

WEST HORNDON PARISH COUNCIL

Clerk: - Kim Harding – 27 Cadogan Avenue, West Horndon, Brentwood CM13 3TU

Tel: 07756 962034 E-mail: whpc.pariahclerk@gmail.com
www.westhorndonparishcouncil.org.uk

MINUTES OF THE MEETING OF WEST HORNDON PARISH COUNCIL HELD ON THURSDAY 26th SEPTEMBER 2024, AT 7.30 PM AT ST FRANCIS CHURCH. THORNDON AVENUE, WEST HORNDON, BRENTWOOD.

In the chair: Councillor Foan

Present: Councillors Hannah, Houghton, Keefe, Lister and Marchant

Also attending: Cllr McKinlay (ECC), Cllr Marsh (BBC), Cllr Murphy (BBC) and eight members of the public

Clerk: Mr K Harding

The Chair announced with great sadness that since the last Parish Council meeting Cllr Rani Moorcroft had passed away. Thanks were given to Cllr Moorcroft for all her efforts in supporting the work of the Parish Council and for her dedication and enthusiasm in assisting the local community. She will be missed.

PUBLIC FORUM

It was reported that the tree in the centre of five oak trees in the Memorial Gardens part of West Horndon Park had died and should be removed. The Clerk noted that a Tree Condition Survey was shortly to be undertaken and the dead tree should be noted within the resultant report. This would be checked. The dead tree could then be removed as part of the maintenance works identified through the Tree Condition Survey.

The drainage ditches within the Park were in a very poor condition and needed to receive attention. A quotation for a deep scour of the ditches had previously been requested of the Park maintenance company. This had not been received. The Clerk would 'chase up' the company to provide an estimate for this work.

{Action – Clerk}

It had been observed that a number of the fruit trees recently planted in the Park were not looking very healthy. This was not a surprise to the Parish Council as the soil in the Memorial Garden was not regarded as suitable for a number of the fruit trees that had been planted there. This was known at the time of planting but when enquiries were made of BBC the advice received was that no special treatment for the trees was required. The situation would be monitored.

The brambles and hedging at the eastern end of the Park were very overgrown and were encroaching onto residents' gardens. The Clerk would write to the Park maintenance company asking for this matter to receive attention.

{Action – Clerk}

It was noted that the public alleyway between Station Road and Dunmow Gardens was very overgrown and needed to be cleared. Requests had been made to BBC to carry out this work as a matter of urgency but the footpath still remained untouched. The Clerk would write to BBC on this matter. Cllr Murphy (BBC) also agreed to provide assistance in ensuring the works received priority. The Clerk also undertook to write to Cllr Murphy (BBC) clarifying which alleyways leading from Station Road were private and which were public.

{Action – Clerk & Cllr Murphy (BBC)}

24/117 APOLOGIES FOR ABSENCE AND DECLARATION/NATURE OF INTERESTS

Apologies for absence had been received from Cllrs Baldock (BBC) & Petty. Cllr Baldock (BBC) was unable to attend due to a business meeting and Cllr Petty was not present due to work commitments.

No declaration of interests had been received.

24/118 MINUTES OF ANNUAL PARISH MEETING HELD ON 25th JULY 2024

This matter was postponed to the next Parish Council meeting.

24/119 COMMUNITY ISSUES – Cllr Houghton

Cllr Houghton advised that she had spoken with Cadent staff regarding the works being carried out within the Village and these would shortly be completed. She had posted regular updates on the Community Facebook site. It was understood that the various markings used on the footpaths to indicate pipe and cable locations would fade away relatively quickly. It was also expected that once the works were completed any waiting restrictions temporarily removed due to resurfacing of the roadway would be reinstated.

As a result of the Cadent works the fish and chip van which visited West Horndon each Friday could not illegally park outside Morrisons store. The driver had now chosen to park legally on street in Chafford Gardens and was no longer causing an obstruction. As far as the Parish Council was aware, the driver of the van still did not possess an on street trading licence.

24/120 CCTV CAMERAS – Cllr Keefe

Cllr Keefe noted that it was unlikely that any criminal acts and/or anti-social behaviour would be observed at the time it was actually taking place. Thereby, the staff within the BBC Control Room would not be in a position to utilise the remote controlled cameras suggested for installation at the Village Hall, Cllr Keefe put

forward the view that the security needs of the local community would be better served by having at least four fixed cameras put in place. This would provide a wider area of coverage when subsequently viewing recorded images and therefore increase the chances of offenders being identified. It was agreed that Cllr Keefe would liaise with Ricci Fothergill of RMC on this matter.

{Action – Cllr Keefe}

Enquiries of the specialist electrical shop in Chafford Gardens had not resulted in any further estimates for the replacement of the CCTV Systems at the Village Hall being received.

24/121

PARK UPDATE – Clerk

It was understood that Cllr Petty would shortly be in a position to verify the most appropriate companies to use for each of the identified maintenance/repair tasks in the RoSPA inspection of equipment within West Horndon Park. It was understood that these tasks would be grouped with a small number of companies with the possibility of a single company being used. The Clerk would write to Cllr Petty requesting he provide a summary of the present position for other Councillors.

{Action – Clerk}

It was believed that the documentation clarifying the Parish Council's responsibilities in respect of West Horndon Park could be disputed if legally challenged. Therefore, this would need to be examined and was likely to need to be redrafted. Given the cost associated with the running of West Horndon Park, Cllr Houghton put forward the view that it may prove prudent to examine the possibility of BBC taking back control of the maintenance role. It was agreed that the Clerk would prepare a summary of the present position such that Parish Councillors could discuss this matter in greater depth outside of a Parish Council meeting

{Action - Clerk}

24/122

PARISH NEWSLETTER – Cllr Houghton

Cllr Houghton advised that the latest edition of the Parish Newsletter had just been published and was in the process of being distributed. It was agreed that every effort would be made to ensure delivery of the Newsletter took place prior to the coming weekend. This would ensure that knowledge regarding the Remembrance Service for the American Airmen was circulated to all parts of the local community.

Cllr Houghton advised that this was the last Parish Newsletter she would be collating/preparing and another Parish Councillor would need to take on this responsibility. Following discussion, it was agreed that production of a Parish Newsletter should continue. Local residents found it very useful and many members of the community did not use Facebook or regularly view the Parish Noticeboards.

24/123

REMEMBRANCE SERVICE FOR AMERICAN AIRMEN – Cllr Lister

Cllr Lister advised that arrangements for the remembrance service were progressing well with a few final tasks to be undertaken. Two families were attending from RAF Mildenhall along with the various dignitaries and groups previously notified. Cllr Lister along with her husband had cleared a substantial amount of litter from the grass verges in Station Road and they would be attending the Memorial Gardens part of West Horndon Park prior to the Service to check everything was in order. Cllr Lister was thanked by all members of the Parish Council for the considerable effort she had made to ensure the remembrance service was a success. It was noted that the service in 2025 would be held in Bulphan.

24/124

HIGHWAYS UPDATE – Cllr Houghton & Clerk

It was noted that the pavements in certain parts of the Village were in a poor condition. The Clerk had received a complaint regarding the northern footpath between Petresfield Way and Thorndon Avenue and the damaged pavement in Dunmow Gardens, outside houses numbered 6 and 8 continued to await repair. Cllr McKinlay (ECC) reminded those present that problems with the footpaths should continue to be reported on the Essex Highways Website. She confirmed that she had reported the damaged footpath in Dunmow Gardens where tree roots were growing through the pavement in June 2024. As this presented safety concerns she would investigate what the present position was.

It was pleasing to report that the dog bin in Tilbury Road, A128 had now been placed on its own pole and was ready for the collection of waste to recommence by BBC. Cllr McKinlay (ECC) was thanked for her assistance in getting this matter resolved.

It had previously been noted that the white gates at the entrance to West Horndon Village in Station Road required painting and some minor repairs. Cllr McKinlay had advised that she ran a volunteer action team that could undertake the repainting task. She agreed to verify when this would be possible and whether traffic calming/safety steps would need to be put in place while the painting was taking place. She would keep the Parish Council advised on this matter.

{Action – Cllr McKinlay (ECC)}

Study of the damaged 'No Entry' sign outside the shops in Chafford Gardens indicated that it was on the public highway not private land. It was agreed that the Clerk would write to Cllr McKinlay (ECC) and Essex Highways pointing this out and requesting its replacement.

{Action – Clerk}

24/125

PROGRESS REPORT – Clerk

Cllr Marsh (BBC) continued to communicate with Gemma Goodings, BBC Director of Place regarding the lack of enforcement action being taken in respect of works at 7, Dunmow Gardens. In view of the problems also being experienced with the

garages at the rear of the shops in Thorndon Avenue, it was agreed that this planning application would also be used to highlight the need that a tougher stance on planning enforcement needed to be adopted.

Progress against other actions was shown in the distributed report. Many actions had a bearing on items being dealt with on the agenda. Where appropriate any information discovered would be disclosed under the relevant agenda headings.

24/126 FINANCE – Responsible Financial Officer

The payments for September 2024 totalling £2,821.25 including VAT were approved.

[Proposed Cllr Foan, Seconded Cllr Hannah – All in favour]

The budget/spend analysis for 2024/25 to date was noted.

The bank reconciliation as at 29th August 2024 was noted.

24/127 PLANNING UPDATE – Cllr Foan

24/00807/HHA – 8, Chafford Gardens, West Horndon – A hip to gable roof extension and replacement of a side dormer, the addition of single storey front and rear extensions, layout of a new parking area and new vehicular crossover onto Dunmow Gardens, the removal of a chimney, alterations to fenestration and the addition of a rooflight.

The Parish Councillors regarded the proposed works as substantial and in certain instances of a bulky nature. However, it was agreed that no objections would be raised.

[Proposed Cllr Foan, Seconded Cllr Hannah – Five in favour, 1 abstention]

{Action – Clerk}

Despite a number of unsuccessful attempts, efforts continued to be made to arrange a meeting with Emma Goodings, BBC Director of Place to discuss issues related to Dunton Hills Garden Village.

24/128 NEIGHBOURHOOD PLAN/LOCAL DEVELOPMENT PLAN – Cllr Foan

There were no matters to report.

24/129 DELEGATED AUTHORITY – Clerk

The following actions had been undertaken under delegated authority since the Parish Council meeting held on 25th July 2024

Approval of expenditure for August 2024 totalling £2,039.63

Planning Application No. 24/00775/HHA – 7, Cadogan Avenue, West Horndon.

Two hip to gable roof conversions to create accommodation within the roof to include a rear dormer and three rooflights to the front elevation, construction of a single storey rear extension and a single storey front porch extension.

The Parish Councillors noted that the proposals would significantly increase the size of the accommodation but as this was in keeping with neighbouring properties no objections were raised. As the only off street parking was at the front of the property it was noted that parking problems could arise. Comments were forwarded on 27th August 2024.

Planning Application No. 24/00783/TPO – Lombards Chase, West Horndon.

Oak tree to be felled as causing damage to car ports which need to be taken down and rebuilt. TPO 5/1948 refers.

The Parish Councillors objected strongly to the proposed felling of the tree. Judicious trimming and pruning would provide the necessary clearance required for the wooden element of the car ports to be rebuilt. Comments were forwarded on 13th August 2024.

Planning Application No. 24/00806/S192 – 8, Chafford Gardens, West Horndon.

Application for a Lawful Development Certificate for a proposed use or development for a hip to gable loft conversion and replacement of the existing side dormer.

If the proposed works were acceptable under permitted development then no objections were held but it was noted that it was the replacement of a side dormer. Comments were forwarded on 2nd September 2024.

Planning Application No. 24/00921/TPO – 191A, Thorndon Avenue, West Horndon. To fell and remove an oak tree and grind out the roots to a depth of 250mm below ground level where possible. TPO 28/1990 refers.

Parish Councillors would be guided by the view of the BBC arborist on whether the tree needed to be felled. Comments were forwarded on 22nd August 2024.

24/130 DIARY NOTE

The Diary Note was acknowledged.

24/131 REPORTS

A report summarising planning applications dealt with by the Parish Council during 2023 and 2024 had previously been circulated to the Parish Councillors and was noted.

24/132 CORRESPONDENCE LIST

The correspondence list for September 2024 had been circulated to the Parish Councillors and was noted.

24/133 ITEMS FOR NEXT AGENDA

No items were put forward.

24/134 NEXT MEETING

The next meeting of West Horndon Parish Council is planned to take place on 31st October 2024.

Kim Harding
Clerk and Responsible Financial Officer

11th October 2024