

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Property & Planning Committee was held on Wednesday 7th September 2016 in the Parish Office, Broomfield Village Hall at 7.30 pm

Members' Present: Chairman Cllr Blake Vice Chairman Cllr Thomson
Cllrs Barnes Daden Garwood

Also Present: Mrs K Hurrell (Clerk) & two members of public

Councillor Daden advised that she would record the meeting. The Chairman therefore requested the Clerk to record the meeting on behalf of the Council, which was agreed.

Councillor Barnes repeated his objection (made at the last full Council meeting) to Councillor Daden recording meetings and requested a response to the questions he had emailed to her before the last full Council meeting. She promised to provide a response.

Two members of the public accepted that their contribution to the meeting would be recorded.

Public Question Time:

The Chairman welcomed two members of public to the meeting.

They advised that they had attended to bring to the attention of the Planning Committee their concerns regarding the Erick Avenue/Main Road zebra crossing and the proposed new development of Days' Garage. Their comments were noted.

154. To receive apologies for absence

Apologies were received from Councillor Mercer.

155. To receive Declarations of Interest

No declarations of interest were made.

156. To approve minutes of Property & Planning Committee Meeting held 3rd August 2016

It was resolved to approve the minutes without amendment and they were duly signed by the Chairman.

Policy Matters:

157. Main Road crossing near Erick Avenue; to prepare for site meeting with Essex Highways

The Chairman advised that he had asked Mr Vicary to attend the meeting as he had undertaken a lot of research and work on seeking a solution to the safety concerns of this crossing, for which the Chairman was very grateful.

The Chairman provided the meeting with background information regarding the Parish Council's desire to upgrade this crossing to a signalled crossing in a bid made to the Local Highways Panel (LHP) in October 2013, nearly 3 years ago. To date, this has resulted in Essex Highways undertaking a Road Safety Assessment which advised that the crossing was not safe and the Committee had pushed for urgent work to be carried out, as well as a better long-term solution to be found

He further explained that after the serious accident on the crossing in January 2016, the Committee had agreed that Essex Highways must be told again to make immediate remedial action the priority and ensure that long-term solutions (although desirable) did not become a reason for delay, in case this led to another accident.

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Dated: 5th Oct 2016

However, no safety work has been carried out, although a budget of £30k had been agreed by the LHP on safety improvements only. During this time, a number of circumstances had changed:

- Police have advised that the earlier accident was not the result of the shortcomings of the crossing itself
- the Hyundai Garage has closed, which removed some of the obstacles raised to a complete re-design of the crossing
- there is a planning application for a new housing development using the Saxon Way entrance and a possibility of some developer funding to upgrade the crossing.

In his opinion, all these factors meant that we could return with a clear conscience to the Parish Council's original position of demanding a signalised crossing.

Essex Highways has agreed to meet Parish Council representatives on site to discuss this and find an acceptable solution to provide a safe crossing for pedestrians – a date is awaited from Essex Highways.

Mr Vicary advised that he had looked into the cost quoted by Essex County Council (ECC) (£153k to provide a signalled crossing) and compared this with other County Councils and advised that costs were much lower in all the areas he had looked at – by a significant amount. Councillor Daden had found the same variance in costing. Mr Vicary has written to Councillor Mackrory and has requested that the ECC Scrutiny Committee looking into the cost quoted and report back – he is awaiting a reply. The Chairman thanked Mr Vicary for his help and work.

It was also noted that the petition regarding this crossing had been submitted to ECC but Councillor Daden reported that she had not received any acknowledgement or comment.

It was agreed that the Parish Council take the following actions:

- Mr Vicary to report back following a response from Cllr Mackrory to the costings provided
- BPC should also challenge the costing of providing a new signalled crossing when this information has been received
- Write to ECC requesting that the crossing be made safe immediately (following the Road Safety Assessment advice) as it is dangerous
- Advise LHP that the BPC original request for a signalled crossing be reconsidered taking into account the removal of the Hyundai Garage & a proposed 37 housing development using Saxon Way


All members agreed to these actions. The Chairman thanked members for spending a long time on this important matter.

ACTION: JB to circulate letter to LHP – when agreed Clerk to send to LHP

158. To receive an update on forthcoming meeting about a new Primary School

The Chairman gave an update on how the Parish Council have been pursuing Essex County Council for a new two form entry school to be built in the centre of the Village – as promised in the North Chelmsford Area Action Plan. Information regarding this is urgently required and a meeting has been arranged with ECC on 14th September – Councillors Blake, Daden and Garwood to attend. It was agreed that it must be brought to ECC's attention that Broomfield is undertaking a Neighbourhood Plan – which will mean Broomfield will have a significant role in the future planning of the Village.

ACTION: JB WD GG to meet with ECC on 14.9.16 & report back from meeting

Signed:  80 Dated: 5th Oct 2016

159. To receive an update on the Chelmsford Local Plan

It was agreed that the Chairman and Vice-Chairman would attend the relevant sessions of the Chelmsford City Council's New Local Plan Parish Workshops. The topics being discussed are:

- Review potential growth locations
- Consider the merits & disadvantages of sites promoted through the Call for Sites/SLAA
- Seek feedback on current defined settlement boundaries to cater for physical changes since the current Local Plan was prepared.

The Chairman stressed that Broomfield should not have to take any more houses other than the 800 that had already been allocated under the North Area Chelmsford Action Plan but he warned members that specific sites would inevitably be discussed. It was agreed that the Parish Council has to be represented at this meeting and the Chairman and Vice-Chairman will have to play it 'by ear'. However, as far as possible they would base any comments they made on the Parish Plan, Village Design Statement and Landscape Character Statement; and would report back to the next meeting. All agreed.

ACTION: JB & AT to attend CCC Meeting 22.9.16

160. To receive an update on the Broomfield Neighbourhood Plan - notes of steering group meeting, draft terms of reference, next steps (to follow)

The Chairman advised that the new Steering Group have met a couple of times and are due to meet again on 8th September. The current draft version of the Terms of Reference for this Working Party was circulated (see appendix A) which will be taken before the full Parish Council for approval. It was also noted that the Property and Planning Committee's Terms of Reference may have to be altered to provide the power to accept grant monies and spend money on the Neighbourhood Plan. It is hoped that a launch event will be held in October/November to look at how priorities have changed since the production of the Parish Plan, Village Design Statement and Landscape Character Statement. The following stage could be to draw up a questionnaire to be circulated to all household to seek input into the new Plan.

ACTION: Clerk to refer TOR to full October PC Meeting

161. To receive updates from Local Highways Panel (LHP)

a. To Consider pedestrian/cycling crossing over Essex Regiment Way

The Chairman requested that Councillor Thomson investigate whether any development money is available for a pedestrian/cycle crossing over Essex Regiment Way to link Beaulieu Park/Channels developments with Broomfield.

ACTION: AT to investigate & report back

162. Mid Essex Hospital Services – invitation to attend Trust AGHM 15.9.16 1830

The Chairman advised he will try to attend.

163. To receive any other updates on Policy Matters

No further updates were reported on.

Application Matters:

164. To consider planning applications to hand:

Application No	Location	Proposal
16/01138/FUL	77 Nash Drive	Two storey and first floor side extension. Two storey and ground floor rear extension.


DECISION: No comment

16/01442/FUL	22 Post Office Road	Single storey side & rear extension.
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DECISION: No comment

14/01237/MAT	Former Garage Block Broomhall Close	Material amendment to previous permission 14/01237/FUL (Construction of two 2-bed and one 3-bed bungalows with associated external works and parking) to retain the current footpath to the rear of plot 3. Removal of Condition 8 of planning permission 14/01237/FUL (details of the proposed alterations to the footpath).
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DECISION: Support

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16/05184/TPO 10 Gernon Close T1 Oak Tree - Crown reduce in height by 2.0m and lateral spread by 2.0m, all round. Reason: Overhanging the boundary fence leading to increasing light loss and nuisance to neighbouring properties.

DECISION: Support

16/01451/FUL Land At Days Garage, Forestlyn And Rear Of 76 To 98 Main Road Demolition of existing buildings and erection of 37 residential dwellings with associated parking, servicing, open space, landscaping, utilities and infrastructure.

DECISION:

The following points were raised –

The Parish Council have the following comments to make:

- Site line on corner plots 27-30 making visibility to traffic turning right problematic
- With traffic from development utilising Saxon Way – this almost makes this junction a cross roads and will cause conflict with traffic exiting Erick Ave
- Request a traffic count be carried out to gauge level of traffic exiting Erick Ave during morning rush hour – this route is used as a cut-through from west Chelmsford to avoid the City traffic
- Suggest installing a roundabout at this junction or traffic lights – Broomfield’s Village Design Statement identified the need for a roundabout at this location
- The proposed corner building is out of character & will visually dominate the road scene – it is considered too close to the road
- Suggest a Covenant be placed on the front gardens on Main Road stating that these gardens cannot be turned into parking spaces
- Zebra Crossing of Main Road/Erick Avenue be upgraded to signalled crossing

ACTION: Clerk to circulate these comments to Committee for comment before submission.

14/00976/MAT/5 Western Parcel Land North Of Copperfield Road Material Amendment to permission reference 14/00976/FUL (Residential development of 60 dwellings together with associated and ancillary development including access, roadworks to Hollow Lane, servicing, amenity space and landscaping.) to vary Condition 29 to remove the restrictions on the occupancy on Plots 4, 5, 33 & 34 & amend the condition in relation to Plot 32.

DECISION: Object to the 5 metres of hedging being removed – far too much hedgerow has been removed & no more should be

16/01522/ADV Land North South And East Of Channels Drive Broomfield 6 x flags on flagpoles

DECISION: No comment

165. To discuss any other applications received up until the date of the meeting

The Clerk had received a request from Broomfield Hospital and Chelmsford City Council to consider the crown lift on three lime and one copper beech trees for security of the site to prevent people hiding under the trees and that the normal 21 days consultation period be waived. Members advised that they had ‘no comment’ on this work – the Clerk had advised that it will be reported to the Civic Amenities Committee.

Councillor Daden had brought to the Committee’s attention the potential removal of the BT Phone Box currently placed on Angel Green – this matter had also been referred to Civic Amenities Committee for comment.


166. To receive decisions made on previous planning applications

The current decisions (if any) will be emailed to members.

167. To receive notification of Any Other Business for referral to the Next Meeting

No further items of business were discussed.

The Chairman thanked everyone for attending and closed the meeting at 9.55 pm

Signed:  82 Dated: *5th Oct 2016*

Appendix A

Broomfield Neighbourhood Plan Steering Group

Draft Terms of Reference

1. Introduction

1.1 The Broomfield Neighbourhood Plan Steering Group ('the Steering Group') has been established following the Parish Council's successful application to conduct a Neighbourhood Plan covering the Parish (approved by the local planning authority 9th June 2016).

1.2 The purpose of the Steering Group is to support the Parish Council in developing the Neighbourhood Plan ('the Plan'), in particular the tasks set out below. It will comprise both parish councillors and other residents. It is a working/task group, for the duration of the Plan.

2. Activities

The Steering Group will support the Parish Council by:

- Preparing a project plan and budget for the Plan
- Securing funding for the Plan (to be held by the Parish Council, ring-fenced for the Plan)
- Monitoring progress on the project plan and reporting regularly to the Parish Council
- Planning and implementing community engagement and consultation to support the Plan
- Analysing data from both consultation activities and other data relevant to the Parish
- Liaising with the Parish Council, its Planning Committee and any other relevant authorities and agencies, as required, to prepare the Plan
- Attending relevant training courses, networking with other neighbourhood plan groups to gain experience and share good practice
- Finding and selecting consultants where necessary (following any tendering requirements specified by conditions of grant and normal parish council procedure)

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- Make arrangements for conducting Environmental Assessments, Habitat Regulations Assessments and all other legal requirements relevant to the Plan
- Preparing a draft Plan for agreement by the Parish Council and submission to the local planning authority
- Carrying out any other tasks necessary to prepare an effective Plan, as may be requested by the Parish Council from time to time

3. Membership

The Steering Group will comprise the following types of members:

- Parish councillors, nominated by the Parish Council, who will serve for the duration of the Plan (unless they resign or are removed by the Parish Council)
- Other residents of the Parish of Broomfield, co-opted by the existing members of the Steering Group, who will also serve for the duration of the Plan (unless they resign or are removed by a two-thirds majority vote of the other Steering Group members).
- Advisers, co-opted as needed by the Steering Group, who need not be residents of the Parish. They will be non-voting.

4. Roles

4.1 At its first formal meeting, the Steering Group will elect a Chair, Secretary and Finance Co-ordinator. Other roles may also be formally identified, including a Volunteer Co-ordinator and Communications Co-Ordinator


4.2 If possible, all members of the Steering Group will be given a specific role or roles.

4.3 Temporary working groups may be set up for specific purposes as required, such as data gathering, consultation, plan drafting. Their role and purpose should be regularly reviewed by the whole Steering Group

4.4 Membership of the Steering Group is for the specific purpose of producing the Plan. It is not intended to provide a platform for individuals to promote their own specific viewpoints or pecuniary interests; the Steering Group must work as a team rather than a collection of individuals.

4.5 Members must conform to the normal requirements of parish council governance in terms of avoiding conflicts of interest.

5. Meetings

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5.1 The Steering Group shall normally meet at least monthly and more frequently if required

5.2 At least 3 clear days' notice of meetings shall be sent to each member by e-mail, wherever possible detailing the matters to be discussed.

5.3 The Secretary shall be responsible for the production and circulation of notices of meeting and shall keep a record/notes of meetings, which should be circulated in a timely fashion.

5.4 Each meeting shall include the following items: apologies for absence, declaration of interest, minutes of the previous meeting, comments from the Parish Council, other matters arising from the minutes, finance report; and any other business. Other items shall be included at the discretion of the Chair.

5.5 Voting shall be by simple majority (except where specified otherwise) of the parish councillor and 'other resident' members of the Steering Group. In the event of a tie, the Chair shall have a casting vote.

5.6 All meetings should be open for public attendance

5.7 In all other respects, the conduct of the meeting may be determined by the Steering Group.

5.8 The notes of meetings should be sent to the parish clerk and placed on the agenda of the following Parish Council meeting and planning committee meeting. The clerk can also be asked to publicise forthcoming meetings and notes of previous meetings on parish noticeboards, website etc.

6. Relations with the Parish Council

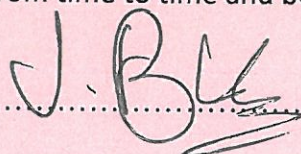
6.1 The Steering Group's aim is to assist the Parish Council in the production of the Plan. Therefore, the Steering Group and the Parish Council should work in tandem and any differences of opinion should be resolved as early as possible.

6.2 Parish councillor members of the steering group are expected to provide a 'bridge' with the Parish Council and will report to the Council meetings verbally as required, in addition to the notes of Steering Group meetings.

6.3 At each meeting, the Parish Council and its planning committee will be invited to comment on and endorse the progress of the Plan and associated activities (though not the accuracy of Steering Group notes). Any comments should be reported back to the Steering Group by the parish councillor members.

6.4 Parish council insurance will cover the agreed activities of the steering group and volunteers, but for the avoidance of doubt the Steering Group should check this with the parish clerk from time to time and be aware of any limitations.

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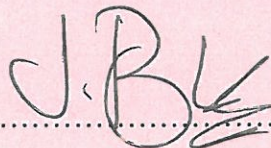
7. Finance

- 7.1 All grants and funding will be applied for and held by the Parish Council, which will ring-fence the funds for Plan purposes only.
- 7.2 Notification of all planned expenditure will be given to the Parish Council before actual costs are incurred.
- 7.3 The Finance Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Parish Clerk.
- 7.4 The Finance Co-ordinator in partnership with the Parish Clerk, will draw up and agree with the Steering Group procedures for volunteers who wish to claim previously agreed expenses necessarily incurred during the process of producing the Plan. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.
- 7.5 The Finance Co-ordinator will report back to the Steering Group and the Parish Council on planned and actual expenditure for the project.
- 7.6 Invoices will be made out in the name of the Parish Council which will pay them according to its normal procedures.

Dissolution

- 8.1 Following the adoption of a Neighbourhood Plan, the Steering Group will dissolve unless it agrees otherwise with the Parish Council.
- 8.2 Should it prove impossible to complete the project, the Steering Group and the Parish Council should consult about the future of the Steering Group. Ultimately it will be for the Parish Council to determine if the project has terminated.

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