

BROOMFIELD PARISH COUNCIL

**Minutes of a meeting of Broomfield Parish Council
Held in the Village Hall on Wednesday 19th January 2022 at 7.30 p.m.**

21/274	<p>Members attending. Chair: Cllr Bleet, others present Cllrs Faulds, Blake, Thomson, Barnes, Hubble, Howell and Daden. County Councillor Mike Steel. One member of the public was in attendance. Council Clerk Mark Hembury Resolved Apologies were accepted from Cllrs Scott, Steed and Mercer. Proposed Cllr Bleet and seconded Cllr Hubble. Unanimously approved.</p>																								
21/275	<p>Declarations of interests None received</p>																								
21/276	<p>To approve the minutes of the Council Meeting held on 15th December 2021. Resolved The minutes of the Full Council meeting are accepted as a true record. Proposed Cllr and seconded Cllr Barnes. Unanimously approved.</p>																								
21/277	<p>Public Question Time. No questions asked.</p>																								
21/278	<p>To receive a report from County Councillor for items not on agenda. Cllr Mike Steel presented the following report</p> <p>County Council budget 22/23 - Statement from Cllr Bentley, Leader of the Council: The proposals align to our agenda set out in Everyone’s Essex – the plan for Levelling Up the County and includes investment in families, communities, the economy and environment. To be able to achieve our ambitious Everyone’s Essex plan, and to deal with rising demand for key services and address costs pressures due to inflation and utility cost rises, we are proposing a council tax increase of 4.49%. This is made up of 2.99% rise, with 1% dedicated to Adult Social Care, plus the 1.5% for Adult Social Care that was deferred from last year. This would mean that for an average Band D property household, the ECC element of council tax will increase by £60.21 next year, or £1.16 per week. We have a stark choice – either we propose an increase, or we face unacceptable decisions about reducing services. Ultimately, we are not willing to compromise the level of service residents receive. We are committed to making sure vulnerable residents receive the care they need, that the roads we travel on remain safe, that we invest in communities continue to and that our environment becomes greener, cleaner and healthier. Full papers outlining the proposals are available on the ECC website and there is a press release on the news page https://www.essex.gov.uk/news which includes further information. We will be debating these proposals at the cabinet meeting on the 18th January, and any recommendation will go to Full Council in February</p> <p>Broomfield and Writtle Locality Fund So far, I have allocated £5,800 of my County Council Locality Fund. Please contact me if you know of any worthy causes that can spend the amount before end March 2022.</p> <table border="1" data-bbox="276 1843 1522 1977"> <thead> <tr> <th>Requestor</th> <th colspan="3">Requested</th> <th colspan="2">Awarded</th> </tr> </thead> <tbody> <tr> <td>Good Easter Church</td> <td>£750</td> <td>Applied</td> <td>Successful</td> <td>£750</td> <td>Fence</td> </tr> <tr> <td>GWPC</td> <td>£1,000</td> <td>Applied</td> <td>Successful</td> <td>£1,000</td> <td>White goods for Pavilio</td> </tr> <tr> <td>Good Easter PC</td> <td>£300</td> <td>Applied</td> <td>Successful</td> <td>£300</td> <td>Contribution to Defib</td> </tr> </tbody> </table>	Requestor	Requested			Awarded		Good Easter Church	£750	Applied	Successful	£750	Fence	GWPC	£1,000	Applied	Successful	£1,000	White goods for Pavilio	Good Easter PC	£300	Applied	Successful	£300	Contribution to Defib
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Roxwell Church	£1,000	Applied	Successful	£1,000	Heating
Beryl Platt centre	£1,000	Applied	Successful	£1,000	Drinks Fridge
WPC Writtle Archives	£750	Applied	Successful	£750	New Computer
Pleshey PC - env appraisal	£1,000	Applied	Unsuccessful		Consultant's Report
Chignal PC	£2,000				Webpage
LWPC	£1,000				Contribution to beacon
Broomfield VH PC	£1,000	Applied	Successful	£1,000	New PC for bookings etc
Gt leighs charity	£1,000				TBD
Highwood Village Hall	£1,000				Meeting facilities
	£11,800			£5,800	
Total Available				£10,000	
Balance				£4,200	

As a reminder, any proposal needs to be spent by end March 2022 and benefit the community.

There are three main ways:

- making a grant to a registered charity, a parish council or a properly constituted community or voluntary association for the purposes of a specific service or project in the Division(s);
- buying goods or services; or
- commissioning services from ECC.

There must be no ongoing maintenance liability unless someone agrees to pay

If you want to make a proposal, I need some info to help me make the submission. ECC will then contact you.

- Name and contact details for organisation?
- Amount and purpose of funding (please say if this is a contribution to other costs and how they are being funded)?
- How this proposal will provide specific benefit to the community?
- Climate change impact of the proposal – a particular theme this year – preferable but not absolutely necessary

Climate Action Challenge Fund

Voluntary and community sector organisations, community groups and schools in Essex can apply for up to £20,000 of funding to deliver activities that respond to key climate challenges in Essex.

You can apply by completing our [application form \(DOCX, 238kB\)](#) and emailing it to climate.challengeprize@essex.gov.uk.

Our [guidance notes \(PDF, 167kB\)](#) explain more about the objectives of the fund and how to complete your application.

Funding is available until 31 March 2023 or until funds are fully allocated - whichever comes first.

LHP Status

A sub-committee of the Chelmsford LHP, comprising 5 members including myself, met on 17th Nov 21, to propose schemes for the funded budget of 22/23. These were presented to the full LHP committee (14 Cllr members) 16th December, who supported that view. However, final decision is not confirmed until the March 22 meeting when budget amount will be known, so it may change.

I am attaching a report I have produced which captures this provisional position for all of the Broomfield and Writtle division, sectioned by Parish area. It may be of interest to see the latest status of your own schemes as well as ones in adjacent parishes.

The Chelmsford LHP budget for 21/22 is £500K base + a discretionary £200K. It is not known yet if the discretionary £200K will be available for 22/23. There are 12 ECC divisions within Chelmsford, which means that a £700K budget evenly distributed would amount to £50K for

each division such as Broomfield and Writtle. There are 10 parishes in B&W, so if the calculation was taken to the extreme, it would mean each parish would benefit to the tune of £5K worth of schemes. Clearly, this is not the way the LHPs work and the 14 ECC Cllrs covering Chelmsford are expected to pool funds, avoid a parochial view and promote schemes across Chelmsford that maximises benefits to most people/pedestrians/cyclists/vehicles and safety aspects

Bus Back Better

At the last meeting you raised concerns around the real time display system and I subsequently raised those with the relevant Officer. The response was:

“The real time display system is complex and managing it is being made harder by Covid and short notice changes to bus services forced upon the operators. We receive live locational feeds from a number of operators in Essex, which is then interpreted and shown on the displays. The issue you are reporting happens for several reasons:

- *On certain services we have to revert to the scheduled or timetable data due to interruption on the feed of the real time data, due to reasons out of our control.*
- *Service being abruptly terminated due to major incidents, such as collision, vehicle break down, driver /passenger illness, etc*
- *Services being short notice redirected or cancelled due to the shortage of drivers.*

There are also technical issues of the software:

- *Some driver shortages cause only a partial journey to run (e.g. to a mid-point and no further) at which point we lose the bus from the system.*
- *The real time system predicts the next journey the bus will perform. In some instances the bus may get to the end of the previous journey and not do the next journey, in which case we will lose the updates for the next journey.*

In both cases the system will “wait” to see if the bus reappears on the system (unless the bus reports its signed off or on a different journey). This may result in the bus continuing to count down for a short time before being cancelled or replaced with the published time when we realise the bus is missing. The bus station is the start to many journeys and these problems are most likely to be seen here.

We fully appreciate how frustrating inaccurate information is and we are constantly reviewing the benefits of showing any information at a time when there is such uncertainty and change

Crossing Patrol for School Lane

Your Chairman wrote to me asking how BPC could secure a crossing control person. I have made enquiries and have made contact with the relevant dept and can submit a request if required.

This starts with a volume survey which calculates PV2 which gives different numeric values for each type of vehicle and determines the value of traffic flow squared, multiplied by pedestrian flow (pupils age 5-11) across the road. A site where less than fifteen pupils aged 5-11 cross is not viable, irrespective of the overall PV2 score.

The counts are undertaken between 08:00 am and 09:00 am on a normal dry school day and they use the busiest half hour period to determine the result. Adjustments (+/-) are added for percentages of unaccompanied children, closeness of other crossing points and highways factors - speed limit, junctions within 50 m, gradients, distance

from major/ minor roads, visibility issues and hazards etc., including serious accident data at the location from <https://www.essexworkstraffweb.org.uk/rtc/main.html>.

Should this result in a legitimate justification for a crossing service, it is worth noting that the next hurdle will be trying to find someone to do the job. There are currently 40 vacancies (it is a paid position – 7.5 hrs per week, £11.13 per hour), so it might require some promoting by PBC.

If successful, the crossing service is provided for a period of usually 45 mins in the mornings and 45 minutes in the afternoons.

If BPC wish to proceed with the request I need to submit additional information (location and issues) and they will schedule a count at the proposed location

Traffic Issues

I have requested a follow up meeting with Highways Cabinet Member, Cllr Lee Scott, Highways Strategic Design and reps from Broomfield and Little Waltham Parish Council. The reason for doing this with these 2 (of my 10 PCs) is because of the specific rat running issues they suffer, and the difficulties of addressing such problems.

School Lane Zebra Crossing

I note that you have been in direct contact with Highways Cabinet member, Cllr Scott, in regard of repainting the zebra crossing in school lane. I believe that Cllr Scott stated that it was on the list. I will leave future updates to come from him.

Bloor Homes Development

City Council have received amended plans for both applications. The headlines are:

Housing development

- Reduction in dwelling numbers from 550 to 512
- Increased areas of landscaping
- Revised parameter plans showing access, movement, building height, open space and landscaping
- A revised Transport Assessment

Link Road (through Pudding Wood)

- Access over the link road is now shown to be controlled by barriers
- Revised closures and turning areas on Woodhouse Lane
- Proposal for Farleigh Hospice to use the new road through the housing development to get to their service access (currently on Woodhouse Lane) meaning that service vehicles would not need to use North Court Road.

The revised plans and documents are now available through City Council website using the reference numbers 20/02064/OUT (housing scheme) and 21/00881/FUL (link road).

All consultees (including the Parish Councils) and the local residents that have previously made comments have been re-notified. Further representation is only needed where it relates specifically to the revisions; all comments made previously will still apply and will be taken into consideration.

	As County Cllr, I am looking into the requirements set by ECC Highways, Education dept (for additional school places), and the CCG (for additional surgery demand)
21/279	To receive a report from City Councillors for items not on the agenda. Councillor Daden stated the complaints made against her by the Parish Council were due to be heard on 2 nd February at 2pm.
21/280	Correspondence None received.
21/281	Consultations None received
21/282	Reports from Councillors on outside bodies Local Highways Panel – Nothing to note. Woollards Charity – Nothing to note. Broomfield Hospital Liaison – No meeting Football Sports Clubs – No report, Councillor Daden stated she would be standing down as a representative reporting on this area. Elderly Care Homes – Nothing to note. Transport – Nothing to note. Schools – No current representative.
21/283	To note financial reports for December 2021. To approve the bank statement and reconciliation for December 2021. To note cashbook, income and expenditure for December 2021. To note salary payments for December 2021. Resolved The Council approves the financial records for December 2021 noting the reconciliation figure of £110,519.66 Proposed by Cllr Barnes and seconded by Cllr Hubble. Agreed unanimously.
21/284	To note the resignations of Councillors Donna Hance (26th November 2021) and Jason Need (29th December 2021) and to thank them for the contributions made whilst serving on Broomfield Parish Council. These resignations were noted and thanks were passed on for the contributions made.
21/285	At its most recent meeting, the Communications Committee discussed draft policy documents for a number of important areas of council business. Amendments were agreed and the final policy documents are brought to full council for approval.
21/285.1	To consider the Volunteers Policy that has been proposed by the Communications Committee. Resolved The Council approves the Volunteers Policy as amended. Proposed by Cllr Barnes and seconded by Cllr Hubble. Agreed unanimously.
21/285.2	To consider the Lone Working Policy that has been proposed by the Communications Committee. Resolved The Council approves the Lone Working Policy as published. Proposed by Cllr Blake and seconded by Cllr Faulds, Agreed unanimously.
21/285.3	To consider the Safeguarding Policy that has been proposed by the Communications Committee. Resolved The Council approves the Safeguarding Policy as published. Proposed by Cllr Blake and seconded by Cllr Barnes. Agreed unanimously.

21/286	To comment upon the following planning applications, not received in time for formal consideration at the Planning Meeting on 5th January.
21/286.1	21/00881/FUL Broomfield Hospital - Formation of a new link road between Woodhouse Lane and Broomfield Hospital, including associated drainage, closure of sections of Woodhouse Lane, and ancillary infrastructure. Resolved The Council delegates responsibility to provide a response to this application to the Planning Committee. Proposed by Cllr Blake and seconded by Cllr Faulds. One abstention, all others in agreement.
21/286.2	20/02064/OUT Strategic growth site Woodhouse Lane - Outline application for residential development for up to 512 dwellings including affordable housing and custom build homes (Use Class C3), Local Centre (Use Classes E, F.1 and F.2), formal and informal open space, and associated infrastructure. All matters reserved except for primary access Resolved The Council delegates responsibility to provide a response to this application to the Planning Committee. Proposed by Cllr Blake and seconded by Cllr Faulds. One abstention, all others in agreement.
21/287	Following the adoption of the Volunteers Policy, it is proposed that Broomfield Parish Council volunteers are referred to as 'Broomfield Buddies'. Resolved Volunteers offering their services to Broomfield Parish Council are referred to as 'Broomfield Buddies' Proposed by Cllr Hubble and seconded by Cllr Faulds. Two abstentions all others in favour.
21/288	Neighbourhood Plan Update. Councillor Blake introduced the design guide section of the Neighbourhood Plan and requested any feedback from members be sent to him. Councillor Blake stated he believed a more proactive approach is required to matters not subject to planning consent. Three locations are proposed as special character areas, Angel Green, Parsonage Green and Mill Lane near the Mill. It is proposed that a presentation of the Plan takes place at the March meeting with our consultant, and the meeting in April formally considers the Plan for approval.
21/289	The Local Highways Panel is proposing to spend £4000 on a feasibility study to consider kerbing improvements on Church Green. The Parish Council wishes to make its position clear with regards to this proposal. Resolved: The Council does not approve of spending £4000 by the Local Highways Panel on a feasibility study for kerbing improvements on Church Green. Proposed by Cllr Howell and seconded by Cllr Hubble. Two against and all other members in favour.
21/290	A Seniors Lunch is being proposed for Wednesday 23rd February. The Council is asked to consider what arrangements it considers appropriate to enable this event to take place in as safe and secure an environment as is reasonably practicable. Cllr Bleet explained that a comprehensive risk assessment had been completed to cover all aspects of the lunch. A number of volunteers have offered their services. Changes to Covid guidelines and regulations that might take place in the meantime will be monitored.
21/291	To note minutes from the following Committees:
21/291.1	Finance and Personnel Committee 24 th November – the minutes were noted.
21/291.2	Village Amenities Committee 12 th January – the minutes were noted.

21/293.3	Property & Planning Committee 5 th January – the minutes were noted.
21/294.4	Communications Committee – No recent meeting.
21/295	Matters for the next meeting Sharepoint – options. Teams, Mac computer implications. Proposed new three-parish walk The meeting finished at 9.26 p.m.