

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.
Held at 8pm in Woodham Walter Women's Club, Top Road, Woodham Walter.

Monday 11th June 2018

Present:

Cllr. John Tompkins (Chairman)
Cllr. John Brown
Cllr. James Bunn
Cllr. James Rushton
Cllr. Joanna Symons
Cllr. Peter Warren (in attendance from 8.20pm to close)

Others: Jacky Bannerman (Parish Clerk)

Public: 11 (in attendance from 8.00pm to 8.45pm)

2344. Welcome Cllr. John Tompkins welcomed those present to the meeting.

2345. Apologies For Absence Apologies were received and accepted from Cllr. Jenny Hughes. It was noted that Cllr. Warren was attending the NW Area Planning meeting to make representations on behalf of the Parish Council so would arrive late to the Parish Council meeting.

Apologies were also received from District Councillors Mark Durham and Henry Bass and County Councillor Penny Channer.

2346. Register of Members Interests & Declarations of Acceptance of Office – Update

Councillors were reminded they need to complete their disclosed interests on the Maldon District Council on-line form if they have not already done so. It was confirmed that Cllr. Warren has signed his Declaration of Acceptance of Office form.

2347. Disclosure of Interests/Consideration of Dispensations To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-10 inclusive of the Code of Conduct for Members. (Members are reminded they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

There were no interests declared and the register was duly signed.

2348. Public Forum There were 11 members of the public present. Clerk explained the procedure of the Public Forum. Members of the public were then invited to make comments. All were present regarding the Planning Application 18/00300 at Meadows Barn, Bassetts Lane. Of those present 6 members of the public made comments to object to the application. There were no comments in support of the application. The following is a summary of the points made:

- Agricultural land. There has been no attempt to work the land as agricultural.
- Character of the Area is rural with dwellings interspaced with fields, woods etc. This would be destroyed by the lodges.
- Highways – It is a narrow lane. Danger to pedestrians, dogs, horses, cyclists and other road users.
- Highways – unacceptable increase in traffic movements. There is no Highways Study.
- Headlights shine into property when exiting site.
- Gravel/Debris spreads onto the road with existing users
- Not acceptable to have an increase in transient visitors/strangers
- Query if the terms of the existing Holiday approval are being adhered to. Reports of long term residents at Barn lets.
- Interruptions by holiday makers calling at house to ask about access.
- Issues with Stag/Hen Parties causing disturbance (already an issue).
- Mobile Numbers listed on board outside gate do not get answered.
- Several erroneous entries on the application
 - as far as aware the field is not designated as recreational.
 - The field is tied to Meadows Nursery not to Meadows Barn.
- Negative impact on services
- Invasion of privacy for adjacent properties

- Agricultural tie on Meadows Nursery (sold by applicant to current owner who had to prove eligibility to MDC before purchase). Understand land and barn are part of the tie.
- Original Barn Holiday Lets application was for 4 flats but there is room for 6 but this has never been instigated. There is no demonstration of a need. There is no Business Plan.
- The application documents include information on Millbeach in Goldhanger which is irrelevant to this location.
- The 2 entrances created either side of Barrow Cottage do not have permission. It is understood that MDC had issued a closure notice but this was never actioned.
- Sewage Treatment concerns.
- Drainage has already been an issue and the Environment Agency had to get involved to sort out a problem recently.
- Loss of wildlife habitat. There are notifiable species present at the site. The wildlife information in the application documents is not up to date.

2349. Reviews and Adoptions Minute references 2349.1, 2349.2, 2349.3, 2349.4 and 2349.5 were recommend for approval, this was proposed by Cllr. James Bunn and seconded by Cllr. James Rushton, all in favour.

2349.1 Inventory of land and assets. Updated June 2018.

2349.2 Financial Regulations (dated July 2012 and remains valid) & Annual Investment Strategy (dated 5/5/17 and remains valid) & Financial Risk Assessment (Dated 5/5/17 - Clerk confirmed that the recommendations of the Internal Auditor are covered in other policies).

2349.3 Risk Management Policy (NEW).

2349.4 Action Plan (NEW).

2349.5 Data Audit and Retention Policy (NEW).

2349.6 Risk Assessments – Clerk to arrange for these to be reviewed and updated.

2349.7 Business Continuity Plan – the draft will be revised with a view to adopting at the next meeting.

2350. To approve Minutes of Ordinary Parish Council Meeting and AGM held on Monday 14th May 2018 The minutes were approved and duly signed.

Cllr. John Tompkins proposed a vote of thanks to Councillor Joanna Symons for her contribution as Chairman during the years 2016-2018. The proposal was seconded by Cllr. James Bunn and all councillors were in favour.

2351. Matters Arising from the minutes. None

2352. Planning – APPLICATIONS

2352.1 18/00642/COUPA Land adjacent The Old Granary, Lodge Farm, Old London Road
Prior approval of proposed change of use of agricultural building to a dwelling house (Class C3) and for associated operational development.

Councillors agreed that the application would be decided by legal argument and they had no comments to make.

2352.2 18/00590/LBC & 18/00589/FUL Hoe Mill, Hoe Mill Road

Repair/reinstatement of the vinery for use as habitable annexe

Councillors resolved to recommend approval of the application subject to the views of the Conservation Officer.

2352.3 HOUSE/MAL/18/00614 Summerfield, Spring Elms Lane

Singer storey side extension to an existing dwelling house.

Councillors resolved to recommend approval of the application.

2352.4 18/00300/FUL Meadows Barn, Bassetts Lane

Construction of 10 new holiday lodges.

The following is a summary of the points made by councillors:

- Accuracy of the application document – numerous errors. The agent has a history of submitting documents with the same errors for applications in the village. Misrepresenting facilities in the village. Example: There is no shop or Post Office.
- Site sits outside of settlement boundaries
- Car movements have not been addressed within the application
- Concern that more lodges could be applied for in the future
- Many of the defences in the application for going against the LDP are irrelevant
- A static caravan is not good design
- There is no benefit to the community
- No mention of the VDS which is a material consideration and should be taken into account.

- 11½ month occupancy is not tourism
- Agricultural tie
- The site is within the countryside, and the Chelmer-Blackwater Ridges Special Landscape Area (SLA), which is characterised by wooded farmland landscape. In this instance, the site is within a loose ribbon of development, midway between the villages of Little Baddow and Woodham Walter. The immediate area is unquestionably rural in character and is one of substantial houses set amongst fields with large mature gardens, established deciduous trees and some fruit trees.
- The Planning Statement mentions the leisure and tourism opportunities but fails to mention how the Warren Estate is currently serving these, as well as the on-site barn conversion and the Retreat Farm.
- The proposal is essentially back land development with three road facing lodges that is deprecated by the VDS. As an Arcadian village the maintenance of open views between developments is considered important and that any infilling should be in character specifically with the area and be sympathetic in design, scale height and materials, which the proposed lodges are not.
- With ten lodges and the existing four holiday lets there will be a concentration of holiday accommodation in this area. The scale of the proposal would have a materially harmful effect on the character and appearance of the countryside, including the SLA and the protected lanes.
- With the experience gained from the Warren, the proposal would be tantamount to a residential use despite the fact that the application suggests an 11½ month residency condition. The condition applied to the existing facility was 28 days in any two-month period.
- In considering the effects on the adjoining owners it will be possible for the occupiers to overhear sounds and traffic noise associated with the use of the site area from their rear gardens. Whilst not a major issue with the existing facility on site, the noise and disturbance is likely to be considerably greater together with the internal traffic noise it is all likely to be materially harmful to the living conditions of the adjoining owners
- The increase in vehicle movements will have an impact on the surrounding protected lanes
- The design of the individual units is alien to the characteristic of the area.

Councillors resolved to recommend refusal and strongly object for the following reasons.

- Some of the information contained in the application is incorrect. It is a habit of this agent.
- The site is outside of the settlement area and as such will compromise the identity of this particular area. **Contrary to LDP policies D1, S1 and VDS.**
- The proposed development would be an unwelcome visual intrusion into an undeveloped part of the countryside, to the detriment of the character and appearance of the rural area and the historical asset. The application site is currently free from any built form of development, which has a wholly rural and tranquil feel and makes a positive contribution to the character and appearance of the area. The proposal, if approved, would represent an unacceptable threat to biodiversity and would be detrimental to local wildlife interest in the area. As such, the proposal would be **contrary to policies D1, D3, S1, S2, S8, H4, E5 and N2 of the LDP, the MDDG, WWVDS** (endorsed) and the core planning principles and guidance contained in the NPPF.
- The design of the individual units does not augment the character or quality of the area. There is no mitigation for the detrimental impact on the character of the area or the historical asset. **Contrary to LDP policies S1, D1, E5 and VDS.**
- Affect on adjoining owners. **Contrary to LDP policies D1, H4 and VDS.**
- Over-provision of similar accommodation within the village. **Contrary to LDP policy N3.**
- Detrimental to the street scene. **Contrary to LDP policies D1, S1 and VDS.**
- Unacceptable increase in vehicle movements along a narrow lane.

2353. Planning – DECISIONS

2353.1	TCA/MAL/18/00384	Dobbins, The Street	APPROVE
	Weeping cherry tree – trim back branches overhanging footpath by 2.1m.		
2353.2	LDP/MAL/18/00345	Barn 1&2 Lodge Farm, Old London Road	APPROVE
	Claim for lawful development certificate for proposed change of use of agricultural building to residential under class Q of the general permitted development order.		

First floor extension to chalet bungalow to form two storey dwelling house (Amendments to HOUSE/MAL/17/01036)

2354. Other Planning Matters

2354.1 Parish Trigger update – Cllr. Tompkins reported on meeting attended at which 11 Parish and Town councils from across the District were represented and agreed to write to Maldon District Council as a group to raise concerns and objections to the changes imposed by MDC to the Parish Trigger and that paper copies have ceased to be sent to Parish/Town councils. A draft letter had been received and Cllr. Tompkins proposed that Woodham Walter Parish Council sign the letter and support the action. This was seconded by Cllr. Symons and all were in favour.

2354.2 Enforcement

- Falconers Lodge Office – await update.
- Woodham View – await update
- The Grange – await update.

2354.3 FUL/MAL/18/900160 Land south of The Grange (Whitegates), Herbage Park Road.

Cllr. Warren had attended the NW Area Planning meeting at MDC earlier in the evening and reported that the application had been Refused. Councillors were concerned to note that Cllr. Durham had spoken in favour of the application despite having declared an interest. It is disappointing that the village were not supported by our elected representative.

Parish Councillors were pleased to hear that ultimately the Parish Council recommendation and the Officer recommendation to refuse the application was supported by 5 councillors and resulted in the application being refused.

It was resolved that in future when the Parish Council ask our District Councillors to call an application in to committee, that they are specifically asked to convey the views of the Parish Council and village at the meeting.

2354.5 A new system of circulating planning applications amongst the Parish Council was agreed.

Clerk will place all the information in a Shared Dropbox Folder for all councillors to view and comment. The new system will be monitored for ease of use and effectiveness.

2355.6 Local List - Cllr. Tompkins reported that the VDS group are due to submit suggestions for Local Listings including the old ironworks signposts.

2355. Reports Of the District/County Councillor

It was noted that reports had been received and circulated to councillors.

2356. Payments The following payments were authorised and cheques duly signed.

2356.1 E-on –Monthly DD – £25.70 (inc. £1.22 VAT) Await invoice

2356.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

2356.3 Mrs J Bannerman - Clerks Salary 44 hours + Allowance £528.26

2356.4 HMRC ¼ly payment £282.33

2356.5 DW Maintenance £220

2356.6 Mr T Pidding – Refund for cancelled Party Tent Booking £30

2357. Other Financial Matters

2357.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
14-May-18	Expected Balance			23520.13
04-Jun-18	Interest Received	7.77		23527.90
11-Jun-18	Transfer to Community A/C 60978876		1000.00	22527.90
Community Account				
14-May-18	Expected Balance			572.69
31-May-18	Party Tent Hire (Purleigh PTA)	50.00		622.69
11-Jun-18	Transferred from Business Reserve A/C 40622818	1000.00		1622.69
11-Jun-18	June Debits		1110.23	512.46

2357.2 Bank Account Signatories – Clerk has checked the process with the bank. Signatories need to visit branch with form and get it signed then return it to Clerk who will deliver all forms at the same time.

2357.3 End of Year Accounts. Clerk confirmed that the necessary paperwork has been submitted by email to External Auditors, PKF Littlejohn. The relevant items have been uploaded onto the Parish Council website and posted on the noticeboard.

2358. Other Council Matters

2358.1 Woodham Walter Common/Living Landscapes. It was noted that a copy of the Danbury Ridge Living Landscape Project Work Plan (Issue 3) April 2018 to March 2019 had been received.

This year the main focus will be on sowing wild flower seeds on selected sites and the management of larger areas to encourage the growth of wild flowers. The important work of planting more hedges will also continue. In 2017 the topic chosen to get the general public involved was "butterflies". This involved enlisting people in the parishes to undertake a survey of the butterflies that they saw during the year. To support this survey a talk on the subject and later a butterfly walk was organised. This year the theme will be "trees". A tree survey, a talk on this subject and a relevant walk will be undertaken. A wildlife survey of Stow Maries Aerodrome will also be undertaken.

2358.2 Bell Meadow Village Association – Clerk provided Cllr. Hughes with necessary information regarding the Conditions of the Premises Licence. Ken Rennie has submitted Risk Assessments.

2358.3 Allotments Association. There was no information to report.

2358.4 Community Protection Team - Report received. The team have been out with the Trucam equipment. Fly tipping along Little London Lane and Curling Tye Lane has been cleared and evidence found at scene has resulted one prosecution. Clerk to ask that the Trucam team visit during rush hour times and patrol the school parking again.

2358.5 Bell Meadow Playground – Clerk to arrange to meet with Lisa Carter and speak with the playground companies to refine their proposals.

2358.6 Clerks Progress Report - to be updated.

2358.7 GDPR. Clerk reported that works to comply with GDPR are now nearly completion. Documents are due to be shredded and other documents will be taken to Essex Records Office in the next few weeks. The new village email system has been set up and so far 56 people are signed up to receive information.

2358.8 Councillor emails – it was noted that all councillors are now up and running with the new system.

2359. Consultations/Questionnaires

2359.1 Rural Facilities Record – clerk to respond to MDC

2360. Highways

2361. Brook Close – clerk to ask when the drain cover will be replaced.

2361. Local Issues

2361.1 Bell Meadow 1) Gate at Bell Meadow – clerk to arrange 2) Memorial Garden – Colin Warner has now removed the stumps. There is a small gap in the hedge which will need to be planted in the Autumn. 2 trees will be planted as part of the World War 1 Centenary Events 3) Goalposts – clerk to liaise with Josh Warner. 4) Gate post – clerk to liaise with Darren Durrant. 5) There were no other matters to report and the book was duly signed.

2361.2 Footpaths Report. Cllr. Warren reported that the weeds are growing well! The footpath from Oak Farm Road around the ruins is now almost impassable. This has been reported to ECC. Cllr. Warren removed a tree branch on FP19 (bottom of Allotment field).

2361.3 School Report. Cllr. Symons reported that the Governing Body are reviewing the effectiveness of the Body and considering changing to monthly meetings instead of termly.

2361.4 Crime/Police Report. No information to report.

2361.5 Litter. No information to report.

2361.6 Broadband . Cllr Brown reported that the Superfast Essex website maps are being reviewed and that information for the village has gone awry. He has reported to Superfast Essex and will also raise with County Councillor Channer.

2361.7 Zig Zag Lines. Cllr Durham had looked into. Clerk will write to South Essex Parking Partnership.

2361.8 Bus Services. Clerk to liaise with Arrow.

2361.9 Community Asset register information – Cllr. Tompkins has written a report for consideration. Councillors decided that no action is required at the present time.

2362. Matters Raised by Local Residents

2362.1 Cllr. Bunn reported that Doug Seear has raised concerns that ivy is damaging the roof of the War Memorial Shelter. Mr Seear has offered to cut the root at the base and then monitor, this was agreed.

2363. Correspondence

2363.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2364. Points of Information and Items for the next Agenda

2364.1 18/00661 Shrubbery Farm, Curling Tye Lane. Application received after agenda set. Clerk to establish if the application can wait until July meeting or if additional meeting will be required. Cllr. Symons is the applicant and declared a Pecuniary Interest and Cllr. Tompkins declared a non-pecuniary interest as he had advised the applicant.

2365. Date of Next Parish Council Meeting:

Date of next Ordinary Parish Council Meeting Monday 9th July 2018 at 8pm in Women's Club.

Signed

Meeting ended at 9.45pm

Dated