

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL
TUESDAY 4 MARCH 2008 AT 7.45PM AT COUNCIL CHAMBER**

PRESENT: Cllr Mrs L Hill in the Chair. Cllrs Mrs J Coates, Q Colborn, T Dixon, G Dossett, N Ezra, J Hackworth.
Clerk and Clerk's Assistant in attendance. One member of the public.

276/2007-08 APOLOGIES FOR ABSENCE: Cllrs Mrs Anderson, Raison & Siggers.

277/2007-08 DECLARATIONS OF INTEREST: The Chairman reminded Members that Declarations must be made at the beginning of the Meeting or as soon as a Member realises that they have an Interest in an item. Cllr Dixon declared that for personal reasons he did not feel able to take part in discussion concerning KCA.

278/2007-08 MINUTES OF ORDINARY MEETING 5 FEBRUARY : Prop Cllr Dossett, sec. Cllr Dixon and signed as a correct record of the Meeting.
Cllr Dossett asked leave to report on website matters at this point. The Neighbourhood Watch section could now be accessed through the Police page and a general search engine was on the home page, courtesy of Google.

279/2007-08 CIRCULATION OF CORRESPONDENCE FILES:
Available at the Meeting, including EALC file.

280/2007-08 PUBLIC QUESTIONS: Email received from Mr Ramsden, Acting Secretary of KCA, re the lease had been copied to Members. The notes of Cllr Colborn's meeting with Mr Ramsden had also been circulated. It was agreed nemcon that the Council should reply to KCA stating that as an agreement to issue a lease at a future date was already in existence, this should be adequate at the present time. Further agreed that the Council's policy on use of the Kelvedon House site should be forwarded to KCA with copies to all Members. The matter of a time scale to be placed on the April Agenda.

281/2007-08: KELVEDON HOUSE:

- a. **Car Park:** i) Cllr Hackworth presented costings from Knights as Principal Contractor and a plan showing all amendments. Work could commence as soon as written confirmation is received from BDC that all amendments conform to planning requirements. Members noted the wording of the Confirmation of Contract with Knights. Unanimously agreed that Cllrs Martin, Mrs Hill and either Cllr Hackworth or Cllr Dixon be empowered to sign on behalf of the Council on receipt of a satisfactory reply from BDC.
Agreed to keep photographic record of construction.
- ii) Freedom of Information request- completed and delivered by the due date.
Cllr Dixon requested a copy of the letter to Mr Ramsden.
- b. **Wall/Conservative Club car park:** Agreed to consider in Private Session at end of Meeting.

282/2007-08: APPOINTMENT OF REPLACEMENT CLERK: The Appointments Committee had met on 21 February and a Job Description produced and placed on the website. Advertisements in both Parish Magazines, and the Braintree & Witham Times. Applications close on 27 March, with interviews in late April.

283/2007-08: ANNUAL PARISH ASSEMBLY: Thursday, 24 April. Ian Haines, BDC Recycling Officer to be speaker, Dist. Cllrs and MP have confirmed attendance.

284/2007-08 STATUTORY MATTERS AND ADMINISTRATION

- a. **Marler Almshouses:** Noted that Mrs Ann Neilson's term of office as Parish Council appointed Trustee was due to end and that she had confirmed she would be willing to continue. Agreed.

- b. **Blackwater Cluster Group:** Cllr Dossett reported on the meeting held in Kelvedon on 20 February, with particular regard to the imminent occupation of Kelvedon Park by Essex Fire & Rescue. Minutes circulated to Members. Date of next meeting – Thursday, 16 October at 7.00 pm at Feering Community Centre.
- c. **Chelmsford Cathedral Service for Local Government:** 7.30 pm on 17 April. Cllrs Dixon and Mrs Anderson to attend.
- d. **TCN Consultation:** NATS leaflet circulated to Members concerning change of aircraft patterns over Essex. No worsening of current flying patterns for Kelvedon.
- e. **Stop Stansted Expansion:** Clerk reported receipt of letter to all local Parish Councils requesting support for campaign and an invitation to talk to Councillors. Noted.

285/2007-08 FINANCIAL MATTERS:

- a. **New Accounts Package:** Agreed that Clerk and Cllr Hackworth visit Feering PC to inspect package in use.
- b. **Audit matters:** Final figures with Audit early in February. No further response to date.
- c. **To arrange date of next Finance meeting:** Tuesday, 8 April. Internal Auditor will attend to discuss Risk Assessment. Draft figures for Annual Assembly to be presented.

286/2007-08 RECREATIONAL MATTERS:

- a. **Youth Forum:**
 - i) Minutes of meeting 20 February to be circulated to Members during March.
 - ii) Play equipment: Rock n Cross has been installed and item from Wicksteeds due for installation by late April. MP has agreed to attend official opening. Photos of Youth Forum had been taken for inclusion in BDC newsletter.
 - iii) Brockwell Group Meeting re Youth Festival: Meeting to be held on 16 April. Cllr Ezra reported that the Group would request a grant from BDC at the Witham Area meeting. Costs of holding Youth Festival to be April Meeting agenda item, by which time a decision on a grant would be known.
- b. **Any other recreational matters:** Mastic repair kit for safety surfacing has been received.
- c. **To note date of next meeting:** Wednesday, 26 March.

287/2007-08 ENVIRONMENTAL MATTERS:

- a. **To receive minutes of meeting:** Tuesday, 12 February. Circulated to Members.
- b. **Brockwell Group report:** Cllr Ezra asked Members to note Family Quiz - Friday, 7 March and an Easter Egg Hunt at the Meadows on Easter Monday.
- b. **Environmental Audits:** No reports since last Meeting.
- c. **Any other Environmental matters:** Cllr Ezra had met resident who had complained about trees along access path to Brockwell Meadows overhanging his garden and causing a potential hazard. Agreed to pass to Environment Committee.

288/2007-08 REPORTS:

- a. **Tripartite Group:** No meeting.
- b. **KCA:** A meeting of the General Committee had been held on Friday, 22 February. Noted that KCA had instructed their architects to produce full plans to be submitted for planning permission.
- c. **Kelvedon in Bloom:** Cllr Mrs Hill reported new containers at Deals in place of hanging baskets. The Group had funds available to purchase a customised pop-up shelter for use at shows, plant sales, etc.
- d. **Kelvedon Institute:** At meeting on 3 March, Trustees agreed to launch a refurbishment programme – Institute 100 – aimed at Hall's 100th anniversary in 2011.
- e. **Clerk's Networking Evening:** The Clerk reported a useful meeting with Police Youth Officer re motor bike riders, and with ECC Trading Standards re weight/length restrictions on Maldon Road, Hollow Road, etc.

289/2007-08 HIGHWAYS & ROAD SAFETY MATTERS:

- a. **Residents' Parking:** Agreed that the questionnaire should be circulated to all properties in the High Street.

- b. **Witham Traffic Management Liaison Panel:** Minutes of meeting of 5 February available at the Meeting.
- c. **ECC Initiative on A12:** Letter received asking Parishes to participate and attend an initial meeting on 25 March to agree strategy and way forward. Clerk to respond that Council will send representative.
- d. **Meeting re A120 on 23 February:** Council will receive minutes and dates of future meetings.

290/2007-08 EALC & RCCE:

- a. **Correspondence:** See separate file on table.
- b. **RCCE Rural Services Questionnaire:** In correspondence file. Clerk had completed and Cllr Mrs Coates had added amendments. Agreed.

291/2007-08 COMMUNITY SAFETY & HEALTH MATTERS:

- a. **Police Matters:**
 - i) **Witham Multi Tasking Meeting:** Cllr Ezra had attended February meeting and reported discussions re parking on pavements and non- attendance at 999 calls. Cllr Dixon to attend 5 March meeting. Cllr Dossett confirmed that parking on pavements is a Police matter under Section 72 of the Highways Act 1835.
 - ii) **Wardens Report:** January report had been received.
- b. **Health Matters –**
 - i) **0844 telephone numbers:** Cllr Dossett reported a response to his Freedom of Information request, giving details of the telephone provider. Letter also received from Advertising Standards Authority confirming a breach of standards and action to be taken. Clerk to write to MP.
 - ii) **Housing Inspection:** Revised date awaited.

292/2007-08 MEETINGS:

- a. **Emergency Planning:** Visit to Coggeshall – Clerk to arrange meeting.
- b. **Witham Local Area Meeting:** Cllr Ezra reported on the meeting which had included discussion on green spaces in the area and allocation of housing. Cllr Ezra to attend next meeting on 1 May.

293/2007-08 PLANNING:

a. Correspondence:

1. BDC – Notification by G Crowe & Son regarding Appeal on change of use of first floor offices to 3 no 1 bedroom flats at 215-217 High Street.
2. BDC & ECC – Notification that new Government rules are being introduced for the validation of planning applications, by which a range of information known as Planning Application Requirements will be needed with every application. Local Authorities are able to adopt their own local list of requirements. If the information is not submitted, the application will not be validated.

b. Applications:

08/00095/FUL: St Dominic's Residential Care Home, London Road. 21 bed EMI unit in association with existing care home. Following comments have been made: The section of the land under the applicant's control on which the proposed unit is to be sited lies entirely outside the village envelope. Councillors have noted the arguments put forward for special consideration on the grounds of inadequate specialist provision of this type of care in the area and also the benefits to the elderly in being able to continue to reside within known surroundings and in the care of familiar staff. Should members of BDC be minded to grant permission for the development proposed, KPC would wish the following to be taken into consideration:

Road Safety: The applicant recognises that the entrance to the current site presents blind spots for drivers and pedestrians. KPC would argue that the current entrance is unsuitable for general use and should be replaced, particularly since the increase in traffic forecast to/from the site is considered to be underestimated. The analogy drawn with the Cherry Hinton site is not accepted, a. since no details are given of whether the figures quoted are representative of normal traffic to/from the site, and b. because it would appear (Google Earth) that the entrance does not present the hazards (bend in road, obscured sight lines) encountered at St Dominic's. Any permission

granted should be conditioned on provision of a new entrance for general use. It is suggested that use of the rear entrance accessed from The Cloisters be explored. In addition, to prevent hazard to other road users, consideration should be given to parking restrictions in London Road adjacent to the site.

Should permission be granted, KPC would request that consideration be given to a Section 106 condition by which a suitable contribution be made towards additional road/pedestrian safety measures within the village of Kelvedon.

Off street parking: It has already been mentioned that traffic forecasts are considered to have been underestimated. Consideration should be given to the provision of adequate parking to cover staff change-over periods (particularly as a specialist unit may need to 'import' staff unable to cycle/walk to work) and to the needs of residents in the existing Residential Home and their visitors. Despite the statement that staff cycle to work, no provision is made for cycle parking or for safe cycle routes within the site.

Loss of Amenity: The siting of the proposed structure will result in the loss of a pleasant and much appreciated garden area which greatly enhanced the feeling of space available for residents of St. Dominic's. Should the unit be sited as proposed its presence will result in a serious loss of visual amenity for existing residents to the detriment of their quality of life.

Renewable/alternative technologies: The Council urges that where possible such technology be used for power and heat generation and that provision should be made for rainwater harvesting and water recycling.

Staff facilities: Although two offices are shown, there is no specific provision within the new unit for any Staff 'rest' area. EMI care can be intensive and stressful and a specific area should be provided for staff breaks.

Precedent: Should the application be granted, no precedent should be considered to have been created and the applicant's comments regarding 'final' phase should be incorporated into conditions relating to the application.

08/00138/FUL: London Road Garage, London Road. Change of use from commercial garage to residential – demolition of existing commercial building (garage) and erection of 2 no dwellings and refurb and extension of existing bungalow. No objections.

08/00190/FUL: 10 Widgeon Place. Proposed loft conversion and single storey extension. No objections.

08/00191/FUL: 14 Widgeon Place. Proposed loft conversion to form new bathroom and bedroom. No objections

08/00204/FUL: Highview House, Coggeshall Road. Erection of single storey front extension. No objections.

08/00229/FUL: Rear of 63 Thorne Road. Erection of detached house with detached garage. No objection to the proposals on the grounds of design, but the following issues are raised: a. careful consideration should be given as to whether these proposals constitute over intensive development, given the character and layout of this area of the Churchfields Estate; b. concerns have been raised regarding traffic and road safety for garage tenants using the access road to/from the BDC/Greenfields Garage Area. Members note that notice has been served on BDC Estates of intention to develop. It is considered essential that any permission granted be accompanied by Planning Conditions relating to traffic calming/road safety in the interests of legitimate users of the access road to the garage area.

08/00257/FUL: Former Coal Yard, Station Road. Erection of 2. no cart lodges to provide car parking. KPC objects to this application. Station Road already suffers from a heavy burden of vehicular and pedestrian traffic, particularly during peak commuter hours. It is considered that the introduction of an additional vehicular entrance is totally unacceptable and that access to parking should be revisited so as to provide vehicular access to both cart lodges via the existing proposed access. Members have no objection to the design of the proposed cart lodges but feel that it is essential that provision of an additional access is resisted. Should BDC be minded to grant this application, KPC would ask that any permission be accompanied by a 106 Agreement to provide additional safety measures – a zebra crossing and improvements to the Station Road/High Street junction are suggested.

08/00142/FUL & 08/00143/LBC: The Orangery, Felix Park. Side extension. Amendment to previous application, KPC wish their previous representations to remain.

294/2007-08 CORRESPONDENCE:

1. BDC Change of Monitoring Officer
 2. BDC Emergency Plan – amended
 3. Rural Services Questionnaire – any amendments
 4. Essex Wildlife Trust Membership – agreed that Mrs Coates hold membership card
 5. NALC Community Empowerment Awards
 6. Replies re query on family from Kelvedon
 7. RCCE Conference. Amended charges for Parishes
- Various brochures, leaflets, etc.

295/2007-08 PAYMENTS:

Proposed Cllr Dixon, seconded Cllr Colborn that the following be passed for payment. Agreed.

For confirmation

Mr Andrews Weeks 45 – 48	964.39
BT	86.15

For approval

Mrs Hinds – Clerk’s salary re February	635.55
Mrs Carruthers – Clerk’s Asst re February	167.91
HMRC – re Clerk & PAMW – February	424.83
Mr Ezra – Caretaking 102 High Street	31.41
Cllr Hackworth – reimbursement re Ideal Hosting	47.26
Ridgeons	58.78
Cash per Petty Cash	67.27

Total	£2,483.55
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Note: Invoice received from Monster re Rock & Cross – total £8,920.84. As Heras fencing not supplied, Credit Note will be raised – payment then due less £200 + VAT.

296/2007-08 DATES OF FUTURE MEETINGS:

- a. Ordinary Meetings: Tuesday, 1 April 2008
- b. Other meetings:
 - Recreation – Wednesday 26 March
 - Finance – Tuesday 8 April
 - Brockwell Group – Wednesday 16 April
 - Parish Assembly – Thursday 24 April (7.45pm at Institute)
 - Youth Forum – Wednesday 30 April
 - Footpath sub-committee – Thursday 29 May

281/2007-08 KELVEDON HOUSE

Public Bodies (Admission to Meetings Act) 1960 – Private Session minuted separately.