

## LITTLE WALTHAM PARISH COUNCIL

### Minutes of the Meeting held on 4 September 2018 at 7:30pm in the Tufnell Hall

Present: Councillors                      Malcolm Taylor (Acting Chair)  
   Jackie Ketley  
   Teresa Dando  
   Antony Kingham  
   Barbara Denny  
   Suzanne Walker  
Clerk    County Councillor Councillor Aldridge  
Two members of the public were present

Meeting commenced at 7.30pm

In the absence of the Chairman and Vice-Chairman Councillors **agreed** that Councillor Taylor chair the meeting.

#### **18/154 Apologies**

Received from Councillors Robertson, Brown, Campen and Goff and from City Councillor Raven.

#### **18/155 Declarations of Interest**

None.

#### **18/156 Consideration and approval of Minutes 3 July 2018 and 31 July 2018**

The minutes of the meetings held on 3 July and 31 July 2018 were formally **approved** by Councillors as a correct record and were signed by the Acting Chair.

#### **18/157 Public Forum- to receive any representations from the public**

Two residents requested an update regarding the situation with the Cricket Club fence. The Acting Chair advised that a meeting had taken place in July resulting in the club advising that they would be applying for planning permission. It is understood that application is still awaited by Chelmsford City Council. Councillor Aldridge confirmed that he had received a complaint from Councillor Robertson that buses are not using the bus lane and that some cars were driving in the bus lane. He has raised the issue and is awaiting a response as to how it may be addressed.

He has received correspondence in relation to the imminent planning application in relation to a traveller's site in Drakes Lane. The Clerk confirmed that the City Council has advised that the application will be sent out shortly and will be on the October agenda for consideration by Councillors.

Councillor Aldridge confirmed that there is a meeting in Writtle with certain developers regarding the Warren Farm proposals. It was noted that there are no plans for new GP surgeries to be built and there is a concern of overspill to other surgeries especially as some local surgeries are closing their lists and this could impact upon the Little Waltham surgery.

Regarding the Bulls Lodge application there are concerns regarding operating times and the impact of noise and dust.

Councillor Aldridge understands that the issue of the speed limit application for Chatham Green is due to be considered by the Local Highway Panel. The Clerk will check with the Highway officer.

Councillor Ketley thanked Councillor Aldridge for raising a resident's concern regarding the poor condition of a pavement in Little Waltham with Essex Highways.

### **18/158 New Planning Applications**

18/158.1 18/01187/FUL - Barn at Ash Tree Stud, Main Road, Little Waltham - Proposed conversion of existing barn to annex dwelling – **agreed** to support the comments of the Conservation officer

18/158.2 18/01241/FUL - Barn adjacent to the old off license, Blasford Hill, Little Waltham - Single storey rear extensions to rear of existing dwellings – **agreed** to support the comments of Public Health.

18/158.3 ESS/23/18/CHL/SPO - Bulls Lodge Quarry (Boreham Airfield Land), Generals Lane, Boreham - Continuation of development permitted by CHL/1019/87 without compliance with condition 1 (Application details) and condition 3 (Completion of extraction and restoration by 31 December 2030) to allow a 6 year temporary suspension of extraction within the Boreham Airfield land, relocation of the conveyor route to Park Farm land and an extension of time to complete extraction and restoration within the Boreham Airfield Land until 31 December 2045. Planning permission CHL/1019/87 was for "Winning and working of sand and gravel".

Request for Scoping opinion – **No comments**

18/158.4 ESS/24/18/CHL/SPO - Bulls Lodge Quarry (Boreham Airfield Land), Generals Lane, Boreham - Continuation of development permitted by CHL/1890/87 without compliance with condition 1 (Applications details), 3 (Completion of Boreham Airfield extraction before the Park Farm land extraction commences), condition 12 (Working in accordance with phasing plan), condition 13 (Phasing of development with Boreham Airfield) and 16 (Approved conveyor route) to allow a rephrasing of operations such that Park Farm is worked earlier within the overall working scheme for Bulls Lodge Quarry, Park Farm land is worked from north to south as opposed to the approved south to north and to allow an amended route for conveyor from the processing plant to Park Farm land extraction. Planning permission CHL/1890/87 was for "Winning and working of sand and gravel, the erection of a processing plant and ready-mix concrete and mortar plants, workshop and weighbridge and office

Request for scoping opinion – **No Comments**

18/158.5 18/01378/REM - Beaulieu Park, White Hart Lane, Springfield - Construction of Phase 2C Road and schools access road, including cycle/pedestrian paths and associated infrastructure – **No comments**

18/158.6 18/01415/CLEUD - Peverells Farm, Domsey Lane, Little Waltham - Mixed B1 (business - light industrial) and B8 (storage and distribution) – **No comments**

18/158.7 18/01414/FUL - Peverells Farm, Domsey Lane, Little Waltham - Retrospective application for and alterations to existing storage building – **no comments.**

18/158.8 18/01349/OUT - Land South of Runnymede Cottage Main Road Little Waltham - Low Carbon development of 12 detached dwellings (Outline application with only landscaping reserved). – agreed to **object** to this application on the basis that the proposed development is outside the defined settlement boundary.

18/158.9 18/01461/FUL – 100 The Street, Little Waltham - Change of use from mixed use comprising class A1 and A3 (tea room) use to Class C3 (dwelling house). Removal of small internal partition wall. Erection of boundary fencing & demolition of dilapidated lean-to – **agreed** to raise a concern regarding parking provision in that there is no off-road parking provision. The applicant has referred to parking congestion within the village but states that parking will be on the road which would increase congestion.

18/158.10 18/01462/LBC - 100 The Street, Little Waltham - Change of use to Class C3 dwelling house. Removal of small internal partition wall. Erection of boundary fencing & demolition of dilapidated lean-to – **No comments.**

### **18/159 Planning Results**

The following planning results were **noted** -

18/159.1 18/00674/REM - Land north, south and east of Channels Drive, Broomfield - Application for the approval of reserved matters (access, appearance, layout, landscaping & scale) in relation to outline permission 10/01976/OUT at Channels Phase

4 (Channels Lake) for the development of 27 dwellings together with associated access, car parking, landscaping and related works – **Permitted**

18/159.2 18/00665/FUL - 32 The Street, Little Waltham – cart lodge – **Permitted**

18/159.3 18/00674/REM - Land north, south and east of Channels Drive, Broomfield - Application for the approval of reserved matters (access, appearance, layout, landscaping & scale) in relation to outline permission 10/01976/OUT at Channels Phase 4 (Channels Lake) for the development of 27 dwellings together with associated access, car parking, landscaping and related works. – updated documentation – **Permitted**

18/159.4 18/00712/FUL - Land south of The Wilderness, Leighs Rd. Little Waltham - Conversion of domestic stable accommodation to separate dwelling – **Permitted**

18/159.5 18/00878/FUL - Land south of Broadfield, Main Road, Little Waltham – detached dwelling – **Permitted**

18/159.6 18/01010/FUL - Grasmere, Main Rd. Little Waltham – single storey rear and side extension – **Permitted**

18/159.7 18/00995/FUL - Little Belsteads, Back Lane, Little Waltham – proposed new stable building – **Refused**

18/159.8 18/01130/FUL - Tanglewood, Chatham Green - Single storey rear extension, single storey extension to existing detached garage and relocation of existing vehicular crossover – **Permitted**

18/159.9 18/01029/FUL -121 The Street, Little Waltham - Single storey rear extension, conversion of integral garage to habitable accommodation and loft conversion with one front facing dormer window and three roof lights. Installation of solar panels to existing roof areas – **Permitted**

18/159.10 18/01196/FUL - Pratts Farm, Pratts Farm Lane, Little Waltham - Single storey outbuilding to provide gym, guest accommodation and leisure facilities, with landscaping and associated works – **Permitted**

18/159.11 18/00878/FUL - Land South of Broadfield, Main Rd. Little Waltham - Detached dwelling & two new vehicle accesses amendment to application – **Permitted**

**18/160 To consider issues relating to the Chelmsford City Council Local Plan**

18/160.1 To consider and approve financial contributions to further planning reports in relation to the instruction of planning experts alongside the three other Parishes in the North East Parish Group, Councillors **agreed** to authorise the payment of no more than £2,500 towards those experts' fees on the strict proviso that Little Waltham Parish Council accepts the wording and drafting of the statement of common grounds

18/160.2 To consider representations in relation to the Statement of Common Grounds

If the document provided by the expert is not suitable this issue will be considered further at a later date.

**18/161 Correspondence**

18/161.1 Essex County Council Correspondence

2 July 2018 Notification of Traffic Order at Channels Drive  
26 July 2018 Highway bulletin  
27 July 2018 Information on potential crossing of Essex Regiment Way  
28 August 2018 Essex Highways update

18/161.2 Chelmsford City Council Correspondence

2 August 2018 information about comments on planning portal  
9 August 2018 City Life publication

18/161.3 General Correspondence

28 June 2018 Information about appointment of new Chief Constable of Essex Police  
12 July 2018 Notification of police community engagement

**18/162 Amenities Working Party Report**

18/162.1 To discuss issues relating to basketball hoop  
To consider at next meeting.

18/162.2 To consider quarterly play area inspection report  
The report was **noted**. To consider whether money needs to be set aside for path improvements in the forthcoming budget process.

**18/163 Financial Matters**

18/163.1 Payments for approval

The following payments were **approved** –

<b>Payee</b>	<b>Item</b>	<b>£</b>	<b>VAT</b>	<b>Total</b>
Advantage Environmental	New gate and fence repair	1,700.00	340.00	2040.00
Clerk	Salary (July 2018)	480.40	0.00	480.40
HMRC	PAYE (July 2018)	115.80	0.00	115.80
Essex Pension fund	pension contribution (July)	154.00	0.00	154.00
Memorial Hall	Toilet Hire	30.00	0.00	30.00
EALC	Foundation award fee	50.00	0.00	50.00

Community Heartbeat	Defibrillator	2345.00	469.00	2,814.00
DW Maintenance	Litter picking and gardening	301.75	0.00	301.75
Clerk	Salary (August)	386.85	0.00	386.85
HMRC	PAYE (August)	92.20	0.00	92.20
Essex Pension Fund	pension contribution (Aug.)	122.83	0.00	122.83
Clerk	Clerk's expenses	263.45	0.00	263.45
Seagrave inspection services	play area inspection	72.00	14.40	86.40
T Campen	Dog Poo bags	26.64	5.34	31.98
DW Maintenance	litter, gardening and fence repair	583.50	0.00	583.50
T Payne	cleaning village sign and Removal of old goalpost	263.00	0.00	263.00
A Fuller	Gardening	40.00	0.00	40.00
<b>Totals</b>		<b>7,027.42</b>	<b>828.74</b>	<b>7,856.16</b>

18/163.2 Current account balance to be reported at the meeting.

The bank account balance as at today's date was **noted** at £22,671.26 and it was further noted that the second instalment of the Parish precept will be paid later this month.

18/163.3 To approve Clerk's pay increase

The Chair and Vice-Chair had carried out the Clerk's appraisal and as a result of the hard work in enabling the Parish Council to achieve Foundation Status it was recommended that the Clerk's salary be increased by one scale point and that be backdated to 1 April 2018. This proposal was **agreed** by all Councillors.

18/163.4 To receive Quarterly financial report

The Quarterly report was received and **noted**.

#### **18/164 To consider current situation regarding fencing erected by the Cricket Club without permission**

It was noted that the Club Chairman has requested a meeting and the Clerk is liaising to ascertain the current position to be reported to the next meeting.

#### **18/165 Affordable Housing Project**

No further news.

#### **18/166 Clerk's Report**

The Clerk reported as follows –

1. One more speed watch volunteer has been trained and I am encouraging the speed watch group to undertake some more monitoring.  
*It was noted that the group will be participating in the forthcoming EDWARD day initiative.*
2. Historic England have confirmed that the War Memorial in The Street has now been listed with Grade II status.
3. The work to repair the fencing around the tennis court and install a gate has now been completed.
4. I have reported the poor state of the pavement in The Street to Councillor Aldridge. Online reports have been submitted by residents but no immediate

action is due to be taken by Essex so the request is to see whether action may be taken at an early opportunity.

5. I have been informed that Essex County Council has carried out work to clear culverts in Blasford Hill adjacent to the allotment site.
6. Each month I will keep you updated with matters that do not require action at this point in time by the Parish Council but need to be noted as ongoing. This month I can advise

Item	Actions awaited	Date raised
Local Highway Panel – 30mph zone at Chatham Green loop	Awaiting Local Highway Panel	December 2016
Local Highway Panel – 20mph zone in village	Awaiting Local Highway Panel	May 2017
Local Highway Panel – improvements to bus stop at Blasford Hill	Awaiting Local Highway Panel	October 2017
Renewal of Playing Field lease with Chelmsford City Council	Await City Council	September 2016
Painting of village sign	Awaiting handyman	February 2018

It was noted that the handyman has completed work to clean the village sign but has not dealt with the fascia of the sign which due to its detail would require the services of a sign writer. Councillors **agreed** to request that the handyman gives the sign a wash to brighten it up.

The Memorial Hall has provided a copy of its proposed grant application to the Essex County Council Community Initiative Fund to improve the flooring in the hall. Councillors **agreed** to support that application such works will improve the hall.

#### **18/167 To receive update regarding Community Defibrillator project**

To approve quotation regarding repainting of the red telephone box  
Councillors **agreed** the quotation from JCS External Solutions. It was noted that the Defibrillator and signs are due to be delivered very shortly. Also, a community training event will be organised.

#### **18/168 To consider matters relating to the Allotments**

Councillors noted that the hole in the allotment fence has now been repaired on a temporary basis. The application for a grant has been submitted to the Tom Amos charity which has asked for a form to be completed to confirm tax domicile and status and it was **agreed** that the acting Chairman may sign the form. Actions regarding tenants were noted. The Clerk provided details regarding the National Allotment Association and it was requested that she circulate this to the tenants to see if it is of interest to them first – it may then be considered as part of the budget process. It was also noted that the result of the Bags of Help grant application is awaited.

**18/169 To consider issues surrounding parking and traffic management in the Parish**

18/169.1 To consider the issue of school parking

It was noted that an incident of particularly inconsiderate and congested parking at the end of last term was a one-off event as a result of the school sports day.

However, it was also noted that the school does not seem to be actively participating in the 3PR scheme and no prizes were awarded last term. Information is awaited as to whether the school will participate this term. Councillors requested that the Clerk ascertain the cost of a trophy that the Parish Council could purchase and award to the most successful class in the scheme at the school as an incentive to participate as it did seem to have a positive impact.

18/169.2 To consider the issues of congestion and speeding in the Parish in general. The results of a speed and volume survey is awaited from Essex County Council which may inform the Parish Council as to what application it may wish to make to the Local Highway Panel.

18/169.3 To consider the issue of overspill hospital parking

Councillors noted information received which advises that Broomfield Hospital is looking to restrict the number of staff who may park in its car parks. This may result in overspill parking. Councillors considered that at this point in time this will impact upon the Parish of Broomfield rather than Little Waltham. However, the situation will be monitored and if it appears to become a problem it can again be considered by Councillor.

**18/170 To consider the issue of litter in the Parish and the acquisition of new bins**

It was noted that the issue of litter along Back Lane was a particular problem during the summer and that the Clerk had contacted McDonalds on three occasions as they had agreed to litter pick the area but any action they had taken did not appear to have had an impact. McDonalds have now contacted the Clerk with an offer to litter pick Back Lane regularly and have proposed that they will fund the acquisition of a litter bin in the area. After discussion Councillors were of the view that the litter is generally thrown from vehicles so a litter bin would not have an impact. It was **agreed** to accept McDonalds offer to regularly litter pick the area. Also, to investigate if McDonalds and Costa Coffee have bins for their customers positioned at the exits and to ascertain if there is any exit signage relating to litter and to enquire as to what equipment could be provided by Chelmsford City Council to support a Community litter pick.

**18/171 To consider the issue of the repainting of the village sign**

To ask the handyman to wash the sign rather than arrange any repainting at this stage.

**18/172 To consider the issue of the appointment of a Tree Warden**

It was noted that it is not possible to put together a role description as this is a volunteer position and the requirements of each parish are quite diverse. The current problem is that the City Council is no longer offering training although there may be the possibility of some training in the Braintree District. Councillors **agreed**

to see if the gentleman who previously expressed an interest is still interested in the role and to enquire further regarding training.

**18/173 Matters to be raised by members for the next agenda.**

Cricket Club, basketball hoop, local plan, parking

Meeting concluded at 20.46