

## LITTLE WALTHAM PARISH COUNCIL

### Minutes of the Meeting held on 3 March 2022 at 7:30pm in the Tufnell Hall

Present: Councillors            Edith Robertson (Chair)  
   Rupert Watson  
   John Burrow  
   Suzanne Walker  
Clerk                                City Councillor    Councillor Knight  
   County Councillor Councillor Steel  
2 members of the public were present

Meeting commenced at 7.30pm

#### **22/39 Apologies**

Received from Councillors Scott, Tinson, Allen, Williamson, Tron and Kingham and apologies for late arrival received from County Councillor Steel and City Councillor Knight.

#### **22/40 Declarations of Interests**

Councillor Robertson declared a non-pecuniary interest in agenda items 22/43.4 and 22/43.8 as she is acquainted with the applicants. As her leaving the room would render the meeting inquorate it was **agreed** not to consider those two planning applications.

#### **22/41 To consider and approve the Minutes 3 February 2022**

The minutes of the meeting of 3 February 2022 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

#### **22/42 Public Forum- to receive any representations from the public**

A representative from the Channels Residents Association updated the meeting in relation to the arrangements for the lighting of the Jubilee beacon on Thursday 2 June and the fact that the management company are arranging to install a seating area. This has also involved moving a public art project to another area. He also mentioned that Ptarmigan land are due to make a planning application for land that was formerly the golf course but there is a question mark over the precise boundary. He also spoke about the continued impact of lorries travelling to the gravel pit along the RDR. A resident had measured the decibel levels inside his house which are considerably in excess of the expected limit within the original planning application. The noise of acceleration and braking is very intrusive. The planning application to extend hours of operation to the night time is of great concern.

A resident had attended to speak about his planning application but as it was yet to be received no comments were made.

#### **22/43 New Planning applications**

22/43.1 21/02396/ADV - Plot 1 Eagle Way Little Waltham - x4 internally illuminated signs. x1 internally illuminated totem – updated plans – **No Comments**

- 22/43.2 21/01656/TPO - 100 The Street, Little Waltham - T2 - Horse Chestnut - Crown reduction of 2.5-3m back to previous pruning points. Reason: to prevent further damage to neighbouring thatched roof – **No comments**
- 22/43.3 22/00730/HNC - Renaming of the property 'The Pines, Domsey Lane, Little Waltham' to 'Reina' – **No Comments**
- 22/43.4 22/05509/CAT - 9 Winckford Close, Little Waltham - T1-6 - Hawthorns - reduce height by 2 metres. Reason: they are blocking the light for my neighbours – **Not considered.**
- 22/43.5 21/02515/FUL - Newlands, Drakes Lane, Little Waltham - Proposed part a dormer to side elevation. Proposed porch and replace existing window with garage door – **No Comments**
- 22/43.6 22/00159/FUL - 4 Pratts Farm Cottages, Little Waltham - Retrospective application for the conversion of the existing dwelling to form 2 flats. – **No Comments**
- 22/43.7 22/00198/FUL - Timbuctoo, Blasford Hill, Little Waltham - Change of use from Office (Class E) to Residential dwellinghouse (Class C3) – **No Comments**
- 22/43.8 22/01150/CAT - 80 The Street, Little Waltham - C1-9 - Conifers - reduce overhanging branches by 0.3 - 0.4 metres. Reason: branches overhanging from neighbour's garden – **Not considered**
- 22/43.9 ESS/10/22/CHL - Bulls Lodge Quarry, Generals Lane, Boreham - Continuation of development permitted by planning permission ESS/01/11/CHL without compliance with condition 8 (restriction on number of nights on which night-time working is permitted) to allow additional week night and weekend night working for a period of 2 years. ESS/01/11/CHL amended planning permission ESS/36/03/CHL which was for "Use of a coated roadstone plant and associated facilities for the manufacture of coated roadstone products using predominantly sand and gravel and recycled aggregates produced at the quarry – **Agreed to object** on the grounds that by having to use the RDR the lorries are causing a nuisance and blight to residents by reason of the loud noise of the vehicles. It has an adverse impact on the residents' mental health and there is less ambient noise at night so the vehicle noise is even more intrusive. It has never contemplated that the lorries would use the RDR which brings them far closer to residential properties
- 22/43.10 Land at Drakes Lane, Little Waltham – request for feedback regarding naming of Drakes Lane development - **No Comments**
- 22/43.11 Land adjacent to 1 Church Hill, Little Waltham – erection of 9-meter pole – to comment to Chelmsford City Council that the area is very open and such a tall pole would be very obtrusive and it would be better to find an alternate site. It is not clear what the pole will be for.
- 22/43/12 The White Hart public house, The Street, Little Waltham – retrospective planning applications – application not yet received so **not considered.**

#### **22/44 To note Planning Results**

The following results were **noted**

- 22/44.1 21/02104/FUL - Site North of Rolphs Cottages Blasford Hill Little Waltham - Construction of Fisherman's Lodge and landscaping – **granted**
- 22/44/2 21/02401/FUL - 3 Birdie Close, Little Waltham - Retrospective application for replacement timber cladding and construction of brick plinth – **Refused**

## **22/45: Correspondence**

### **21/45.1 Essex County Council**

10/2/22

Notification of 40 and 50mph areas on Chelmer Valley Road and Essex Regiment Way

11/2/22

Information about Minerals Local Plan review

14/2/22

Traffic orders around White Hart Lane/Boreham interchange

17/2/22

confirmation of extension of partial closure order for byway 21 until October 2022

### **21/45.2 Chelmsford City Council**

7/2/22

Update regarding Community Governance review

24/2/22

Information from Chelmsford City Council regarding noise conditions in planning conditions for Beaulieu Park and Channels.

### **21/45.3 Other**

7/2/22

Letter from Dogs Trust

24/2/22

Information from Ptarmigan Land in relation to forthcoming environmental impact assessment

## **22/46: Amenities report**

### **22/46.1 To consider the updated specification to enable updated quotes to be obtained for the upgrade of the tennis court and installation of outdoor gym equipment**

The updated specification was considered and **approved** including the position of the equipment, sort of equipment required, that four pieces of outdoor gym equipment will be requested, an eco-mulch surface for the whole area of the outdoor gym with the aim of completing the project by the end of August, the updated specification will be sent out to all who have quoted and are interested in quoting with a view to considering the updated quotes at the next meeting.

### **22/46.2 To consider new signs required at play area and at allotment site**

Councillors approved the purchase of a new 'no dogs' sign for the play area and a new sign for the allotments at Blasford Hill.

### **22/46.3 To consider request for work under the 'Love Your Chelmsford' scheme**

It was agreed to request extra litter picking along Back Lane and the B1008 plus for the street sweeper to visit the village centre.

## **22/47: Financial Matters**

### **22/47.1 Payments for approval**

The following payments were **approved**

		£	VAT	Total
Clerk	Salary (Feb.)	504.29	0.00	504.29
HMRC	PAYE (Feb)	121.60	0.00	121.60
Essex Pension Fund	Pension contributions (Feb)	188.30	0.00	188.30
Clerk	expenses	168.41	9.84	178.25
Mortimer Contracts	upgrade of play area path	1,580.00	316.00	1,896.00
Myers Scott Ltd	renewal of SSL certificate	64.99	13.00	77.99
EALC	Councillor training	90.00	18.00	108.00
EALC	Councillor training	90.00	18.00	108.00
Myers Scott	accessibility testing	30.00	6.00	36.00
Apex Asbestos Solutions	Asbestos report	200.00	40.00	240.00
Seagrave Inspections	play area inspection	120.00	24.00	144.00
Lambert Smith Hampton	Allotment rent	77.00	0.00	77.00
DW Maintenance	Gardening and litter picking	367.00	0.00	367.00

### **22/47.2 Bank account balances to be reported at the meeting**

As at 28<sup>th</sup> February 2022 the current account balance was £65,443.10 and the saver account £2,386.32

### **22/47.3 To consider Asset schedule**

The current asset schedule was considered and **approved**.

### **22/47.4 To agree payment of fees to renew Local Council Award**

Councillors **agreed** that they wish to apply to renew Foundation status within the Local Council Award scheme and to bear the associated costs.

### **22/47.5 To consider quotation for IT provision**

The Quotation from Cloudy IT was considered but considered to be in excess of the needs of the Parish Council thus no action to be taken in that regard other than continuing to seek the most cost-effective IT solutions.

## **22/48: Clerk's Report**

The Clerk reported as follows –

1. The car wash no longer appears to be using the white foam. In addition, the Police paid a visit to the operators and discussed ways of managing waiting vehicles.
2. The Little Waltham Speed watch group were out in support of the Surround the Town event on 10<sup>th</sup> February.
3. A report of static caravans at the Fisheries has been referred to the enforcement team at Chelmsford. After investigations the officer is content that there is no breach of planning consent.
4. The Memorial Hall will be managing the Jubilee 'big lunch' event. As a result of the approach from the Parish Council, Tesco will be providing refreshments free of charge and the event will be publicised in the Parish magazine.

5. Two residents have raised complaints in relation to damage to verges in front of the Ziggi showroom and owned by residents in Chatham Green. I have raised the issue with Councillor Steel.  
*It was requested that this is added to the next agenda for discussion.*
6. A resident expressed interest in the Tree Warden scheme. However, upon contacting the City Council, it transpires that due to staffing issues the scheme has been suspended for now but once a new staff member has been recruited may be set up again. I have let the resident know and will let you know how the scheme progresses in due course.
7. Following Storm Eunice, I have reported two fallen trees to Essex County Council being a tree in Back Lane and the remains of a tree in the river Chelmer.
8. 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
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 – As the posts were not authorised the issue is being investigated by Essex County Council	April 2021
Byway 51	Essex County Council has extended the partial closure order until October 2022	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
Provision of new dog poo bin	Await Chelmsford City Council	June 2021

It was noted that the Governance Committee of Chelmsford City Council is meeting next week to consider the final report regarding the Community Governance review. In relation to this Parish, the boundary at the bottom of Blasford Hill which is in the position of the Bloor Homes development will remain unchanged, some houses in Petty Croft will be put into the Broomfield Parish, Channels and a couple of other roads in the vicinity will be removed from this Parish and added into a new Parish for the Garden Community.

It was also noted that a second consultation regarding parliamentary boundaries is proposing that most of the rural villages around Chelmsford including Little Waltham be moved into the Braintree constituency. Councillors requested that the Clerk repeat the previously agreed representations that this Parish is included in the Chelmsford constituency.

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

At this point of the meeting Councillor Steel arrived. He reported on issues in relation to verge damage at Chatham Green, the progress of the Solar Farm application, the Community Governance review and Bulls Lodge Quarry. He also asked who would be attending an online meeting he has arranged with Councillor Lee Scott in relation to the suggested origin and destination survey and Councillors Burrow and Watson agreed to attend. Councillor Steel then left the meeting.

#### **22/49: Affordable Housing project**

The RCCE had advised that architects plans are still awaited but that the Chelmer Housing Partnership are still committed to the scheme.

#### **22/50: To consider the issue of traffic in the Parish**

##### **22/50.1 To consider the appointment of a traffic consultant**

Three quotations had been obtained from traffic consultants to assist with the issue of rat running through the village. In addition, Councillors Kingham and Burrow and the Clerk had arranged interviews on Zoom with them all. Two of the consultants had attended the Zoom interview the other did not turn up. The recommendation made by Councillor Burrow with the agreement of Councillor Kingham was that Kevin Ayen consultants be appointed due to his knowledge of the area, his experience working with other Parish Councils, his experience in dealing with Essex County Council and Ringway Jacobs, the clear pricing structure and the fact that he appeared to be very positive in acting for the Parish Council. Councillors agreed to accept that recommendation and appoint Kevin Ayen forthwith although it was noted that he could not conclude his report until the origin and destination survey has been carried out.

##### **22/50.2 To consider response to issue surrounding the use of the RDR**

Dealt with earlier in the meeting when considering the Bulls Lodge Quarry application.

**22/51: To receive update regarding recreation grounds and pavilion project**

**22/51.1 To note response to adverse possession claim**

The representations agreed at the last meeting had been submitted to HM Land Registry who have passed the issue to their legal department and the issue is on hold pending receipt of the response from Chelmsford City Council.

**22/51.2 To receive report on garden licences**

The surveyor will be measuring the 3 plots and draw up the plans to be included in the new licenses.

**22/51.3 To consider the asbestos report and actions required**

The asbestos report has been received and revealed the presence of Asbestos in the pavilion. The Clerk had obtained information from the Health and Safety executive and explained the legal obligations of the Parish Council under the Control of Asbestos Regulations 2012 to manage, risk assess and prepare a plan on how to manage the risk. It was noted that this is an ongoing obligation. After discussion a plan of action was **agreed** as follows –

That the asbestos report be sent to Chelmsford City Council to obtain the Landlord's consent to remove the asbestos. Also, to raise the issue that this is usually a landlord's responsibility and see whether they will make any financial contribution although this will not delay the matter.

That as there is the intention to carry out work in the pavilion which may disturb the asbestos the asbestos should be removed thus eliminating any risk and ongoing future costs in relation to the issue.

The Clerk will obtain quotes for the removal of the asbestos as soon as possible so that they can be considered at the April meeting with a view to the removal work being carried out as soon as possible thereafter.

The Clerk will also obtain quotes to be considered in relation to a legionella inspection and electrical inspection.

That arrangements are made during the month of March 2022 for any Councillors who wish to view the interior of the Pavilion to do so. The aim would be to discuss what work Councillors would wish to have carried out with a view to agreeing a specification at the April meeting and thereafter quotes could be obtained for such works.

There is an intention and aim to have the pavilion toilets available for use during the classic car event on 3 July 2022 if possible.

Bearing in mind the obligation to manage the risk of asbestos and in view of the fact that a comment has been made that one of the sheds on the allotment site may contain asbestos it was further **agreed** to arrange a report on whether there is indeed asbestos in the sheds at the allotment site.

**22/52: To pass resolution to enable the application to be made for the Memorial Hall to be added to the list of assets of community value**

Councillors had noted the evidence of use of the Memorial Hall from its website and from information in the Parish magazine and **agreed** that an application be submitted to Chelmsford City Council for the Memorial Hall to be added to the list of assets of Community Value. A draft of the application was presented and agreed and Councillors authorised the Clerk to submit that application.

At this point in the meeting Councillor Knight arrived.

**22/53: To consider arrangements for Glebe Field**

Councillors requested that prior to any formal offer being made the Clerk obtain clarification from the agents as to whether the Diocese intend to offer a lease or licence of the land and any specific terms. To advise that there is still an interest in principle but that this information is required prior to any proposal being made.

Councillor Knight left the meeting.

As the Chairman wished to mention a matter relating to personnel issues it was **agreed** in accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business, that the public be excluded and instructed to withdraw for this discussion.

The Chairman then read a statement which she will also send to Councillors not present at this meeting dealing with the importance of Councillors being clear when they are acting in a personal capacity or that of a Councillor and also a confidential issue, consisting of a reminder about employment law obligations effecting the Parish Council as employers.

**22/54: Matters to be raised by members for the next agenda.**

Pavilion upgrade, play area project, affordable housing and Councillor Burrow requested that an issue relating to support for a postmistress be discussed.

Meeting concluded 9.03pm