

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 12th April 2010 in the Committee Room,
Freight House, Bradley Way, Rochford
at 7.30pm**

Councillors Present: Chairman V Leach, Vice Chairman J Dickson, Mrs J Barney, Mrs T Bateman, Mrs E Chippette, Mrs C Cunningham, Mrs M Dorrell, D Eede, Mrs J Fern, Mrs H Glynn, Mrs A Heath, K Holmes, A James, R Mitchell, R Patient, D Weir and Mrs M Weir.

The Chairman introduced Peter Biggs who was a representative of a potential developer in Hawkwell (David Wilson Homes) to speak on a 'without prejudice' basis on a matter related to the planning application made by the company. Cllr Leach advised only he, as Chair of Council, would respond at the end.

- Cllr Mrs Glynn requested it be recorded that she would listen and take no part in any questions.
- Cllr Mrs Weir emphasised 'without prejudice' needed to be made clear.
- Cllr Weir requested confirmation that it was not a question and answer debate and the Chairman confirmed that was the case.

- Mr Biggs explained that David Wilson Homes had launched an appeal against the decision by RDC to refuse planning permission and an enquiry was due to begin at the end of this month.
- One of the things that had to be looked at this stage on 'a without prejudice basis' was how the site would operate the public open spaces within the plan if planning permission was granted. He too emphasised the basis of the comments he was about to make.
- He was present to explain emerging thinking on the management of the open spaces.
- He passed around a plan showing the proposed development area and held up a large plan displaying green areas depicting public open space.
- The Northern area of the current plan was heavily influenced by the ecology of the site due to wildlife such as badgers and lizards in semi woodland.
- The woodland area would be more informal in terms of maintenance of the space.
- He highlighted the proposed pedestrian access via a link to Spencers, but insisted that this was not an essential of the application.
- The issue was that he sought to ask the parish to consider the management of the open space within the proposed development which could be achieved a number of ways one of which was for Hawkwell Parish Council to take over these areas.
- The Chairman asked for a copy of the plan and Mr Biggs agreed to send one to the Clerk.
- The Chairman said HPC had a broader remit than purely those homes around the prospective development site.
- However the Parish had a firm policy of objecting to the development and it would play a full part in supporting the local residents' objections.

- To actually consider the option of the parish taking over the public open space in any development finally approved would impact on Council's Parks Committee and Personnel Committee.
- The resources that Council currently had were just about adequate to cope with the current acreage and extension may have a significant and disproportionate effect on the Parish
- Thirdly, it would impact on the Finance Committee, who would have to consider any ongoing costs of extra land once Council had the suggestion confirmed in writing, with acreage, some small areas would need more investment than others. That was the position at present.
- The representative went onto say regarding management of the open space that the way they had defined the plan at the moment was fluid and would be adjusted as these discussions refined the matter and would finally need to be approved by district council.
- The plan David Wilson Homes would issue would be one of flexibility, it could be dealt with as it goes through the detailed stage.
- The Chairman thanked Peter Biggs for coming to show what David Wilson Homes had in mind and stated from a procedural point of view HPC could not move forward until it had something in writing from the company and there was a need to stress Council's procedures and policy currently in place.
- Peter Biggs left the meeting.

Cllr Mrs Heath stressed it was important to HPC that it stated its opposition to the development, that David Wilson Homes did not put forward that they had been in talks with HPC. The Chairman replied that was the reason he had preferred the David Wilson Homes Representative to attend and give a presentation to enable HPC to reconfirm its opposition to the development via the notes taken.

1. **To receive apologies for non attendance at meeting:**
All Members were present.
2. **Declarations of Interest:**
There were no declarations of interest.
3. **To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 1st March 2010 and to approve the destruction of the manuscript notes in respect of that meeting:**
Members approved the Minutes of the Meeting of Hawkwell Parish Council held on 1st March 2010 and approved the destruction of the manuscript notes in respect of that meeting.
4. **Action points – progress report:**
The Clerk went through the progress report, in the main the items were ongoing as per the action taken in the report with the exception of:-
Installation of Outdoor Gym – the Clerk updated that it was intended for the work to start this week but that was unconfirmed. Cllr Mrs Glynn asked if someone would be on site at night to keep the area secure whilst the work was being undertaken. The Chairman replied it was an item of expenditure that was not on the agenda. He suggested that as the Clerk had a responsibility to safeguard the project,

it would be within the Clerk's power and discretion in maintaining the security of HPC's asset. The Clerk to look into providing security.

5. **Financial Report:**

The Clerk went through the report and advised HPC were quite significantly below budget. He invited any questions. Cllr Dickson questioned how much money had been transferred to the general fund at the completion of the year and the Clerk confirmed the amount of £13,000 had been transferred. There were no further questions and Members accepted the Financial Report.

6. **Standing Orders:**

Cllr Leach moved from the Chair that the new Standing Orders be referred for refinement to the Finance Committee, as HPC's administrative committee, for debate and discussion. Those Members who had a particular interest in the Standing Orders should attend the Finance meeting. The Clerk said he had issued the draft orders last week.

Cllr Mrs Glynn queried whether the Finance meeting was likely to be a lengthy meeting and if so, would it just be that one meeting on Monday night or would the other committees go ahead? The Chairman thought it would depend on the weight of each meeting's agenda and asked the Clerk for his view. The Clerk advised there were amendments that were made to Standing Orders that needed discussion as to whether it should be included or excluded and in his judgement, if all the meetings went ahead on Monday evening it would be a very busy night. The Chairman requested that the Clerk consult with the Chairs of the Standing Committees to determine the course of action.

7. **Motion on Notice Proposed by Cllr Alan James:**

'I propose to avoid a meeting starting 25 minutes before the start time the agenda should specify Xpm or up to 15 minutes before if the previous meeting finishes early. In addition as Finance Meetings can finish in 5 minutes they be scheduled last on the nights the standing committees meet'.

The Chairman announced an amendment had been proposed by Cllr James and the Clerk circulated a copy of the amendment to each Member as follows:- **'That this Council considers that meetings of standing committees should start at a pre-determined time, or not more than fifteen minutes in advance of that time, and not (as currently) on the rising of the previous meeting. In addition as Finance Committee meetings can, on occasion, finish very quickly that they be scheduled as the last meeting of the night'.** Cllr James gave a verbal report in support of the motion relating to the General Purpose meeting starting 25 minutes early last month. Cllr Patient welcomed and seconded the motion and hoped that Members would endorse it; he added it was not a criticism of the Clerk, who he felt had done his best. Members began a lengthy debate for and against encompassing:

- the discourtesy to Members,
- set times potentially leading to a meeting finishing mid-debate and creating the need for a further meeting,
- Finance on occasion having one item on the agenda due to financial reasons and time constraints,
- meetings scheduled according to how the Clerk sees the workload,
- meetings determined to be short to be held last,

- Finance scheduled last enabled them to agree decisions taken by Standing Committees if meeting held following them, and
- the inflexibility to manoeuvre with set times.

Cllr Mrs Weir proposed an amendment to the motion to delete the last sentence, **‘In addition as Finance Committee meetings can, on occasion, finish very quickly that they be scheduled as the last meeting of the night’**. Cllr Dickson seconded the amendment proposed by Cllr Mrs Weir. The Chairman expressed concern that the amendment may negate the motion and sought the advice of the Clerk who advised that by dropping the last sentence it allowed the first part of the motion to stand, Cllr James agreed and he was happy to delete the last sentence from the proposal. The Chairman read out the amended motion proposed by Cllr Mrs Weir **‘That this Council considers that meetings of standing committees should start at a pre-determined time, or not more than fifteen minutes in advance of that time, and not (as currently) on the rising of the previous meeting’**. The Chairman asked Members to vote, there was a show of hands and the motion was carried.

8. **Strategic Planning Issues:**

The Clerk referred Members to his report and drew attention to the 4 significant issues; RDC Core Strategy, Planning Application by David Wilson Homes (‘Xmas Tree Farm development’), Southend London Airport JAAP and Allocations Development Plan Document.

Cllr Mrs Weir referred to the Core Strategy that HPC had objected on sustainability and if there was anything HPC wished to add, it had to be forwarded by Monday. She asked the Chairman if he was to represent the Parish; the Chairman asked Cllr Mrs Weir if she was content to represent HPC at the Core Strategy and he would represent HPC on the Planning Application by David Wilson Homes. Cllr Mrs Weir confirmed she would do so, they agreed and Members were content that would be the case.

Cllr Mrs Glynn asked if the names of the people who were to represent Council officially had been notified to the inspectorate and sent to Bristol, the Clerk replied that RDC had been advised that HPC would be represented at both of the above but he would take her advice and look into sending notification to Bristol.

9. **Correspondence:**

1. **Email & Document from ECC re. Cycling Framework Consultation (Full Document available in office)** – Noted.
2. **Notice of the Annual Audit for year ended 31 March 2010** - Members noted. Clerk to action.
3. **Letter from RDC re. Guidance on Social Media Networking** – Noted.
4. **‘Do the Honours for Essex’ – Invitation to attend reception (21.4.10)** – the Chairman asked if any Members would like to go, there were no volunteers forthcoming therefore he offered to attend. It was pointed out that the reply slip should be returned as soon as possible as the due date was 12th April.

The Chairman read through the list of information available in the Office and Members noted.

10. **Receive Committee/Working Party Reports since last meeting:**

Planning Committee:

Cllr Mrs Weir as Chair of Planning moved that the Minutes of the meeting held on 1st March 2010 be accepted, this was agreed.

Finance Committee

Cllr Mitchell as Chair of Finance moved that the minutes of the Meeting held on 1st March 2010 be accepted, this was agreed.

Parks Committee

Cllr Holmes as Chair of Parks moved that the minutes of the meeting held on 1st March 2010 be accepted, this was agreed. He drew attention to the 3 motions proposed in the minutes relating to tree thinning, seats and allotments and asked Members to note them.

General Purposes Committee

Cllr Mrs Glynn as Chair of General Purposes moved that the minutes of the meeting held on 1st March 2010 be accepted. Cllr Mrs Heath requested it be noted that she arrived for the meeting 15 minutes before it was scheduled to start. Subject to the addition of the note, Members approved the minutes.

11. **Representative Reports:**

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir – nothing to report.

Rochford Old Peoples Welfare committee – Cllr Dickson – nothing to report.

Rochford Hundred Assn of Local Councils – Cllr Mrs Dorrell/J Dickson – meeting Thursday 15th April.

Hawkwell Village Hall – Cllr Mrs Weir reported the income was down but otherwise all seemed okay.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette reported the front door had been vandalised. The Committee were still trying hard to raise money via their quiz nights which were proving to be very successful. The Treasurer was unable to attend the meeting so no figures were available but they had raised £3,000 so far. Cllr Eede advised he was now a Trustee.

Public Transport Liaison Group – Cllr Mrs Weir reported on the changes to the numbers 7 and 8 bus services coming into effect on 4th May 2010; the no. 7 service was to return to an half hourly service through to Hockley and some of the no. 8 buses would be half hourly with some finishing at Hockley rather than going through to Rayleigh.

Partnership to Success: Crime & Disorder – Cllr James advised he would be unable to attend the next meeting but Cllr Mrs Glynn had said she would attend and report back on his behalf.

Central Area Committee – Cllr Mrs Weir reported that the letter from Mrs P James was put forward and Cllr Mrs Glynn confirmed that she had passed a copy of the letter to RDC the day after the last Full Council meeting. Cllr Mrs Glynn reported that work had commenced on the bridle path through from Clements Hall but it had been halted after a pipe with water running from it, possibly sewage, was discovered and the source was to be ascertained.

Information Reports:

Holt Farm Infants School – Cllr Mrs Chippette reported a full governors meeting had taken place, things were progressing nicely, although parking and collecting was a problem. There was a finance meeting to set the budget and they were quite

pleased with how the year had turned out. Cllr Mrs Glynn reported a taxi had been waiting in the bus stop on a regular basis and advised that it was illegal. Cllr Mrs Dorrell added a Police Officer had recently issued a ticket to a member of the public parking in the bus stop at school collection time and they had not returned.

Holt Farm Junior School – Cllr Mrs Dorrell attended a meeting and reported they had a new Chairman, the main topic was safeguarding in schools.

NAPs Reports – Cllr Mrs Heath reported there would be a meeting next week particularly revolving around the vandalism over Easter in Magnolia and Rectory Road.

12. **Payment of Accounts:**

Members were content and accepted the payment of accounts.

13. **Summary of Decisions Taken:**

- Representative from David Wilson Homes to forward copy of plan showing green areas to the Clerk.
- The Clerk to look into providing security during the night to safeguard Gym site at Magnolia whilst work in progress.
- New Standing Orders to be referred for refinement to the Finance Committee for debate and discussion.
- The Clerk to consult with Chairs of Standing Committees to determine whether to hold all Standing Committee meetings on Monday 19th April or to re-schedule.
- Members approved an amendment to the motion proposed by Cllr James ‘That this Council considers that meetings of standing committees should start at a pre-determined time, or not more than fifteen minutes in advance of that time, and not (as currently) on the rising of the previous meeting’.
- Cllr Mrs Weir agreed to represent Council at RDC Core Strategy.
- Cllr Leach agreed to represent Council at Planning Application by David Wilson Homes.
- The Clerk to look into notifying the inspectorate in Bristol the names of Councillors representing HPC at RDC Core Strategy and Planning Application by David Wilson Homes.
- The Clerk to add a note to the General Purpose Minutes of 1st March 2010 that Cllr Mrs Heath arrived 15 minutes before the start time of 8pm.
- ‘Do the Honours for Essex’ – Invitation to attend reception (21.4.10) – the Chairman to attend, reply slip to be returned.

Chairman