

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held on 9 September 2019 at 7:30pm in the Tufnell Hall

Present: Councillors Edith Robertson (Chair)
 Antony Kingham
 Barbara Denny
 Melanie Williamson

Clerk Suzanne Walker
City Councillor Councillor Steele
County Councillor Councillor Aldridge

Three members of the public were present together with a representative from RCCE and from Chelmer Housing Partnership

Meeting commenced at 7.30pm

19/153 Apologies

Received from Councillors Campen, Eve and Tron and from City Councillors Knight and Daden.

19/154 Declarations of Interest

None.

19/155 Consideration and approval of Minutes 2 July 2019 and 29 July 2019

The minutes of the meetings held on 2 July 2019 and 29 July 2019 were formally **approved** by Councillors as a correct record and were signed by the Chair.

19/156 Public Forum- to receive any representations from the public

Councillor Steele advised that following the planning committee meeting when permission for the cricket club fence was refused he had spoken to officers at the City Council who will be looking to speak to the Cricket Club as to next steps.

A resident who had attended the planning committee meeting had also spoken to the City Council who had advised of the long deadline for the club to appeal and that consideration is being given to other means of enforcing the removal of the fence and he requested that the Parish Council press the City Council to resolve the matter promptly and also in the future to consider an application for village green status for the recreation grounds.

A resident requested that an application be made to the Local Highway panel regarding the missing gate at Scurvy Hall Lane and Councillors asked the Clerk to look into the process of applying.

The Chairman of the Channels Residents' Association raised the issue that there is still no lighting along paths within the development.

The representative from CHP updated Councillors in relation to the potential affordable housing development in the Parish and the fact that the land is owned by the Diocese of Chelmsford and Chelmsford City Council. A new plan has been drawn up for approval by the Diocese and a new Housing Needs survey is required.

The representative from RCCE updated Councillors on the Housing Needs survey process.

Councillors **agreed** to deal with this agenda item at this point in the meeting

19/166 Affordable Housing Project

The planning policy applicable to this potential development was explained in that it falls under the rural housing exception which allows the housing to be allocated by need to those with a connection to the Parish. Councillors **agreed** to proceed with the survey at this point especially as the Parish faces future growth. It was also **agreed** that the deadline for the return of the survey will be 8 November 2019. RCCE will co-ordinate the survey which will be distributed with the forthcoming issue of the Parish magazine.

19/157 New Planning Applications

19/157.1 19/01528/TPO - Hallfield House, Back Lane, Little Waltham - T1 - Sycamore - Rear Garden - Fell - tree has died due to disease. T2 - Sycamore - Rear Garden - remove dead limbs - stop overhanging onto adjacent road and limit spread of disease. – **No comments**

19/157.2 19/01267/OUT - Land South of Runneymead Cottage, Blasford Hill, Little Waltham - Development of 14 dwellings. (Outline application with only landscaping reserved). – **No further comments.**

19/157.3 19/01353/FUL - Site at 98 The Street Little Waltham - Conversion of the existing outbuilding into a two-bedroom dwelling. Associated hardsurface off-street parking

19/157.4 19/01345/FUL - Site at 98 The Street, Little Waltham - Construction of a bungalow with all associated works, including a new access and hardsurface off-street parking.

In relation to the above two applications Councillors **agreed to object**. It was noted that 98 The Street is an iconic house within the Conservation area and that the impact of converting the rear barn and also adding a further house on the plot would be detrimental. The objections made by Essex Highways were also noted and Councillors wish to support those objections. No specific purpose or need had been stated for the construction of the two dwellings.

19/157.5 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 – **No comments**

19/157.6 19/05144/TPO - The Old Alehouse, Blasford Hill, Little Waltham - Horse Chestnut (T2) - Fell - Reason: The tree has been identified as in substantial decline and should be felled for safety reasons. Replant with with one standard Horse Chestnut on the property in a different position – **No comments**

19/157.7 19/05567/CAT - 23 The Street, Little Waltham - Willow - Reduce crown by 2 - 3 metres and rebalance. Remove 2 lowest branches - becoming too large for position - **No comments**

19/157.8 19/01400/FUL – Land south of Channels Cottage, Belsteads Farm Lane, Little Waltham – change of use from highway to private land - **No comments.**

19/158 Planning Results

The following planning results were **noted** –

19/158.1 ESS/01/18/CHL - Land at Sheepcotes Farm, Little Waltham - The construction of an agricultural reservoir involving the extraction, processing and exportation of sand and gravel and soils; the erection and use of an on-site processing plant with ancillary facilities; and highway and access improvements. Together with the construction of an associated irrigation pipeline from the proposed abstraction point (River Chelmer at Langleys, Great Waltham) – **Granted**

19/158.2 19/00494/FUL - The Old Ale House, Main Road, Little Waltham - Construction of detached annexe and cart lodge carport – **Granted**

19/158.3 19/00495/LBC = The Old Ale House, Main Road, Little Waltham - Construction of detached annexe and cart lodge carport. – **No further action**

19/158.4 19/00597/OUT - Land south of Runnymead Cottage, Blasford Hill, Little Waltham - Development of 14 dwellings (Outline application with only landscaping reserved) -**Refused**

19/158.5 19/00177/FUL - 93A The Street, Little Waltham - Change of use from Residential (C3) to a Holiday Let Property (C1). – **Permitted**

19/158.6 19/00581/REM - Beaulieu Park, White Hart Lane, Springfield - Development of Zones K and L: Construction of 300 dwellings (92 x 1 bed, 141 x 2 bed and 67 x 3 bed) with associated infrastructure, servicing, landscaping and car parking spaces. – **Permitted**

19/158.7 19/00868/LBC - Foxtons, 23 The Street, Little Waltham – replacement front door – **Permitted**

19/158.8 19/00949/MAT – Orchard Cottage, Blasford Hill, Little Waltham - Variation of condition 3 for the planning permission reference 18/00878/FUL (Detached dwelling and two new vehicle accesses). Amendment to the original drawings by replacing A501/02F with 3870_PL301 in order to add a canopy to the front entrance -**Permitted**

19/158.9 19/01106/OUT - Land at Great Oaks, Main Road, Little Waltham - Demolition of existing workshop building. Construction of new dwelling. - **Granted**

19/159 To consider issues relating to the Chelmsford City Council Local Plan

It was noted that various modifications have been put forward in this consultation. Two strategic growth sites effect the Parish. In relation to growth site 6 at Blasford Hill it was **agreed** to object to the suggestion that the new link road to the hospital should only be for hospital staff but should be available for all traffic.

In relation to the proposals for a new Garden community plus 9 plots for travelling show people it was **agreed** that representations be made that the 9 show people

plots should be integral to the development so as to be close to the amenities of such a development with sufficient room for their use. Also that the entire area of the former golf course should be designated open space rather than part of the area.

19/160 To receive update regarding potential development at Blasford Hill by Bloor Homes

The Chairman and Councillor Kingham had attended meetings with Broomfield Parish Council and the developers. A draft memorandum of understanding will be presented at the next meeting for consideration. No progress has been made with the hospital who still want the new road to be exclusively for their staff and wish it to be constructed through Pudding Wood. The Parishes consider a mechanised crossing is required for the B1008 and consideration needs to be given as to the impact upon listed buildings on that road. Consideration is being given to the feasibility of a community centre plus a preschool or nursery.

19/161 Correspondence

19/161.1 Essex County Council

24 June 2019	Update regarding number 51 bus service
29 June 2019	Update on repair of PROW bridges
30 June 2019	Information regarding resident complaint regarding traffic using Domsey Lane
9 July 2019	Update regarding Library provision
11 July 2019	Information about new septic tank regulations
17 July 2019	Letter regarding need to improve signage on B1008
24 July 2019	Information about litter bin issue at Channels
19 August 2019	Information about road adoption at Channels
20 August 2019	Highways annual plan
27 August 2019	Notification of roadworks at Sheepcotes Roundabout

19/161.2 Chelmsford City Council

31 July 2019	Chelmsford Business magazine
20 August 2019	Statement regarding new infrastructure

19/161.3 Other

12 July 2019	Invitation to A12 Community Forum
19 July 2019	Update from MP regarding mobile coverage
30 July 2019	Information about 125 anniversary of the Parish sector
5 August 2019	NALC Councillor survey
19 August 2019	Update on Braintree District Council Local plan consultation
19 August 2019	Invitation to Mid Essex Hospital Trust AGM
29 August 2019	Update from A12 Community Forum
29 August 2019	Invitation to Bloor Homes Community event

Usual bulletins

19/162 Amenities Working Party Report

19/162.1 To consider latest play area operational inspection

The inspection results were **noted** and the Clerk was authorised to purchase new swing chains and accessories in accordance with the maintenance recommendations.

In addition, it was noted that the grant application to the CIF fund has been submitted with the outcome expected in November. New locks and chains have been fitted to the gate of the play area together with 2 new 'no dogs' signs. MD Landscapes are withdrawing from work in this area so new quotes for grass cutting will be sought. A fly tip was noted so enquiries will be made to contact the resident failing which the cost of requesting removal by DW Maintenance was authorised.

19/163 Financial Matters

19/163.1 Payments for approval

The following payments were **approved** –

Payee	Item	£	VAT	Total
Clerk	Salary (July 2019)	407.35	0.00	407.35
HMRC	PAYE (July 2019)	97.60	0.00	97.60
Essex Pension fund	pension contribution (July)	142.62	0.00	142.62
EALC	Councillor Training course	148.60	29.72	178.32
Clerk	Salary (Aug 2019)	407.35	0.00	407.35
HMRC	PAYE (Aug 2019)	97.60	0.00	97.60
Essex Pension Fund	Pension contributions (Aug)	142.62	0.00	142.62
Clerk	expenses	272.66	0.00	272.66
Chelmsford				
City Council	uncontested election charge	77.00	0.00	77.00
MD Landscapes	Grass cutting	201.10	40.22	241.32
JCM Services	Tree maintenance	660.00	132.00	792.00
T Payne	installation of litter bin	75.00	0.00	75.00
DW Maintenance	litter picking and gardening	559.00	0.00	559.00
Lambert				
Smith Hampton	rent for allotment site	77.00	0.00	77.00
NJ Raymond	Allotment clearance work	1935.00	0.00	1935.00
Seagrave Inspections	play area inspection	98.00	19.60	117.60
Tennis 2000 Ltd	Cleaning tennis court	605.00	121.00	726.00
DW Maintenance	litter picking and gardening	337.50	0.00	337.50
MD Landscapes	Grass cutting	275.70	55.14	330.84
PKF Littlejohn LLP	External audit fee	200.00	40.00	240.00

19/163.2 Current account balance to be reported at the meeting

Balance as at 31 August 2019 £32,116.99

19/163.3 To consider Quarterly financial report

The Quarterly report calculated to 30 June 2019 was **approved**.

19/163.4 To approve Clerk's overtime in relation to preparation of Parish magazine

Councillors **approved** 13 hours of overtime to prepare the June edition of the magazine.

19/163.5 To consider update to Bank mandate

Councillors **agreed** to removed former Councillor Goff from the Co-op bank mandate and to add Councillors Williamson.

19/164 To consider and approve Survey for Residents to inform Parish Council strategy statement

The draft strategy survey was **approved**.

19/165 Clerk's Report

The Clerk reported as follows –

1. The bus timetable holder in the bus shelter opposite the White Hart pub was broken in July but Essex County Council has agreed to provide a replacement free of charge.
2. Essex County Council is due to renew the bus shelter by Winckford Close at the end of September and has taken on board the issues raised by the Parish Council in relation to its position and the old shelter will be donated to the Sports and Social club.
3. Essex County Council will be considering improved signage at the B1008 at the cross over of the dual carriageway.
4. The tree maintenance works in the recreation ground have been completed.
5. The jetwashing of the tennis court has been completed.
6. The Dementia Friends event will be taking place on 10 October and I will be publicising the event in the Parish magazine and on the website and on Facebook.
7. 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
Repair of pavements	Reported to Councillor Aldridge and awaiting confirmation as to the plans of Essex County Council	March 2019
Community Governance Review	Chelmsford City Council wish to progress within a larger review of boundaries in the City Council area	April 2019

In addition, the Clerk had received invitations as follows

Garden Village Community Liaison Group 26 September at 2.30pm. The Clerk will attend the event as it is during the working day.

14 October 2019 A12 Community Forum – the Clerk to attend

5 October 2019 Coffee with Cops at Channels Brasserie - open to all residents to attend and has been publicised on the website and will be in the magazine.

10 September 2019 Bloor Homes community consultation event – the Clerk and Councillor Kingham will attend.

The EALC has requested representatives for their Health and Wellbeing board – it was **agreed** to nominate Councillor Williamson.

The report was otherwise **noted and accepted**.

19/166 Affordable Housing Project

Dealt with earlier in meeting.

19/167 To consider matters relating to the Allotments

It was noted that the recreation area allotments have now been cleared and a shed installed. In relation to water provision it was **agreed** to purchase a water butt and look to have a downpipe attached to the shed so as to catch rain water. It was **agreed** to set the rent at £18 per annum and to now allocate the plots to those on the waiting list.

Regarding the Blasford Hill allotments it was noted that the Clerk and Councillor Kingham had hosted the annual allotment tenants meeting in July. One of the issues raised was the clearance of rubbish. The Clerk had obtained quotes for a skip and Councillors **agreed** to accept the quotation from Dunmow Waste Management. It is to be made clear to the tenants that the skip will be for allotment rubbish only and it will be for the tenants to load the rubbish into the skip. The Clerk will liaise with them as to the best time to order the skip. It was also **agreed** that the Clerk obtain quotes for the trees to be trimmed next to plot 13. It was noted that the Clerk has at last found another contact for the Orchard Trust and will try and obtain the free fruit trees for the orchard. Also in relation to one plot warning letter have been sent out to the tenant who has not responded so a notice to quit will be issued. The first warning letter to be sent to two other plots to keep on top of maintenance issues.

19/168 To consider issue of buses within the Parish

It was noted that it would appear damage has been caused to the thatched roof of a property in The Street by a double decker bus and that those buses appear to face difficulties travelling through the village due to parked cars. As the buses are not full Councillors asked the Clerk to raise the issue with First Bus as to whether double decker buses are indeed required for the route.

19/169 To consider issues relating to the Parish Council website

19/169.1 To consider issues surrounding website accessibility and to approve accessibility statement

Councillors had viewed the website and made some suggestions so as to improve the site when it is renewed. It was **agreed** to download the photos on the site and then remove that section of the website. Councillors **approved** the accessibility statement so as to make sure the Parish Council is compliant with the legislation in time for the deadline of 23 September 2019.

19/169.2 To consider issue of new website

The Clerk is making enquiries about setting up a Word Press site and obtaining quotations from companies to assist and to transfer the data to the new site and will present the information at a future meeting.

It was noted that an approach had been made from a consultant regarding the set up of a Facebook page. If this is progressed by the Parish Council it was considered this is something that can be dealt with internally.

At this point of the meeting Councillor Aldridge arrived.

19/170 To consider response to Chelmsford City Council Polling District review

No Comments.

19/171 To consider request from Essex County Council to contribute to Public Right of Way repairs

It was noted that the County Council is legally responsible for the PROW and not the Parish Council who have no money in the budget for such an expensive project in any event. It was noted that the footpath will provide access into the village centre and therefore it was **agreed** to suggest to Essex County Council and Chelmsford City Council that they require a developer contribution under Section 106 to fund such a project.

19/172 To receive an update regarding Cricket Club fencing and leasehold arrangements

The Clerk will request an update from Chelmsford City Council as to next steps now the application for permission for the fence has been refused.

Councillor Aldridge provided his update – he continues to press for a Pegasus crossing over Essex Regiment Way and the issue still appears to be the access to the gas station. He advised that the Essex Lottery has been updated. He also advised that he had attended a conference regarding cycling and the possibility of a bike scheme for Chelmsford.

19/173 Matters to be raised by members for the next agenda.

Bloor Homes, Grass cutting contract.

Meeting concluded at 9pm