

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held on 6th January 2022 at 7:30pm in the Tufnell Hall

Present: Councillors Edith Robertson (Chair)
 Antony Kingham
 Melanie Williamson
 Rupert Watson
 Paul Scott
 John Burrow
 Suzanne Walker
Clerk One member of the public was present

Meeting commenced at 7.30pm

22/01 Apologies

Received from Councillors Tinson and Tron and from City Councillors Knight and Steel.

22/02 Declarations of Interests and dispensations

Councillor Williamson declared a pecuniary interest in the grant application to be considered under agenda item 22/09.4 and will vacate the room for that item. Councillor Burrow had submitted a request for dispensation in dealing with budget and precept matters which was granted up to the date of the next election.

22/03 To consider and approve the Minutes 2 December 2021

The minutes of the meeting of 2 December 2021 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

22/04 Public Forum- to receive any representations from the public

A representative from the Channels Residents' Association confirmed that the new defibrillator had been installed but is awaiting registration with the ambulance trust before becoming operational. Training has been arranged and residents from other parts of the Parish will be welcome to attend. He also explained the plans for a Jubilee event being planned by the Association and financial contributions are being made by management companies, a developer and Broomfield Parish Council. A group has been set up to co-ordinate arrangements and can include residents and plans for a village event as well. He also complained about the lorries using the RDR. This had been raised with the County Councillor but evidence is required before any enforcement action could be taken against the quarry regarding hours of operation or mud on the road. He advised that photos are being taken.

22/05 New Planning applications

22/05.1 21/02166/OUT - The Willows, Domsey Lane, Little Waltham - Outline application for the demolition of the existing dwelling and construction of a new dwelling with detached double carport. Formation of new access and associated landscaping. Access and layout being sought, all other matters (appearance, landscaping, scale) reserved – the concerns of Essex Highways regarding access proposals were noted. It was agreed to **object** to the application on the basis that the mass and scale of the property is far greater than the existing property and would thus be out of keeping with the surroundings. Also, to support the comments of Highways.

- 22/05.2 21/05660/CAT - 34 The Street Little Waltham - Ash - Reduce crown by 1.5 - 2m (previously reduced tree) Carry out crown lift to 3.5m, removing sub laterals - Reason - Is in close proximity to neighbouring property and had dropped large branches in the last 6 months, size has been contained over the years – **No Comments**
- 22/05.3 21/02240/FUL - 11 Brook Hill, Little Waltham - Demolition of existing single storey extension and replacement with part single, part two storey rear extension and the addition of a single storey side extension – **No Comments**
- 22/05.4 ESS/148/20/CHL - Bulls Lodge Quarry (Boreham Airfield), Generals Lane, Boreham - Continuation of development permitted by CHL/1019/87 without compliance with condition 1 (Application details), condition 3 (Completion of extraction and restoration) and condition 12 (Phasing) to allow for a temporary suspension of extraction within Boreham Airfield, relocation of field conveyor to Park Farm extraction area, amended phasing scheme and an extension of time to complete extraction and restoration. Planning permission CHL/1019/87 was for "Winning and working of sand and gravel – additional information provided – it was **agreed** to raise the issue of operational hours and in particular the hours when lorries are allowed to access and leave the site in view of the recent impact upon local residents
- 22/05.5 ESS/147/20/CHL - Bulls Lodge Quarry (Park Farm & Brick Farm), Generals Lane, Boreham - Continuation of development permitted by CHL/1890/87 without compliance with condition 1 (Applications details), condition 3 (completion of extraction and restoration), condition 12 (Phasing), condition 13 (Completion of Boreham Airfield extraction before the Park Farm, Bulls Lodge and Brick Farm land extraction is commenced) and condition 16 (Approved conveyor route) to allow a rephasing 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, an amended route for the field conveyor and an extension of time to complete extraction and restoration. 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 – additional documentation and information - it was **agreed** to raise the issue of operational hours and in particular the hours when lorries are allowed to access and leave the site in view of the recent impact upon local residents
- 22/05.6 21/02401/FUL - 3 Birdie Close, Little Waltham - Retrospective application for replacement timber cladding and construction of brick plinth – **No comments**
- 22/05.7 21/02396/ADV – Plot 1 Eagle Way, Little Waltham - x4 internally illuminated signs. x1 internally illuminated totem – **No comments**
- 22/05.8 21/00881/FUL - Broomfield Hospital, Hospital Approach Broomfield - Formation of a new link road between Woodhouse Lane and Broomfield Hospital, including associated drainage, closure of sections of Woodhouse Lane, and ancillary infrastructure- Additional documentation – It was **agreed to repeat the objection** of the road being routed through Pudding Wood and the fact that this will result in a large number of trees being felled. It was noted that the idea for ANPR cameras has been rejected in favour of a barrier and to raise the issue of how that would work and

whether it could lead to congestion at that point. Also, to again repeat the objection that the road is only for select users and should be available to all road users and should be adopted and to question why the road can not be used at least as an exit from the hospital.

It was noted that the City Council is requiring a response to the Bloor Homes amended application received yesterday prior to the next Parish Council meeting and will not agree an extension to that deadline so delegated powers will be used in order to respond. Also, Councillor Robertson will attend the online planning committee meeting on 8 February when the application will be considered by the planning committee of the City Council

22/06: Planning Results

The following results were **noted** -

- 22/06.1 09/01314/MOD106 - Greater Beaulieu Park White Hart Lane Springfield - Request for modification of the s106 (legal) Agreement, entered into on 7th March 2014, associated with the outline planning permission for the Beaulieu mixed use residential-led development (09/01314/EIA), to increase the threshold associated with the delivery of the Radial Distributor Road Phase 3 Works (to include the replacement Generals Lane Bridge) from 1,000 to 1,400 occupations – **Withdrawn**
- 22/06.2 21/02190/CUPAQ - Barns Opposite Whitbreads Business Centre Whitbreads Farm Lane Little Waltham - Determination as to whether the prior approval of the local planning authority is required for the proposed change of use from Agricultural Buildings to 5 Dwellings (Class C3) – **Refused**
- 22/06.3 21/02203/CUPAR - Barns Opposite Whitbreads Business Centre Whitbreads Farm Lane Little Waltham - Determination as to whether the prior approval of the local planning authority is required for the proposed change of use from Agricultural Buildings to a Flexible Use comprising Class E(g) and/or B8 Use Classes – **Determined prior approval not required**
- 22/06.4 21/05636/CAT - 51 The Street, Little Waltham - Oak - Reduce crown by 1-2m (previously reduced tree) - Reason - Is in close proximity to property, size has been contained over the years – **granted**
- 22/06.5 21/01780/FUL - Montpellier Yard, Blasford Hill, Little Waltham - Retrospective application for the construction of a storage building – **Permitted**
- 22/06.6 21/02082/FUL - Physiotherapy clinic, Blenheim cottage, Back Lane, Little Waltham - proposed single storey infill side extension - **granted**

22/07 Correspondence

21/07.1 Essex County Council

14/12/21 Highway Highlights bulletin

21/07.2 Chelmsford City Council

10/12/21 Newsletter regarding Covid issues
14/12/21 Mayor's Newsletter

21/07.3 Other

6/12/21

Information about EALC Larger
Local Council Forum meetings

7/12/21

Braintree District Council local plan
update

10/12/21

Beaulieu delivery newsletter

And usual newsletters and bulletins

22/08: Amenities report

22/08.1 To consider the quotations in relation to the upgrade of the tennis court and installation of outdoor gym equipment and appoint a contractor for the project.

Councillors asked questions as to the mix of outdoor gym equipment and the Clerk was asked to obtain more information from the 3 companies as to what would be an appropriate mix. Also, to look at local outdoor gym equipment and photos from the proposed contractors and speak to organisations who have had their equipment installed before making a decision on the way forward.

22/08.2 To receive update on Parish Tree Warden scheme

No responses from residents as yet so the matter was deferred to the next agenda.

22/08.3 To consider the quarterly play area inspection report.

The contents of the report were considered and noted and it was further noted that the remedial work to the path in the play area is due to be carried out shortly.

22/08.4 To consider participation in the Play in the Park scheme

It was agreed to book a full day during the Easter and Summer holidays. No extras are required.

22/08.5 To consider Councillor training for play area visual inspections

Councillor Kingham agreed to attend an EALC course in May and payment for that course was authorised.

22/08.6 To consider requests from Cricket Clubs for the use of the recreation grounds

It was noted that two clubs have approached the Parish Council asking for the use of the Cricket field. As the future use is still under consideration it was agreed that it would be premature to reach any agreements with such clubs. Also, the upkeep of the area is paid for by residents via the Council tax and Parish precept so Councillors were keen to make sure that any use is of a direct benefit to residents.

22/08.7 To consider ongoing maintenance of the flower tubs

The issue of maintenance of the rose bushes and tubs was discussed and the report of discussions with the gardening club and maintenance company were noted. Regarding the roses it was noted that to thrive they should be thoroughly pruned each year and fed and it was **agreed** to ask that DW Maintenance do so going forward. It was considered that apart from two tubs which need to be treated for weevils the tubs look attractive so apart from making sure that the weevils are dealt with to take no further action at this point in time.

22/08.8 To consider organising a spring Community litter pick

It was agreed to arrange a community litter pick on Saturday 26th March and to involve the Channels section of the Parish again. Councillors Kingham and Watson again **agreed** to lead the event.

22/09: Financial Matters

22/09.1 Payments for approval

The following payments were **approved** –

		£	VAT	Total
Clerk	Salary (Dec.)	598.35	0.00	598.35
HMRC	PAYE (Dec)	149.54	0.00	149.54
Essex Pension Fund	Pension contributions (Dec)	224.71	0.00	224.71
Clerk	expenses	41.42	3.39	44.81
Myers Scott	Domain name and storage	140.26	26.05	168.31
Essex Playing Fields	Subscription fee	30.00	0.00	30.00
Paul Clark Printing	printing of magazine	548.00	0.00	548.00
Seagrave Inspections	play area inspection	113.00	22.60	135.60
DW Maintenance	gardening and litter picking	389.50	0.00	389.50
Perspective	gardening	20.00	4.00	24.00
Memorial Hall	Hall Hire	30.00	0.00	30.00
Dor-2-Dor	Distribution of magazine	498.00	99.60	597.60
Wellers Hedley	Solicitor's fees (lease)	890.00	170.00	1,060.00

22/09.2 Bank account balances to be reported at the meeting

As at 31 December 2021 it was noted that the current account balance was £70,065.83 and the saver account balance £2386.32

22/09.3 To receive quarterly financial report

The quarterly report calculated to 31 December 2021 was **noted**.

Councillor Williamson left the hall for the following agenda item

22/09.4 To consider grant application

The application from the Channels Residents Association for a grant for £500 towards the Jubilee Beacon event was considered and **agreed**.

Councillor Williamson returned to the meeting

22/10: Clerk's Report

The Clerk reported as follows –

1. Chelmsford City Council has agreed to the installation of a new dog bin and to add it to the rota. The installation date is awaited.
2. 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	November 2019

	those crossing the road – cost estimate £7,500 – project in design phase which may include a filter land for Chelmer Avenue.	
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
Byway 51	Essex County Council issued a 6-month closure notice in relation to the byway and an update on the status of the byway is therefore expected in March 2022. It is understood any further action would need to be initiated by the landowner	August 2021
Glebe Field Right of Way	Application for right of way to be added to the definitive map – it has been advised that it is on the list for assessment by the Essex County Council legal team	September 2021
Repair of pavements	Various fault reports referred to Essex County Council cabinet member for highways to investigate	November 2021
Registration of the Memorial Hall with HM Land Registry	Await confirmation regarding the site plan from the Memorial Hall	November 2021

The report was **noted**

22/11: Affordable Housing project

It was noted that the RCCE is awaiting the architect drawings for the 12 units and will provide a copy as soon as they are received.

22/12: To consider the issue of traffic in the Parish

22/12.1 To receive update on matters before the Local Highway Panel

Councillor Steel had provided a schedule of current LHP applications including an application for a destination survey which was **noted**.

22/12.2 To receive update regarding issues raised in relation to the use of the Radial Distributor Road.

The outcome of an approach to the County Councillor had been reported in the public forum.

22/12.3 To consider the appointment of a traffic consultant

It was noted that the Parish Council is already in possession of two traffic counts for the village centre and is awaiting the outcome of the destination survey all of which can be considered by a consultant. There was discussion on the exact specification of what would be required of a consultant so as to provide the Parish Council with workable and affordable options to present to Essex Highways and the possibility of a staged approach. It was **agreed** to interview the interested parties prior to making a decision on who to appoint.

The Clerk was also asked to look into schemes for stickers that can be used by residents.

22/13 To consider representations in relation to the Regional Transport strategy consultation

No comments.

22/14: To receive update in relation to premises licences for events at Wheeler's Farm, Wheeler's Hill, Little Waltham

Councillor Robertson had represented the Parish Council at the committee meeting when the licence review was considered. The City Council had declined to revoke the license but had put a cap of 1,500 people for numbers permitted to attend. The Parish Council will monitor the situation to see if future events are planned and the impact of such events.

22/15: To consider representation in relation to Essex County Council Libraries consultation

No comments

22/16: To receive update regarding recreation grounds and pavilion project

22/16.1 To consider application for Commercial rate relief

It was noted that no application for discretionary rate relief can be lodged until the property is occupied so Councillors agreed to pay the demand and submit an application once the property is occupied.

22/16.2 To receive report on garden licences

The Solicitor's fees were **agreed**. It was further agreed that rather than asking the licensees to pay the Solicitors fees to increase the licence fee to £50 per annum and the Parish Council will bear the fees. The fee to be reviewed at the same time as any rent review in the lease and to include an interest clause for late or non-payment. Also, to obtain a quote from the surveyor to measure out the areas in order to provide plans for use in the agreements.

22/16.3 To consider progress of upgrade project

The Clerk was asked to obtain quotes for an asbestos report. The Clerk also explained VAT implications which was noted.

22/17: To receive update in relation to the situation with Glebe Field

The Diocese via its land agent has asked how much the Parish Council will pay for a possible lease of the land. Councillors asked the Clerk to initially speak to the agent to find out what their client is looking for and to bring the issue back to the next meeting.

22/18 To consider if to re-apply for the Memorial Hall to be included on the asset of Community Value list.

It was **agreed** to re-apply for the Memorial Hall to be added to the list of Community Value assets.

22/19: Matters to be raised by members for the next agenda.

Recreational facilities, tree warden, affordable housing, Glebe Field and Pavilion project.

Meeting concluded at 9.08pm