

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held on 7 January 2020 at 7:30pm in the Tufnell Hall

Present: Councillors Edith Robertson (Chair)
 Antony Kingham
 Barbara Denny
 Melanie Williamson
 Michael Eve
 Chloe Tron
 Rupert Watson
Clerk Suzanne Walker
City Councillor Councillor Knight
County Councillor Councillor Aldridge
Two members of the public were present

Meeting commenced at 7.30pm

20/01 Apologies

Received from City Councillor Steel

20/02 Declarations of Interest

None.

20/03 Consideration and approval of Minutes 3 December 2019

The minutes of the meeting of 3 December 2019 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

20/04 Public Forum- to receive any representations from the public

A resident requested an update regarding the prospective David Lloyd gym and was very concerned as to the impact of additional traffic along Pratts Farm Lane and considered that the road should be widened. He was also concerned regarding additional traffic from the Pompadour and Croudace developments already using the road which is single track. It was explained that following an initial presentation some time ago the Parish Council has not received any further information about the prospective development and no planning application has yet been submitted. Councillor Aldridge commented that he is aware that there has been additional 'rat running' along country roads as a result of the work to the Sheepcotes roundabout but highways can not stop traffic using public highways. He suggested that maybe consideration could be given to having a bar in the road at Domsey Lane to stop through traffic. He also stated that he would raise with highways whether developer traffic could be urged to use newer roads rather than Pratts Farm Lane.

The resident was also concerned that work has started at Channels even though planning permission has yet to be granted. Councillor Knight stated he would look into this and feedback any information to the Clerk.

Councillor Aldridge reported that he had received information from EALC regarding new website provision. He also advised that regarding the Army and Navy flyover he had been told by highways that the faults in the structure are so severe that there is no option but to take down the structure.

Councillor Knight advised that Chelmsford City Council are considering ways of reducing the use of single use plastic so only one plastic roll of plastic refuse bags

will be provided to resident and the scheme of providing free dog poo bags to Parishes is to be withdrawn.

The representative from the Channels Residents Association advised that a new pathway to the retail units will be completed by the spring and will be lit.

20/05 New Planning Applications

- 20/05.1 19/01885/FUL - Channels Lodge, Belstead Farm Lane, Little Waltham - Construction of single storey link extension between hotel accommodation and management hub – To **comment** that charging points should be provided in the car park.
- 20/05.2 19/01886/LBC - Channels Lodge, Belstead Farm Lane, Little Waltham - Construction of single storey link extension between hotel accommodation and management hub – **No comments**
- 20/05.3 19/01883/FUL - Channels Lodge, Belstead Farm Lane, Little Waltham - Conversion of residential barn and detached outbuilding to create six new bedrooms. Construction of single storey lean to extension to detached outbuilding. Associated landscaping work. - To **comment** that charging points should be provided in the car park.
- 20/05.4 19/01184/LBC - Channels Lodge, Belstead Farm Lane, Little Waltham - Conversion of residential barn and detached outbuilding to create six new bedrooms. Construction of single storey lean to extension to detached outbuilding. Associated landscaping work – **No comments**
- 20/05.5 19/01952/FUL - Site at Rolph's Farm, Blasford Hill, Little Waltham - Demolition of existing agricultural buildings. Construction of a new dwelling with associated landscaping and car parking area – **No comments**
- 20/05.6 19/02020/FUL - Blehheim Cottage, Back Lane, Little Waltham - Proposed open cart lodge/garage with garden equipment store – **No comments**
- 20/05.7 19/02058/FUL - Peverels Farm, Domsey Lane, Little Waltham - Proposed two storey rear and single storey side extensions and internal alterations to farmhouse – **No comments**
- 20/05.8 19/02059/LBC - Peverels Farm, Domsey Lane, Little Waltham - Proposed two storey rear and single storey side extensions and internal alterations to farmhouse – **No comments**

20/06 Planning Results

The following planning results were **noted**

- 20/06.1 19/00561/FUL - Regiment Way Golf Centre, Pratts Farm Lane, Little Waltham - Application for new facilities as agreed under the fifth Deed of Variation to the Channels legal agreement (18/01251/MOD106) including: adventure golf, safety netting, extensions to driving range including operational hub to provide food and drink facilities, provision of training equipment to driving range, extension to existing car park, patio area with outdoor furniture, signage, relocation of two existing golf course holes and associated landscaping and engineering works – **Permitted**
- 20/06.2 19/01321/FUL - Former land at mid Essex gravel pits, Essex Regiment Way, Little Waltham - Regrading of boundary embankment to facilitate the development of adjacent plots – **Permitted**
- 20/06.3 19/01650/OUT - Land south of Rembrandt House, Blasford Hill, Little Waltham - Outline application for a new dwelling, with Access and Landscaping not reserved – **Refused**

- 20/06.4 19/05200/TPO - Rembrandt House, Blasford Hill, Little Waltham - Horse chestnut (T1) - Fell - BSCAT U - See Arborologists assessments report - replace with lime tree where shown on draw into 3614:200 – **Permitted**
- 20/06.5 19/01725/FUL - 1 Sorrell Close, Little Waltham - Reduction to existing porch, replacement of flat roof with pitched roof to garage. Extension of existing formation of access – **Permitted**
- 20/06.6 19/05604/CAT - 71 The Street, Little Waltham - Oak - Reduce crown by 1.5 - 2m to previous reduction points. Clean crown of crossing/competing growth and major deadwood - Reason: To keep within a managed regime; Plum - reduce crown by 1-1.5m, thin crossing/competing growth, remove damaged growth and sucker growth at base - Reason: good arboricultural practice – **No Objection**
- 20/06.7 19/01820/FUL - Oakwood, Chatham Green, Little Waltham – Single storey rear extension – **Permitted**
- 20/06.8 19/02653/NAMPRO - Land at Ash Tree Stud – proposed naming of new property – Name of Apple Tree House **Approved**

20/07 To consider issues relating to the Chelmsford City Council Local Plan

Councillor Robertson reported that a meeting with Bloor Homes may happen this week as confirmation of the date is awaited. In the meantime, the Parish Council has been provided with an invitation to attend a consultation event on 18 January 2020 and Councillors are welcome to attend to ascertain what the developer is looking to include in its masterplan for the site prior to it going to public consultation.

20/08 To consider response to proposals to stop up part of Albatross Way

Councillors have **no objection** to the proposal and considered the area will be a more appropriate stopping point for lorries as opposed to on Channels Drive.

20/09 Correspondence

20/09.1 Essex County Council

12/12/19	Letter regarding road damage and road works
16/12/19	Highway Highlight magazine
19/12/19	Information about A12 Widening project
23/12/19	Update regarding Sheepcote Roundabout works

20/09.2 Chelmsford City Council

None

20/09.3 Other

3/12/19	Letter from Dance Association
4/12/19	RCCE Newsletter
5/12/19	Letter asking for site for textile recycling
11/12/19	Playing Fields Association newsletter

And usual bulletins

20/10 Amenities Report

20/10.1 To consider latest Play area inspection report

The contents of the latest operational report were noted and it was **agreed** to authorise the purchase of new chains for both sets of swings and to ask the handyman to clean the equipment and seating in the children's play area in the spring.

20/10.2 To consider sources of grant funding
 Following the refusal of the grant application from the CIF fund the Clerk had looked into alternate sources of funding. Councillors **authorised** the Clerk to submit applications to the Tom Amos charity, the Morrisons fund and the Community Foundation.

20/11 Financial Matters

20/11.1 Payments for approval

The following payments were **approved** –

Payee	Item	£	VAT	Total
Clerk	Salary (Dec 2019)	561.49	0.00	561.49
HMRC	PAYE (Dec 2019)	136.10	0.00	136.10
Essex Pension fund	pension contribution (Dec)	198.97	0.00	198.97
Clerk	Expenses	89.32	2.38	91.70
Paul Clark Printing Ltd	Publication of magazine	488.00	0.00	488.00
Dor-2-Dor (Chelmsford)	distribution of magazine	325.00	65.00	390.00
Glasdon UK Lrd	Bin	152.65	30.53	183.18
Seagrave Inspections	Play area inspection	98.00	19.60	117.60
DW Maintenance	Gardening and litter picking	367.00	0.00	367.00

20/11.2 Current account balance to be reported at the meeting.

Balance as at 31 December 2019 confirmed to be £40,256.27

20/11.3 To authorise Clerk's overtime payment for preparation of magazine

Councillors **approved** payment of 18 hours overtime to the Clerk for the preparation of the December edition of the Parish magazine.

20/12 Clerk's Report

The Clerk reported as follows –

1. Following the receipt of complaints from residents regarding cars parked on the green at the top of Church Hill I referred the matter to the City Council who own the land. I have been advised that the City Council will inspect and are considering erecting bollards in that location to protect the green area.
*An email has today been received from the City Council advising that they do not consider the damage to be so bad as to consider taking action at this point in time although they would be agreeable to the Parish Council paying the costs of the installation of bollards if it so wishes. Councillors **agreed** to continue to monitor the situation and to advise the original complainant of the position.*
2. The Councillor training event will be taking place on 18 February 2020 at the Tufnell Hall.
3. The new bin has been ordered to be installed at the Chelmer Avenue bus shelter.
4. Essex County Council is still inviting Parishes to advise of any pavements that are in a poor state of repair and require attention. Please let me know if you are aware of any pavements that should be put forward for Little Waltham
A Councillor nominated the paths at Rectory Close.

5. I have booked the Community Litter Pick for 28 March 2020 and it is logged on the Keep Britain Tidy website and has been promoted in the latest Parish Council magazine. I would be grateful to receive confirmation of who will be able to volunteer for this event so I may promote it further.
*Councillors **agreed** that the event take place between 10am and 12 noon on the day and the Clerk will deliver the equipment to Councillor Kingham. The event will be promoted in the usual ways including notifying the school and local businesses.*
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	Local Highway Panel has included this in potential works list for a feasibility study	December 2016
Repair of three bridges over streams in the Parish	Matter referred to Chelmsford City Council to resolve.	February 2018
Community Governance Review	Chelmsford City Council wish to progress within a larger review of boundaries in the City Council area	April 2019
Local Highway Panel – Scurvy Hall Lane barriers	Submitted to the highway panel on 14 October 2019 – validation awaited	October 2019
Local Highway Panel – application for a crossing at Ash Tree Corner	Submitted to the Highway Panel on 13 November 2019 – validation awaited	November 2019
South Essex Parking Partnership – application for yellow lines on the junction of the B1008 and The Street by the school	Submitted to the South Essex parking Partnership on 20 November	November 2019

The report was otherwise **accepted**.

20/13 To consider issues relating to the allotments

It was noted that Essex County Council has just carried out a tree survey at the Blasford Hill site but this will need to be arranged by the Parish Council in future as tenants of the land. There is just one spare plot at the site at present.

Regarding the Recreation ground allotments, the new tenants are moving onto their plots but it has become apparent that there are a few outstanding jobs that have still not been completed by the contractor. As the jobs have been outstanding for many weeks it was **agreed** to request that DW Maintenance carry out those tasks and to purchase a new lock for the shed.

20/14 Affordable Housing Project

The representative from the RCCE and from Chelmer Housing Partnership will be attending the February meeting to provide a formal report in relation to the Housing Needs survey and next steps regarding this issue.

20/15 To consider the issue of chat benches

No response received from residents following the article in the Parish magazine. Councillors **agreed** to put a sign on the bench at the bottom of Rectory Close on Brook Hill and nominate that to be the chat bench for the village.

20/16 To consider a First Aid Training event

Councillors accepted it would be a good idea for at least one Councillor to receive such training and to look to arrange such an event.

20/17 To consider Councillor representation for Poole and Aleyn charity

The existing representative has now resigned from the Parish Council. Councillor Watson is a Trustee of that charity. Councillors **agreed** that Councillor Watson be the nominated Parish Council representative to the charity.

20/18 To consider the hosting of an event to commemorate the anniversary of VE Day

The Clerk had spoken to a brass quintet regarding the provision of music but a quote of £500 had been provided which was considered excessive. The Clerk will make enquiries for a bugler and will liaise with Good Companions and the Memorial Hall and church. Also, to liaise further with the school who as yet have not committed to the event and if need be to contact the chair of Governors to obtain a response.

20/19 To consider issues relating to new website

20/19.1 To consider updated Accessibility statement

The Clerk had circulated the updated statement which was **approved** by Councillors. The new website is now live and the domain name has been transferred. There are just a couple of minor additions required before the site is complete.

20/20 To receive update regarding Cricket Club and leasehold arrangements

Prior to Christmas the club had removed the gate and all fencing including the fixture of the fence on the boundary of the land without first advising either the Parish or City Councils. The City Council installed bollards to protect the land from unauthorised encroachment. The club has advised that they wish to continue with the arrangements for a license to use the land. In order to try and address the outstanding issues, not just regarding the removal of fencing but also the ongoing lease arrangements with the Parish Council, Councillors **agreed** to request that a meeting take place with officers at the Chelmsford City Council to work collaboratively to resolve this matter. Councillor Knight agreed to attend the meeting as well.

20/21 Matters for the next agenda.

VE day, Affordable Housing, Cricket Club

Meeting concluded at 20.36