

## **LITTLE WALTHAM PARISH COUNCIL**

### **Minutes of the Meeting held on 5<sup>th</sup> October 2021 at 7:30pm in the Tufnell Hall**

Present: Councillors                      Edith Robertson (Chair)  
   Antony Kingham  
   Melanie Williamson  
   Rupert Watson  
   Paul Scott  
   Richard Allen  
   Suzanne Walker  
Clerk    Councillor Knight  
City Councillor                              Councillor Steel  
County Councillor                              Councillor Steel  
Two members of the public were present

Meeting commenced at 7.30pm

#### **21/156                      Apologies**

Received from Councillors Tinson and Tron

#### **21/157                      Declarations of Interests**

Councillor Allen declared a pecuniary interest in agenda item 21/161.2 and will leave the hall for that item.

#### **21/158                      To consider and approve the Minutes 7 September 2021**

The minutes of the meeting of 7 September 2021 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

#### **21/159                      Public Forum- to receive any representations from the public**

It was agreed to hear from a committee member from the Channels resident's association first

#### **21/160                      Update from Channels Residents Association**

A committee member from the Channels Residents Association confirmed receipt of the grant money for the defibrillator from the Parish Council for which they were grateful and that the defibrillator had been ordered and is expected to be installed at some point in either October or November and Councillors will be invited to the unveiling. The representations to Chelmsford City Council by the Parish Council in relation to Channels service charge paying for the skate facility has not resulted in any change of decision by the City Council not to become involved in the issue. He also requested an update regarding the traffic regulation order for yellow lines at Channels.

Councillor Steel confirmed that he will check on the current position regarding progress of the TRO as it appeared there is a difference of approach between the developer who does not want restriction and the County Council who do. He had also provided information via email on how to track Local Highway panel applications and information about a Highways briefing and road safety meeting both of which are due to be attended by representatives from the Parish Council. He confirmed that Essex County Council has issued a closure order for byway 51 for a period of 6 months. He made representation at the City Council meeting in relation to the Community Governance review and advised that the position of the City

Council is that Parish Councils and residents have an opportunity to make their views known in the forthcoming consultation process.

He then confirmed that he has been contacted by 20 residents with concerns in relation to traffic travelling through the village. He summarised the position in relation to the Local Highway Panel application in that he considers most of the application made by the Parish Council is not feasible in his view. There was then considerable discussion between Councillors and Councillor Steel as to the need for action to be taken in relation to rat running through the village and the general increased volume of traffic and the unique position of the village between two major roads. Councillor Steel also stated that the GP surgery is not proceeding with its extension and thus the Parish Council should consider applying for yellow lines by the surgery.

A resident spoke to raise his concerns about the volume of traffic travelling through the village and the fact that the City Council and County Council should be addressing this issue.

## **21/161          New Planning applications**

21/161.1 21/05604/CAT - 34 The Street, Little Waltham - Ash - Within rear garden - Reduce extended lateral growing to the north west by 2.5m maximum, cutting to suitable growing points; crown lift to 3.5m, removing sub laterals, cutting to branch collar – **No Comment**

Councillor Allen vacated the hall for this item

21/161.2 21/05222/TPO - 100 The Street, Little Waltham - T2 - Horse Chestnut - Crown reduction by up to 6m (approx. 1-2m below previous cut points) - Reason - The tree is causing the thatched roof across the road to deteriorate and reduction would give extra clearance- **No Comment**

Councillor Allen returned to the meeting.

21/161.3 21/01717/FUL - Peverells Farm, Domsey Lane, Little Waltham - Demolish existing porch, construction of replacement porch – **No Comment**

21/161.4 21/01718/LBC - Peverells Farm, Domsey Lane, Little Waltham – Replacement porch – **No Comment**

21/161.5 21/01610/FUL - Southwood House, Woodhouse Lane, Little Waltham - Part demolition of existing garage, construction of new single storey extension and new entrance porch. Internal alterations, installation of bi-fold doors to rear elevation and alterations to basement – **No Comment**

## **21/162          Planning Results**

The following planning results were **noted** -

21/162.1 21/00919/FUL - 13 Sorrell Close, Little Waltham - Construction of enclosed front porch area. Change from flat roof to pitched roof over existing garage – **Permitted**

21/162.2 21/01141/LBC - The Old Ale House, Blasford Hill, Little Waltham - Demolition of existing single storey east end extension and construction of a single storey extension; loft conversion including addition of three dormer windows; reconstruction of chimney and other external alterations. Resubmission of approved, lapsed application(s), Ref: 17/00561/FUL & 17/00562/LBC – **Granted**

- 21/162.3 21/01140/FUL - The Old Ale House, Blasford Hill, Little Waltham - Demolition of existing single storey east end extension and construction of a single storey extension; loft conversion including addition of three dormer windows; reconstruction of chimney and other external alterations. Resubmission of approved, lapsed application(s), Ref: 17/00561/FUL & 17/00562/LBC – **Granted**
- 21/162.4 21/01282/FUL - Channel's Lodge, Belstead Farm Lane, Little Waltham - Retrospective application for the conversion and restoration of an existing barn to facilitate use for 5 self-contained accommodation suites and cafe area. Single storey front and rear extensions incorporating a link extension to existing open sided entrance foyer – **permitted**
- 21/162.5 21/01283/LBC - Channel's Lodge, Belstead Farm Lane, Little Waltham - Retention of repair works and associated operations to an existing barn to facilitate the conversion to 5 self-contained accommodation suites and cafe area – **permitted**
- 21/162.6 21/01495/CUPAM - 93A The Street, Little Waltham - Determination as to whether the prior approval of the local planning authority is required for the proposed change of use from a holiday let to 1 dwelling house (Class Use C3) – **Refused**
- 21/162.7 19/01576/S73/1 - 13 Sorrell Close, Little Waltham - Variation of condition 2 to approved planning application 19/01576/FUL (Single storey rear extension, first floor side extension and partial conversion of the garage) to reduce the width and increase the depth of the rear extension due to location of public sewer and alter internal layout of bedroom and en-suite. – **Permitted**
- 21/162.8 21/01417/FUL - The Bungalow, Belstead Farm Lane, Little Waltham - Demolition of existing dwelling and domestic outbuilding. Construction of 7 dwellings with garages, parking, landscaping and other associated works – **withdrawn**
- 21/162.9 21/01566/FUL - Five Elms, Wheeler's Hill, Little Waltham - 1.5 storey front extension, porch extension and part single, part two storey side and rear extension – **Permitted**
- 21/162.10 21/05595/CAT - 49 Brook Hill, Little Waltham – Sycamore, 2m crown reduction - Reason - Overhanging house pavement and drive way – **No objection**

**21/163: Correspondence**

**21/163.1 Essex County Council**

8/9/21	Naming survey for new on call bus service
13/9/21	Update on progress of North East bypass
28/9/21	Notice of further closure of byway 51

**21/163.2 Chelmsford City Council**

None

**21/163.3 Other**

14/9/21	Police, Fire and Crime Commission survey
15/9/21	Police update
28/9/21	Invitation to RCCE AGM
And usual bulletins	

**21/164: Amenities report****21/164.1 To consider costs for play area repairs**

Councillors considered 3 quotations in respect of the resurfacing of the path in the play area and the repair of damage to wet pour respectively. The financial situation including the budgeted amount for such repairs was also considered. It was **agreed** to appoint Mortimer Contracts Ltd to repair the path and also the two areas of wet pour in need of most urgent repair being around the swings and horse. The two areas under the swings can be budgeted for in the next financial year. Mortimer contracts will also be asked to carry out the minor works to repair a path behind the Memorial Hall on land under the control of the Parish Council plus some repairs to the swing chain connections and the renewal of wheels on the mobile goalposts.

**21/164.2 To consider issues of grass cutting and gardening in the Parish**

The Clerk presented a report on the work currently being carried out in relation to gardening and litter picking plus grass cutting. Councillors **agreed** that the specification of works was still required as it stands so that a review can be carried out and quotes requested. It was further agreed to approach the McDonalds store in relation to their agreement to litter pick along Back Lane so ascertain how frequently that is carried out and to consider future community litter picks and encouraging residents to litter pick generally

**21/165: Financial Matters****21/165.1 Payments for approval**

The following payments were **approved** –

**Paid on 27<sup>th</sup> September with reference to agenda item 21/144**

		£	VAT	Total
Channels Residents Assoc.	Grant	3,100.00	0.00	3,100

**To be paid this month**

Clerk	Salary (Sept.)	442.46	0.00	442.60
HMRC	PAYE (Sept)	106.40	0.00	106.40
Essex Pension Fund	Pension (Sept.)	164.48	0.00	164.48
Clerk	Expenses	162.37	14.03	176.40
Myers Scott	website hosting	86.88	17.38	104.26
Anglian Water	Water for allotments	463.15	0.00	463.15
Paul Clark Printing	printing of magazine	548.00	0.00	548.00
Memorial Hall	Toilet hire	15.00	0.00	15.00
EALC	Highway briefing	20.00	4.00	24.00
Dor2Dor (Chelmsford)	distribution magazine	498.00	99.60	597.00
DW Maintenance	Grass cutting	440.00	0.00	440.00
DW Maintenance	village maintenance	382.00	0.00	382.00

**21/165.2 Bank account balances to be reported at the meeting**

Current account £77,456.10 and saver account £2,384.79

**21/165.3 To agree costs for increasing storage for email accounts**

Costs still awaited so **agreed** to defer to next agenda

**21/165.4 To review internal auditor**

Costs and information still awaited so **agreed** to defer to next agenda

**21/165.5 To approve Clerk's overtime**

Councillors approved 11 hours overtime for the preparation of the autumn edition of the magazine and 12 hours overtime regarding additional hours of work generally.

**21/165.6 To consider draft strategy statement**

The draft strategy statement was considered and **approved**.

**21/166: Clerk's Report**

The Clerk reported as follows –

1. I have contacted Chelmsford City Council regarding adding a new dog bin to the rota and I am now told that I should receive a reply by mid-October.
2. On 13<sup>th</sup> September I attended a webinar regarding planning law updates
3. The Love your Chelmsford clean-up day was promoted on the Parish Council's Facebook page
4. I reported problem parking on the yellow lines in front of the school to the South Essex Parking Partnership. The report has been allocated to an officer and I await a response on action taken.  
*The Clerk reported that patrols were expected this week and she will feedback on the response from the parking partnership*
5. Residents complained about parking in connection with the drop-in flu clinic at the GP surgery. I suggested it be raised via the Patient Participation Group.  
*Councillor Scott will mention this at the next meeting.*
6. On 15<sup>th</sup> September I attended an online meeting regarding the Chelmsford Garden Community and have provided notes of my meeting to Councillors.
7. On 23<sup>rd</sup> September I attended the EALC AGM
8. A resident's complaint about white lines at Chelmer Avenue has now been resolved as the lines have been painted back.
9. A resident's complaint about overflowing water at Chelmer Avenue was raised via Councillor Steel and Essex County Council has now jetted the area and established that tree roots caused the problem.
10. An article was included in the latest edition of the magazine about the 'hard to recycle' scheme and I will let you know any feedback in due course from residents.
11. Bloor Homes have advised that they are looking to amend their planning application and will present their proposals at a future Parish Council meeting.
12. Previously agreed representations in relation to the Community Governance Review were put forward to Chelmsford City Council by Councillor Robertson attending the Governance Committee meeting on 8<sup>th</sup> September and by myself in communication with ward Councillors in anticipation of the special meeting of Chelmsford City Council on 22<sup>nd</sup> September 2021.

13. 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 – application for a crossing at Ash Tree Corner	LHP has advised that they statistics show that a crossing cannot be justified but they are considering a refuge to assist those crossing the road – cost estimate £7,500 – project in design phase which may include a filter land for Chelmer Avenue.	November 2019
Resolve issue of electric pole at Blasford Hill allotments	Essex County Council is negotiating a Wayleave consent	March 2020
Local Highway Panel – application for speed reduction along Back Lane, Stand out chicanes in Brook Hill and access only provisions to the village centre	The Parish Council has responded to questions from the LHP including request for downgrade of PR2 status of road and reduction in speed limit of Back Lane to 40mph– in reliance on old speed survey the officer will be recommending a village gateway to the panel	December 2020
Essex County Council Bus shelter project	The Parish Council has confirmed ownership status of the shelters and awaiting licence documentation	December 2020
Local Highway Panel applications	Application for 40mph buffer Zone on approach to 30mph limit to be shown with a ‘village gate’. The village centre from the War Memorial to the school at The Street, and Brook Hill from the junction with The Street to Church Hill to be a 20mph area with ‘wig wags by the school – the officer will be recommending a village gateway and is investigating the suggestion of wig wags	April 2021.
Essex County Council	The issue of the removal of trees and the installation of white posts along Back Lane – response awaited from Essex County Council as to their enquiries and whether this will result in any action being taken.	April 2021

The report was otherwise **accepted**.

#### **21/167: Affordable Housing project**

The RCCE and Chelmer Housing Partnership had provided an update on the project to Councillors via Zoom and for those who were unable to attend the Clerk had circulated a report. Councillors noted the whole purpose in becoming involved in the affordable housing scheme was to bring forward affordable housing for local people under the rural exception site rules. If the Council chooses not to continue to engage with the scheme any houses to be built may not have an element of local benefit. It was therefore **agreed** to continue to be involved in the scheme and to ask the RCCE and Chelmer Housing Partnership to work to bring forward to 12 unit proposed with as much local benefit as possible and to also ask the ward members to support the

position of the provision of local housing for local people for the benefit of the community of Little Waltham

**21/168: To consider the issue of traffic in the Parish**

The Clerk had spoken to the Community speed watch co-ordinator at the Fire Service who had offered to present the benefits of continuing to be involved in the scheme via Zoom and it was **agreed** to try and arrange a session.

The Clerk further advised that the current Local Highway Panel applications request a reduction in the speed limit along The Street and Brook Hill to 20mph and wig wags outside the school, a chicane to slow traffic along Brook Hill, ANPR cameras to regulate the entry into the village of through traffic, a reduction of the speed limit of the whole of Back Lane to 40mph or in the alternative a buffer zone reducing the speed to 40mph on the approach to the current 30mph speed limit supported with village gates. The Local Highway panel officer has advised that the only parts of the application that he will be recommending for funding with the panel is village entry gates and the wig wags. The Clerk had then had a long discussion about how the Parish Council could persuade Essex County Council to consider how to deal with the issue of rat running and she was advised that the Parish Council could make a request to the Transport Strategy and Engagement Team at Essex County Council to carry out a route-based traffic flow study to consider the whole area. The officer stated that they can then consider how to keep traffic on PR1 routes on such designated routes rather than rat running along the PR2 routes in the village centre. Councillors **agreed** to submit such a request.

On the issue of yellow lines in front of the surgery this is not on the agenda and it was **agreed** to consider the matter at a future meeting.

**21/169: To receive update in relation to premises licences for events at Wheeler's Farm, Wheeler's Hill, Little Waltham**

The Police had submitted an application for review the licence prior to the Parish Council making such an application so all the points discussed at the last meeting objecting to the continuation of the licence have been submitted within the consultation process for the Police application including the photos and this was **noted and agreed** by Councillors. It is expected that the application will be considered at the Chelmsford City Council Licensing committee expected to be held on 25<sup>th</sup> October and a member of the Parish Council will attend.

**21/171 To consider issues surrounding byway 51, Little Waltham**

It was noted that Essex County Council has extended the closure notice for the river crossing section of the byway for a period of 6 months

**21/172 To discuss issues relating to the Boreham Airfield War Memorial**

At the request of Councillors, the Clerk had spoken to residents regarding the history of the memorial and views on the suggestion for it to be moved. One resident in particular is a member of an organisation called the 'Buddies of the 9<sup>th</sup>' who are enthusiasts regarding the American Bombers based in the UK during the war and the Boreham Airfield in particular and has been advised that it is usual for memorials to be at the entrance to airfields and that there would be a strong objection to it being moved due to the connection to the airfield. It is also not clear if the Memorial could be moved as it is a fragile brick construction. It was noted that there are sources of funding to restore or maintain the memorial but it was noted it is in reasonable

condition at present. It was **agreed** to advise the Councillor from Boreham Council that this Parish Council would not support any proposals to move the Memorial

**21/173: To consider proposal for a village celebration in 2022**

No further quotes had been obtained for the proposed beacon. A final decision will be needed as to what events to host at the next meeting. In the meantime, it was **agreed** to advise the band that they will not be required for the event. The matter will be on the next agenda.

**21/174: To consider issues in relation to Glebe Field**

It was noted that the application to add a footpath within Glebe Field to the definitive map with Essex County Council had been submitted. Essex Legal department had confirmed that the application has been validated and is now in a long waiting list to be formally assessed.

The Clerk has been advised that the current grazing licence has not been terminated but she did bring to the attention of the land agent the current condition of the field with overgrown grass and hedges. The agent confirmed that the interest of the Parish Council in taking out a licence has been noted.

**21/175: To receive update regarding recreation grounds leasehold arrangements**

The Parish Council Solicitor has advised that the only outstanding matter is to hear from the City Council that the schedule of condition is agreed. The Clerk will again circulate the survey and schedule of condition to Councillors.

**21/176: Matters to be raised by members for the next agenda.**

Affordable Housing, traffic and yellow lines, Wheeler's Farm, Glebe Field and village jubilee event.

Meeting concluded at 9pm.