

## DEBDEN PARISH COUNCIL

### Draft MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY, 29<sup>th</sup> March 2023 AT 8PM IN DEBDEN VILLAGE HALL

Present: Cllr S Watson, Chairman (SW)  
Cllr A Gardner (AG)  
Cllr & District Cllr S Luck (SL)  
Cllr C Bunting (CB)  
Cllr C Diggins (CD)  
Cllr B Lindsell (BL)

In Attendance: Mr A Hogbin (Clerk)  
33 members of the public  
The meeting was recorded.

#### **23/818**

##### **Apologies for absence**

Received and accepted from Cllr O'Brien and County Cllr Foley.

**Proposed SL; seconded AG. All agreed.**

#### **23/819**

##### **Disclosure of Interests**

Cllr Watson is a resident of Deynes Road so declared an interest on planning. Cllr Luck and Cllr Bunting both own properties impacted by the Deynes Road Development. Cllr Bunting also had an item on the payment schedule to be reimbursed. Cllr Lindsell has relatives who own land adjacent to a by-way.

**Proposed CD; seconded AG. All agreed.**

#### **23/820**

##### **Public Participation Session**

- A resident asked about the proposed Deynes Road development. This would affect prime agricultural land and it was deemed inappropriate to build nine bungalows, although it was generally recognized that new housing was required. Access would also be a major problem. Additionally, there was concern about the future status of the remainder of the land. Objections would be lodged with UDC and DC Cllr SL was asked to 'Call' this matter in. It was asked if the PC can hold a public consultation and it was suggested that there should be a Neighbourhood Plan to support the community.
- A resident raised issues regarding the UDC code of conduct investigation and the external auditor report. Cllr Watson stated that the full report would be published in due course.

- A resident had concerns about a proposed development on Church Lane (see Planning).
- Would the pc discuss that there is no reference to a section of land used as a community facility protected by a covenant, for the Deynes Road development. As yet, the pc has no further information on this.
- A resident asked when did the pc receive the External Auditors report. The complete report had been received earlier that day.
- A resident raised a query about a post placed by a resident on a public village facebook page.
- A resident asked about pond repairs and newts. It was stated that any wildlife found during renovation was returned. AG would check to see if any repairs were needed.

### **23/821**

#### **Approval of the Minutes**

The minutes of the meeting held on 22<sup>nd</sup> February 2023 were approved unanimously and signed by the Chairman.

**Proposed CB; Seconded BL. All agreed.**

### **23/822**

#### **Planning**

Cllr O'Brien's Report had been circulated in advance and is attached to the minutes. In her absence, the Chairman detailed the salient points.

Concerns about the proposed **Deynes Road** development were reiterated and AG chaired this item (see 23/819). Potential light pollution was also highlighted.

The council noted and agreed for comments to be made on the following:

- UTT/23/0479/OP - South Of Church Lane Debden
- UTT/23/0637/FUL - South West Of Hill House Church Lane Debden
- UTT/23/0707/FUL - Land South Of Deynes Road Debden Essex
- UTT/23/0729/FUL - Wigmores Farm Debden Green CB11 3LX

(See planning report for comments)

AG and SL had attended a parish planning meeting the day before and the importance of training for councillors had been highlighted. The report was noted.

### **23/823**

#### **Highways**

A brief report from BL, previously circulated, was presented and noted. It is attached to the minutes.

**23/824****District and County Councillor Reports**

Cllr and District Cllr Luck went through his report which is attached to the minutes. In particular he emphasized problems with housing. The report was noted. Cllr Foley was unable to attend.

**23/825****Clerk's Report**

Previously circulated and noted. A copy is attached to the minutes. It was discussed that SLCC membership was to be applied for and payment to be approved at next meeting.

**23/826****Clerk's Timesheet**

The clerk's timesheet was noted and approved.  
**Proposed CD; seconded AG. All agreed.**

**23/827****Allotments**

The recent survey had revealed discrepancies. The Parish Council would write to current holders after the election.

**23/828****Payments**

The payments schedule was approved. Invoices should be paid by 31 March.  
**Proposed AG; seconded BL. All agreed.**

**23/829****Coronation Celebrations**

AG gave an update. A band and vintage vehicles were amongst the highlights. A budget of no more than £750 was agreed.  
**Proposed AG; seconded CD. All agreed.**

**23/830****Spring Litter Pick**

To go ahead from Debden Green from 9.30am on 1 April, weather permitting.

**23/831****Year end audit and accounts**

On schedule. The cash book is up to date.

**23/832****Annual review of policies and procedures**

Existing policies circulated with updates were:

- Complaints Procedure
- Safeguarding

Other policies and statements circulated were:

- Data Protection
- Equality and Diversity
- Freedom Of Information
- Privacy
- Publication Scheme
- Social Media
- Risk Assessment
- Accessibility Statement

All were reviewed and adopted.

It was noted to check Model Financial Regulations were latest issue in preparation for next meeting, and to upload Asset Register reviewed in Jan 2023.

**Proposed AG; seconded CB. All agreed.**

### **23/833**

#### **Next agenda**

- **Coronation celebrations**
- **Accounts**
- **Annual Assembly**

### **23/834**

#### **Date of next meeting**

The next meeting would be held on **Wednesday 26<sup>th</sup> April 2023**, commencing at **8pm in the Village Hall.**

### **23/835**

#### **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Owing to the confidential nature of the following issue, the public was asked to withdraw and did so.

**Proposed SW; seconded AG. All agreed.**

### **23/836**

#### **Personnel Issue**

The Chair of the Personnel Committee confirmed the appointment of the new clerk after the three-month probationary period. CD also provided an update on the ongoing personnel matter.

**Proposed CD; seconded AG. All agreed.**

Signed ... ..  
Chairman 26<sup>th</sup> April 2023

REPORT on PLANNING MATTERS for  
DEBDEN PARISH COUNCIL MEETING 29<sup>th</sup> MARCH 2023  
AGENDA ITEM 23/822

**APPLICATIONS**

**APPLICATION NO: UTT/23/0479/OP** - Outline application with all matters reserved except access for the erection of 1 no. detached dwelling.

**APPLICATION DATE:** Thu 23 Feb 2023

**VALIDATION DATE:** Mon 27 Feb 2023

**LOCATION: Land South Of Church Lane Debden (Adj. Old School House)**

**DECISION LEVEL:** Delegated Decision

**Action:** No pre-application advice was sought. Site area: 165 sq. metres. Existing use of land described as “scrub”.

Housing category: Market Housing

Does anyone wish to comment? Deadline = **28 March 2023**

**Comment:** An extension for the Parish Council to comment was granted so the Parish Council could discuss at the Meeting. The Parish Council decided to comment (neither objecting or supporting the Application) regarding: access/construction difficulties/effect on housing supply/the proposed dwelling being 2-bedroomed, of which there are few in Debden/the site being outside the development limits/ questioned the impact on local historical buildings/ if permission was granted, requesting a restriction on permitted development rights.

**APPLICATION NO: UTT/23/0492/FUL** - Rear single storey extensions: Alternative to existing extant permission UTT/1481/00/FUL

**APPLICATION DATE:** Mon 27 Feb 2023

**VALIDATION DATE:** Mon 27 Feb 2023

**LOCATION: 1 & 2 The Almshouses, High Street Debden Essex CB11 3LJ**

**DECISION LEVEL:** Delegated Decision

**Action:** Does anyone wish to comment? Deadline = **27 March 2023**

**Comment:** The Parish Council lodged no further comment.

**APPLICATION NO: UTT/23/0637/FUL** Proposed erection of 1 no. detached dwelling and double garage.

**APPLICATION DATE:** Fri 10 Mar 2023

**VALIDATION DATE:** Tue 14 Mar 2023

**LOCATION: Land South West Of Hill House Church Lane Debden Essex CB11 3LD**

**DECISION LEVEL:** Delegated Decision

**Action:** Pre-application advice was sought UTT/22/2205/PA, which remains private between UDC and the Applicant. However, this was revealed in the Application Form which states: “We received a letter on 22/09/22 from planning officer Lindsay Trevillian supporting the proposal submitted with some changes advised, all advised changes have been adopted.”

Site area: 1147 sq. metres. Existing use of land described as “redundant and overgrown garden”.  
Housing category: Self Build and Custom Build.

**Action:** Does anyone wish to comment? Deadline = **11 April 2023**

**Comment:** The Parish Council decided to comment (neither objecting or supporting the Application) regarding: access/construction difficulties/loss of mature trees and the impact on wildlife/request for Bat and Eco surveys to be completed/concerns over the project being “self-build2 due to the length of time taken to complete a project tending to be much longer than a standard permission, acknowledging the Planning Authority have a responsibility to grant a certain number of custom/self-build permissions/ the site being outside the development limits/the character and size of the proposed dwelling/questioned the impact on the Church a Grade I local historical building/ impact on watercourse running south-east of and bordering the application site/the proposed dwelling being an “eco” house, which may be seen as a positive

**APPLICATION NO: UTT/23 /0688/DOC** Application to discharge condition 3 (Biodiversity Enhancement Strategy) attached to UTT/22/1094/FUL.

**APPLICATION DATE:** Wed 15 Mar 2023

**VALIDATION DATE:** Wed 15 Mar 2023

**LOCATION: Land South West Of Wieldbarn Farm Debden Green Henham Road Debden Saffron Walden Essex CB11 3LU**

**DECISION LEVEL:** Delegated Decision

**Action:** Does anyone wish to comment? Due to the technical nature of the application, I suggest it is left to the Planning Department’s expertise. Deadline = **07 April 2023**

**Comment:** The Parish Council decided to make no comment.

**APPLICATION NO: UTT/23/0707/FUL** - Erection of 9 bungalows with associated works

**APPLICATION DATE:** Thu 16 Mar 2023

**VALIDATION DATE:** Thu 16 Mar 2023

**LOCATION: South Of Deynes Road Debden Essex**

**DECISION LEVEL:** Delegated Decision

**Action:** Does anyone wish to comment? The PC has already had objections from residents. I have had a notification letter as a resident – so I will have to declare an interest, as may several of us. Deadline = **17 April 2023**

**Comment:** The Parish Council objected on the grounds: the development is in the wrong place for the village, outside the development limits in open countryside/interferes with footpaths, especially the Harcamlow Way/compromised listed buildings/changes the use of agricultural land providing food production/ is used by Debden school children to access Rowney Wood School/Deynes Road is narrow and has no pavements/the proposed “one-way” traffic system is unlikely to be complied with, resulting in potentially dangerous situations and involves considerable hard landscaping/seems to ignore the existing footpath at the proposed entrance to the site/the Parish Council supports the residents’ objections.

**APPLICATION NO: UTT/23/0729/FUL** - Proposed new dwelling (following outline approval UTT/22/0757/OP)

**APPLICATION DATE:** Fri 17 Mar 2023

**VALIDATION DATE:** Thu 23 Mar 2023

**LOCATION:** (Plot 2) Wigmores Farm Debden Green CB11 3LX

**DECISION LEVEL:** Delegated Decision

**Action:** Does anyone wish to comment? No pre-application advice was sought. Outline permission for 2 dwellings was renewed in May 2022 (originally granted in March 2019). An application for full planning for 2 dwellings (UTT/21/1048/FUL) was refused and a subsequent Appeal dismissed, the Planning Inspector citing "The design (gabled frontages, dormers, size and overall appearance would introduce an urban element into the rural area, causing harm to its rural character and appearance)". Planning permission for Plot 1, now in separate ownership (UTT/22/2025) was granted subject to conditions in September 2022. Deadline = **21 Apr 2023**

**Comment:** The Parish Council decided to comment (neither objecting or supporting the Application) saying that the proposed dwelling is a much more rural property but is still 4 bedroomed.

**APPLICATION NO:** UTT/23/0752/DOC – Application to discharge condition 3 (Biodiversity method statement) and 4 (Biodiversity enhancement layout) attached to UTT/21/1908/FUL (Erection of Storage Barn).

**APPLICATION DATE:** Tue 21 Mar 2023

**VALIDATION DATE:** Tue 21 Mar 2023

**LOCATION:** Howe Barn Newport Road Debden CB11 3JX

**DECISION LEVEL:** Delegated Decision

**Action:** Does anyone wish to comment? Due to the technical nature of the application, I suggest it is left to the Planning Department's expertise. Deadline = **14 Apr 2023**

**Comment:** The Parish Council decided to make no comment.

### **DECISIONS:**

**APPLICATION NO:** UTT/22/3502/DOC - Application to discharge condition 3 (Biodiversity mitigation method statement), 4 (construction method statement), 5 (Biodiversity Enhancement Layout) and 6 (materials) attached to UTT/22/1643/FUL – 1 new dwelling and garage.

**APPLICATION DATE:** Fri 23 Dec 2022

**VALIDATION DATE:** Wed 28 Dec 2022

**LOCATION:** The Wash 53 - 54 Thaxted Road Debden Saffron Walden Essex CB11 3LS

**DECISION LEVEL:** Delegated Decision

**Action:** Due to the technical nature of the application, it was decided to leave it to the Planning Department's expertise.

**DECISION DATE:** Fri 24 February 2023

**DECISION:** Discharge Conditions in Full

**APPLICATION NO:** UTT/22/3487/FUL – Erection of 1 no. dwelling and garage incorporating a new vehicular access.

**APPLICATION DATE:** Wed 21 Dec 2022

**VALIDATION DATE:** Thu 05 Jan 2023

**LOCATION: Wisteria House Debden Green Henham Road Debden Saffron Walden Essex CB11 3LX**

(vacant land next to The Firs)

**DECISION LEVEL:** Delegated Decision

**Action:** Does anyone wish to comment?

**It was decided that no comment would be submitted to UDC Planning Department.**

**DECISION DATE:** Wed 01 March 2023

**DECISION:** Approve with conditions: to commence within 3 years; any contamination to be reported to UDC; to conform to submitted plans; details of all landscaping to be approved prior to commencement; prior to occupation drive to be constructed (using no unbound material within 6 metres of highway and any gates to be inward opening)) and electric vehicle charging point installed; to follow Accessible Homes and Play-space policy of UDC; Permitted Development Rights restricted re future development to prevent overdevelopment and preserve the character and appearance of the area.

**APPLICATION NO: UTT/22/3421/HHF** – Single storey extensions to front, side and rear

**APPLICATION DATE:** Thurs 15 Dec 2022

**VALIDATION DATE:** Thurs 15 Dec 2022

**LOCATION: Merlewood, Henham Road Debden Essex CB11 3LX**

**DECISION LEVEL:** Delegated Decision

**Action:** Does anyone wish to comment?

**It was decided that no comment would be submitted to UDC Planning Department.**

**DECISION DATE:** 7 March 2023

**DECISION:** Approve with conditions: to commence within 3 years; to conform to submitted plans; exterior materials to be as per approved plans or approved in writing by the Local Planning Authority.

**APPLICATION NO: UTT/23/0079/HHF** - Demolish outbuilding and erect a 3 bay, cart-shed style outbuilding with a room in the roof.

**APPLICATION DATE:** Fri 13 Jan 2023

**VALIDATION DATE:** Fri 13 Jan 2023

**LOCATION: Saxbys Farmhouse Purton End Debden Essex CB11 3JT**

**DECISION LEVEL:** Delegated Decision

**Action:** Does anyone wish to comment?

**It was decided that no comment would be submitted to UDC Planning Department.**

**DECISION DATE: Mon 13 March 2023**

**DECISION: Refused:** Although on same footprint it was considered too large and impacted on alisted building. The Officer's Report indicated the Conservation Officer preferred a single storey structure, and stated that the "site already benefits from the development of a two-bay garage, with accommodation space above that was granted permission under UTT/1621/04/FUL in 2004."

**CORRESPONDENCE/INFORMATION:**

1. Site Address: Wisteria House, Debden Green, Henham Road, Debden, Saffron Walden – New dwelling  
New Address: Honeysuckle Cottage Debden Green Saffron Walden CB11 3LX



## **Planning Parish Forum on Tuesday 28<sup>th</sup> March 2023 @ 7pm**

Cllrs. Luck and Gardner attended.

The agenda was as follows:

1. Introductions
2. S62a Processes/Experiences (NIGEL)
3. Uttlesford District Community Involvement Protocol (NIGEL).
4. AOB

### **Cllr Planning Training will be taking place after the elections.**

DC's will be trained end of May and they are looking at including PC's.

#### **This will include:**

- pre-app advice
- Planning enforcement
- Section S62a process
- Might include: Development management with support from the new planning lawyer and local plan.
- 106 agreements

#### **Other points discussed:**

##### **Item 2 s62A (*applications for planning permission made directly to the Secretary of State*)**

- Make it clear that as a parish council you are '**without prejudice**'. Be upfront with the community on this so not accused of predetermination.
- This allows you to gauge what the developer has in mind, whether they will follow protocol, etc.
- A PC cannot decide an outcome so again make this clear to the public.
- Look at CIL (Community Infrastructure Levy) regs and 106 agreements so you know what you can reasonably ask for. Try to get the developer to adhere to protocol as it is in both interests.
- UDC will talk to pcs and the developer to resolve any issues.

Note: UDC currently don't have CIL they are waiting for the new gov Infrastructure Levy to be released, before getting one in place. This affects the Local Plan.

**UDC wants to offer guidance notes for all parishes**, when potentially hit by a S62a.

**Planning officers are in training on Wed 29<sup>th</sup> March to deal with pre-app advice including Plan Performance Agreements.** Developers should not see Public engagement as a box ticking exercise – it has to be a proper discussion- protocol must be followed.

The UDC Planning Committee are meeting next week and after the elections in May 2023.

## Highways report for PC 29/03/23

### Debden Green proposed 30mph limit

I have been informed by ECC Highways that this will not be happening. After initial consultation with Highways a resident's survey was suggested as a first stage. This we carried out and it came back with huge support. Speed surveys were subsequently carried and satisfied ECC enough to move to the validation stage. The validation engineers have reported back with:

- Current speed management strategy states: The County is moving towards a standard speed limit of 30mph in villages. TAL 01/04 Village Speed Limits defines a village as being 20 or more houses and a minimum length of 600 metres. Essex County Council has relaxed these requirements to the following: • 11 or more properties to include houses, shops, a church or school, village hall or public house (traffic generators), etc.; • Minimum length of 350 metres.
- The length of housing is approximately 250m from its junction with Bolford St and beyond that there is a gap before further housing around the bend. The frontages are intermittent throughout, they do not form a consistent stretch of frontage to support a 30mph being installed.

Why this wasn't brought up by Highways in the beginning is beyond me. To say that I am disappointed is an understatement.

### Central Debden

The 20mph where lights flash is fully funded and is still going ahead. Currently with the designers finalising the design work.

### Fox Crossroads

On the 28<sup>th</sup> of February Cllr Luck, Cllr O'Brien and myself held a meeting with the head of ECC LHP, one of the main issues discussed was around the safety at Fox Crossroads. As a result the ECC Engineering Team will attend site to look into the feasibility of a range of possible works. They have been tasked with evaluating a change in priority at the junction making the North, South from Debden to Saffron Walden the priority and having stop lines for the East, West, Newport to Carver Barracks direction. They will also look into the possibility of filter lanes and have been asked to table any other suggestions that they may have. As always, any suggestions from the public are most welcome.

**Clerk's Report**  
**March 2023**

- 1 The Clerk attended a full day new clerks' course on 28 March at Great Dunmow. Some of the topics covered included: legal status, governance, financial regulations, planning, roles within the parish council and committee structures.
- 2 More parishioners have been contacting the Clerk regarding the proposed development at Deynes Road. All have been acknowledged and now that the formal submission has been made, objections should be addressed directly to Uttlesford District Council on their planning portal.
- 3 The Clerk received a further request under the provisions of the Freedom of Information Act. A timely response was sent.
- 4 An election tool kit for the imminent elections has been received.
- 5 Arrangements for the imminent coronation celebrations for HM King Charles III are in hand.

**Debden Parish Council**  
**Payment Schedule for Meeting 29<sup>th</sup> March**

**Direct Debits**

A&J Lighting (March)	23.86
HSA Payroll (Inv 90890)	42.00
N Power (to end Jan)	53.35

Clerk Salary approved February (paid 20 March)	<u>£456.68</u>
	<b>£575.89</b>

**Items to Pay**

Aubergine (new website)	£1,198.80
C Bunting (4 planters)	<u>£180.00</u>
	<b>£1,378.80</b>

**Total Debits** **£1954.69**

**Bank Reconciliation March 29<sup>th</sup> 2023**

<b>Unity Trust Bank balance b/f</b>	<b>12366.77</b>
<b>Less total payments shown</b>	<b><u>1954.69</u></b>
	<b>10412.08</b>

<b>Unity Trust Bank Balance 23/3/23</b>	<b>11790.88</b>
<b>Less Items to Pay total</b>	<b><u>1378.80</u></b>
<b>New balance</b>	<b>10412.08</b>

## **Kings Coronation Plans March 23**

### **May 7<sup>th</sup> Big Lunch Debden Rec:**

- 1<sup>st</sup> Debden Brownies are making cakes – fundraiser.
- FODS - Childrens Activities - Fundraiser.
- Vintage Vehicles Debden RBL.
- Tea and Coronation Cake - to be made by volunteers.
- Village Photo
- Short Reflection and National Anthem with Rev J Saxon

#### **Actioned:**

- DRG agreed to host event
- Posters have been put up in village and on social media/website:
- Free activities provide by Big Lunch pack - DPC have registered the event.
- Bad Weather plan (B) to be in hall - booked
- Party tent supplied by volunteer for shelter for Band

#### **Actions:**

- Planters to be potted up - ask for volunteers
- Bunting up at Village signs and hall - volunteers
- Ask Public to bring own pic-nic and gazebos to set up for shelter
- Risk Assessment to be completed - Insurance notified and licenses checked
- UDC grant to be applied for - up to £700 by April 4<sup>th</sup> Deadline
- Ask school to borrow tables
- TENS to be checked with UDC - notify of licenses and First aider availability.
- Band/Music to confirm availability and cost
- Raffle? To recoup expenses or to donate to charity
- Electric supply - check cable availability to run from hall/pav.
- Village Photo – photographer and ladder
- As yet no notice of official proclamation from palace - R Cawte, Master of Ceremonies
- Hall decorations - lining and volunteers

## King Charles III Coronation 2023 - Big Lunch

### estimate of expenses

	Receipt	Costs
Band- Music (£150-300)		150
UDC TENS Licence	UDC	21
Plates, Cut outs, bunting, props, game	AMAZON	80.31
Banner, Posters	Vistaprint	109.52
Tubs - plants, compost	Homebase/Sutton View	200
Raffle		50
Village hall hire	Debden VHT	50
Sundries - tea, coffee, cake	Tesco	52
Cake top	eat your cake.com	9.5
<b>Total</b>		<b>722.33</b>