1. PUBLIC OPEN FORUM

There were no members of the public present. The Chair took the opportunity to extend a warm welcome to the two newly appointed Councillors, Mr K Bowdidge and Mr B Cairns.

2. COMMUNITY POLICING

2.1 V Festival. The Chair summarised the main points of contention regarding the V Festival and reiterated that the key issue was that of the absence of police presence within the Village during the V Festival weekend. The public had reported that Paradise Road was completely lacking of any visible Policing and an area of Lodge Road had become a temporary Taxi rank, causing much disturbance. It was agreed that more police resources would be required for the Village at the 2010 V Festival event and this is to be discussed more fully at the next Police meeting.

2.2 Paradise Road. It was advised that the skateboard strip located at Paradise Road had been vandalised at the weekend. It was noted that the skateboard strip is located too far from the CCTV mast and no further information has been available, to date. However, Mr D Walker is to report officially to Essex Police whereby Mr A Davey will make a full report. It was suggested that the bolts on the skateboard strip be welded in order to prevent any further acts of vandalism. Mr D Walker will arrange for Mr Jarvis to undertake this work.

2.3 Speed Guns. As reported at the last meeting, two speed guns have been purchased by Writtle Parish Council. Mr Neil Marshall has kindly agreed to provide training in the use of this equipment to members of the public, free of charge. It was agreed that signage and reflective clothing will be required and these will be purchased by the Parish Council from funds awarded by Maztec earlier this year. Contact details of the parties whom had expressed an interest in participating in speed gun tuition, are to be supplied from the data received from the Writtle Parish Plan questionnaires. Mr D Walker will ascertain dates for undertaking training and contact those interested.

2.4 Firework theft. Mr J Drake requested that, following the theft of Fireworks from business premises last year, Police are aware of potential burglaries at this time of year.

Mr A Davey reiterated the importance of members of the public reporting any suspicious activity or behaviour to the Police as a matter of urgency.
3. APOLOGIES
Apologies were received from Mr R Sherwin, Mrs B Laflin and Mrs R Smith.

The Chair advised that a letter had been received from Mr R Sherwin, tendering his resignation as Councillor with immediate effect due to work and family commitments. It was suggested that one of the candidates who had expressed an interest in becoming a Councillor and whom had been interviewed recently, could be approached in the light of this new position arising. Mr R Sherwin was thanked for his contribution to the Writtle Parish Council.

Mr D Walker is to contact Mr M Townley to see if he would be interested in becoming a co-opted member of Writtle Parish Council. Mr M Townley was one of the people interviewed by the sub-committee as was highly rated by them at that time.

4. DISCLOSURES OF INTEREST
There were no disclosures of interest.

5. APPROVAL OF MINUTES OF MEETING HELD ON 7TH SEPTEMBER 2009
It was agreed that the minutes of the Parish Council meeting held on the 7th September 2009 were an accurate record, with the exception of the following amendments:

Item 2  “The Chair reported that at the Police meeting held on Friday August 28 2009, he had advised that there had been a number of complaints regarding behaviour within the Village of some of those attending the V Festival the previous weekend.”

Item 3  “She has planned a drop-in at Hylands School during the coming week….”

Item 3  “It was also confirmed that there was a Youth Club held on alternate Thursday evenings in Forest Drive and a very successful Raw Café held…..”

Item 3  “……Jo Harcourt meet before the next Parish Council Meeting, to review the current situation and also visit Raw Café to see if some of those attending would be interested in a Writtle Youth Club or whether they would prefer to attend the Raw Café for the Parish Council to consider if extra transport could be provided for them to attend.”

Item 6.5  “The road marking has been completed.”

Item 13.6  “A copy of the business plan should be made available to Writtle Parish Council.”

Item 16.1  “Mrs A Robinson was also asked to arrange the Christmas lunch for the Parish Council, to be paid for by the Councillors who attend.”

It was proposed by Mr R Bray and seconded by Mr J Drake that the minutes of the meeting held on 7th September 2009 be approved and signed.

6. MATTERS ARISING

6.1 Writtle Bowls Club  It was noted that a quotation to undertake the complete remedial works to the wall surrounding Writtle Bowls Club had been completed and will shortly be passed onto the Parish Council. Mr J Drake advised that various associations had been written to seeking grant advice, however, a Business Plan is still awaited.
6.2 **Pot-holes.** The Committee agreed that the Highways Department of ECC had performed an excellent task of resurfacing the road between Prestons Garage and the Co-Op in Bridge Street. Mr D Walker has written to the Highways Department to commend this work. It was advised that an area of cross-hatching is to be painted on the slip road at Prestons to aid parking for residents. Mr R Bray also reported that, since the resurfacing of the road, excess surface water is now running towards the man-hole outside the Blue Bridge restaurant. This will be reported to ECC if any problems arise from this. It was also noted that the carriageway repair works have been completed successfully at the junction of Chequers Road and East View.

6.3 **CCTV.** It was advised that the link to the Civic Centre is now operational. The Mayor of Chelmsford has invited Councillors to visit the Mayor’s Parlour and view the CCTV control room at the Civic Centre, week commencing 26th October 2009. Mr D Walker will confirm suitable dates with the Mayor’s Office and confirm arrangements in due course.

6.4 **Community Initiative.** It was advised that the installation of the new see-saw is still awaited at the Pleasure Bit. Mr D Walker is to confirm delivery date with the manufacturer.

6.5 **SID.** Mr D Walker advised that there appears to be an issue when downloading information from SID. 3M, the manufacturer, are currently investigating the possible causes for this and it is hoped that this will be resolved shortly. As reported previously, it is considered essential that there is an operational post near to Mayfield Road and in Lodge Road outside Romans House and it was agreed that Writtle Parish Council would bear the cost of these. It was also suggested that a post be erected near to Hylands School, going out of the Village, in order to alleviate speeding in this area. Mr D Walker is to consult Mr G Livings of ECC regarding the possibility of having a solar-powered SID erected, similar to the device located in Waterhouse Lane.

6.6 **Paradise Road.** Mr J Drake advised that the storage container has now been installed in the Storage Barn located at Paradise Road.

6.7 **Broken Trees at Long Brandocks.** Ms M Barratt has taken photographs of the broken trees and the general condition of the area around the shops at Long Brandocks in preparation of the anticipated meeting with Chaters’ representative. Mr D Walker is to finalise date for this meeting.

6.8 **Update of Youth Club.** See Agenda item 9.

6.9 **New Parish Office.** See Agenda item 15.

6.10 **Quotations for remedial works to the allotment water supply.** Mr J Drake advised that three quotations for the remedial works to the allotment water supply had been received and a decision will now be made regarding which contractor will undertake this work. Mrs E Roe has submitted a grant application to the Lottery fund to assist with the costs involved.

6.11 **Writtle Community Association.** It was advised that a Business Plan has not yet been received from WCA in relation to the schedule of necessary works, and there has been no advancement of the Fire Survey. Ms L Bowser advised that the WCA Executive Committee meeting is being held on 7th October 2009 however, the Business Plan is not mentioned as an agenda item. Mr R Bray has agreed to attend this meeting as a WPC representative.

6.12 **Parish Council Vacancies.** Mr D Walker will be arranging a 2-hour short course training session with EALC for full Parish Council members.
6.13 **Writtle Tennis Club.** As previously reported, it was agreed that Writtle Tennis Club should prepare and submit their grant application through the WSSC. Mr J Drake reported that there has been no further development with a grant application in relation to the court floodlights. Mr A Carter has agreed to help in this regard and will consult previously successful grant applications for reference. The Chair confirmed that WPC will fully endorse the application. It was further agreed that it is critical that WSSC prepare a grant application for the resurfacing of the hard play area but a Business Plan has yet to be drafted by WSSC. Mr J Drake has agreed to contact Mr E Gallagher as a matter of urgency in order to discuss further and will also attend the regular meetings held by WSSC.

6.14 **Children’s World.** It was noted that the ‘Children’s World’ event held on The Green had been very well attended and received.

6.15 **Wearpond.** It was advised that an engineer had visited the Wearpond on The Green to attend to a temporary blockage in the water supply through Motts. The piping had been jetted at a cost of £120 and it was agreed that the condition of the piping needs clarifying and it was suggested that a camera could be installed in order to ascertain the condition of the piping. It was noted that a filter had been installed at the pond exit point to prevent any further problems with leaves and twigs blocking the pipes. It was noted that the gulley’s which help to relieve the pond of congestion from leaves, are being lifted frequently resulting in an accumulation of debris in this area. Mr D Walker is to arrange for the gulley’s to be cleared. The water in the pond is now far less stagnant, however it was agreed that the pond would benefit greatly from being drained and cleaned. It was agreed that the camera would need to be installed in the piping prior to the pond being drained. Mr D Walker is to make further enquiries and obtain quotations for these works.

It was agreed that a presentation sign / information board is to be erected in the vicinity of The Green pond providing some historic background information on Writtle village and of the origins of the pond. Mr D Walker has agreed to consult with the RSPCA and RSPB to obtain guidelines regarding the feeding of ducks and this information is also to be included on the presentation sign / information board. It was noted that a footnote will be inserted to politely request members of the public do not over-feed the ducks. Mr D Walker is to obtain quotations for the presentation sign / information board.

6.16 **Christmas.** Mrs A Robinson confirmed the schedule of events in relation to the Christmas Carol Service this year, which will be held on Wednesday 16th December at 5.00pm. It was noted that Writtle Infant and Writtle Junior schools will be participating, as well as the Writtle Hand-bell Ringers. The Mayor has also confirmed his attendance. The United Reformed Church are enabling WPC to use their facilities on this evening, however Mrs A Robinson has advised that she will require volunteers to help with arranging light refreshments. An article will be placed in the next edition of the Writtle News advertising the forthcoming event and requesting any interested volunteers contact Mrs A Robinson direct.

6.17 **Re-cycling bins at The Pleasure Bit.** A number of complaints have been received regarding the new location of the recycling bins from Ongar Road to East View. It was agreed that this would be included as an agenda item at the next Environment meeting to be held on Monday 16th November 2009.

6.18 **CBC Development Policy Committee.** Mr R Bray and Mr D Walker attended the CBC Development Policy Committee on 15th September 2009 which was being held to discuss proposed, and potential, gypsy sites. It was noted that due to the disquiet this particular issue is causing members of the public, it has been suggested that the public propose potential areas for site development to CBC via their Parish Councils. It was noted that the CBC Development Policy Committee are meeting again on 14th October 2009. Mr R Bray is to circulate the
notes taken from the meeting which he had attended on the 15th September 2009. Cllr T Roper advised that a full consultation will be taking place in the near future and consultation papers will be sent to WPC. It was advised that further information will also be available on the CBC website.

7. INTRODUCTION OF NEW PARISH COUNCILLORS
The Chair extended a warm welcome to Mr K Bowdidge and Mr B Cairns.

8. COMMITTEE MEMBERSHIP
Mr D Walker circulated a table of revised Committee membership structure, taking into account the introduction of the new Councillors. It was noted, however, that membership will be subject to change due to the resignation of Mr R Sherwin and the anticipated appointment of a new Councillor to fill this vacancy. The Chair suggested that a meeting be convened at the earliest opportunity between the Chairs of the various Committees in order to discuss the membership structure further. It was also suggested that consideration could be given to the possibility of ‘rotating’ Councillors when necessary to ensure meetings are quorate.

9. UPDATE OF YOUTH CLUB & FUTURE FUN DAY
Mrs A Robinson provided an update regarding proposals for the Youth Club in Writtle. After much deliberation and consultation, it has been agreed that Longmeads House will not be a viable venue for the Youth Club, due to the uncertain future of the WCA.

As reported at the last meeting, it was noted that a very successful Youth Club, Raw Café, operates from the Widford Estate. It was suggested that, in light of the difficulties in obtaining a suitable venue within the Village to hold a Youth Club, youths from Writtle wishing to attend a Youth Club could join the Raw Café. It was agreed that, should this be the most feasible proposal, the monies reserved in the budget to fund the Youth Club, could be spent on additional transportation for the youths between the Village and the Widford Estate. It was noted that the Co-Op provide funding schemes up to the value of £10,000 in support of youth-based projects. It was suggested that an application could be made with the proposal of obtaining a mode of transport to/from the Village to the Raw Café.

Mrs A Robinson further advised that a number of adults had volunteered to help run a Coffee Bar at the future Fun Day session which is to be held in half-term. Contact details of the parties whom had expressed an interest in helping, are to be supplied from the data received from the Writtle Parish Plan questionnaires.

Mrs A Robinson has agreed to visit the Raw Café and provide a report of the club in the next edition of the Writtle News.

10. FINAL GRANT PROPOSALS
It was noted that the deadline for submitting grant proposals to CBC is 28th October 2009.

The following projects were short-listed as possible grant proposal schemes:

- New Parish Office
- Hard Play Area
- Writtle Bowls Club wall
- Water on the allotments
- Tennis Club floodlighting

11. DISCUSSION OF V FESTIVAL PRIOR TO MEETING WITH MAZTEC ON 7TH OCTOBER 2009
Ms L Bowser advised that a meeting is being held on Wednesday 7th October 2009 between CBC and Maztec in order to discuss the issues arising from the V Festival held
in August of this year. A report of findings, written on behalf of Writtle Parish Council, had been sent to CBC for inclusion and discussion at this meeting.

It was noted that Maztec are to attend a meeting organised by John Gower at Hylands House in order to consider existing and future projects that Maztec can be involved with. It was agreed that the development of the Writtle Parish Office should be given main priority, with the water supply to the Writtle Allotments suggested as an alternative project, if necessary.

12. FUTURE OF THE OLD SCOUT HUT
Mr R Bray reported that Writtle Cards had confirmed that they would like the continued use of the Old Scout Hut for storage purposes. It was noted, therefore, that the lease needs finalising and the legal implications of the Writtle Scouts ‘selling’ the hut to Writtle Cards needs to be clarified by Gepps, as a matter of urgency. It was agreed that a further meeting with Writtle Cards and Writtle Scouts will need to be organised once the legalities of the new lease arrangements have been finalised. Mr D Walker is to schedule.

13. REVIEW OF CCTV INSTALLATION
Discussed under Agenda item 6 (6.3).

14. UPDATE ON SID LOCATIONS
Discussed under Agenda item 6 (6.5).

15. NEW PARISH OFFICE
It was noted that a meeting had been held with CBC representatives in relation to the proposals for the new Parish Office. It was advised that there were no issues in relation to planning or trees. However, costs had increased and were now larger than expected, due to WPC now bearing the cost of the build of the new public toilets. It was confirmed, however, that CBC would give WPC a rent-free period equivalent to the cost incurred by WPC for the new toilets. CBC confirmed that the maintenance of the public toilets would remain the responsibility of the Borough Council. It was agreed that the Planning Department of CBC were satisfied with the plans to date and Mr D Walker will now appoint the Design Consultants.

16. RECEIPT OF COMMITTEE REPORTS
Clerk’s Report 14th September 2009
Development Committee Report 21st September 2009
Environment Committee Report 21st September 2009

The Chair confirmed receipt and approval of the Clerk’s Report dated 14th September 2009 and the Environment Committee Report dated 21st September 2009. The Development Committee Report dated 21st September 2009 will be issued shortly as there were still some matters which needed to be clarified.

Mr D Walker is to investigate if Writtle Parish Council is eligible for recompense via the 106 Planning Tariff applied to the building of new homes, in relation to the proposal to build six new dwellings on the site of the former Public House, The Victoria. The Committee expressed their regret at the sad loss of a local business.

17. FINANCIAL REPORT AS AT 14TH SEPTEMBER 2009 AND APPROVAL OF PAYMENTS
It was proposed by Mr A Sach and seconded by Mrs E Roe that the Financial Reports as at 14th September 2009, and associated payments, be approved and signed.

The Receipts and Payments Account show that WPC is currently on target to meet their budget. It was noted that WSSC are in arrears with rental payments to WPC and currently owe £3,000. Mr J Drake is meeting with Mr E Gallagher of WSSC on Tuesday
6th October 2009 to discuss remedial works to the car park at the Playing Fields. Mr J Drake has also agreed to also raise this financial issue with Mr E Gallagher on this date.

18. COUNCILLORS QUESTION TIME
There were no questions put forward to the Chair.

19. ANY OTHER REPORTS AND BUSINESS
19.1 Parish Highways Scheme. Mr R Bray confirmed that the Parish Highways Scheme report had been submitted.

19.2 Mr P Storry. It was noted that Mr P Storry, a former Councillor, had recently returned from a stay in hospital. The Chair wished to extend his warmest wishes to Mr Storry on behalf of all at Writtle Parish Council.

19.3 Bus Services in Writtle. Mrs A Robinson was in receipt of correspondence from First Eastern Counties Buses Ltd, in response to a request from Writtle Parish Council to amend the 45 and 45a bus routes through the Village. Unfortunately, First Eastern has been unable to revise these two routes due to punctuality issues and the fact that existing routes are already well established.

19.4 Community Evening. Mr A Sach confirmed that information relating to the Community Evening will be circulated shortly.

MEETING CLOSED at 10.00pm

DATE OF NEXT MEETING – MONDAY 2ND NOVEMBER 2009 at 7.30pm

Mr C Hibbitt, Chair of Writtle Parish Council, for and on behalf of Writtle Parish Council

SIGNATURE:

DATE: