

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
 held in the Village Hall Monday 10<sup>th</sup> January 2016

Present: Cllr Robert Mackley (Chairman)  
 Cllrs Ginny Barlow, Chris Easter, Stuart Hepburn, Jenny Jewell (leaves meeting after item 9),  
 Michael Knight and the Clerk Allison Ward

1. APOLOGIES FOR ABSENCE – None.
2. DECLARATION OF INTERESTS FOR THIS MEETING – None.
3. PUBLIC FORUM – Nothing to report.
4. MINUTES OF THE PARISH COUNCIL MEETING 14<sup>th</sup> December 2015, Cllr Mackley proposed that the minutes be accepted as a true and correct record, this was seconded by Cllr Knight with all in favour.
5. DISTRICT AND COUNTY COUNCILLORS REPORT – District Cllr Artus sent his apologies to the meeting.
6. PROGRESS UPDATE – Nothing further to report.
7. CORRESPONDENCE

7.1. Cllr Keir Donald had sent notification to the meeting of his resignation as a Parish Cllr due to work commitments. Cllr Mackley asked that a vote of thanks be recorded to Keir for all his support and work as a Parish Cllr over the past four and a half years. The Clerk was asked to notify Uttlesford and to begin the process to allow the vacancy to be filled.

7.2. Information has been received on plans for the Queen's 90<sup>th</sup> Birthday celebrations; Clerk to forward to Cllr Mackley for consideration by Canfield Community.

8. GLADMAN APPEAL

On 21<sup>st</sup> December 2015, Gladman Developments officially withdrew their appeal against Uttlesfords decision to refuse planning permission for up to 211 homes on land west of Canfield Road. Cllr Mackley proposed that the Parish Council records a vote of thanks to all who gave their support to the defense of the appeal and to the Parish Clerk for the additional work to review documents and liaise with the consultants and Takeley Parish Council.

Both the planning and highways consultants had completed a large amount of work in preparation for the inquiry. They have proposed a 20% reduction on their original fixed fees; this excludes the additional highways consultant fee agreed at the December meeting item 8.3 as this work had not started. Cllr Barlow proposed that the revised fees proposed by the consultants are paid on the original percentage ratio split of 70:30 agreed between Takeley Parish Council and Great Canfield Parish Council. The Great Canfield share of the fees are £2,760 Planning Consultant and £1,214.30 Highways Consultant. This was seconded by Cllr Mackley with all in favour.

Following the Gladman withdrawal there has been significant discussion between the Rule 6 parties on whether to submit an application for costs and on what grounds; recognising that costs are rarely awarded in appeal cases and that Uttlesford is not submitting a claim. Cllr Barlow proposed that Great Canfield Parish Council supports the decision of Takeley Parish Council to pursue an application for costs with a minimum target settlement of £10,000 (60%) of the Consultants costs. The Planning Consultant at no additional cost, has prepared and issued a letter to Gladman Developments on behalf of the Rule 6 parties requesting an 'out of court' settlement for at least 85% of costs, a response is due by Wednesday 13<sup>th</sup> January. If the response is unfavourable the Rule 6 parties will submit an immediate formal application for 100% of the Consultants costs to the Planning Inspector for consideration.

Signed  
 Robert Mackley (Chairman Parish Council)

The formal process allows Gladman the opportunity to respond to the cost application. This was seconded by Cllr Mackley with all in agreement.

Following the withdrawal of Gladman and assuming all pledged monies are received, there will be a surplus of monies in the Gladman Appeal Fund. A lengthy discussion followed on both the value of funds to return to residents and the timing. The discussion opened with Cllr Hepburn asking the Parish Council to consider whether it was appropriate to return all monies received to residents, (on the assumption the application for costs is unsuccessful) and to meet the total costs of the Consultants from Parish Council funds given that the payment from the Canfield Nursery easement of £50,000 has now been received. The Parish Council discussed in outline some thoughts on how the Easement payment could be used to benefit the community including village projects, the village hall, future planning appeals, in conclusion all felt it appropriate not to rush into any decisions and to seek views from the community in due course. At the conclusion of the discussion Cllr Mackley proposed that no action is taken on returning any funds to residents until the decision on the application to the Planning Inspector for costs is known, this was seconded by Cllr Easter with all in agreement. It is anticipated the decision on whether the rule 6 parties will be awarded costs will take at least 8 weeks.

## 9. PLANNING

### 9.1. Applications

Application No	UTT/15/3687/FUL & UTT/15/3688/LB
Development	Proposed change of use of existing garage building to annexe.
Location	Haydens End, Green Street

The discussions began with a summary of previous planning applications on this site in particular UTT/14/0144/HHF and the Parish Councils concerns that the existing buildings are not being built in accordance with this application; this has previously been reported to Enforcement. This view is supported by the 'existing plans' submitted with this new application, which differ to the plans in application UTT/14/0144/HHF approved by Uttlesford.

Cllr Mackey proposed that the Parish Council objects to this planning application and includes the following comments, this was seconded by Cllr Barlow with all in agreement.

1. The original application UTT/14/0144/HHF made no request for a 'loft room' as noted on the existing plan, the addition of this has turned the cartlodge into a two storey building for which no permission has been given. The proposed plans convert the 'loft room' to a treatment room and include a large window span at the first storey level.
2. There is no information in the Design and Access Statement which allows the Parish Council to understand why a treatment room is required. Whilst the Parish Council is generally supportive of the conversion of suitable outbuildings to annexes for elderly relatives it does not have the information to understand the requirement for a two storey annexe within the curtilage of this listed building.
3. The original application for the cartlodge included a store behind to house the oil tank. There is no mention of the position of the oil tank in this new application and the Parish Council is unclear of its proximity to the proposed annexe.
4. If Uttlesford are mindful to grant planning approval the Parish Council would ask that a condition is included to ensure the annexe will not be occupied at any time other than for purposes ancillary to the residential use of the main dwelling. This is particularly important as the application suggests the occupant of the annexe will continue to use kitchen and laundry facilities in the main house.

The Clerk was asked to forward a summary of the history of development at this site to District Cllr Keith Artus for any further help or assistance.

*Cllr Jewell leaves the meeting due to family commitments.*

Signed  
Robert Mackley (Chairman Parish Council)

## 9.2 Decisions

Application No	UTT/15/3291/HHF
Development	Proposed removal of existing pergola, outbuilding and garden room. Erection of cart lodge and single storey rear, front and side extensions.
Location	Stable Cottage, Ashfields Farm Cuckoo Lane
Decision	Refused

9.3 Local Plan update - Uttlesford has issued a list of sites which were submitted by landowners as part of the Local Plan call for sites. The next stage is for Uttlesford to produce an interim assessment as to the suitability of each of these. The final strategic land housing availability assessment will then be published in early 2016 and the information open to public consultation. In addition to the current Gladman site a further three sites have been put forward in Canfield Road, Hope End. The details can be viewed on the Uttlesford website.

## 10. CANFIELD NURSERY

Cllr Mackley proposed that the new savings accounts would be sent up as dual signatory accounts with the existing current account signatories, there was no further discussion on the use of the funds. Clerk to progress the new accounts.

The Clerk had been in contact with both the Agent and landowner to confirm the transaction to transfer the small piece of land at the access. The landowner confirmed the all the land had been sold and was unaware of any agreed transfer with the Parish Council. The Clerk was asked to confirm what had been agreed during the negotiation and the instructions given to the Solicitors.

## 11. QUARTERLY FINANCE UPDATE FOR 2014/15 & BUDGET 2016/17

The Clerk presented the quarterly financial report and the bank reconciliation which shows a cash balance of £61,428.25. There were no questions or concerns.

The Clerk presented an updated draft budget for 2016/17 which was discussed by the Parish Council. Cllr Easter proposed that the value of precept remains level at £4,993.00, this was seconded by Cllr Mackley with all in agreement; this will show as a small increase of 0.6% on the Parish Council share of residents Council Tax invoices.

## 12. REPRESENTATIVES REPORTS

12.1. Footpaths, Byways, Bridleways and Greens – Cllrs Knight and Easter raised the condition of the byway Boxley Lane and the most recent situation where a vehicle became stuck and had to be assisted. The Clerk is chasing for an update on the Essex trial to restrict byways during the winter months. The Parish Council agreed to submit an application to Uttlesford Highways Panel for the byway to be resurfaced.

### 12.2. Highways/Road Safety

12.2.1. Cllr Mackley raised the blocked culvert on Bacon Farm Road towards the B184. This is a re-occurring problem and the Clerk was asked to report to Highways.

12.2.2. The Parish Council is concerned with road safety given the proximity of the fence and post box at Hellmans Cottage, the Clerk was asked to report to Highways.

12.3. Crime Prevention/Neighbourhood Watch – The Clerk was notified by a resident of a scam involving mobile phone delivery; the information was circulated to residents on the distribution list.

Signed  
Robert Mackley (Chairman Parish Council)

## 12.4. Tree Warden

12.4.1. There has been no resolution to the ownership of the land where the dead oak tree is at Hellmans Cross. The Clerk will forward details of the landowner to Essex County Council and ask the parties to resolve between them.

12.4.2. The Clerk reported damage to a Willow Tree at Bacon End. Essex Arboriculture Consultant has inspected and suggested the tree is not on Highways land. Final confirmation is pending from Essex Highways.

12.4.3. Cllr Easter confirmed that the fallen tree adjacent to the cricket pitch in Fitzjohns Lane had been dealt with locally.

## 13. FINANCE

## 13.1 Cheques for Approval

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Allison Ward - Parish Clerk December 2015	£166.91
Uttlesford District Council May election costs	£103.37
Railton TPC Ltd - Highways Consultant Gladman appeal	£1,214.30
Geoff Gardner Ltd – Planning Consultant Gladman appeal inc vat	£3,312.00

14. ITEMS FOR THE NEXT AGENDA – Nothing in addition

15. DATE OF NEXT MEETING Monday 8<sup>th</sup> February 2016 at 8pm in the village hall.

TIME AND CLOSE OF MEETING 9.40pm

**Allison Ward**  
**Parish Clerk 01245 231798**

Signed  
Robert Mackley (Chairman Parish Council)