



*Great Braxted
Parish Council*

Clerk to the Council:
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3rd September 2024

To: Members of Great Braxted Parish Council

You are hereby summoned to attend

**THE PARISH COUNCIL MEETING TO BE HELD AT THE PAVILION
ON TUESDAY 10th SEPTEMBER 2024 AT 8.00 PM**

for the purpose of transacting the following business:

LTownend
Clerk to the Council

A G E N D A

1. Apologies for absence

2. Minutes of the Parish Council Meeting

Minutes of the Meeting held on 9th July 2024 to be taken as read and signed as a correct record by the Chairman ([attached](#)).

3. Declarations of Interest (existence and nature)

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct which took effect in July 2022.

Unforeseen interests must be declared similarly at the appropriate time.

4. Maldon District Councillor Update

To receive an update from Cllr Siddall.

5. Public Participation Session

With respect to items on the Agenda and other matters that are of mutual interest.

6. Pavilion Refurbishment

To receive an update regarding phase 2 of the pavilion refurbishment project.

7. Planning

To consider any planning applications published on the MDC planning website between the circulation of this agenda and the meeting.

7.1 Planning Decisions

To note the Parish Council's response to a planning application considered outside of a meeting and circulated via email (in accordance with Council Resolution 20/15.2):

7.1.1 24/00562/FUL Erection of agricultural storage building on land at Broadfield Farm Braxted Park Road Great Braxted. **No objection**

8. Environment

8.1 Neighbourhood Plan

To discuss and decide if the Parish Council should consider creating a Neighbourhood Plan for Great Braxted. [Report attached](#).

8.2 Oak Tree Maintenance

To consider a resident's request to reduce the height and width of the oak trees on the Tiptree Road side of the playing field.

8.3 Updates

To receive updates on the following matters:

8.3.1 Hedge Trimming

8.3.2 Openreach

8.3.3 Fencing and Gate Replacement Project

8.3.4 Hedge Infilling

9. Accounts for Payment

To agree the accounts for payment, ([attached](#)), made between meetings, for the period between the 1st July 2024 to the 2nd September 2024.

10. CCLA Account

To confirm the amount to invest in the CCLA's Public Sector Deposit Fund.

11. General Announcements

12. Items to be Included on the Next Agenda

13. Date of Next Meeting

12th November 2024.

14. Chairman to Close the Meeting

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Minutes of the Parish Council Meeting held at The Pavilion on 9th July 2024 at 8pm

Present:

Councillor C Knapman (Vice Chairman), Councillor L Holt, Councillor E Miles the Clerk and 2 members of the public

24/23 Apologies for Absence

Apologies were received from Cllr Collins and Cllr Davis.

RESOLVED: that the apologies from Cllrs Collins and Davis be noted by the council.

24/24 Minutes of the Parish Council Meeting

RESOLVED: that the minutes of the meeting held on the 14th May 2024 were agreed as a correct record and signed by the Chairman.

24/25 Declarations of Interest

None declared.

24/26 General Power of Competence

RESOLVED: that Great Braxted Parish Council meets the criteria specified in paragraph 2 of the Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012 and resolves in accordance with Section 1 to adopt this power to the end of the term of the Council in May 2027.

24/27 Maldon District Councillor Update

No update was provided to the Council.

24/28 Public Participation Session

A member of the public made a request to leave the height of the hedge untrimmed along High Ridge (from the pedestrian gate to the corner of Tiptree Road and Sextons Lane).

RESOLVED: that the clerk will request a quote to face back the hedges on both sides and trim the height on the inside and outside around the field, with the exception of the hedging around the playground and the hedge from the pedestrian gate to the corner of Tiptree Road and Sextons Lane.

Cllr Holt advised the ditches along Tiptree Road required clearing.

RESOLVED: that the clerk will contact the landowner to request the ditches are cleared along Tiptree Road from Braxted Park Road to Clark Cottage/Granville Close.

A member of the public advised two members of the community had been watering the trees planted on the field in 2023.

Cllr Knapman advised he will thank the persons involved.

A member of the public asked if the grass on the field could be cut slightly shorter.

RESOLVED: that the clerk will ask the grounds maintenance team if this is possible.

24/29 Pavilion Refurbishment

The Vice Chairman provided an update on the pavilion refurbishment project noting:-

- All project tasks have gone out to tender for the phase two works.
- A quote comparison sheet will be completed showing all received tenders which the council will consider at an extraordinary meeting and agree the contractors for the works.
- The grant funding has been received from the Department of Levelling Up Housing and Communities.

RESOLVED: that the update be noted.

24/30 Planning

To consider any planning applications published on the MDC planning website between the circulation of the agenda and the meeting:

24/30/1 Braintree District Local Plan 2041

Councillors discussed the Local Plan and how it would affect Great Braxted.

RESOLVED: that the Councillors will send the clerk any comments they would like to make by the 20th August 2024 so a response can be submitted.

24/30/2 Planning Decisions

FUL/MAL/24/00285 Extensions and alterations to the farmhouse, including demolition. Erection of outbuildings including garden annexe, cart lodge with home office above and stables. New driveway location and associated works. Ashmans Farm Braxted Road Kelvedon Colchester. **APPROVED**

RESOLVED: that the decision was noted.

24/31 Braxted and Blackwater Conservation Group (BBCG)

The Clerk advised the BBCG had been in touch with the council to confirm Essex County Council had refused permission for planning application ESS/42/23/BTE, submitted by Brice Aggregates, to relocate a plant site using conveyors over the Braxted Road. The reason for the refusal was 'due to the industrialisation of a greenfield location that would cause harm to local amenity and the appearance, quality and character of the landscape and countryside without any overriding justification or benefit'.

Resolved: that the update was noted and the Clerk will add this information to the Council's Facebook page.

24/32 Environment

24/32/1 Field Ploughing/Hedge Cutting

See minute 24/28 above for the resolution made.

24/32/2 Unknown Tommy Statue

Cllr Knapman advised a number of residents had enquired about installing a permanent Tommy statue in the village and the council considered a report summarising the type of statues available.

RESOLVED: that the council will continue to use the existing wooden statue and will consider purchasing a new statue when this needs to be replaced.

24/33 Finance

24/33/1 Accounts for Payment

The Council approved the following payments made between the 21st May to the 30th June 2024:-

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Total</i>
21/05/2024	BRP Associates	Professional services in relation to pavilion project phase 2	£ 1,750.32
24/05/2024	ID Mobile	Mobile phone bill for May 2024	£6.00
29/05/2024	Mrs L Townend	May salary	£247.60
29/05/2024	Mrs L Townend	Apr/May expenses	£101.90
29/05/2024	HMRC	May payment	£62.00
29/05/2024	Cllr Knapman	Playground expenses	£22.94
29/05/2024	The Play Inspection Co.	Playground inspection fees for '25, '26, '27	£702.00
04/06/2024	Traer Clark Architect Ltd	Professional services in relation to pavilion project phase 2	£ 1,028.50
10/06/2024	DW Wallace	May grass cutting	£555.00
10/06/2024	Cllr Knapman	Playground expenses	£80.54
14/06/2024	Mr M Taylor	BBCG grant	£200.00
18/06/2024	SLCC Essex Branch	AGM and Training Day	£25.00
18/06/2024	Roger Clark	Deposit for fencing	£600.00
24/06/2024	ID Mobile	Mobile phone bill for June 2024	£6.00
24/06/2024	Cloud Next	Home hosting fee 24/25	£59.98
28/06/2024	Mrs L Townend	June salary	£247.80
30/06/2024	Unity Bank	Q1 Bank charges	£18.00
01/07/2024	HMRC	Q1 tax payment	£185.60
TOTAL:			£5,899.18

RESOLVED: The accounts for payment listed above be approved for payment.

24/33/2 Bank Reconciliation

Prior to the meeting Cllr Holt verified the bank statements and reconciliation to the 30th June 2024.

RESOLVED: that the Council note the bank statement was reconciled on the 30th June 2024.

24/33/3 Budget Comparison

The council received the budget comparison to the 30th June 2024.

RESOLVED: that the Council note the budget comparison to the 30th June 2024.

24/33/4 CCLA Account

Councillors received a report regarding the benefits of opening a Public Sector Deposit Fund with the CCLA.

RESOLVED: that the Council agreed to open a Public Sector Deposit Fund with the CCLA, using the existing signatories (Cllrs Collins, Davis, Knapman and Miles) and deposit £85,000 into the fund.

24/34 General Announcements

No announcements were made.

24/35 Items to be Included on the Next Agenda

The following items will be added to the next council agenda:

- Ditch clearing
- Hedge trimming quotes

RESOLVED: that Members will send information for future agenda items to the clerk.

24/36 Date of Next Meeting

The Clerk advised the next meeting will be held at 20.00 on the 10th September 2024.

24/37 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 20.44

Signed: _____ Dated: _____

Cllr R Collins

Chairman



AGENDA REPORT ITEM 8.1

Neighbourhood Planning

Background information

This report outlines the process, key considerations, and associated costs for the creation and adoption of a Neighbourhood Plan by the Great Braxted Parish Council. A Neighbourhood Plan is a community-led framework that guides the future development, regeneration, and conservation of the local area. It provides an opportunity to influence the type, design, location, and scale of development within our parish, ensuring that growth aligns with the aspirations of our community.

The process is governed by specific legal requirements under the Localism Act 2011 and associated regulations.

The timescales for implementing a Neighbourhood Plan can vary widely depending on the complexity of the plan, the level of community engagement, the resources available, and the efficiency of the local planning authority (LPA). However, on average, the process typically takes 18 months to 3 years from the initial decision to create the plan to its adoption following a successful referendum.

Summary

The key steps in the process involve:

1. Initiation and Area Designation (2-6 months)

Decision to Create a Plan: The parish council decides to prepare a Neighbourhood Plan. This decision might be driven by a desire to control local development, preserve certain areas, or address specific community needs.

Designating the Neighbourhood Area: The first formal step is to apply to the local planning authority (LPA) to designate the area that the Neighbourhood Plan will cover. This is usually the parish boundary but can be smaller or larger depending on the circumstances.

LPA Consultation: The LPA will consult the community and stakeholders on the proposed area and must approve it unless there are strong reasons not to.

2. Community Engagement and Evidence Gathering (6-12 months)

Engagement: The parish council needs to engage with the local community to gather their views, aspirations, and ideas. This is a crucial part of the process as the Neighbourhood Plan must reflect the wishes of the community.

Gathering Evidence: A strong evidence base is essential to support the policies in the Neighbourhood Plan. This could include data on housing needs, environmental studies, infrastructure capacity, etc.

Vision and Objectives: Based on the evidence and community input, the parish council drafts a vision for the area and specific objectives that the Neighbourhood Plan will aim to achieve.

3. Drafting the Plan (3-9 months)

Policy Development: The plan will contain policies that are in line with the broader Local Plan, prepared by Maldon District Council, but tailored to local needs. These policies might address housing, environment, community facilities, heritage, and economic development.

Consultation on the Draft Plan: Once a draft plan is ready, the parish council must conduct a formal consultation, usually over six weeks. This is known as the Regulation 14 consultation. Feedback is sought from residents, businesses, and statutory consultees (like utility companies and environmental agencies).

Amending the Plan: Based on the feedback received during the consultation, the parish council may amend the draft plan.

4. Submission and Independent Examination (6-12 months)

Submission to LPA: The revised Neighbourhood Plan is submitted to the LPA, along with a Consultation Statement and a Basic Conditions Statement (which demonstrates that the plan meets necessary legal and planning requirements).

LPA Consultation: The LPA conducts another round of consultation (Regulation 16) for six weeks, allowing further comments on the submitted plan.

Independent Examination: An independent examiner is appointed to review the plan. The examiner will assess whether the plan meets the Basic Conditions and other legal requirements. They may recommend modifications or, in some cases, reject the plan. Typically, this stage also involves a public hearing.

5. Referendum and Adoption (2-4 months)

Referendum: If the examiner approves the plan (with or without modifications), the LPA organises a local referendum. All registered voters in the designated area can vote. A simple majority (over 50%) of those voting must be in favour for the plan to be adopted.

Adoption: If the referendum is successful, the Neighbourhood Plan is adopted by the LPA as part of the statutory development plan. This means that it must be considered in planning decisions within the neighbourhood area.

6. Implementation and Monitoring

Implementation: Once adopted, the policies in the Neighbourhood Plan will guide future planning applications in the area. The parish council, alongside the LPA, will monitor the plan's impact.

Review and Update: Over time, the plan may need to be reviewed and updated to reflect changing circumstances. This process will involve many of the same steps as the initial creation of the plan.

Key Points to Remember

Community Involvement: The process must be highly participatory, with significant emphasis on involving local residents and stakeholders.

Alignment with Local and National Policies: The Neighbourhood Plan must align with the National Planning Policy Framework (NPPF) and the LPA's Local Plan, both of which are currently being reviewed.

Costs and Consultant Considerations:

The development of a Neighbourhood Plan involves several potential costs:

Community Engagement and Consultation: Costs include workshops, surveys, publicity, and other engagement activities.

Evidence Gathering: Commissioning studies or reports may be necessary, along with mapping and GIS services.

Plan Preparation: Drafting the plan can incur costs, especially if using a consultant to assist with policy development and legal compliance.

Independent Examination and Referendum: The LPA may cover the costs of the examination. However, the costs associated with holding a referendum may be passed on to the Council. There could also be associated expenses, particularly if modifications are required post-examination.

While it is not mandatory to use a consultant, their expertise can be invaluable, particularly in complex areas of planning, evidence gathering, and legal compliance. Consultant fees can vary widely, ranging from £5,000 to £30,000 or more, depending on the scope of work. The council should consider carefully which aspects of the process might benefit from professional support.

To help offset these costs, the Parish Council can apply for government-funded grants through Locality Funding, with up to £10,000 available for most councils with an additional £8,000 available for authorities who meet specific criteria.

<https://neighbourhoodplanning.org/about/grant-funding/>

Conclusion and Recommendations

The creation of a Neighbourhood Plan offers significant benefits, enabling the Council to shape future development of the village according to the needs and priorities of the community. However, it also requires a well-structured approach, careful budgeting, and potential external support.

Accounts for Payment For authorisation on 10/09/2024

Date	Supplier	Item	Net	VAT	Total
03/07/2024	Cloud Next	Domain renewal	£ 7.99	£ 1.59	£ 9.58
08/07/2024	DW Maintenance	June grass cutting	£ 370.00	£ -	£ 370.00
08/07/2024	AG Woodcare Products	Danish Oil	£ 72.71	£ 14.55	£ 87.26
11/07/2024	Water Irrigation	Hose and cart	£ 228.26	£ 45.66	£ 273.92
22/07/2024	Cllr Knapman	Cleaning products for the pavilion	£ 38.87	£ 1.00	£ 38.87
24/07/2024	ID Mobile	Mobile phone bill for July	£ 5.00	£ 1.00	£ 6.00
27/07/2024	Maldon District Council	TRUCAM April to June	£ 254.82	£ 50.96	£ 305.78
28/07/2024	Mrs Lynda Townend	July wages	£ 247.60	£ -	£ 247.60
28/07/2024	Mrs Lynda Townend	July expenses	£ 100.00	£ -	£ 100.00
28/07/2024	HMRC	July payment	£ 62.00	£ -	£ 62.00
29/07/2024	Cllr Knapman	Expenses	£ 9.00	£ -	£ 9.00
30/07/2024	Ecowatt	Solar PV installation	£ 2,853.96	£ 570.79	£ 3,424.75
04/08/2024	PFK Littlejohn	External audit	£ 420.00	£ 84.00	£ 504.00
06/08/2024	EALC	Website accessibility training	£ 50.00	£ 10.00	£ 60.00
13/08/2024	DW Maintenance	July grounds work	£ 370.00	£ -	£ 370.00
24/08/2024	ID Mobile	Mobile phone bill for August	£ 5.00	£ 1.00	£ 6.00
28/08/2024	Mrs Lynda Townend	August wages	£ 247.60	£ -	£ 247.60
28/08/2024	HMRC	August payment	£ 62.00	£ -	£ 62.00
02/09/2024	Cornwell Builders	First payment for phase 2 pavilion costs	£ 20,000.00	£ 4,000.00	£ 24,000.00

TOTAL:

£30,184.36

Signed: _____

Date: _____