

BROOMFIELD PARISH COUNCIL

**Minutes of the Village Amenities Committee
Held in the Council Office at Broomfield Village Hall at 7.50 p.m.
Wednesday 13th December 2017.**

CA17/75.	Members attending Chairman Cllr Tranquada Vice Chairman Cllr Garwood Councillors Thompson, Howell, Steed, Hubble. Five members of the public Apologies were received from Cllr Charlton. Not present Cllr Mercer		
CA17/76.	Declarations of interests Cllrs Hubble, Thomson and Steed declared an interest in item 17/81 and 17/85 as allotment tenants and members of the Broomfield Cottage Garden Society. Cllr Tranquada noted the comment from a member of the public concerning declarations of interests on behalf partners and recorded Mrs Tranquada's membership of the Broomfield Cottage Gardeners Society.		
CA17/77.	To consider recording the meeting Resolved. The meeting would not be recorded. Proposed Cllr Garwood seconded Cllr Hubble and carried unanimously.		
CA17/78.	Public Question Time A member of the public asked about the declarations of interest, specifically membership of the cottage garden society expressing an opinion that councillors were obliged to make declarations of partners' involvement as well as personal membership.		
CA17/79.	To approve the minutes of the Civic Amenities Committee Meeting held 8th November 2017. Resolved. The minutes of the Civic Amenities Committee Meeting held on 8 th November 2017 are accepted as a true record. Proposed Cllr Tranquada seconded Cllr and carried unanimously.		
CA17/80.	To consider Planning Applications		
	Application No	Location	Proposal
	17/05277/TPO	210A Main Road	T1 Cedar – front garden – crown reduction, shortening back laterals on south side by 2m max, east side by 1.5m max – all cuts to suitable growing points and leave more balanced profile; lightly thin as requested to remove damage and crossing branches; clean out deadwood and trim to give clearance to

			service cables. Reason – unbalanced – to prevent snapping.
	No objection		
	17/05663/CAT	St Mary's Church Green	T33 - 6x Limes - Fell to ground level. Reason: Crowded and very close to graves. Health and Safety issues. Trees will not be replaced. T76 & T77 - 2x Conifers - Fell to ground level. Reason: To make way for water catchment fixture to provide water at this end of the Church Yard. T69 & T71 - 2x Conifers - Fell to ground level. Reason: They are obstructing the growth of Oak (T70) - Trees will not be replaced
	The council objects to the felling of healthy trees that are not causing nuisance and would damage the conservation area amenity. If the trees have to be felled for operational reasons then replacement with a more appropriate variety is requested.		
	17/05282/TPO	Church Green	G1 Limes x13 - on island outside 2-18 Church Green & G2 Limes x5 - on land adjacent to 25 Church Green. To prune epicormic growth to all the lime trees on Church Green. Reason: allow inspection to the base of trunk, prevent encroachment onto highway and aesthetically pleasing.
	No objection		
CA17/81.	Allotment Site		
a.	Review of allotment waiting list The allotment waiting list was noted. There is only one applicant who already has one allotment and is waiting for a specific plot.		
b.	Information regarding letters/emails sent after the last allotment monitoring The Committee noted the list of letters and emails to allotment holders concerning poor maintenance. Where received, replies were noted.		
CA17/82.	To award the Grass Cutting contract for the period March 2018 to October 2019 Two tenders were received; JCM Services at £3,100 + VAT and DW Maintenance at £2,885 + VAT. Chelmsford City Council declined to quote. The Clerk reported that JCM currently have the contract and are known to do good work. DW Maintenance were not known to the Council, but currently have the maintenance contract at Little Waltham Parish Council. The Clerk will write to LWPC and request a reference prior to awarding the contract in January.		
CA17/83.	Church Green		
	To receive information from the Conservation Officer		

	<p>The Conservation officer at Chelmsford City Council has been consulted on the requirements for replacing the wooden kerbing at Church Green and has expressed the view that they should be replaced like-for-like and plaswood will not be acceptable.</p> <p>The Clerk will research the cost of oak sleepers and review the parish council's power to do the work on highways.</p>
CA17/84.	Angel Meadow
a.	<p>To receive information regarding the CIF application.</p> <p>The kick wall has been moved, and the Council is awaiting announcement of the CIF funding bid. The Clerk advised the committee that any shortfall in the grant award can be covered by CIL money.</p>
CA17/85.	Financial Matters
a.	<p>To consider any purchases under budget headings.</p> <p>No additional purchases to be considered.</p>
b.	<p>To note valuations for alternative use of the barn</p> <p>Following a meeting with the Broomfield Cottage Garden Society, it was agreed that the Parish Council would undertake further research and arrange another meeting where the options could be considered in more detail.</p>
c.	<p>To consider hire charges for the large barn</p> <p>Discussion with the Broomfield Cottage Garden Society is underway and will be considered at a later meeting.</p>
d.	<p>To consider the cost of the Annual Tree Survey</p> <p>One price was received, from Place Services (Essex C.C.) for £450. The Clerk was asked to obtain a second quote for comparison.</p>
e.	<p>To review the cost of a Strimmer</p> <p>The Clerk was advised that the proposed purchase would not be suitable for the work and an alternative model was recommended which is £40 more expensive</p> <p>Resolved. The Committee approves the purchase of a strimmer for £202. Proposed Cllr Tranquada seconded Cllr Hubble and carried unanimously.</p>
CA17/86.	<p>To note the availability of the Co-Wheels car share.</p> <p>The availability was noted but it was agreed that the vehicle would not be suitable for Council use and is marginally more expensive.</p>
CA17/87.	<p>To note feedback from the Village of the Year submission</p> <p>The feedback was noted and it was agreed to precis the findings for the Broomfield Times. The matter will be referred to full council for next year. The Committee thanked Cllr Hubble for the work on this year's submission.</p>
CA17/88.	To receive Health & Safety Inspections

a.	To note Health & Safety Inspections – carried out by the Village Attendant and the Assistant Clerk. The inspections were noted, with no actions outstanding.
CA17/89.	To consider assistance with litter picking duties and work on the allotment site within the Village when required. There is a budget of £1,500 for village maintenance. It was suggested that the Cottage Gardeners would be able to assist with works on the allotments. There is an opportunity to explore more ambitious litter-picking projects if anyone is interested in volunteering.
CA17/90.	Snow Patrol.
a.	Cllr Howell has offered the use of a trailer. Cllr Steed will update the list and the Assistant Clerk will check that the volunteers are still willing to participate.
CA17/91.	Broomfield Cottage Gardener's Society
a.	To receive signed Tenancy Agreement and payment from Broomfield Cottage Gardener's Society. The signed tenancy for 2017-18 was noted.
b.	To receive Information regarding the trading of Broomfield Cottage Gardener's Society It was noted that the Broomfield Cottage Gardener's Society have appointed new members to the Committee and will be carrying on with the flower shows.
CA17/92.	Centenary Wood – to receive update from Councillor Tranquada Following the practice of replacing felled trees with native specimens, replacements will be required for the two trees felled to make space for additional parking. There is still space for an additional tree in the Centenary Wood. The Assistant Clerk will write to the Broomfield Scouts about planting a centenary tree. Resolved. The Council will not apply for a Green Flag Award in Centenary Wood. Proposed Cllr Tranquada seconded Cllr Hubble and carried unanimously.
CA17/93.	Parish Paths Partnership (P3) – to receive update Councillor Tranquada Cllr Tranquada reported that the next P3 meeting would be to the east of the parish to view latest developments in footpaths and proposed crossing points on the far side of Essex Regiment Way. Meeting closed 9.12