

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 17th February 2016 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

Members' Present: Vice Chairman Councillor Garwood (acting Chairman)
Councillors Barnes, Blake, Carter, Cole, Daden, Jones, Howell, Hubble, Thomson & Tranquada

Also Present: Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk)
City Councillor Knight, County Councillor Aldridge & 1 member of public

Public Questions Time: No questions were raised.

372. Apologies for absence
Apologies were received from Councillor Smith

373. To receive any Declaration of Interest from Councillors
No declarations were made.

374. To co-opt new Councillors – if applicable
No prospective Councillors have come forward at the present time.

375. To approve the minutes of Broomfield Parish Council's Meeting 16 December 2015
It was duly resolved to approve the minutes and these were subsequently signed by the Chairman.

376. To receive report from County Councillor Aldridge for items not on agenda
Councillor Aldridge advised that the Essex County Council budget is going up by 3.9% and brought to the meeting's attention the consultation on the Lower Thames Crossing.
He had noted Councillor Daden's efforts in securing the Youth Bus on a trial basis to visit Broomfield and advised that following the closure of Writtle Youth Club due to lack of interest the Writtle Parish Council fund a weekly people carrier to bus children from Writtle to the Roar Café in Westlands which is proving very popular. Raw

377. To receive report from City Councillors for items not on the agenda
Councillor Knight advised that there were 1200 replies to the consultation to the Chelmsford City Council's Local Plan – a more detailed breakdown on the 10,000 comments received will be provided to City Councillors at the next meeting.

378. Financial Matters:

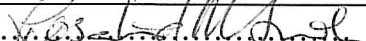
a. To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements
Councillor Barnes verified the Financial Reports to the Bank Statements which shows the following balances as at 31st January 2016:

Broomfield PC	Current Account Balance	£ 37,126.61
	NSB Earmarked Reserves	£200,054.28
Broomfield Village Hall	Current Account Balance	£ 5,517.32
	Deposit Account Balance	£ 2,569.48

Councillor Jones duly signed the Broomfield Village Hall reports.

b. To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting
It was resolved to approve/ratify the invoices, bill payments and direct debits until 31st January 2016 totalling £8,277.42.

c. To approve transfer of £15,378.32 From Public Works Board Loan Earmarked Reserve to Current Account & to approve transfer of £1,346.42 Interest received in NSB Account to Current Account

Signed:.....  94 Dated:..... 21/6/2016

	<p>It was resolved to approve the two transfers between the National Savings Bank Account and the Current Account. Councillor Barnes advised that another payment had been made on the Public Works Board Loan – the outstanding balance of the PWB Loan is currently held in PWB Loan Earmarked Reserves.</p> <p>ACTION: Clerk to carry out the transfers</p>
379.	Discussion Topic(s) for February Parish Council Meeting:
a.	<p>To review Civic Amenities & receive plan for activities for year</p> <p>Councillor Tranquada, Chairman of Civic Amenities Committee gave the meeting a very interesting and informative power point presentation on activities his Committee have responsibilities for; work carried out and advised of planned work during 2016. He explained the responsibilities of the Committee which covers all the Village Greens including trees, benches, pond maintenance ditches; Centenary Wood; Angel Meadow play area; Allotment site; Parish Path Partnership (P3) - which helps to maintain the public rights of ways through Broomfield. He advised that he has around half a dozen regular volunteers that mainly help with work in Centenary Wood and with P3 duties. He also advised that his Committee will be funding maintenance and replacement work to the Angel Meadow Play Area where required and hopefully be able to install more benches around the Village. The Chairman thanked Councillor Tranquada for his informative presentation.</p>
b.	<p>To review Broomfield Village Hall Charity & receive plan for activities for year</p> <p>Councillor Jones, Chairman of Broomfield Village Hall Committee provided the meeting with a written Strategy Report for 2016 which covers the planned fundraising events to be run by the Committee which include a Race Night; Village Games; Live band event and Bingo night. He also reported on the planned improvements to be carried out to the hall which includes the decorating of the two halls and maintenance of the woodwork floor; new projector and screen to be purchased and a new hearing loop system to be installed.</p> <p>Proposals for the future were presented to the meeting which focuses on a proposed adventure cycleway for David Smith Memorial Field – a plan was circulated together with a Business Plan. Councillor Carter asked whether the Charity had considered the costs of ongoing maintenance of the adventure cycleway.</p> <p>Councillor Cole suggested that the Parish Council annually supports the Village Hall via a grant and he also proposed that the Charity takes the issue of taxation and rateable valuation to RCCE and EALC with a unified approach with other Village Hall Committees - he will be attending a meeting at EALC Larger Councils shortly when he will raise this issue.</p> <p>Councillor Knight advised he will also take this matter up with Chelmsford City Council regarding the rating issue.</p> <p>Councillor Blake asked if the Broomfield Village Hall Charity could consider a figure that would help the Village Hall to be annually sustainable – Councillor Jones stated that if an emergency repair was required then they would have to approach the Parish Council as Corporate Trustee for a grant.</p> <p>Councillor Jones presented a Business Plan which identifies evidence contained in the Parish Plan and recent consultation at the Annual Parish Meeting that more facilities are required for the younger generation – an adventure cycle way plan was circulated to the meeting and Members discussed a few design features and how future maintenance costs would be covered. Councillor Blake stated that this is part of the overall Parish Council Strategy and requested a final figure – this was quoted as £150k approximately.</p> <p>The consensuses of the members present were in general agreeable to the adventure cycleway project – Councillor Jones asked for any further comments to be passed onto Kathryn Cameron.</p>
380.	To receive minutes of Committee Meetings:
a.	<p>Property & Planning Committee</p> <p>The minutes were noted.</p>

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Dated:.....16.3.2016.....

b.	Broomfield Village Hall Charity Management Committee The minutes were noted. Councillor Carter noted that an incorrect date has been quoted for the Race Night which has been advertised on the website.
c.	Civic Amenities Minutes The minutes were noted.
381.	To consider Neighbourhood Plan for Broomfield – presentation by Cllr Blake Councillor Blake provided a brief written report to the meeting to bring to Councillors attention the urgent consideration of the Parish producing a Neighbourhood Plan for Broomfield. To summarise Councillor Blake explained that the Parish Council has already produced important planning documents – the Parish Plan, Village Design Statement (VDS) and Character Land Assessment but these are not statutory planning documents (the VDS is a Supplementary Planning Document). He explained that to move forward the Parish should consider producing a Neighbourhood Plan which would have the same status in planning law as the City Council's Local Plan – but this will only cover all or part of Broomfield. Councillor Carter stated that a Neighbourhood Plan cannot be objectionable to the City Council's Local Plan which will state the number of houses Broomfield will have to take - Councillor Blake agreed but added that if Broomfield had a Neighbourhood Plan then Broomfield would have stated in the Plan where the community would accept houses to be built rather than being told where they have to be built under the City's Local Plan. He advised that a small group of Councillors and volunteers had worked on the previous plans and hopefully they will come forward to form a committee to produce a Neighbourhood Plan – utilising a lot of the information previously provided. This Plan will have greater clout when planners are making decisions regarding future development in Broomfield once it is adopted. It will also raise the Community Infrastructure Levy payable to the parish from 15% to 25%. Councillor Blake advised that to begin the process the Parish Council has to resolve at a meeting to provide a Neighbourhood Plan – this has to be submitted to the City Council and has to go through a consultation process. He advised that if the Parish Council agreed to go ahead with the Plan then this has to be acted upon quickly in order for the application to be approved before June and before the next stage of the Chelmsford City Council Local Plan. Contained in the report provided was costings and advised that grants of up to £8,000 are available as professional advice will have to be sought. Councillor Blake suggested that the Parish Council hold an Extraordinary Parish Council Meeting on Wednesday 2 nd March 2016 at 7pm before the Planning Committee Meeting. Councillor Blake asked for questions to be emailed to him before this meeting if any Councillors had any queries. It was resolved to hold an Extra Ordinary Meeting on 2 nd March 2016 at 7pm.
382.	Local Highway Panel Update:
a.	Main Road safety – Erick Ave Zebra Crossing – update and consideration of petition Councillor Aldridge confirmed that the zebra crossing outside the Angel Public House, Main Road was replaced by a pelican crossing because the Lollipop Man was removed and because of the high footfall of pedestrians crossing to the nearby Broomfield Primary School. He advised that he was concerned regarding the lighting at the zebra crossing at Erick Ave – this is a difficult crossing to see during the night-time. He also advised that Highways had completed a PV2 survey and this concluded that there was not enough foot-fall on the crossing to warrant a Pelican crossing. He had received a request to enquire as to whether Section 106 monies from the proposed Days Garage re-development be made available to re-design of the road layout in this area and install a pelican crossing – Councillor Blake advised that this development could at least be 2 years away. Councillor Blake also advised that the Planning Committee had been liaising with the Local Highways Panel since the Parish Council's request in 2013 for a pelican crossing to be installed and at their last meeting agreed that immediate safety improvements be carried out as a matter of course and to be funded by Highways as part of their maintenance programme.

Signed:.....*Rose-Led M. Doherty* 96 Dated:.....16.3.16.....

	<p>Councillor Daden suggested more pelican crossing be provided all the way along crossing points on Main Road.</p> <p>Councillor Aldridge advised that he would also take forward the Parish Council's safety and improvement concerns:</p> <ul style="list-style-type: none"> • Repair lighting to zebra pole • Existing globes are obscured by telegraph/utility poles - Solution: relocate poles/add dog let to existing zebra pole (Road Safety Assessment (RSA) March 2015 5.5) Also add a spotlight to each zebra pole to illuminate a pedestrian waiting to cross • Change colour of street lighting in area as all are coloured orange – these must be due for replacement due to age and location to zebra crossing (RSA March 2015 5.12) Solution: replace nearby street lighting to white LED bulbs • There is no HFS on the approaches to the existing crossing in either direction (RSA March 2015 5.8) Solution: to provide a colour separation between the existing highway • There is no advanced warning for the existing crossing on the north bound approach to the crossing (RSA March 2015 5.13) Solution: install advanced warning sign <p>ACTION:</p> <p>Clerk to obtain Police Report of accident</p> <p>Clerk to email Cllr Aldridge with above requests & to forward Road Safety Assessment March 2015</p> <p>Clerk to report on Highways website</p>
383.	<p>To receive report from Parish Councillors' responsibilities with respect to Village Life</p> <p>A report had been circulated with updates and was duly noted.</p>
384.	<p>To receive reports from outside bodies</p> <p>No reports were received.</p>
385.	<p>To note Risk Assessments undertaken (if any)</p> <p>No risk assessments were reported.</p>
386.	<p>To receive any correspondence:</p>
a.	<p>To note parking enforcement figures for December & January 2015</p> <p>Noted. Councillor Cole requested to know the number of patients/visitors/hospital workers was using the Park and Ride bus service to Broomfield Hospital – Councillor Blake advised he would find out this information.</p> <p>ACTION: JB to find out the number of uses for the Park & Ride facility for the hospital</p> <p>He will also take up the issue of advertising this service to hospital users</p>
b.	<p>To grant permission to St Mary's Church to hold May Fayre (7th May) & Songs on the Green (26th June) on Church Green</p> <p>It was resolved to grant permission to St Mary's Church to hold the above events.</p> <p>ACTION: Clerk to advise Church</p>
c.	<p>EALC Larger Local Council Forum – 25th Feb 10am to 12.30pm Cllr Bass main speaker</p> <p>Councillor Cole and Councillor Garwood will attend this Forum.</p>
387.	<p>Any other business for discussion purposes only & referral to next agenda</p>
	<p><i>The Chairman thanked Members for attending and closed the meeting at 10.10am</i></p>

Signed:.....*Rosemary Aldridge*..... 97 Dated:.....*16.3.16*.....