



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

**Minutes of the Annual Parish Council meeting
Held on Wednesday, 4th May 2022 at 7.30pm
At the Old School House**

Present Cllrs: Geoff Bagnall, Jim Backus, Tricia Barber, Phill Bodsworth, Sonia Carr, Carol Pratt, Sue Sprules and Linda Steer.

In attendance: Jackie Deane (Locum Clerk) and three members of the public.

Item	Part 1
	<p>Cllr Pratt welcomed members and the public to the meeting and held a minute's silence for former chairman of the Parish Council, Trevor Allen, who recently passed away. Trevor had been a councillor for over 40 years and was a local history recorder for Takeley.</p> <p><u>Note</u> On Cllr Pratt's request, item 9a) Co-option of a councillor was brought forward on the agenda and was resolved before item 1.</p>
1.	<p>Election of the Chairman for the Civic Year 2022/23</p> <p>In her absence, the Locum Clerk read a short statement from Cllr Burnett, in support of her willingness to stand as Chairman.</p> <p>RESOLVED to elect Cllr Burnett as Chairman (nominated by Cllr Barber, seconded by Cllr Bagnall and duly elected).</p> <p><u>Action:</u> On her return from holiday, Cllr Burnett will complete her form of acceptance of office.</p> <p>Cllr Barber thanked outgoing Chairman Cllr Pratt for all her hard work for the parish council over many years and all agreed to record their thanks.</p>
2.	<p>Election of Vice Chairman for the Civic Year 2022/23</p>



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	<p>RESOLVED to elect Cllr Bagnall as Vice Chairman (nominated by Cllr Backus, seconded by Cllr Sprules, and duly elected). Cllr Bagnall signed the declaration of acceptance of office.</p>
3.	<p>Apologies for Absence Apologies for absence were received and accepted from Cllrs Cheetham, Burnett and Roque. Apologies were also received from Cllrs Barker, Isham and Sutton.</p>
4.	<p>Declarations of interests Cllr Pratt declared a non-pecuniary interest in item 7, as a trustee of the Silver Jubilee Hall.</p>
5.	<p>Public Forum Mr Jarrett thanked Cllr Pratt for her work over the years for the benefit of the parish and also thanked all members of the council for their hard work and commitment.</p>
6.	<p>Minutes of the Last Full Council Meeting The Full Council Minutes of the meeting held on 6th April 2022 were approved as a true record of the meeting.</p>
7.	<p>Takeley 10k Donation Request A request was received from the organising committee for a donation of £1,000 for their fundraising event. Mr Newman from the committee gave background information for the request for a donation for the community event, to fund an event with approximately 500 runners. Money raised goes to the Silver Jubilee Hall refurbishment and toilets for the social club, where part of this area is rented from the hall. The scouts are given a donation for their help and the cricket club manage the car parking.</p> <p>RESOLVED to make a donation of £1,000 to the organising committee of the Takeley 10k run, for the Silver Jubilee Hall</p>



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	<p>fund, to be made from the council's allocated budget for s137 community payments. (Proposed by Cllr Bagnall and seconded by Cllr Bodsworth).</p>
8.	<p>Ward Councillor/County Councillor Reports</p> <p>Cllr Bagnall reported that the interim director of planning was continuing her work to restructure the planning department and the new director of planning will start in June. He explained that an initial 11-month term was established for the special measures designation and there would be a notification in due course from the government with any update on the designation.</p>



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9.	<p>Councillor Vacancies</p> <p><i>Note: item 9a was heard ahead of the election of the Chairman on the request of Cllr Pratt.</i></p> <p>a) The Council considered an applicant for co-option, to fill the vacancy following the resignation of Trevor Allen. This item was heard at the start of the meeting, on the request of Cllr Pratt. There was one applicant for the casual vacancy.</p> <p>RESOLVED to co-opt Lucy Johnson (proposed by Cllr Sprules and seconded by Cllr Backus).</p> <p>b) Notification of a vacancy following the passing of Richard Cheetham was received from UDC and was posted on the notice boards and parish council website, as required.</p> <p>Actions: If co-option is permitted, an advert will be placed on the Parish Council website, Facebook and locally within the parish, using the wording recently agreed. Members would like to consider any applicants for co-option at the August meeting.</p>
10.	<p>Clerk's Report</p> <p>a) Noted - appointment of a temporary administrator on 9th February 2022 for 15 hours per week at SPC 10. The staffing committee will review requirements and advertise for a permanent role to start in July 2022.</p> <p>b) Noted - appointment of a new caretaker on 26th April 2022 for 7 hours per week.</p> <p>c) The Parish Clerk vacancy advertisement closing date was 22nd April. One application was received. Details were to be discussed in part 2 of the meeting, however the staffing committee has withdrawn the item.</p> <p>d) Arrangements for the Annual Parish Assembly 18th May 2022 at 7.30pm in the Old School House were noted.</p> <p>e) A grant of £1,500 has been received from UDC for youth services.</p>



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	<p>f) A grant of £6,000 has been received for Sports Field shelter installation and Jubilee events.</p> <p>g) The Public Works Loan Board repayment on 20th May will be £22,009.21 in respect of the loan to refurbish the Old School House.</p> <p>h) A grant from UDC for Jubilee £1,000 has been approved.</p>
11.	<p>Building and grounds maintenance</p> <p>a) An emergency repair of the outbuilding roof was carried out. RESOLVED: The contractor payment to Paul Burnett to the sum of £130 for repairs was ratified.</p> <p>b) A quote has been received from the original installer for the annual service of roller shutters, which is due in June. RESOLVED: Payment of the annual service was approved to the sum of £235, subject to confirmation that it is in line with the contracts schedule.</p> <p>c) It was noted that the litter bin lid for bin 25 at Priors Green is missing. Action: The Clerk was asked to check if a replacement is readily available, to avoid rubbish blowing out of the bin.</p> <p>d) The Clerk requested guidance from members on the type of bins required to replace two oil drums on the Recreation Ground. Action: – It was delegated to Cllr Roque to narrow the choice of bins and prices to be considered at the next meeting. Action: Reminder to send UDC the bin list for review and make a new request a garden wasted bin for the Old School House.</p>



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	<p>e) Cllr Sprules circulated information on email regarding planters for either side of the entrance to the Old School House, for two commemorative trees.</p> <p>RESOLVED to purchase 2 x pairs of planters at approximately £165.30 each pair and 2 x weeping cherry trees up to the sum of £200. The total cost agreed would be up to £600 total, with funds from an allocated budget for planters and plants. (Proposed by Cllr Backus and seconded by Cllr Pratt, all agreed.)</p>
12.	<p>EALC and NALC Subscription Renewals</p> <p>Cllr Pratt requested consideration of alternatives when reviewing renewal information however no viable alternatives were presented at the meeting for comparison.</p> <p>RESOLVED to renew subscriptions: EALC Affiliation Fee 2022/2023 to the sum of £554.11 and NALC Affiliation Fee 2022/2023 to the sum of £276.83 (Proposed by Cllr Steer and seconded by Cllr Barber)</p> <p>Action: To review the support and services of EALC and if there are concerns, the matter should be reviewed in six months.</p>
13.	<p>Finance Committee Report and Recommendations (Appendices 1, 2 & 3)</p> <p>a) The end of year reports, minutes of the committee meeting held on 12th April and the updated asset register were noted.</p> <p>b) RESOLVED to appoint Mike Letch as internal auditor (proposed by Cllr Bagnall, seconded by Cllr Sprules, all agreed).</p> <p>c) Arrangements for part two of the end of year review were agreed to take place on Tuesday 24th May and the internal audit was scheduled for 10th May.</p> <p>d) The monthly receipts and payments were noted.</p>



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14.	<p>Planning Committee Report and Recommendations</p> <p>a) The Planning Committee meeting notes in lieu of minutes from 13th April 2022 were noted.</p> <p>b) The date of the next planning committee meeting was agreed to take place on Wednesday, 18th May at 10am, delayed for a week as committee members were required to speak on planning applications being considered by UDC Planning Committee.</p>
15.	<p>Neighbourhood Plan Update – Appendix 4</p> <p>The Clerk’s report on major planning was discussed, which included updates on the following:</p> <p>a) Housing Needs Survey report b) Draft resident questionnaire c) Presentation for Annual Parish Assembly d) Heritage and Landscape assessments</p>
16.	<p>Annual Review of Committee Membership and Responsibilities</p> <p><u>Representatives were agreed as follows:</u></p> <ol style="list-style-type: none">1. Playground equipment weekly safety inspections – Cllr Roque2. Footpaths and PRoWs, Flich Way and trees – Cllr Backus3. Emergency planning – Cllr Burnett4. Sports projects and liaison – Cllrs Bodsworth and Roque <p><u>Committee membership:</u></p> <p><u>Planning</u> Cllrs Pratt, Cheetham, Barber, Carr and Burnett.</p> <p>Note: The Planning Committee has a vacancy and Cllr Johnson would be willing to join if the meetings, if members agreed to reschedule to a to a mutually convenient evening. The meetings are currently held on the second Wednesday of the month at 10am.</p>



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	<p><u>Finance</u> Cllrs Pratt, Bagnall, Backus, Sprules, Bodsworth and Burnett.</p> <p><u>Staffing</u> Subject to a review of the Terms of Reference and committee structure at the next meeting, Cllrs Pratt, Barber, Sprules, Backus, Carr, Cheetham and Bodsworth were all happy to continue. Cllrs Cheetham and Bodsworth were also on the appeals/grievance sub-committee and Cllr Johnson would be willing to join if there is a vacancy, subject to her evening availability.</p> <p><u>Action:</u> – The Locum Clerk was asked to take advice and to prepare new Terms of Reference for the staffing committee, including clarification of a query on the membership of the committee and of an appeals sub-committee. This might require an extraordinary meeting to re-constitute the committee.</p>
17.	<p>Major Planning Update – Appendix 4 The Clerk’s report on major planning was discussed, which included updates on the following:</p> <ul style="list-style-type: none">a) Warish Hall Appealb) Planning applications from Endurance Estatesc) Local Plan - infrastructure requirements and arrangements for the Regulation 18 Consultation
18.	<p>Correspondence</p> <ul style="list-style-type: none">a) Letter from EALC supporting their request for subscription renewal.b) Update from UDC on the New Local Plan timetable.
19.	<p>Items to Note and for Future Meetings Working group report on sports requirements at a future meeting.</p>



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	Chairman to ensure that standing orders are followed for extending meetings over 2 hours in duration.
20.	Date of the Next Meetings The Annual Parish Assembly will be held on 18 th May at 7.30pm in the Old School Community Centre. The next Full Council meeting is due to take place on Wednesday, 1 st June 2022 at 7.30pm.

Being no further business, the meeting closed at 10.09pm.

Signed by the Chairman

Date

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ACTUALS V BUDGETS 2021-22 & 22-23 BUDGETS

INCOME	Actual 2020/21 £	Orig. Budgets 2022/23 £	Revised Budgets 2022/23 £	Budget 2021/22 £	YTD 2021/22 £	BAL £	Comments
Precept	154533	160495	160495	154534	154534	0	
Grants					7000	-7000	UDC Grant for Sports Field Shelter
Hires	1043	1500	3000		2381	-2381	
VAT	19702	7500	10200		7498	-7498	Vat Reclaim
TOTAL INCOME	175277	169495	173695	154534	171413	-16879	

ADMIN & SALARY COSTS

Gross Salaries (4 employees)	28520	39000	35600	36883	12097	24786	22/23 = 3or4 employees
NI (employer contributions)	8166	2500	2300	2380	2398	-18	
NEST Pensions (employer contributions)	8516	1000	600	783	212	571	NEST Employer Contributions 3%
Locum Clerk	297	0	6500		12256	-12256	22/23 budget = 13wks @ 25hrs/wk
Councillor expenses & mileage	0	250	250	250	0	250	
Subscriptions	414	2000	2000	2000	1024	976	
Office Expenses/Stationery	631	1000	1500	1000	1402	-402	Overspend Q4 = printer ink E448 & RTEC IT support & License £132
Website	920	500	420	300	420	-120	
Internal/External Audit	1450	1600	800	1600	550	1050	
Insurance	2586	2500	3000	2000	2845	-845	
Professional Advice General & Staffing	5551	2000	2000	12875	2407	10468	
Prof Advice - Planning/Neighbourhood Plan		10000	51000		2820	-2820	Rule 6 Appeal Budget = £50000 (£2500 spend in 21/22)
Equipment/ICT	0	400	400	1000	1000	0	New Laptop Oct 2021
XLN Broadband & Phone	673	750	750	500	708	-208	
Election Expenses	0	1250	1250	0	3641	-3641	
Training	800	1000	1000	1000	330	670	
Bank Fees	161	200	200	200	112	88	
Total	58686	65950	109570	62771	44222	18549	

COMMUNITY CENTRE

Utilities - Community Centre	3691	5000	8000	3000	10593	-7593	
Washroom Services - Community Centre	422	800	800	1000	332	668	
Rates	-1043	3800	0	2500	0	2500	22/23 = zero rates
Cleaning supplies & window cleaning	897	1500	1000	1500	801	699	
Maintenance costs	23132	3500	1500	6200	4872	1328	
Total	27099	14600	11300	14200	16598	-2398	

PARISH SERVICES

Grass Cutting	9470	12500	10000	12000	8920	3080	
Sportsfield & Rec. Grd Equip Maintenance	1249	1500	1500	1000	14446	-13446	Sportsfield shelter March 2022 £9990 - see £7k Grant Apr 21.
Village Maintenance (incl bus shelters)	1800	2000	2000	2000	1065	935	Applied for grant for balance of cost & Morrells Green £3740 S106 funds
Planter - plants	561	1500	1500	1500	666	834	
Litter & Dog Bin Collections	3104	4000	4000	3000	3590	-590	
Sportsfield Electricity	140	200	200	200	142	58	
Sportsfield Water	61	200	700	500	0	500	
Street Lighting	112	250	250	250	1824	-1574	Q4 New LED lamps
Defibs - expenses from ringfenced reserve	256	0	0	300	0	300	
Total	16753	22150	20150	20750	30653	-9903	

LOANS - PWLB

Sportsfield	1439	1439	1439	1439	1390	49	
Community Centre Purchase	11337	11337	11337	11337	11338	-1	
Community Centre Refurb	44018	44018	44018	44018	44018	0	
Silver Jubilee Hall	11238	11238	11238	11238	11238	0	
Total	68033	68033	68032	68033	67984	49	

S137	1738	2500	2500		1752	-1752	
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VAT	7548	7500	10279		10387	-10387	
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Less SJH Loan reimbursed	-11238	-11238	-11238	-11238	-11238	0	
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TOTAL COSTS	168619	169495	210593	154516	160358	-5842	
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Morrells Green S106 monies			14471				
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Queen's Jubilee Celebration Grant							
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Defib Reserves			4590				
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Old School Reserves			34130				
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RESERVES	
Cash in bank 31/3/22	124910
Old School Reserve	34130
Defib Reserve	4590
Morrells Green S106	14471
	71719
22/23 Receipts	173695
22/23 Expenditure	210593
BALANCE	34821

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ASSET REGISTER 2021/2022

ASSET	INS	INSURANCE VALUE (£)	LOCATION	INSTALLATION / PURCHASE DATE
STREET FURNITURE				
▪ 6 x Park Seats	x		2 x Bus Shelters 1 x Corner of Roseacres 3 x Recreation Ground	
▪ Bench	x		Morrells Green	Morrells Green - Jan 2014 £300
▪ 5 x Bus Shelters	x		2 x Four Ashes 3 x Parsonage Rd	
Insurance excess frequently exceeds purchase cost hence not all insured) Dog bins (10) Litter bins (19)	x			New bins purchased in 2013 Insurance valuation remained static as listed under location.
▪ Notice Boards x 2	x		Four Ashes Old School CC	Repair of cork backing Feb 2019 New Mar 2021 - £1356
▪ Village Sign	x		Four Ashes Village Green	
▪ Sports Field & Recreation Ground ownership signs	x		2 x Rec. Ground 1x Sports Field	New March 2011 Replaced Feb 2016
▪ 8 x Village Planters	x		2 x Takeley Street 2 x Four Ashes 4 x Old School	£500 Old School Planter 2021
TOTAL STREET FURNITURE		31212		
GATES & FENCES				
▪ Various	x	7364		
▪ Fencing & gates	x	5567		Morrells Green - Jan 2014
▪ Multi Use Games Area	x	44578	Sports Field	
WAR MEMORIAL				
▪ War Memorial	x	9555	Silver Jubilee Hall	
PLAYGROUND EQUIPMENT				
▪ Various Play Equipment & fencing	x		Recreation Ground	NEW EQUIP 2013 Spiro = £5836 Swings = £2750 Springers = £1100
▪ 2 x Springers ▪ Multi Play System	x		Morrells Green	Green space added Jan 2014 MPS added July 2016
▪ Youth Shelter	x		Sports Field	
▪ Frame Seat	x		Sports Field	
▪ Table Top Skateboard Equipment	x		Sports Field	
▪ Spine Skateboard Equipment	x		Sports Field	
▪ Grind Rail Skateboard Equipment	x		Sports Field	
▪ Skate Park Equipment	x			
▪ Ground Surfaces	x			
TOTAL PLAY EQUIPMENT		79438		
▪ Portacabin x 2	x	11669	Sports Field	Added additional portacabin to ins 2012/13

OFFICE EQUIPMENT				
<ul style="list-style-type: none"> ▪ Laptop PC ▪ Laptop PC ▪ projector for plans/presentation 			Clerk Asst Clerk	Oct 2021 - £1k Feb 2019 - £400 Feb 2019 - £500
<ul style="list-style-type: none"> ▪ Portable Light Reader 				New 2016 - £825
<ul style="list-style-type: none"> ▪ Old School equipment 				Office & Community cafe
GRIT BINS				
<ul style="list-style-type: none"> ▪ Roding Drive 				2012/13 - £225
<ul style="list-style-type: none"> ▪ Four Ashes 				2012/13 - £158
<ul style="list-style-type: none"> ▪ Defibrillators x 2 	x	5000		Priors Green Hall & Silver Jubilee hall 2017
<ul style="list-style-type: none"> ▪ Old School Community Building 	x	824000		Opened Jan 2020
SUBTOTAL VALUE		1018383		

CUSTODIAN TRUSTEE				
Priors Green Community Hall Rented for £1.00 per year to Priors Green Hall Committee	x	NIL	Priors Green Hall Committee (Insurance held separately to the Parish Council)	December 2013 Insurance/rateable value £885942 <i>As per Governance & Accountability for Local Councils Practitioners Guide 2014 1.49</i>

Advisory notes:

Audited April 2022

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APRIL 2022 FINANCE REPORT

Business Current Account								
Date	Payee	Detail	Gross £	RECEIPTS £	EXPENSES (net) £	VAT £	R	Budget Ref
BFWD			86190.45					
01/04/2022	S/O to: Activ Web Design	TPC website	-42.00		35.00	7.00		
04/04/2022	EFT - Enjoying Fitness Together	Hall Hire inv 2219	60.00	60.00				
07/04/2022	UTTLESFORD DIS A/C	Grant for Youth Project	1500.00	1500.00				
08/04/2022	B/P to: Sterling Washroom	INVOICE 18333 Old School	-103.68		86.40	17.28		
08/04/2022	B/P to: Hertfordshire Asso	inv 2223/131 Ad. for Clerk vacancy	-25.00		25.00			
08/04/2022	B/P to: CERDA Planning Ltd	INVOICE 9947 Warish Hall Appeal	-5468.94		4557.45	911.49		
08/04/2022	B/P to: RTTEC Limited	INV NO 8691 Microsoft License & migrating & syncing data x	-370.00		308.33	61.67		
08/04/2022	B/P to: MKA Ecology Ltd	2112004 Neighbourhood Plan	-2820.00		2350.00	470.00		
11/04/2022	THURSTON LJ	L.T HALL HIRE inv 2221	54.00	54.00				
11/04/2022	Direct Debit (XLN TELECOM)	4739360 19594621 Broadband & phone	-72.53		60.44	12.09		
12/04/2022	B/P to: J M Deane	EXPENSES 5 APRIL - Stationery	-21.80		21.80			
12/04/2022	B/P to: Just us Digital	INVOICE 22/9493- NHPlan	-67.20		67.20			
14/04/2022	Transaction: Credit	87 Hall Hire - inv 2216 £55, 2217 £60, 2218 £22.50	142.50	137.50				
		NHP Booklet		5.00				
14/04/2022	UTTLESFORD DIS A/C	Ward Cllrs Grant as per request 13/4/22	6000.00	6000.00				84955.30
19/04/2022	B/P to: Window Wash	Window Cleaning Old School	-260.00		260.00			
20/04/2022	Direct Debit (E.ON NEXT)	A-EC1C9BFC-001 Sports Field electricity	-14.53		14.53			
21/04/2022	UTTDC GEN	PRECEPT (1 of 2)	80247.50	80247.50				
21/04/2022	ESSEX PARTNERSHIP		30.00	30.00				164958.27
27/04/2022	21CC Group Ltd	Jubilee Beacon	-588.00		490.00	98.00		
27/04/2022	Landmark BACs Account	2nd payment - Warish Hall Appeal	-4200.00		3500.00	700.00		
27/04/2022	TBS Hygiene	April dog & litter bin collections	-372.00		310.00	62.00		
27/04/2022	Employee 4	April pay	-676.80		676.80			
27/04/2022	Locum Clerk	Expenses: Jubilee Medals £84.24 (ex vat) & £70 Careta	-171.09		154.24	16.85		
27/04/2022	Locum Clerk	April Clerk hours £2600 Planning Appeal hrs £1650	-4250.00		4250.00			
27/04/2022	Locum Clerk	Neighbourhood Plan Support Service	-390.00		390.00			
29/04/2022	SSE Electric	Old School electricity Feb & March 2022	-424.11		403.92	20.19		
TOTAL			153886.77	88034.00	17961.11	2376.57		
<i>Grants Receipts & Expenditure highlighted</i>								
	B/Fwd		86190.45					
	Receipts		88034.00					
	Expenses		17961.11					
	VAT		2376.57					
			153886.77					
	Current Acct Bank Statement		153886.77					
	Defib Account		4590.21					
	School House Account		34129.61					
	Total Cash held		192606.59					

MEETING	FULL COUNCIL MEETING 4 TH MAY 2022	APPENDIX 4
SUBJECT	CLERK'S REPORT ON THE NEIGHBOURHOOD PLAN, MAJOR PLANNING APPLICATIONS AND THE UDC LOCAL PLAN	AGENDA ITEMS 15 & 17
AUTHOR	JACKIE DEANE (LOCUM CLERK)	

1) Neighbourhood Plan Update – Agenda item 15

a) Housing Needs Survey

The full draft report has been circulated separately. The key findings and recommendations which are on pages 9, 10 and 28 of the report:

- The response rate was 15% which is below the county average of 25%. There were 320 responses. RCCE used 2068 as the total number of surveys delivered. We delivered 1977 which is a 16% response. The steering group will ask RCCE to use our distribution total for their analysis.
- Of the 320 responses 66% were in support for a small development, (4-8 homes) which would be primarily affordable homes for local people.
- Around one third of the responses were supportive of further development of houses for sale on the open market.
- The scale of any future development should have regard to the local infrastructure and local amenities and not be unsympathetic to the surroundings.
- There was concern about the loss of green space.
- Based on the analysis of the data RCCE suggest an **affordable rented recommendation of up to 10 units of mixed size**. Page 28 provides more detail about this including **special housing need** for a physically adapted home.
- RCCE recommend that TPC raise awareness of the need to be on the UDC Housing Register, so residents' needs are considered for affordable housing schemes in the future.
- Community-led housing/community-led development might be worth investigating.

b) Draft Resident Questionnaire

The draft questionnaire has been circulated to all councillors and steering group members for comments. This questionnaire is a key component of the neighbourhood plan and will be distributed to all residents. Combined with the data gathered from the RCCE Housing Needs

Survey, it will provide a further layer of evidence that can be incorporated into the Neighbourhood Plan.

c) Presentation for Annual Parish Assembly

A steering group member will give a 5-minute update which highlights why a Neighbourhood Plan is important for Takeley, what has happened to date and how the process for community engagement and consultation will take place over the next six months or so. Every attendee will be asked to write three words to describe Takeley, as one method to inform the vision and values of the Neighbourhood Plan.

d) Heritage and Landscape Assessments

First drafts of the Landscape and Heritage Reports are being studied by the steering groups and feedback will be given to the consultants. These reports will be used to justify proposed new local policy wording

2. Major Planning Applications and the Local Plan – Agenda Item 17

a) Land at Warish Hall Farm [Appeal Details](#)

APPEAL REF: APP/C1570/W/22/3291524 Land at Warish Hall Farm, Smiths Green, Takeley

Revised Timetable 14 April 2022

17 May 2022 - Deadline for submission of:

- Signed Main SofCG (including appended Conditions list) N.B. the final core documents list must be agreed before Main SofCG is submitted
- Topic specific SofCG excepting landscaping

24 May Deadline for submission of:

- all proofs (excepting those for the Character & Appearance RTS)
- Parish Council response to Main SofCG
- Character & Appearance/Landscape SofCG

27 May 2022 Deadline for submission of final positions on RTS versus EIC and X-exam

31 May 2022 Deadline for submission of Character & Appearance/ Landscape POEs

7 June 2022 Deadline for:

- Council to submit a copy of the Inquiry notification letter and list of those notified
- final draft planning obligation

10 June 2022 Deadline for submission of any necessary rebuttal proofs

14 June 2022 Deadline for submission of:

- CIL Compliance Statement (Council)
- Final timings
- Draft agendas for each RTS

21 June 2022 Inquiry opens at 10.00am with pre-agreed list of public speakers

b) Planning Applications from Endurance Estates

- UTT/22/0152/DFO Land West of Parsonage Road detailed application approved on 22nd April 2022 for [110 homes](#)
- UTT/19/0394/OP Land East of Parsonage Road approved on appeal in January 2020 for development of a care home (use class C2) with up to 66 bed spaces APP/C1570/W/19/3234532 [66-bed care home](#)
- UTT/21/2488/OP LAND EAST OF PARSONAGE ROAD planning committee decision pending (committee meeting 11th May 2022) for [88 homes](#)

In liaison with UDC and Endurance Estates, the following financial mitigation has been included in the draft s106 legal agreement should the development go ahead:

Contribution for Outdoor Sport Facility and Community Café Projects in Takeley £250 per unit, total contribution = £22,000.00

Contribution towards a Community Facilities Assessment - total contribution = £7,200.00

- UTT/21/3311/OP LAND WEST OF GARNETTS planning committee decision pending (committee meeting 11th May 2022) for [155 homes](#)
Officer's recommendation is for APPROVAL. In liaison with UDC and Endurance Estates, the following financial mitigation has been included in extracts of the draft s106 legal agreement should the development go ahead:

Retained the provision of 3.79 ha of Agricultural Land: the continued management and maintenance of the land to be retained in its current agricultural use – to protect the isolated nature of the church.

Contribution for Outdoor Sport Facility and Community Café Projects in Takeley £250 per unit, total contribution = £38,750.00

Contribution towards a Community Facilities Assessment total contribution = £12,800.00.

c) Local Plan revised timetable and Regulation 18 consultation

Key dates

The amended governance dates for the run-up to the Regulation 18 public consultation have been set.

Local Plan Leadership Group

- [Thursday 12 May](#) - to consider the policy chapters
- [Wednesday 18 May](#) - to consider the strategy chapters

All members

- Thursday 12 May - all-member briefing, to consider the draft Local Plan (this meeting will be held ahead of Local Plan Leadership Group)

Cabinet

- [Tuesday 7 June](#) - to recommend the Regulation 18 Local Plan for consultation

Full Council

- [Wednesday 15 June](#) - to approve the draft local plan for consultation

Consultation

Consultation on the Regulation 18 Local Plan will be subject to approval by Full Council

- Monday 20 June to Friday 29 July

Approval

We aim to have a local plan in place by summer 2024.