

MINUTES

Minutes of Meeting of Woodham Walter Parish Council.
Held at 9.15pm in Woodham Walter Village Hall, Rectory Road, Woodham Walter.
Tuesday 10th April 2012

Present:

Cllr. Mark Durham (Chairman)
Cllr. James Bunn (Vice Chairman)
Cllr. Andrew Newland
Cllr. Gill Orford
Cllr. David Potter
Cllr. Joanna Symons
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)
Cllr. Penny Channer (ECC)
Cllr. Bob Shepherd (Little Baddow PC & ECC)

Public: 1

663. Welcome Cllr. Durham welcomed those present to the meeting.

664. Apologies For Absence There were no apologies.

665. Register of Declared Interests Cllr. Mark Durham declared a personal and prejudicial interest in agenda item 9.1, Herbage Park as he is directly connected with the application. Cllr. Mark Durham declared a personal interest in agenda item 7.1 White Gates Cottage as the property recently belonged to a close family member. Cllr. Andrew Newland declared a personal interest in the planning application for Albany Orchards as it is a neighbouring property. There were no other interests declared and the book was duly signed.

666. Public Forum

There was one member of the public present, Mr Robert Lee was in attendance regarding his Planning Application at Albany Orchards. Mr Lee thanked the Parish Council for their previous support in his gaining permission to build the house at Albany Orchards. The new application for a drive would mean that a previous approval for gates and walls at the existing entrance would be given up. He commented that the existing drive was steep and not safe and that it would be better to move the exit/entrance nearer to the Tom Tit junction. He is intending to use low-level lighting along the new gravel drive. The application for change of use is just for the drive and not for the remaining agricultural land. He feels that plans for a planting scheme on the agricultural land will make the property less intrusive and aims to make it look nice for the village with a parkland setting. Cllr. Durham informed that the application has been called to the North West Area Committee for decision. Cllr. Durham thanked Mr Lee for his comments.

667. To approve the Minutes Of Parish Council Meeting Held On 12th March 2012 The minutes were approved as a true record of the meeting and duly signed.

668. Matters Arising

668.1 Village Footpath Map (443.1) Cllr. Bunn reported that John Kay is working on the map which will need checking for alterations in due course. Cllr. Warren to forward a copy of the Little Baddow map.

668.2 Parish Council Document Backup (657.2) – it was noted that clerk has purchased a memory stick and copied files over, this to be backed up on a quarterly basis and kept by the Chairman.

669. Planning – APPLICATIONS

669.1 LDP/MAL/12/00115 White Gates Cottage, Herbage Park Road
Claim for Lawful Development Certificate for single storey domestic side extension and two storey rear extension.

Cllr. Bunn took the chair for the Planning Applications section of the meeting.

Cllr. Durham having declared a personal interest in the White Gates Cottage application did not take part in the discussion.

It was noted that Clerk had spoken to the officer at MDC and was informed that this is for information only. The application is to ascertain if the proposed development can be done under a Lawful Development Cert.

Councillors concluded that they would be surprised if with the scale of the proposal that it could be done under a LDC and would expect that the development will require planning permission. Clerk

instructed to write and ask that due diligence is paid to the case and that the decision is suitably robust.

669.2 FUL/MAL/12/00197 Albany Orchards, Old London Road

Change of use of land to form new residential driveway and gates.

Cllr. Newland having declared a Personal Interest did not take part in the discussion.

Cllr. Durham asked Mr Lee to clarify that the proposed planting falls outside of the area being applied for change of use. Mr Lee confirmed, the land either side of the drive will maintain its agricultural status.

Councillors concluded that they object to the application. They commented that the drive does not need to be so long and would feel more able to support a future application if the majority of the land was to remain unaffected by moving and shortening the proposed new driveway nearer to the curtilage of the house, minimising the impact on the agricultural land. There was concern that although the permission sought in the application would not convert the remaining field, if the planting was allowed to proceed it would effectively be a domestic use of agricultural land. The use of lighting would further detract from the agricultural status. Cllr. Bunn to consult neighbours and liaise with clerk.

669.3 FUL/MAL/12/00147 West Bowers Bungalows, West Bowers Road

Replacement of two existing cottages with two new dwelling houses.

Councillors concluded by majority vote that they are opposed to the development due to the scale and bulk of the buildings in the setting and the detrimental impact on the open views to/from the Chelmer Valley. Other than the West Bowers farm area, the properties in the road are predominantly single storey and two storey replacements of bungalows in this location would have a considerable detrimental impact on the open countryside setting. Councillors commented that the design of the buildings appears good and improves upon the existing properties, it is good they are on the same footprint but the scale in that location with the view down to the river valley would mean they are too prominent and there would be a detrimental impact on the lane. Councillors felt that measures to reduce the visual impact in the location e.g. by lowering the ridge level/assurances about planting would help them to support any future application.

It is understood that neighbours consulted whilst appreciating the merits of the proposed designs as opposed to the existing properties, have concern at the scale of the development in the location.

Clerk to write accordingly.

Cllr. Durham retook the Chair of the meeting.

670. Planning - DECISIONS

670.1 AGR/MAL/12/00109

Guys Farm, Manor Road

**PRIOR APPROVAL
NOT REQUIRED**

Proposed Straw barn.

670.2 LBC/MAL/12/00076

Whitehouse Farm, Blue Mill Lane

**GRANT LISTED
BUILDING CONSENT**

Additional conservation rooflights in lean-to roof (retrospective)

671. Other Planning Matters

671.1 FUL/MAL/11/00953 - Herbage Park, awaiting response/update from MDC.

671.2 Lodge Farm. Cllr. Durham reported that he has spoken to Marcus Shingler at MDC who visited the site and confirmed that the works do not infringe on any permissions. There was a planning approval in 2002 to Convert Existing Disused Barn Into Offices (Class B1). The case of the caravan has also been closed.

671.3 National Planning Policy Framework, councillor's noted the new document will inevitably have an impact at Parish Council level. To be monitored.

671.4 MDC Town/Parish Council Workshop – next will be held at 7pm on **25 April 2012** - North West Area at Goldhanger – Village Hall. Cllr. Newland to attend.

671.5 Neighbourhood Plan – clerk is awaiting response from RCCE representative who is currently away on annual leave.

672. Payments The following payments were authorised and cheques duly signed.

672.1 e-on –Monthly DD

672.2 A&J Lighting Solutions – Monthly DD

672.3 Douglas Tonks Ltd - Monthly DD: Mrs J Bannerman – re: Clerks Salary/Additional hours for Annual Report/Monthly Allowance/ HMRC and Douglas Tonks Ltd re: Payroll services

672.4 Mrs J Bannerman £250.00 Grant for new computer

672.5 Mrs J Bannerman Expenses (Toner, Paper, Memory Stick, Postage, Refreshments) £116.36

672.6 LCR (Annual Subs to magazine of National Assoc. Local Councils) £15.50

672.7 EALC (Annual Affiliation Fee EALC/NALC) £160.08

672.8 A&J Lighting Solutions £51.00 (2x lamps following annual maintenance)

672.9 Woodham Walter Village Hall (Hire of room) £25.50

672.10 Universal Services (Sports Equipment) Ltd £40.20 (Inspection of Bell Meadow)

672.11 K&K Dunstan (Printing of Annual Parish Report) £157.25

673. Other Financial Matters

673.1 Grass Cutting Tender. Clerk reported that DW Maintenance have agreed to the contract. They have carried out the first cut of the season. Cllr Warren has inspected and found that a good job had been done.

673.2 End of financial year accounts 31-3-2012. Internal Audit to be arranged, clerk to contact Derek Turner. Clerk to deliver files to Cllr. Durham for interim check. It was noted that the paperwork has now been received from the Audit Office, clerk to action.

673.3 Freedom of Information/Data Protection Workshop – Councillors agreed that it would be beneficial for the clerk to attend this course. Clerk to arrange.

673.4 Receipt of £250.00 Final instalment of Allotment Assoc. loan repayment.

673.5 Bell Meadow Day – Noted that the Parish Council will supply a PA for Bell Meadow Day event, net cost to be reimbursed by BMVA. The cost is £350 + VAT. According to Section 7.3 of Notice 749 Local Authorities & Similar Bodies, this is allowed provided we follow certain rules. Clerk to arrange.

674. Reports Of The District Councillor and Essex County Councillor

Cllr Durham reported that Planning continues to be a major issue at MDC. He also reported that with the end of the council year some changes of personnel on committees is expected. Cllr. Durham also offered his apologies for the next 3 Parish Council meetings as they clash with MDC's North West Area Planning Committee. He is keen to carry on as a Parish Councillor but will stand down as the Chairman as his term of office comes to an end at the next meeting. Councillors commented that his experience is valuable to the Parish Council and they would like him to continue.

Mr Robert Lee thanked councillors and left the meeting room at 10.20pm.

Cllr Penny Channer reported on ECC year. (see appendix 1)

675. Highways

675.1 Ref: 1634088 Footpath, Rectory Road. Re: Highways claim that the footpath is not in their ownership. Cllr. Durham continues to investigate.

675.2 Ref: 62151-1R-SB – Footpath, Mead Pastures. Highway Rangers to attend. Clerk has been informed that the works are in the system.

675.3 Ref: E-1639609-1R Vehicle Activated Sign. Clerk continues to chase.

675.4 Reported missing/damaged road signs – Ref: 63327 Curling Tye Green jct Manor Road. Also, Curling Tye Lane jct. London Road and Manor Road jct. Cut-a-Twart Lane.

675.5 Landrover parking on grass verge. Clerk sent letter and notes that the vehicle has stopped parking on grass. Cllr. Orford has been to thank the owner who apologised for any inconvenience.

675.6 Confirmation of delivery of salt/grit to be stored by Colin Warner.

676. Local Issues

676.1 **Bell Meadow/Playground.** The book was duly signed, there were no incidents reported. Universal Services have carried out an annual inspection of the goal posts and found all to be in order. Clerk to send report to insurance company.

676.2 **Footpath Officer Report** Cllr. Warren reported that the concrete bridge in The Wilderness on FP36 has suffered some vandalism. One of the metal tubular handrails had rusted through and has now been snapped off and bent downwards. This must have required some considerable effort. Reported to Nicky Coleman at ECC. In the meantime some local strongman has managed to bend it back up again making it less of a hazard. There are now several maintenance jobs outstanding on our parish paths. ECC are in the process of changing contractors. Hopefully when this is completed these jobs will be done.

676.3 **One Place On Wheels - Woodham Walter.** It was noted that the next visit including mobile police vehicle – Friday 13th April; Friday 7th May 1pm-2pm.

676.4 **School Report** No information to report.

676.5 **Allotments Report** - Cllr. Orford reported that one plot has recently changed hands.

676.6 **Queen's Diamond Jubilee** Cllr. Symons reported that there had so far been a slow response to the request for help and requests for children's mementos. A decision will be taken in the coming couple of weeks if the event is to proceed. It was resolved that the Minutes of the meeting of the Queen's Diamond Jubilee Event Committee held on 7th February 2011 be received. (Appendix 2)

676.7 **Diamond Jubilee Village History Project** – Cllr. Durham to arrange.

676.8 **Community Speed Watch** No information to report.

676.9 **Litter** No information to report.

676.10 **Broadband** Awaiting repeater transmitter to be fitted which should bring further areas of the village under the coverage of Fibrewifi. No further information to report.

676.11 **Emergency Planning** Cllr. Newland to report – carried over to next meeting.

676.12 **Annual Parish Meeting & Report** Councillors commented on a successful Annual Parish Meeting which had been held earlier in the evening. There were no matters of urgency arising.

676.13 **AGM** It was noted that the Annual General Meeting will be held at next month's meeting. Councillors agreed it would be a good idea to form a small working group to consider reviews and adoptions before the AGM. (e.g. Standing Orders; Financial Regulations; Inventory of Land & Assets; Insurance Cover; Complains Procedure; Freedom of Information Procedure; Employment) Cllr. Bunn and Cllr Newland volunteered. Clerk to arrange.

676.14 **Woodham Walter Common** – invitation from Adam Rochester (who has taken over from Leanne Sargent at Essex Wildlife Trust) for a tour of the common. Cllr. Warren and Cllr. Orford would like to attend, Cllr. Warren to arrange.

677. Correspondence

677.1 ECC – invitation from to Choral Evensong -Chelmsford Cathedral-Sunday 27th May-6pm. Clerk to offer apologies.

677.2 Anglian Water – Love Every Drop – drought information

678. Points of Information

678.1 It was noted that there had been two burst water mains in the space of a week.

678.2 It was noted that the funeral of Air Commodore Ted Sismore takes place on Friday 13th April. This remarkable village man died aged 90, and was well recognised as the RAF's finest low-level navigator of the Second World War.

679. Date of Next Parish Council Meeting: Monday 14th May at 8pm, Women's Club Room, Top Road. This meeting will begin with the Annual General Meeting including the Election of Chairman and Vice Chairman and Declarations of Acceptance of Office and Annual Register of Member Interests.

Signed

Dated

Meeting ended at 10.40pm

Essex County Council - Parish Briefing for Parish/Town Council Assemblies/AGMs April 2012

The Essex County Council budget was agreed at the Essex County Council Full Council meeting on 7 February 2012.

The budget situation for 2012/13 and beyond continues to be challenging. The budget was designed to not only deal with pressures over the next twelve months but to prepare for the challenging times ahead. It was designed alongside a new 5 year corporate vision and corporate plan. The vision places the economy at its heart recognising that with less public money together with increasing services demands that prosperity will require economic growth.

The Corporate Plan has been designed to ensure that we focus resources and can deliver the five corporate priorities that support the vision. Essex County Council wants an Essex that supports people, communities and businesses to be safe and successful. Where individuals, communities and businesses have aspirations and be supported to achieve their potential. To achieve our priorities with less money means not only having five priorities but also recognising that we need to work differently

With less money being around throughout the county both in the public and private sector Essex County Council agreed no increase in Council tax for the second year running. This was done with the Essex taxpayer in mind with the recognition that unemployment remains high and that many Essex taxpayers are working hard to pay their household bills and keep a roof over their head and those of their families.

Apart from protecting residents from a Council Tax increase the budget aim is to protect critical frontline services as much as Essex County Council is able to, however some difficult decisions were required as part of the budget process.

Essex County Council has managed through efficiencies and savings within the last 12 months to deliver up savings of £90M and continues to be on track to save £330M per annum by 2013. This is due to the commitment and dedication of the staff and Members working to achieve the best outcomes for the people of Essex that they serve.

From 31st March Essex County Council no longer shares a Chief Executive with Brentwood Borough Council and to reflect her changing role Joanna Killian (ECC Chief Executive) has volunteered to further reduce her salary by £15,000 effective from April 2012 in addition to the five per cent reduction she took in 2011/12.

Essex County Council's Adult Social Services have been recognised to be one of the best in the country and this continues to be the case. However, we are reviewing contracts with suppliers of adult social care to ensure that Essex County Council is paying a fair price for care services that are competitive and delivering best value to the customer.

Apprenticeships are supported through the Essex County Council innovative apprenticeship programme. Through the scheme some young people have had their life chances and opportunities increase through real differences the scheme has made. Over 1380 apprenticeships have been created and the number of apprenticeships is 80% higher than before the apprenticeship programme was launched.

Recycling rates across Essex have increased to over 50%. This being achieved through close working with the Essex District and Boroughs.

Through membership of the South East Local Enterprise Partnership (SELEP) an enterprise zone was secured for Harlow creating over 5000 new jobs. Also the SELEP has been allocated approx £33M from the Government countrywide allocated £500M Growing Places Fund. The monies will be utilised to benefit worthy projects across the SELEP area with some Essex projects included within the twelve chosen projects. These are North Colchester Connectivity (£4.9M for the Park and Ride, North Colchester together with a new bus way). Chelmsford North East Urban Expansion (£1million in respect of the Boreham Interchange improvements) and Enterprise West Essex (£3.8M towards two new accesses and improvements regarding the Harlow Enterprise Zone).

With the Olympic Games of 2012 fast approaching the Olympic mountain biking venue at Hadleigh has been completed on time and within budget. The Olympic torch route has been revealed and will pass through Essex including the Maldon District. This once in a life time opportunity I am sure will draw many spectators.

The new A12 Junction 28 which is in North Colchester was opened over three months ahead of schedule. Planning permission has been granted for a Park and Ride nearby the junction and as previously mentioned above will benefit from Growing Places Funding via the SELEP.

The Roscommon Way extension to help tackle congestion, support regeneration and job increases, by going on to Canvey Island and connecting to the Charfleets Industrial Estate, has been opened.

Sadlers Farm road improvements continue to take place with completion scheduled for spring bringing benefits to thousands of motorists daily.

Also we have been selected by the government as one of the four pilot areas nationally to develop a new innovative Whole Place Community Budget. This indicates that Essex is one of the innovative, forward thinking areas in the country.

It is a unique opportunity for us to work with our public sector partners eg the district and borough councils, the Fire and the Police, and health services and we have to outline our approach by October 2012. It is an opportunity to see how we can

transform the way public services are delivered across Essex. We believe that the outcomes will be further service improvements, further savings, and will deliver even better outcomes for the residents of Essex.

We are announcing £5M to help roll out super-fast broadband across Essex. The Government's Broadband UK fund will match-fund this and the total will be match funded by the private sector. In all an investment of £20M will be provided to roll out the super fast broadband connectivity to local businesses and residents alike.

Essex County Council has formed a new partnership with Ringway Jacobs which forms the largest integrated highways partnership known in the UK. Essex Highways as the partnership is known will deliver savings over the next ten years. Resources will be used more effectively in highways which will also include residents having the capability through the technology applied to track progress on pot holes and other maintenance matters more easily.

Regarding our most vulnerable people fees have been increased to foster carers and the support package improved so that more children of Essex can be placed with carers in the county.

Essex County Council has also announced the names of the organisations that have been successful in securing contracts for the delivery of the county's 85 children's centres. The centres are located in the communities throughout the county and provide services to families with children under five. The new contracts commence in April 2012 and there is one for the four quadrants of Mid, West, South and North East Essex. Mid Essex Quadrant will have the contract delivered by 4Children. Children Centres are key to supporting families and improving outcomes for children.

We have also announced that we are proceeding with a new social impact bond approach to finance intensive family and community based work with young people on the edge of care or custody. The work will strengthen the families capacity to cope and avoid young people going in to care or custody so keeping families together, preventing care or custody and improving the life chances for the young people involved.

Essex Adoption Service has been rated as good with outstanding features by Ofsted in the latest inspection. The service was rated outstanding in helping children achieve well and enjoy what they do. Ofsted noted the service provides excellent post adoption services/support, good assessment, a well managed strategic and operational service and clear focus on providing good outcomes for children through adoption.

Again with regard to our vulnerable people we will make £100,000 available through credit unions across Essex targeted at some of the most financially vulnerable residents to promote financial inclusion.

We are investing in an improved customer service centre that will enable residents to engage with the authority through a customer service centre and the internet to get information they need more quickly and easily. The investment will also deliver a cumulative cash benefit to the authority of over £7M by 2013/14.

The Council agreed to decrease its capital budget for from £134M in 2012/13 to £69.3M by 2016/17 so that borrowing costs are reduced.

However we are looking in to the potential to exploit funding in the future for infrastructure through mechanisms such as the New Homes Bonus, Community Infrastructure Levy, localisation of business rates, and the ability to borrow against future tax receipts to ensure that investment in to physical infrastructure not only supports future economic growth but prevents significant cost of repair for future generations.

Plus a new £20M Rolling investment Fund in our Capital programme over five years to finance projects that unlock economic growth as part of the Integrated County Strategy has been included to invest in our infrastructure. District and Borough Council's and the private sector will be able to invest in this pot if they wish to in order to jointly fund projects in their area. Returns on investment will be reinvested in to the Fund for further projects.

We have unveiled a new section on the web site which covers 'Health and Wellbeing'. Public health responsibility will in the future move to Local Authorities as a result of Government health reforms and this means that the authority will have more responsibility regarding the health and well being of Essex residents.

The Local Highways panels will be refreshed with a sum of money devolved to the Local Highways Panels for local prioritisation of work (all local County Members and district or borough members where they wish to be involved will be able to prioritise) and make recommendations to the Cabinet Member for projects or schemes within the allotted budget. The amount allocated will have a floor of £400,000 and a ceiling of £1M..

The Council also aims to accelerate its plan to become a commissioning organisation by looking at how funding can be joined up to better deliver improved Public Health outcomes, Economic Prosperity, All Age Services for those who will be dependent on council services throughout their lives.

'Good for Essex' campaign has been launched which is aimed at getting more residents involved in their local community. ECC working in collaboration with the voluntary sector has developed a website to show case volunteering opportunities across the county. Harnessing the passion and skills residents have will make the county an even better place to live and work. There are currently 90 organisations and over 250 volunteers registered from all over the county and this is likely to increase even further over the coming months.

With excitement generating in respect of the Queen's Diamond Jubilee the Council wants to support and encourage celebration around the national occasion.

With this in mind The Good for Essex campaign has now also moved in to the phase of the provision of a promotional pack of information which will consist of materials, advice and tips which residents can use to help plan and promote their street parties. The promotional packs will be available on request ,via the website.

Street party information is also now available online and offers advice on organising, plus guidance around street closures, food, and entertainment.

Essex County Council trading Standards has continued to play a major role in supporting business in Essex and protecting residents from exploitation. Not only have they brought several major prosecutions against individuals trying to exploit the public by doing such things as clocking cars but they have successfully pursued the perpetrators under the Proceeds of Crime Act to recover what assets they have for the public good. In these hard times Trading Standards are worried about the increase in doorstep crime which is the worst form of crime as generally the perpetrators prey on the vulnerable and old, sometimes getting many thousands of pounds from people for shoddy or non-existent work.

It has been announced that local Youth Strategy Groups will be set up to make recommendations on youth provision in their area. These groups will act as local champions for young people's services, make recommendations to the responsible Cabinet Member to support the development of new local provision and support partners and key stakeholders in the identification of local priorities. The membership will consist of all local County Councillors, 1 elected member and an officer from the District or Borough, an officer from the Youth Service, and a representative from the Young Essex Assembly. There will be an initial meeting facilitated by ECC officers where terms of reference, ways of working etc will be agreed along with the election of one of the County Councillors as Chairman of the Group.

The tender for the Dengie local bus services has closed. Since February 2007 the majority of local bus services on the Dengie Peninsula are provided by Essex County Council under one contract. In February 2012 a temporary short term contract was awarded for six months. To give local ownership of public transport services and identify possible efficiency savings for the authority consultation commenced with parish councils taking a genuine lead in identifying the needs of residents and deciding priorities. Each parish affected by the changes provided a response to the options. The District Council, Youth Council and the 50plus group also provided feedback. The outcome of the tender is due soon.

Essex County Council is reducing the subsidies that are paid to commercial local bus operators ,which has amounted to around £8M per annum in recent years and can no longer be sustained. Members and residents will be consulted on this as it is recognised that this could have implications for the viability or frequency of some services in some areas

The next round of Parish Transport meetings are scheduled to start on 17 April until 26 June 2012 with the Maldon Parish Transport representatives meeting taking place on 15 May 2012 at Carmelite House, White Horse lane ,Maldon.

The Dengie DaRT, dial a ride service set up to improve access to Maldon St Peter's Hospital and Broomfield Hospital has proven to be successful. It has two parts, a fixed part between Broomfield and St Peter's and a booked section to run forward between any address in Heybridge, Maldon and certain Parishes within the Dengie. The need was highlighted from the Rural Needs Survey and the Maldon Strategic partnership, Place Shaping Sub Group. The service commenced in May 2011.

Month on month passenger numbers have increased with satisfaction by users very high. Extensive publicity has been carried out in the parishes served via a number of media modes. The long term aim is to expand the service.

Essex County Council's Big Society Fund has awarded grants of £692,485 to 93 groups across the County. The grants will benefit community and voluntary groups as well as town and parish councils. The grants approved this year include a range of projects.

There is good news in that the 2012/13 Big Society Fund is now open. Groups ,individuals and organisations who can demonstrate that their project meets a local need should visit the Big Society Fund link on the Essex County Council web site and complete an expression of interest.

During the year two Essex County Councillors were recognised for their service to Local Government. Cllr Peter Martin the Leader of Essex County Council received an MBE and Cllr David Finch, the Deputy Leader and Finance and Transformation Cabinet Member was awarded the 'Outstanding Contribution to Finance Performance ' award at the Local Government Information Unit Councillor Achievement awards in February.

So finishing as the report more or less began -Essex County Council with its share of the Council tax frozen at 0% aims to protect the council tax payers of Essex in these challenging times while protecting frontline services as much as possible, safeguarding the most vulnerable and prioritising expenditure regarding economic infrastructure.



Notes from Woodham Walter Diamond Jubilee Planning Meeting
Tuesday 7th February 2011

Present: Joanna Symons (Councillor and Chairman of committee)
Jacky Bannerman (Parish Clerk)

Others:	Jeanne Newton (Women's Club)	Viv Clark (Women's Club)
	Paul Clarke (Village Hall)	Sylvia Beattie (WWWC)
	Pam Seear (Tadpoles)	Sarah Merrick (Tadpoles)
	Anne Maxwell (Silver Threads)	Lisa Carter
	Karen Wellum (WW School)	Cathy Barber
	Diane Lodge	

001. Joanna Symons welcomed those present to the meeting and outlined the idea for a Woodham Walter celebration of the Diamond Jubilee. National events were discussed.

002. The date was set for Monday 4th June 2012. It was noted that the Parish Council have set aside £500 for the event.

003. It was decided that there should be a street party along Top Road to which all parishioners from the youngest to the oldest will be invited. Jacky Bannerman to investigate road closure – between Brook Close and Queen Vic – i.e. Brook Close would still be accessible as would the Queen Vic Car Park. It was noted that Top Road residents would need to be formally informed.

004. Following the street party an event with stalls/fancy dress/races until 5.30pm? on the school field. Karen Wellum to investigate availability of school grounds. It was noted that it will be half term so the school staff will probably not be available.

005. Paul Clark to investigate what event if any the Village Hall committee is planning. It is understood that the Village Hall could be available during the day if the weather was poor – although it may not be big enough to hold everyone.

006. Food ideas were discussed for the street party –
ploughmans lunches & cake (adults)
Sandwiches & cakes (children)
Fish & Chip van?
Ice creams (donated by Diane Lodge)
Soft drinks & Tea/coffee from Women's club Room
Alcohol will be available from Queen Vic/Bell Pubs

It was noted that the food should not be not “for sale”.

The food to be made by volunteers at home – coordinated by Women's Club/Jeanne Newton. Sandwiches by volunteers and cakes and crisps by donation delivered to Women's Club on morning.

007. Other ideas discussed included -
School field for stalls & races
Fancy Dress competition
House Decorating competition
Wheelbarrow or float decoration competition
Red/White & blue planters
Banner – decoration on the day as village memento
Stalls – games etc – Gill Orford to be asked
Exhibition – Royal Memorabilia – Joanna Symons – to consider
location of exhibition – Karen Wellum to enquire if school hall could be opened.

008. Money - Whilst the Parish Council has set aside £500 no budget has been set as to how this should be spent. Joanna Symons/Jacky Bannerman to consider.

Raffle/Donations for food/stall money – it would need to be decided what funds would be raised for – would it be to pay for the event, the memento for the children or maybe a lasting village memento e.g. tree, bench, notice board, sign?

009. Top Road Street Party to consider:

Paper plates/serviettes

Bunting

Tables & Chairs

Party Tents (quantity x 5) available for poor weather/bunting decorations

010. Flyer for Parish Magazine – Jacky Bannerman to arrange.

March issue to include basic information and April a flyer with application to be returned deadline mid April – for numbers for catering and children's memento

Inviting all parishioners from the youngest to the oldest

Possible memento for all parish children – Jacky Bannerman investigating

011. The following agreed to liaise with locals:

Queen Vic – Pam Seaar

Cats – Anne Maxwell

Bell – Sarah Merrick

School – Karen Wellum

Women's Club – Jeanne Newton/Sylvia Beattie

Village Hall – Paul Clark

012. Date of next meeting: Monday 5th March at 8pm in Women's Club.