

## GREAT CHESTERFORD PARISH COUNCIL

*MINUTES OF A MEETING OF THE GREAT CHESTERFORD PARISH COUNCIL  
HELD ON WEDNESDAY 8<sup>th</sup> MAY 2013 AT 7:30PM IN THE  
COMMUNITY CENTRE, GREAT CHESTERFORD*

**Present:** Matt Rowan  
Gareth Bevens  
Julie Williams  
Joanna Francis

Howard Rolfe  
Julie Redfern  
David Hall  
Neil Gregory

Alan Cattley – Clerk

3 members of the public

### Action

#### 13/77. Election of chairman for the meeting

Cllr. Redfern was elected to take the chair.

#### 13/78. Apologies for Absence

Apologies were received and accepted from **Cllr. Tricerri**.

#### 13/79. Declaration of Interests

*To receive any 'personal' or 'personal and prejudicial' interests relating to items on the agenda.*

**Cllrs. Rolfe and Redfern** declared themselves as members of Uttlesford District Council.

**Cllr. Francis** declared herself as a member of the Steam Up committee.

#### 13/80. Election of Chairman.

**Cllr. Francis** was proposed as Chairman by **Cllr. Redfern**, seconded by **Cllr. Hall** and agreed unanimously. Cllr. Francis signed a Declaration and Acceptance of Office and took the chair for the rest of the meeting.

#### 13/81. Election of Vice Chairman.

**Cllr. Gregory** was proposed as Vice Chairman by **Cllr. Redfern**, seconded by **Cllr. Francis** and agreed unanimously.

#### 13/82. Minutes of the Last Meeting

It was **resolved** to approve and sign as correct records the minutes of the meeting held on 10<sup>th</sup> April 2013.

#### 13/83. Public Forum

A resident asked whether there had been any progress in regard to concerns expressed in a letter which she and another resident had written to the Council.

This concerned the maintenance of the Hall Garden and the plot of land on which the PC noticeboard is located.

It was the writers' opinion that these plots were not maintained frequently enough and to a sufficiently high standard. The letter also contained an offer to undertake work on the plots if the PC were able to purchase plants and materials.

It was pointed out that the PC did not have contractors engaged to undertake work on open spaces and that the PC did not own the notice board plot.

Cllr. Rolfe thanked the writers for their kind offer and suggested that the Council accept it. It was considered that ownership of such a small plot was immaterial, and that it was more important that the area be maintained to a pleasing standard.

It was also suggested that one of the council's contractors could be asked to assist in the event that any heavy work was required. Cllr. Redfern suggested that a walk to inspect all the public open spaces be undertaken.

Another resident who is a neighbour of the property to which an extension is proposed under planning application UTT/13/0761/HH spoke to express some concerns. These included the opinions that the extension was of an overbearing nature, it would cause loss of light, the location of a window opposite a lounge was intrusive, that it was inappropriate in a village setting and that it set an undesirable precedent.

There followed a conversation with councillors during which it was confirmed that this was a new application, as the previously approved application had lapsed last year, and planning officers have visited the property.

It was explained that the Council could only comment on the basis of technical matters and material considerations.

#### 13/84. Planning

*To consider any comments to be returned to Uttlesford District Council (UDC) on the following applications:*

**Ref. No: UTT/13/0761/HH** Erection of two storey side extension

**Location:** Abbotsfold Carmel Street Great Chesterford Saffron Walden CB10 1PH

After a vote in which four councillors were in favour and one against with three abstentions, it was **resolved** to submit an objection to UDC

**Ref. No: UTT/13/0853/LB** Replacement front door and internal alterations

**Location:** White Gates School Street Great Chesterford Saffron Walden Essex CB10 1NN

It was **resolved** to submit no comment.

**Ref. No: UTT/13/1039/HHF** Demolition of detached garage and workshop. Two single storey extensions, alterations to roof line to northeast elevation and additional chimney.

**Location:** July Cottage Carmel Street Great Chesterford Saffron Walden CB10 1PH

It was **resolved** to submit No Objection, subject to there remaining adequate off street parking.

#### 13/85. Areas of Responsibility

*To allocate Councillors' roles and responsibilities for the coming year.*

The following list was agreed:

<b>Cllr. Hall</b>	Finance
<b>Cllr. Rolfe</b>	Highways
<b>Cllr. Bevens</b>	Cycle Paths & Planning
<b>Cllr. Rowan</b>	Planning
<b>Cllr. Williams</b>	Parish Plan

**Cllr. Tricerri**            Open Spaces & Recreation Ground Facilities  
**Cllr. Gregory**           Grants & Rec. Pitch Users  
**Cllr. Redfern**            Strategy

### 13/86. Finance

The statement of bank balances and list of payments and made since last meeting were noted.

As the end of year accounts were not yet ready it was agreed that an extraordinary meeting would be called to discuss and approve them as soon as they were available.

### 13/87. Bowls Club Lease.

*To consider the letter received from Hewitsons regarding the Bowls Club's request for an extended lease period.*

It was noted that the PC was not at liberty to agree to the Bowls Club's request to extend the lease to 25 years as this would require the approval of the Charities Commission. It was also noted that the PC had undertaken the legal work to renew the lease at no charge to the Bowls Club and that the PC would be extremely unlikely to decline to renew the lease in the future.

It was suggested that if the Bowls Club required an extension to 25 years, they should take legal advice at their expense and present their request in a form acceptable to the Charities Commission and that the PC should cap the cost of further work.

It was agreed that **Cllr. Hall** draft a suitable letter to the Bowls Club

**DH**

### 13/88. Recreation Ground

*To consider arrangements for use of the recreation ground for car parking.*

It was **resolved** to allow the Community Centre committee to use its discretion to allow car parking for hirers according to circumstances with particular regard to possible damage in wet weather and would be subject to an appropriate fee.

*To consider possible use of the recreation ground for dog shows.*

It was resolved to allow the booking subject to an appropriate fee. The organisers to liaise with the Community Centre manager to determine a suitable date..

### 13/89. Review of Insurance Requirements

*To consider whether changes to our cover are required in advance of renewal on June 1<sup>st</sup>.*

It was resolved to refer this item to the Finance Committee. The clerk was asked to find details of the existing policy and the latest risk assessment.

**AC**

### 13/90. Permission for use of Horse River Green for the Steam Up

*To decide whether to grant the Steam Up permission to use Horse River Green*

It was resolved to grant permission, subject to the usual note being sent to inform nearby residents.

### 13/91. Meeting with the Genome Campus

*To receive an oral report of the meeting on May 1<sup>st</sup>.*

It was reported that this had been a very positive meeting.

Three councillors and the clerk attended for the PC and the Wellcome Trust were represented by the Head of Facilities Management and the Facilities Manager.

Current facilities and development projects were outlined, and it was made clear that the management were keen to build a good relationship with local communities.

Apologies were made for the lack of previous contact, and it transpired that there is an annual budget of £20k available for community projects each financial year starting on October 1<sup>st</sup>.

In response to an earlier request, the Parish Council would receive a quantity of litter picking equipment on a par with that donated to Ickleton

An intention was expressed to meet regularly in future, with the next meeting provisionally set for a date in August.

### **13/92. Draft Village Plan Questionnaire**

*To consider comments on the draft Village Plan Questionnaire.*

The Councillors expressed their thanks to the Parish Plan Group for their hard work on getting this first draft ready for comment. A general comment about the size of the font was raised as it was quite small. Councillors agreed that they did not believe any expected areas had not been covered in the questionnaire.

As the three questionnaires had only been received the day before the meeting not all Councillors had been able to give them due consideration and it was decided that each councillor would respond individually, with responses to be sent via Cllr Williams. As the Parish Plan Group are independent of the Parish Council and individual Councillors may have opposing views, the group were free to incorporate comments or exclude them as they felt appropriate'..

**ALL**

### **13/93. Bicycle Parking Kit**

*To decide on a suitable location for a Bicycle Parking Kit.*

It was resolved to install this at the Community Centre.

### **13/94. Village Orchard and Community Allotment Schemes**

*To consider possible engagement with these schemes.*

It was decided that the Community Allotment scheme was not needed as arrangements were already in place. Cllr. Tricerri was to be asked to identify any possible sites which might be suitable for the Village Orchard scheme.

**ST**

### **13/95. Land in School Street.**

*To consider arrangements for the maintenance of the parcel of land in School Street in front of Pepper Court.*

This was dealt with under item 13/83 Public Forum

### **13/96. Items for Information**

#### **1. 12/35. Council Standing Orders**

Review is underway.

#### **2. 11/85. Allotment Proposal**

On hold until an appropriate piece of land can be secured.

#### **3. 13/30 Proposed Cycle Path**

*To report on progress.*

It was reported that representatives from ECC and Sustrans were in support of the proposal, which would be referred to the Highways Panel for a possible feasibility study. We had been asked to assure that we had support from other councils and we will be contacting them to confirm this. The next step will be to convince the Highways Panel, and it is hoped that there may be funding available from their budget.

It was understood that changes in senior officers in Essex Highways may have reduced the likelihood of early approval and that the route to Audley End will probably receive priority. Cllr. Rolfe undertook to provide a list of possible funding sources.

**13/97. Matters for further discussion**

*To consider topics for possible discussion at future meetings*

Suggestions included:

Long term arrangements for the Scout Hut.

Suggestions for possible grant funding.

**13/98. Date of Next Meeting**

The next meeting of the Parish Council is to be held on Wednesday 12<sup>th</sup> June 2013 commencing at 7.30pm in the Sports Lounge at the Community Centre

**Meeting Closed at 9:55 pm**

Signed (Chairman).....

**Date: 12<sup>th</sup> June 2013**

UNAPPROVED