Committee would request that the Highways and Transport Committee consider suggestions and recommendations and progress at their next meeting on 20<sup>th</sup> May 2013.

David Walker

## 8. DOG AND LITTER BINS

- 8.1 NOTED it was **noted** that dog fouling is particularly problematic in Lodge Road, Victoria Road and Back Road.
- 8.2 NOTED it was **noted** that an additional dog bin had been purchased and would be installed in Back Road.

## 9. WRITTLE COLLEGE

- 9.1 NOTED it was **noted** that Mr D Walker has attempted to contact Mr Ian Cole, Director of Property & Facilities Management at Writtle College, on a number of occasions to arrange a meeting to discuss the current closure of several footpaths that run through the grounds of Writtle College. Mr D Walker will continue to try to arrange this meeting.

David Walker

## 10. LONG BRANDOCKS SHOPS

- 10.1 NOTED it was **noted** that a temporary Tree Preservation Order had been put on the Red Oak tree in the vicinity of The Coverts whilst a quotation to trim the tree was obtained from Chelmsford City Council.
- 10.2 NOTED it was **noted** that a letter of objection had been received from the solicitors acting for Chater Developments but that they had proposed to transfer the land containing the tree over to Writtle Parish Council.

- 10.3 NOTED it was **noted** that Mr D Walker would write to Chater Developments to request a site visit of Long Brandocks and ask whether they would be prepared to undertake weed killing in the vicinity of the Long Brandocks shops.

David Walker

## 11. ANY OTHER BUSINESS

### 11.1 Parking at Writtle Surgery

- 11.1.1 NOTED it was **noted** that parking at Writtle Surgery is becoming increasingly congested, resulting in vehicles being parked on the grass verges in the vicinity of the practice.

- 11.1.2 NOTED it was **noted** that Mr D Walker would write to both Essex County Council (Highways) and Writtle Surgery regarding the insufficient parking.

David Walker

### 11.2 Schools Litter Picking Day

- 11.2.1 NOTED it was **noted** that Mr D Walker would speak with Writtle Infant and Writtle Junior Schools to ascertain the best date to undertake the Schools Litter Picking Day.

David Walker

### 11.3 Chelmsford City Council Parish Cleansing Day

- 11.3.1 NOTED it was **noted** that Chelmsford City Council is running two dates per month during the months April-October inclusive to undertake footpath sweeping and vegetation trimming. Mrs E Roe to consider which dates will be most suitable and which tasks should be prioritised around the Village.

Liz Roe

## 12. DATE OF THE NEXT MEETING

- 12.1 NOTED the Committee **noted** that the next meeting of the Environment Committee will be held on Monday 15<sup>th</sup> July 2013 at 8.15pm in the Parish Office.

- 12.2 NOTED it was **noted** that agenda items should be submitted to the Clerk by Friday 5<sup>th</sup> July 2013.

## MEETING CONCLUDED 9.45pm

**Signed:**

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*For and on behalf of Writtle Parish Council*

**Date:**

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