

**MINUTES OF THE MEETING OF ROXWELL PARISH COUNCIL HELD ON
WEDNESDAY 11TH NOVEMBER, 2009 AT 7.30PM IN ROXWELL SCHOOL**

PRESENT:- C. Pavitt, M. Wallace, P.G. Evans, H. Hatcher, C. Philpot, M. Page, K. Brookes, and Mrs A. Gilkes.

IN ATTENDANCE:- Mrs L. Green (Clerk)
14 Parishioners
Essex County Cllr. John Aldridge
PCSO Jon McDonald & PCSO Gina Bennett
Moira Groborz of RCCE

66. PRESENTATION BY MOIRA GROBORZ OF RCCE ON AFFORDABLE HOUSING.

The Chairman reported that the Parish Council had been shocked to find details for Affordable Housing detailed in the Chelmsford Borough Councils site allocation consultation document for 2001-2021. The Chelmsford Borough Council had made comments to the effect that Roxwell were looking for such a development, the Chairman stated that this was not true. Chelmsford Borough Council have identified a possible site behind Church Green. The Chairman stated that in 1996 the Parish Council had identified a suitable site for Affordable Housing with agreement between the Parish Council, Chelmsford Borough Council and the Guinness Trust. This was after the survey carried out showed that there was need for a small development. In 2001 the scheme was shelved by the Guinness Trust due to lack of funding. The Chairman advised that the local Councils have to show that they are doing something about Affordable Housing. The Chairman introduced Moira Groborz from Rural Community Council of Essex and invited her to give a presentation on Affordable Housing.

Mrs Groborz explained that RCCE are trying to improve the provision of Affordable Housing in rural communities where a need is identified. She advised that they work with the community through the Parish Council to see if there is a need. The properties are made up of shared ownership, social housing and intermediate rent. Mrs Groborz advised that she is not employed by a Housing Association or Council but both contribute to any project. Mrs Groborz explained that the RCCE carry out the housing need survey by way of a questionnaire to delivered to every household in the Parish. A report is then produced for the Parish Council summarising the information. The Parish Council are not allowed access to the actual forms that are completed due to the sensitive information contained therein. Mrs Groborz advised that RCCE look to work with the local authority. A plot of land would be found which would be an exception site which is only for Affordable Housing. A S106 agreement would be drawn up and the homes would be given to people with a local connection as priority. The Right to Buy option has been removed and only 80% maximum can be on shared ownership. If a need is identified then RCCE will seek to build half of the need. The only cost to the Parish Council would be the photocopying of the housing needs survey which equates to 12p per household. The Chairman advised that the general feeling from the Parish Council was that the proposed was not suitable for the village but they needed to decide whether to proceed with the survey or Affordable Housing at all. The Chairman advised that an article had been placed in the Roxwell Recorder recently asking for anyone who had a need for Affordable Housing to come forward, the Parish Council had not received one response.

Cllr. Evans reported that a lot of people had recently attended a meeting at Chelmsford Borough Council regarding the traveller site proposal and Affordable Housing. Most parishioners only stayed for the part of the meeting that covered the traveller site and did not remain for the discussion on Affordable Housing. Cllr. Evans pointed out to CBC that they were breaking an agreement as in the mid 1990's the Parish Council went through the Guinness Trust and a site was agreed by the community and Parish Council which had advantages over other sites. It was limited in size, had a main road and sewers and was near the school. Cllr. Evans questioned CBC over why they had taken this site out and replaced it with another. Cllr. Evans advised that he would be writing on a personal basis and not on behalf of the Parish Council to object to the flouting of democratic procedures. Cllr. Evans stated that the Parish Council must decide what they want and then to write into CBC with regard to the site being proposed for Affordable Housing.

A parishioner, Jonathan Chaplin, stated that if this site went ahead there were 1.75 acres to be developed. He advised that the number of families in Church Green had increased with young families, the traffic had increased due to weekend activities at Skreens Park and that children were using the road to meet friends. Mr Chaplin reported that there were no definitive boundaries and it was Green Belt land. He felt that the need for Affordable Housing needed to be looked at first. The allotment site at Stonehill Road was the previous site that had been identified and this was owned by the Church. This had progressed to quite advanced stages and then Guinness Trust could not get the funds. The Chairman reported that the site proposed by CBC was showing a possible 22 units which was totally unsuitable for the village. Mrs Groborz advised that RCCE would only build half of the need. It was agreed that a Sub-Committee would need to be set up to look at whether to progress with a survey.

Cllr. Wallace stated CBC needed to establish whether there was a need for Affordable Housing before identifying a site and felt they had done it the wrong way round.

ECC Cllr. Aldridge advised that the East of England Regional Authority have given Chelmsford Borough Council the amount of allocations for Chelmsford and asked the Parish Council not to mix up Mrs Groborz's proposal to Chelmsford Borough Council's Site Allocations document. He advised that it is only a suggestion at present and not an actual application.

Cllr. Evans stated that the Parish Council and the parishioners need to control their own environment. It was stated that it is frightening possibility that infill could be carried out from Green Lane to St. Michaels Drive if the site is allowed to go through. A parishioner, Glyn Eastman, asked the Parish Council to make sure that the two issues are separated, i.e. Site Allocations and need for Affordable Housing. He advised that the need disappears very quickly as people come to the village because they have links but cannot afford to get back into the village. Mr Eastman advised that the Church are now loathe to build on the allotments as the needs have changed and it would now be morally wrong as people want allotments.

67. DEMOCRATIC 15 MINUTES

Nothing to report.

68. APOLOGIES:-

Cllr. Mrs K. Howlett & Chelmsford Borough Cllr. Mrs Nicolette Chambers sent their apologies.

69. MINUTES OF THE MEETINGS HELD ON 9TH SEPTEMBER 2009 AND EXTRAORDINARY MEETING HELD ON 14TH OCTOBER 2009.

Cllr. Aldridge asked that the word 'million' be inserted before 'tonnes' at the top of Page 3 in the Extraordinary Meeting Minutes.

Cllr. Evans asked that that the word 'spiritual' was replaced with 'public spirited' under item 52, Recreational Field/Toddler Play Area, item g) Any Other.

The minutes of the meetings held on 9th September and 14th October 2009 were taken as read and the Chairman was authorised to sign them.

70. MATTERS ARISING:-

Cllr. Brookes reported that a huge noticeboard had gone up in the village and wondered whether planning permission was needed. The Chairman stated that it was nothing to do with the Parish Council.

71. POLICE MATTERS

- a) **Speeding** - Minute 8, 28, 46, 66, 86,110, 9,30,49,68,85,108, 8, 24,43,64,82,104,8,26,44, 61,77,90, 8,24,36,49,63,77,1138,63,82,97,111,8,30,50,70,87,104,8,27 & 49.

PCSO McDonald reported that the Police are relaunching the Community Speed Watch. Chairman said he would not recommend this for Roxwell.

- b) **Changing 30mph speed limit near Dukes Manor** – Minute 63,77,11,38,63,82,97,111,8,30,50, 70, 87,104,8,27 & 49.

Nothing to report.

- c) **Parking in St. Michaels Drive** – Minute 104,8,27 & 49.

The Chairman reported that some parishioners had started to apply to Chelmsford Borough Council for planning permission to put in driveways.

- d) **Any Other.** – PCSO McDonald advised that he had written to Highways via the Neighbourhood Action Panel enquiring as to what parameters there were to getting a buffer in the village. PCSO McDonald had received a document but he now needed to look at the legalities. He agreed to report his findings back to the Parish Council. PCSO McDonald reported that he had been seconded to Broomfield Policing Unit, but still covered Roxwell. Poaching had been a problem at Newland Hall, to date four culprits had been caught. There had been a spate of burglaries and arson attacks in Radley Green, and Cooksmill Green.

The Chairman advised that Chelmer Housing Partnership had a walkabout around the village on the 23rd September and reported the following:-

- 17-23 St. Michaels Drive – Vehicles parking on grass as no dropped kerbs.
- 39-47 St. Michaels Drive - Vehicles parking on grass as no dropped kerbs.
- 52-62 St. Michaels Drive - Vehicles parking on grass as no dropped kerbs.
- Rubbish and Tyres in Mill Close
- At Mill Close garage site overgrown with brambles and weeds
- Pot holes and uneven surface at Mill Close garages

72. FINANCIAL MATTERS

a) Payments:-

£

Essex County Council	15.00	Hire of School 9 th September 2009
E-On	44.52	Electricity to Sports Pavilion
Mr S. Pavitt	32.00	Grass Cutting Recreation Field
C & N Steelcraft	460.00	Repairs to slide Toddlers' Play Area
Evans Garden Maintenance	72.00	Grass Cutting Toddlers' Play Area
M.D. Landscapes (Anglia)	108.10	Grass Cutting Recreation Field
Essex and Suffolk Water	124.07	Water to Recreation Field
Essex County Council	15.00	Hire of School 14 th October 2009
Mr S. Pavitt	64.00	Grass Cutting Recreation Field and Repairs to Toddlers Play Area
Mrs B.M. Pavitt	65.35	Cleaning Sports Pavilion October and November and supplies
M.D. Landscapes (Anglia)	200.10	Grass Cutting Recreation Field
Mrs L.J. Green	605.50	Salary 01.10.09 to 30.11.09 (£400.00) and Expenses From September to November Meeting (£205.50)
Mr C. Pavitt	15.07	Printing Costs relating to objections letter to Mineral Plan

The above payments were approved by the Parish Council.

b) Transfer of Funds

30.09.09 Transfer £7,000.00 from Current Account to Business Reserve Account.
11.11.09 Transfer £1,000.00 from Business Premium Account to Community Account

c) Bank Balances.

The bank balances were as follows:-

Current Account - £ 2,407.53
Business Premium - £ 549.39
Business Reserve - £11,552.32

The Chairman advised that Barclays were changing the names of some of their accounts.

- d) Clerk's Salary From 1st April 2009** -The Clerk and parishioners were asked to leave the room. The Clerk's salary was discussed and it was agreed that her salary would be increased to £2,448.00 as from the 1st April 2009 which was in line with the national rate. This equated to £10.20 per hour or £204.00 per month. The Clerk was therefore due backdated pay amounting to £32.00.
- e) Precept and Budget** - The Chairman discussed the Budget he had produced which had been reviewed by the Finance Sub-Committee. The Chairman proposed the Precept remained at £13,700.00. The proposal was agreed by the Parish Council. The Chairman and Clerk completed the appropriate form for submission to Chelmsford Borough Council.
- f) Insurance Claim following Arson Attack on Recreation Field** - The Chairman advised that Allianz Insurance had settled the claim and a cheque for £984.00 had been received. The Chairman advised that the Parish Council had to pay for the skip and other incidentals.
- g) Any Other** – Nothing to report.

73. PLANNING MATTERS & APPLICATIONS

- a) STANSTED/M11 CORRIDOR STUDY** – Nothing to report.
- b) ROXWELL LANDFILL, BRITTONS HALL FARM** – Application to revise the pre-settlement contours of the existing landfill operation through the importation of non-hazardous waste and extending the life of the site until 2012 including the variation of the existing restoration from agriculture to amenity restoration comprising of conservation grassland, woodland and hedgerows. Cllr. Philpot declared an interest. **APPROVED.**
- c) 5 CHURCH GREEN** – Two storey side extension. No Objections. **APPROVED.**
- d) 21 AND 23 ST. MICHAELS DRIVE** –Dropped kerb with vehicular access across greensward. No Objections. **APPROVED.**
- e) SKREENS PARK FARM, SKREENS PARK ROAD** – Retrospective application for change of use of farm building to provide stables. No Objections. No Decision Yet.
- f) SHEPHERDS, SKREENS PARK ROAD** - Retrospective application for new access. No Objections. No Decision Yet. The Chairman read out a letter from Essex County Council objecting to the application. The reason for objection was for highway safety.
- g) ASHTREE FARM, BOYTON CROSS** –Change of use of site from car body repair workshop (B2, general industrial) to a tyre baling facility (use Class Sui Generis, waste management) with associated storage within the existing building. No Objections apart from this site should remain restricted. No Decision Yet.
- h) PROPOSED TRAVELLER SITE** – The Chairman advised that there was nothing further to report as the site had been withdrawn from the document that was out for consultation and there was nothing for Roxwell now in the document.
- i) AFFORDABLE HOUSING** – A letter had been circulated to all Councillors from Cllr. Hatcher explaining that he should have declared an interest at the last meeting. The Chairman accepted Cllr. Hatcher's apologies and reasoning. Cllrs. Evans, Wallace and Hatcher declared a prejudicial interest. It was agreed that the site is totally inappropriate and has potential for 22 units. The Chairman stated that the Recorder put out a very clear message in the October edition asking if anybody had a need. There had been no response. Chelmsford Borough Council are stating that Roxwell have a need. Cllr. Wallace said that possible available land should be investigated. The Parish Council totally agreed that the site at Church Green is inappropriate. Green Lane would be a more suitable site as the allotments are not used

there. Stonehill Road was previously identified as a suitable site which is now inappropriate as it is being used for allotments. Cllr. Wallace suggested advising CBC that the proposed site identified is unsuitable, the other site is now not available as it is being used as allotments but the Parish Council have identified another site. The Parish Council would if deemed appropriate carry out a housing survey, and if demand establishes itself then a site will be identified. It was agreed that the Parish Council should advise CBC that they have found a site that would meet all Affordable Housing criteria and Chelmsford Borough Council own the land so there would be no cost. Chairman to draft a reply and Sub Committee to be formed consisting of Chairman and Cllrs. Page and Gilkes. ECC Cllr. Aldridge advised that in the ECC School Proposal 2014 Roxwell School is stagnant and will remain so. It has a capacity of 105 and at present the school has about 60 pupils on role.

j) MINERALS DEVELOPMENT DOCUMENT AUGUST 2009 – Cllr. Philpot declared a prejudicial interest. The Chairman asked Cllr. Philpot to remain in the room whilst the matter was discussed. The Chairman advised that the Parish Council had submitted their objections and individuals and other groups in the village had also objected. The Chairman advised Cllr. Philpot that whilst working on the Parish Council letter of objection to the proposed site A40, a letter dated 11th March 2009 issued by David.L.Walker Ltd, that HR Philpot & Sons Holdings Limited of which he was named as contact stated terms had been secured between them and LaFarge. Cllr. Philpot denied this and stated that there had been no agreement, Cllr. Philpot said that had he been made aware of this letter earlier the matter could have been clarified. The Chairman told Cllr. Philpot that around the village at present his reputation and integrity were being questioned. Cllr. Evans made the point that Council business and decisions only be made in official meetings. Cllr. Wallace had been advised that Newland Hall had been offered £20,000.00 by Cllr. Philpot to put in an access. Cllr. Wallace told Cllr. Philpot that he cannot represent the Parish Council and village and have discussions against the policies of the Parish Council. It was agreed that the situation needed clarification as the whole credibility of the Parish Council was being damaged, and Cllr. Philpot's reputation was at stake. Cllr. Wallace stated that Cllr. Philpot's reputation is being destroyed and that affects him standing as a Parish Councillor. Cllr. Philpot agreed to get a letter sent to the parish Council confirming that no agreement of terms had been made with Lafarge.

74. RECREATION FIELD/TODDLER PLAYAREA

- a) Best Kept Playing Field Competition** – Minute 41,66,85,100,114,11,33,53,73,90,107,11,30 & 52. – The Chairman advised that the Parish Council had won an award but unfortunately he had not been able to attend the AGM to collect it.
- b) Erection of Fencing Around Play Equipment on Recreation Field** – Minute 53, 73,90,107,11,30 & 52 – The Chairman had met on site with Oddy Fencing who had apologised most profusely for the delay in sorting out the problems with the two gates. To correct the problem Oddy Fencing planned to remove part of the existing mechanism, and replace with springs to ensure the gates shut after every use.
- c) Insurance Legalities regarding people playing golf on the Recreational Field** – Minute 107,11,30 & 52 – The Chairman advised that now it has been minuted it is official that people cannot play golf on the Recreation Field. Temporary signs have been erected in the Pavilion, the Chairman will order a sign with the text “NO GOLF ALLOWED”.
- d) Safety Inspection** – Minute 107,11,30 & 52 – The Chairman advised that most things had been sorted out. The bolt on the gate leading to the allotments had been altered at the Toddler's Play Area, the slide protection rails had been replaced on the slide, the igloo and pineapple whirl are o.k. The old playhouse has got decay on the seats and floor and the Chairman recommended over the Winter removing this and replacing it with another item of equipment. It was agreed that an article would be put into Roxwell Recorder asking for parishioner's ideas. The inspection stated that there was insufficient protective surface under the slide. The Chairman advised that this item was identified as low risk and therefore not classed as needing urgent action
The Recreation Field- The loose ladders do not cause problems. A basketball stand needs a warning notice to be erected. The Chairman would to order necessary sign.
- e) Dog Fouling** – Minute 11, 30 & 52.- The Chairman agreed to do another notice stating 'All Dogs to be kept on leads at all times' and put into the Pavilion. The Chairman advised that dog fouling does not seem to be a big problem at present. The Chairman to order sign “DOGS TO BE KEPT ON LEAD AT ALL TIMES”

- f) **Arson attack to storage shed on Recreation Field** – Minute 52. – The Chairman advised that this was all settled now and could be removed from the Agenda.
- g) **Corroded Safety Bars on Slide** – Minute 52. – The Chairman advised that the work had been carried out and that the item could be removed from the Agenda.
- h) **Writtle Colts Cricket** – The Chairman had been approached by Writtle Colts Cricket advising that they are in need to 6 maximum pitches on a Sunday. The team had offered to help with the preparation work of the pitches. The Chairman proposed that the team should be charged between £30.00 - £35.00. The final figure to be agreed by the Chairman. All agreed.
- i) **Any Other** – Nothing to report.

75. FOOTPATHS

- a) **Poor surface condition of Footpath 48, that goes from Church Green through the Churchyard and The Street** – Minute 54,74,91,108,12,31 & 53. - Nothing to report.
- b) **Any Other** - Cllr. Gilkes reported that the bridge on the footpath opposite Stonehill Road looks very dangerous. Chairman to report matter to Highways.

76. BULK LITTER CONTAINERS – Minute 97,116,18,35,52,66,82,95,13,29,41,54,68,82,12 & 43, 68,87,102,116,13,35,55,75,92,109,13,32 & 54.

The dates and times of the collections are as follows:-

28TH NOVEMBER 2009 - FROM 11.15AM TO 12.15PM.

Layby off A1060 by Boggis Farm, to the east of the Cross Keys Public House, Boyton Cross.

6TH MARCH 2010 - FROM 7.45AM TO 8.45PM.

To be placed in Green Lane at the top end by the entrance to the allotment areas.

77. HIGHWAY DRAINAGE – Minute 77,107,120,15,37,57,76,93,110,14,33 & 55.

The Chairman advised that the matter was under control and that the drains had been marked up in the village. Cllr. Philpot advised that the drains on the A1060 were still bad and that three were extremely bad. The Chairman advised that the 'A' roads get looked at more regularly than the village roads.

78. ESSEX COUNTY COUNCIL HIGHWAYS PROPOSED TRAFFIC SCHEMES – Minute 125,20,40,59,78,94,111,15,34 & 56.

The list had been submitted to Highways.

79. REQUEST FOR RAMP TO BE PUT IN ON FOOTPATH OUTSIDE GADES AVEN. –

Minute 4, 43,61,79,95,112,16,35 & 57.

Nothing to report.

80.OVERGROWN TREES AROUND STREET LIGHT OPPOSITE THE FORGE – Minute 23 & 61.

The Chairman advised that the work would be carried out by Highways.

81. RIGHTS OF WAY NOTICE MISSING IN GREEN LANE BY NO 33. – Minute 23 & 62.

The Chairman reported that he had been advised by Highways that there were no Rights of Way and asked the Clerk to remove the item from the Agenda.

82. FLOOD ON THE SOUTH SIDE OF THATCHERS FARM - Minute 23 & 63.

The Chairman had not had chance to speak with the land owner yet.

83. POTHOLES OUTSIDE 33 VICARAGE ROAD – Minute 23 & 65.

The Chairman advised that this was on the Highways list to do.

MEETING CLOSED 9.47pm

CHAIRMAN.

DATE

NEXT MEETING – WEDNESDAY 13TH JANUARY 2010 AT 7.30pm IN ROXWELL SCHOOL