

Minutes of the Clavering Parish Council meeting held on Monday 11th. April 2016 at 7.30pm in the Clavering Village Hall

Present – Cllrs S. Gill (Chairman), R. Stanford, R. Carter, M. Patmore, R. Clayton, L. Williams, R. Couchman, B. Barrow and K. Money (Clerk)

Also present 2 Parishioners

1. Chairman welcome everyone to the meeting:

The village hall pa system was not working so the Chairman asked Councillors to speak a little louder. The Chairman also welcomed Conrad Smith to the meeting.

2. **Apologies for absence** were received from Cllrs S. Boardman (after the meeting) and DC E. Oliver

3. Declaration of Interest

To declare any Disclosable Pecuniary, Pecuniary or non-pecuniary interests relating to items on the agenda

Cllr S. Gill declared a pecuniary interest in the Jubilee Field

Cllr R. Stanford declared a non-pecuniary interest in the Pelham Road & Wicken Road planning applications

Cllr R. Carter declared a non-pecuniary interest in the Pelham Road planning application

Cllr L. Williams declared a pecuniary interest in the Spinney Cottage planning application

Cllr B. Barrow declared a pecuniary interest in the Spinney Cottage planning application

4. Co-option of Councillor

Cllr S. Gill proposed and Cllr R. Carter seconded that Conrad Smith be co-opted onto the Council. Councillors **agreed unanimously** to co-opt Conrad Smith

Conrad Smith then signed the “Acceptance of Office declaration” and took his seat on the Council.

5. Public Participation Session

The Chairman will invite questions and observations from members of the public present.

A maximum time of 15 minutes will be allowed

There were no questions from the public

6. To approve the Minutes of the last meeting of Clavering Parish Council

To receive and agree the minutes of the last meeting held on Monday 14th. March 2016

Cllr R. Couchman asked for an alteration to be made to item 14 on the minutes but after a discussion it was determined to keep item 14 as per the minutes. Cllr R. Carter proposed and

Cllr R. Stanford seconded that minutes be signed as a true and accurate record **F7 Ag1 Ab0**

7. **ECC report** from Cllr Ray Gooding (will be given when Cllr R. Gooding arrives at the meeting)

8. **District Council report** from Edward Oliver

In the absence of District Councillor E. Oliver there was no report given

9. **Clerks report** – General Correspondence and Matters from prior meetings circulated to Councillors prior to meeting

Regarding the Dick Ball Meadow, the clerk was asked to contact J. Frans to tender. J. Frans to liaise with Cllr R. Carter.

Clavering Horticultural Society funding request. Councillors discussed the funding request of £100 for each year to provide plants. Cllr R. Couchman fully supported this funding. Cllr R. Stanford proposed that CPC accept the offer to continue for the maintenance and planting of the bedding by Blacksmiths Corner and to commit paying invoices up to and including £100 including Vat. The delivery of the plants must go to a Councillor and the invoice to be made out to CPC. This was seconded by Cllr R. Couchman **F6 Ag2 Ab0**

The Clerk confirmed he has only a few more documents to put in place re the Transparency Code and the Emergency Plan was in hand. The clerk also informed Councillors that a grant of £1579.30 has been obtained for new computer / scanner and money towards setting up and running the new website.

For information only the new appeal number for Land adjacent to The Hazels Wicken Road is APP/C1570/W/16/3142380

UTT/13/0556/FUL. Cllr L. Williams informed the meeting of a restriction at the previous approved stage of the application. It stated that **f) existing trees, hedges or other soft features to be retained.**

The clerk, having already circulated the revised standing orders, was to amend them again to incorporate the new NALC format 2014. This will be given to Councillors for adoption at the June meeting.

The Clerk confirmed he had taken (in person) the copies of the Trust Deeds of the Jubilee Field and Village Hall held at Tees Solicitors to RCCE in preparation for the Parish Meeting. It was confirmed that copies of all papers held at Tees were given over including letters to both charities from the Charity Commission concerning alterations made to the Village Hall Trust Deeds. Cllr R. Couchman was asked to pass a copy of the Charity Commission letters that he felt should have been at the Solicitors to Cllr S. Gill for her confirmation whether they were the ones copied by Tees that she collected. If not, she would scan them to the Clerk.

10. Parking on Lower Hill Green – Cllr B. Barrow

Cllr S. Gill gave a presentation of measurements of accesses at Lower Hill Green and informed the meeting that concerns had been raised that vehicles are parking on the village greens. She informed the meeting that the PC must protect the greens. The PC was reminded that there are building works, which have been given approval, on the village green and that the owner has undertaken to repair any damage to the surface of the green after the building works has been completed. Cllr R. Stanford had viewed the green with Cllr S. Gill 7.4.16 and had taken the measurements with her; no appointment had been made to speak to owners who are parking there but the owner had then telephoned and informed Cllr R. Stanford that he had got planning permission, with the works being inspected later in the week. Cllr R. Carter is concerned about the permanent parking on the green and that the PC must be consistent across the village. Cllr S. Gill is to speak with the owner, as he had left a message for her also while she was away 8-10th April, to thank him for his correspondence and to re- state that householder parking on the green is not permitted, and that there should not be a mown path to the gap in planted hedge.

Cllr R. Gooding joins the meeting

ECC report from Cllr Ray Gooding

Cllr R. Gooding gave an update on the Cock Lane road closure. He has been back to look at the road and Highways is obtaining large concrete bollards to secure the "Road Closure signs". The problem has not been helped by the fallen tree and is the responsibility of land owner. The tree has washed away the sub-soil and ECC is paying for the removal of the tree to complete the works. The approximate cost is £200,000 to clear and drain the river.

Cllr R. Carter asked if Highways could place a sign up notifying residents why the road is closed.

Cllr R. Gooding agreed with this suggestion.

After his report Cllr R. Gooding leaves the meeting

11. Grass cutting contract 2016/17

Cllr B. Barrow withdraws this item on the agenda

The Clerk was asked to contact Paul Abrahams to start cutting the village grass and to place this item onto the October agenda

12. Planning Applications:

UTT/16/0207/HHF – Peacocks Clatterbury Lane

Proposed removal of existing boundary fence to be replaced by brick wall

CPC decision: No objections but the clerk was asked to contact UDC to remind them of the village green boundary

Cllr B. Barrow and Cllr L. Williams leaves the meeting

UTT/16/0522/OP – Land Adj. Spinney Cottage Wicken Road

Outline application, with all matters reserved except for access, for 1 no. dwelling

CPC decision:

Clavering Parish Council OBJECTS to this application

CPC objects to this application on the following grounds:-

The application is outside the development limits.

The application fails on

- 1) Saved Local Plan: GEN 1 Access which encourages movement by means other than driving a car.
- 2) For this site, the distance from the site to the local shop is greater than 2km. Also the pavement to be used is narrow at the pinch point on the High Street and does not allow safe passage for mother & child/pushchair. It is uphill returning from the shop, and would be difficult to walk with heavy baggage. (see Inspectorate decision APP/C1570/A12/2184181 UTT /0507/12/OP concerning a site at this end of the village)
- 3) Saved Local Plan: H4. This site is backland development and this should not be permitted where there is no need for it.
- 4) Saved Local Plan S7. This application does not constitute sensitive infilling which may be permitted in the countryside, and the site is not in the development limits of Clavering.
- 5) Under the NPPF this site does not constitute a sustainable site:
- 6) There is no regular bus service in the village - as confirmed by above Inspectorate Decision:
- 7) There is an unsafeness of the paved route to the Local School which has already established by the above Inspectorate Decisions:
- 8) The current village employment sites are not currently advertising vacancies:
- 9) The local primary school is currently full, even before the 58 dwellings in Clavering with permission to be built are constructed/occupied.

Clavering Parish Council **OBJECTS** to this planning application

Cllr B. Barrow and Cllr L. Williams re-joins the meeting

UTT/16/0610/HHF – 3 Eldridge Close Clavering

Demolition of rear extension and erection of single storey rear extension

CPC decision: No objections to this application

UTT/16/0685/FUL – Pond Cottage Hill Green

Demolition of existing dwelling and erection of replacement dwelling - Alternative scheme to that approved under UTT/13/0556/FUL. Minor revisions to elevations and reposition dwelling 1.5m toward south west.

CPC decision:

Cllr R. Carter questioned the statement of fact in the application concerning trees and hedges.

The previous application was approved in its original form. This application has a minor shift 1.5m to the west. Cllr L. Williams informed the meeting of a restriction at the previous approved stage of the application. It stated that **f) existing trees, hedges or other soft features to be retained**. Councillors agreed (**F5 Ag4**) that UDC must maintain the previous planning conditions And not to allow the dwelling to be moved 1.5m

UTT/16/0253/HHF – Willow Cottage Clatterbury Lane

Proposed installation of 600mm terracotta chimney pot on top of existing chimney

CPC decision: No objections to this application

13. Decision made by UDC

UTT/16/0419/FUL – Finsmarick Wicken Road Wicken Bonhunt CB11 3UL

Demolition of dwelling and outbuildings and erection of replacement dwelling and garage

Approve with Conditions

14. Planning Applications going to APPEAL

UTT/15/2401/OP – Land Adjacent to Pendeen Wicken Road

Outline application for the demolition of a garage and erection of 1 no. dwelling and garage with all matters reserved except access

Appeal Reference number: APP/C1570/W/16/3142983

15. **To discuss any other planning applications** received subsequent to the agenda being published and/or shown on the Uttlesford District Council website up until 3pm on the day of the meeting

UTT/16/0619/CLE – Britannia Works Clatterbury Lane

Use of the building for B1 and B8 uses

Comments to UDC by 04.05.16 - For comment only and has been placed on May agenda

CPC decision: No objection to this application

UTT/16/0868/HHF – 46 Pelham Road CB11 4PQ

Proposed swimming pool and garden room extension

Comments to UDC by 04.05.16 - For comment only and has been placed on May agenda

CPC decision: No objection to this application

FOR INFORMATION ONLY**UTT/16/0812/PAP3Q – Mill End Dairy Farm Mill End CB11 4RR**

Proposed change of use of agricultural building to 1 no. dwelling

16. Annual Return 2015/16

Councillors to approve the Annual Governance Statement 2015/16 (section 1 of the Annual Return)

The Annual Governance statement was completed and signed by the Chairman and Clerk.

17. Finance:

Credit Received: HMRC VAT refund £240.20p					
Chq No	Inv. No	Payee	Cost	VAT	Total
	s/o	Kevin Money salary	£349.52	£ 0	£349.52
1511	Mar '16	HMRC payment	£ 87.40	£ 0	£ 87.40
1512	0304 / 0317	Ellen Willmott – payroll Feb/Mar '16	£ 35.00	£ 0	£ 35.00
		Total:	£471.92	£0	£471.92

Cllr S. Gill proposed and Cllr M. Patmore seconded that the above cheques be paid.

This was carried unanimously

Cllr S. Gill proposed and Cllr R. Stanford seconded that Cllr L. Williams attend a to 2 days of Cllr Training + Code of conduct (half day). **This was carried unanimously**

18. LHP to consider requests

Cllr R. Couchman stated that the County Council Highways department has delegated a small part of their budget to District Council Highways panels for locally proposed schemes. These panels can arrange for schemes such as traffic calming, roadside, footpaths bridleways and signage. Early year in Nov/Dec they asked PC's to put forward suggestions.

Cllr R. Couchman proposed that Clavering PC asks for the following: -

Chevron signs at the dangerous corner near Watery Stones and the replacement of railings / A dangerous bend sign approaching Thurrocks from the Langley direction / Clearing of the under-road culvert near Hill Green Cottage / Changing the temporary VAS from Berden to Clavering on the 3 month turn over. The support of both the DC and ECC is required for this. Before leaving the meeting earlier Cllr R. Gooding offered his support to any schemes put forward by CPC.

Cllr R. Carter seconded this proposal. **This was carried unanimously**

At 9.30pm the Chairman asked, and the Councillors agreed, to continue with the business of the meeting

19. Litter Pick

Cllr R. Stanford informed the meeting that the litter pick, this year, will take place on Saturday 16.04.16 at 10am at the village hall

20. Representative reports

Allotments report given by Cllr Patmore. Cllr M. Patmore gave the clerk £19.50p for allotment rent. The allotment holders are beginning to attend their plots. Cllr S. Gill is to contact Mr. Balaam to clear the allotment

Village Hall report given by Cllr Couchman

A very successful Art show despite the bad weather resulted in about £2,900 being raised towards Village Hall funds. Unfortunately, the marquee blew down in the gales on Monday morning, despite being professionally tethered to the ground, as the result of a risk assessment process. An insurance claim has been made. The main damage is to the junction fittings. The have between ongoing problems with the public address system.

Jubilee Field report given by Cllr S. Gill

The Jubilee Field Committee as a whole welcomed the opportunity for advice to be sought on their Trust Document at the 2106 Annual Parish Meeting and asked if they would be permitted to submit questions in advance.

The tree work as required by the recent safety assessment has commenced.

Broken windows at the pavilion have been boarded up and a new door plus frame is to be installed shortly.

Installation of the new roundabout is about to start. The RoSPA inspection will be in May

As part of the Clavering May Ball, Santus Circus's Big Top will be at the field Thursday 12th – Monday 16th. On the Sunday, there will be two public circus performances and a skills workshop. The Ball Committee is responsible for the protection of the turf and repair, if any damaged. The Village Hall Committee has agreed for caravans to be parked in the hall car park if there is heavy rain, the larger vehicles will always be away from the site.

The Fun Day originally scheduled for 15th May is cancelled for Health and Safety Reasons; the Scout and British Legion will run an event on June 12th as part of the Queen's Birthday Weekend Celebrations at the field.

Post Meeting: Just over £1,000 was raised by the Easter Draw.

The Jubilee Field ask whether the Parish Council currently subscribes to the Essex Playing Field Association?

Jubilee Field working party report by Cllr Boardman

In the absence of Cllr S. Boardman, no report was given

Employment Committee given by Cllr Boardman

The minutes of the Employment committee (14.12.15) were circulated to Councillors

A meeting, Clerk annual appraisal, will be held on Monday 18.04.16 at 3pm at The Bower House Clavering.

Footpath report given by Cllr Stanford

Cllr Stanford stated that Elm Street Lane bridleway trees had fallen down and has now been cleared. The Council understands that ECC will inspect some of the footpaths after a series of complaints

21. Risk Assessment book

Cllr R. Carter inserted that the willow tree on Hill Green. Clerk to instruct a tree surgeon to remove the broken bough and raise canopy. Cllr L. Williams inserted that the verge on Wickham Road is encroaching onto the pavement (near Wyndham House)

22. Items for next agenda:

Listening bench – history group – Cllr S. Gill

Lynn Merrick removed village sign – update Cllr R. Carter

Date of next meeting Monday 9th. MAY 2016 at 7.30pm in the Village Hall

There being no further business the Chairman closed the meeting at 10pm and thanked everyone for attending

Signed9th. May 2016
S. M. Gill

Addendum to the minutes of the meeting held on Monday 11th. April 2016

Dispensations held by Councillors to allow comment on this agenda item.

All statement of facts corrections in red agreed by the Council. Further comments in blue put forward at the meeting. Corrections to be forward to UDC by the Clerk

Reference No. 01 Cla 15 Site Address: Rear of Pendeen Wicken Road Clavering

Current use Garden (0.15ha) and vacant land

Any use(s) to be re-provided elsewhere Total Site Area (ha) 1 Developable Site Area (ha) 1 No of Houses based on SHLAA methodology 27 - 45

Surrounding Land uses North – residential and grassland East – Agricultural / grassland **This is not grass land this land relates to business of an agricultural contractor – possibly B2 use?**

Please may UDC check their records for Jojacks Farm, Wicken Road, Clavering South –

Agricultural West – Agricultural

Legal or ownership issues: None. **Cllr Williams understood that this land is subject to restrictive covenants. CPC to look verify and if so agreed to advise UDC of existence of covenants.**

Reference No. 03 Cla 15 Site Address: Land off Clatterbury Lane Clavering CB11 4QR

Current use Pasture

Any use(s) to be re-provided elsewhere Total Site Area (ha) 1 Developable Site Area (ha) 1 No of Houses based on SHLAA methodology 27 - 54

Surrounding Land uses North - Agricultural East –**s/b West** - Agricultural South **s/b east** – Road with residential beyond West **south** – Residential curtilage

Proximity to National Trails and public rights of way networks There is a Public Right of Way along the eastern boundary of the site. **PROW actually through the Eastern corner of the field and then runs adjacent to the northern boundary.**

Distance from Conservation Area A small section to the east of the site is within a Clavering Conservation Area. There is another Clavering Conservation Area within 100m – 500m **and also north east of the site and one to the south of the site (opp Fox and Hounds PH)**

Reference No. 04 Cla 15 Site Address: Land south of Oxleys Close Stortford Road Clavering

Current use Agricultural Any use(s) to be re-provided elsewhere Total Site Area (ha) 0.59 Developable Site Area (ha) 0.59 No of Houses based on SHLAA methodology 16 - 27 (10 market & 7 affordable being requested)

Surrounding Land uses North - Residential East - Agricultural South – Agricultural West – Road with agricultural beyond

Is the site within, adjoining or beyond the Adopted Development Limits? The site is beyond Adopted Development Limits

Suitability Conclusions This is a greenfield site adjoining recent residential developments. It forms part of a larger field and development would extend the village further along Stortford Road into the countryside. The site is well located to the village shop and school. It is considered the site would contribute to a sustainable pattern of development. However, the Council may wish to consider whether there is a limit to which the village should extend southwards along Stortford Road.

Conclusions 2015 The site is available and development is achievable. The site adjoins a residential development currently under construction. Development of this site would further extend the village southwards into the large agricultural field. Although not an unsuitable site the Council may wish to consider whether there is a limit to which the village should extend southwards along Stortford Road.

Chair to ask whether 'the Council' is UDC or CPC . If CPC then agreed to comment that Parish Council express concern that, though there is currently a cluster of housing around the Village Shop, if the Village Development Limit were extended further along the Stortford Road, and

especially if the housing were to be built in a similar way as regards density to that clustered around the shop, this would create an extremely urban approach to the rural village of Clavering.

Reference No. 05 Cla 15 Site Address: Land to the West of Stortford Road Clavering

Current use Agricultural Any use(s) to be re-provided elsewhere Total Site Area (ha) 0.97
Developable Site Area (ha) 0.64 No of Houses based on SHLAA methodology 17 – 29 (14 being requested)

Surrounding Land uses North - residential East – Road with residential beyond South – agricultural West – agricultural

Suitability Conclusions This is a greenfield site, which would extend residential development along Stortford Road, but not extending further than the existing development on the opposite side. The site is well located to the village shop and school. It is considered that development of the site would contribute to a sustainable pattern of development. *Agreed to comment on expansion as Reference04 and also Highways issues arise from an additional access road from a settlement of 14 houses in this position and there would be a need an urban junction (such as a roundabout).*

Reference No. 06 Cla 15 Site Address: Meadowlands / Rossie Middle Street Clavering

CB11 4QL Current use Two bungalows, domestic gardens and grazing land
Any use(s) to be re-provided elsewhere Total Site Area (ha) 1.38 Developable Site Area (ha) 1.38 No of Houses based on SHLAA methodology 37 - 62

Surrounding Land uses North - Agricultural East - Residential South – Road with residential beyond West – Residential and pasture

Is the site within 800 metres walking and cycling distance of convenience shopping or are new convenience shopping facilities being provided on site or within 800m of site? The site is over 800m from any significant shopping facilities but is close to the M&M Supermarket. **Is about 750m from M&M** No additional shopping provisions are proposed.

Will a new site access be created on to a protected lane? The site access will not be created on to a protected lane. **Protected Lanes in UDC (March 2012 publication) shows that the site access is onto a protected lane – Cock Lane/Lower Way**
<http://www.uttlesford.gov.uk/CHttpHandler.ashx?id=1727&p=0>

Flooding occurs on Lower Way (Cock Lane)

Reference No. 17 Cla 15 Site Address: Land adjacent to St Catherine's Grange and the Court to the North of the existing highway from Clavering to Stickling Green

Current use Agriculture Any use(s) to be re-provided elsewhere Total Site Area (ha) 4.09
Developable Site Area (ha) 1.7 No of Houses based on SHLAA methodology 46 – 77

Surrounding Land uses North - Agricultural East - Residential South – Road with Agricultural beyond West – farm building

Suitability Conclusions This is a greenfield site to the west of Hill Green. It adjoins the recent development of St Catherine's Grange. A site to the west (14Cla15) and to the north east (10Cla15) are being promoted for development through the Call for Sites process. Development of the site would extend development westwards along Pelham Road **this should be Stickling Green Road** and into the open countryside...

Reference No. 18 Cla 15 Site Address: Field Adjacent to Windy Ridge NB Property now called 'Wyndhams' Clavering

Current use vacant Any use(s) to be re-provided elsewhere
Total Site Area (ha) 1 Developable Site Area (ha) 1 No of Houses based on SHLAA methodology 27 - 45 (Looking at 10-15 affordable homes).

Reference No. 22 Cla 15 Site Address: Land west of Colehills Close Clavering

Current use Pasture to south Agriculture to north Any use(s) to be re-provided elsewhere

Total Site Area (ha) 3.13 Developable Site Area (ha) 1.85 No of Houses based on SHLAA methodology 50 - 83 Surrounding Land uses North - Agriculture East – residential and grassland South – road with residential beyond West – residential

Will a new site access be created on to a protected lane? The site access will not be created on to a protected lane. **The whole length of Cock Lane/Lower Way to the B1038 is a Protected Lane (see 06 above)** Flooding occurs on Lower Way (Cock Lane)

Reference No. 23 Cla 15 Site Address: Land west of Colehills Close and land to west Clavering Current use Agricultural land to north Pasture land to south Any use(s) to be re-provided elsewhere

Total Site Area (ha) 5.6 Developable Site Area (ha) 2.83 No of Houses based on SHLAA methodology 76 - 127 (looking to develop 76 houses)

Surrounding Land uses North - Agriculture East - Residential South – Residential West – Agriculture

Is there a viable route from the site to the principle or strategic road network (B roads, A roads and M11)? A viable route exists to the B1038. Access proposed directly off Lower Road.

The whole length of Cock Lane/Lower Way to the B1038 is a Protected Lane (see 06 above) Flooding occurs on Lower Way (Cock Lane)

Signed.....13th. June 2016