

## LITTLE WALTHAM PARISH COUNCIL

### Minutes of the Meeting of Little Waltham Parish Council held on 3<sup>rd</sup> January 2023 at 7.30pm in the Memorial Hall

Present: Councillors            Antony Kingham (Chairman)  
   Richard Allen  
   John Burrow  
   Lallie Godfrey  
   Rupert Watson  
   Melanie Williamson  
   Suzanne Walker  
   Barry Knight  
Clerk  
City Councillor

7 members of the public were present

#### **23/01: Apologies**

Received from Councillors Readings and Tinson and from County Councillor Steel.

#### **23/02: Declarations of Interests**

None.

#### **23/03: To consider and approve the Minutes 6<sup>th</sup> December 2022**

The minutes of the meeting of 6<sup>th</sup> December 2022 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

#### **23/04: Public Forum- to receive any representations from the public**

The Chelmsford and Maldon district Neighbourhood Watch Co-ordinator provided a summary of the service and resources available and explained that local groups should be community lead to offer advice and support at a street level. There is also a WhatsApp group involving the Police to provide intelligence to them. Councillors asked the Clerk to provide information about the scheme in the next magazine to see if any residents are interested in becoming involved.

Four residents spoke to oppose the planning application in relation to Whitbreads Farm barns and the proposal to convert a barn into 5 dwellings. It was felt inappropriate for the area and that it would have a detrimental impact upon the rural hamlet. It was noted that the buildings opposite form part of a rural employment zone. The residents requested that the Parish Council support their objections. The representative from the Channels Community Association advised that a pedestrian crossing at Albatross Way has yet to be activated and that it is a busy crossing point to the park so Councillors asked the Clerk to contact County Councillor Steel for an update and to ask about the Traffic Regulation Order in relation to the proposed yellow lines in the area.

#### **23/05: To receive reports from Councillor's attendance at external meetings**

Councillor Burrow reported that he and Councillor Godfrey had logged into a meeting regarding the proposals to develop the Chelmsford Garden Community phase 1 which had raised particular concerns about the increase in traffic in the area. A lady at the meeting had agreed that traffic monitoring could be extended to this Parish and he will provide details to the Clerk to follow up. Councillor Williamson reported that she had also attended the meeting and it was noted that a commitment had

been made to build roads and infrastructure first. There was a concern as to the timeline as to the construction of the school and GP surgery and Councillor Williamson urged the Parish Council to work with neighbouring Parish Councils to hold the developers to account as the construction progresses.

### 23/06: Clerk's report

The Clerk reported as follows –

1. Regarding the repair required to the 'no entry' signs for the one-way section of Brook Hill, I have again contacted Councillor Steel who has again impressed upon Highways the importance of a swift repair for safety reasons.
2. Chelmsford City Council provided Code of Conduct training during November and December for Councillors – please confirm your attendance so I can update the Councillor training records for the Parish Council.
3. The planning inspectorate have contacted Essex County Council asking for an explanation as to the stage of determination of the public right of way application for Glebe Field and provided a deadline of 30<sup>th</sup> January 2023 for a response.
4. The defibrillator training event was cancelled but it is hoped that it will be rescheduled for a date in February 2023.
5. Further to the offer of a Zoom call from the Police I am still awaiting a substantive response from the officer to set up the meeting. His offer of speed monitoring has been declined until after the Origin and Destination survey has been undertaken so as not to provide an inaccurate outcome of the survey.
6. The EALC has advised that Little Waltham Parish Council has been successful in renewing the Local Council Award Foundation status.  
*Councillors thanked the Clerk for her hard work in enabling the Parish Council to achieve this award.*
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 – application for a crossing at Ash Tree Corner	Project for a refuge to cross the road in design phase which may include a filter land for Chelmer Avenue.	November 2019
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 wag's by the School – Gates now installed, Wig Wags still under consideration. Other issues to be considered following Origin and Destination survey	April 2021.
Essex County Council	The issue of the removal of trees and the installation of white posts along Back	April 2021

	Lane – As the posts were not authorised the issue is being investigated by Essex County Council	
Byway 51	Essex County Council extended the partial closure order until 15 <sup>th</sup> April 2023	August 2021
Glebe Field Right of Way	Application for right of way to be added to the definitive map – as 12 months have passed without a decision, an application has been made to the planning inspectorate for a direction requiring Essex County Council to determine the issue.	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
Outcome of application for Local Council Award Foundation status renewal	Await NALC adjudication panel with outcome expected in December 2022.	September 2022
Garden licence	To speak to executor at the end of 2022 to progress issue	August 2022

The report was otherwise **accepted**.

### 23/07: New Planning applications

- 23/07.1 22/0748/FUL - Cherry Tree Cottage, Leighs Road, Little Waltham - Proposed detached outbuilding for use as a games room and therapy room – **No Comments**
- 23/07.2 22/02161/CUPAQ - Barns opposite the Whitbread Business centre, Whitbread's Farm Lane, Chatham Green - Determination as to whether the prior approval application of the local planning authority is required for the proposed change of use from agricultural buildings to 5 dwellings (class C3) – It was **agreed to object** to the application on the grounds that there will be an adverse impact upon the rural hamlet and in particular the listed buildings in the vicinity. That the traffic that parks in the overflow car park will have nowhere to park and that it would create an adverse increase in traffic in the area. It was also requested that Councillor Knight call in the application to be considered by the planning committee.
- 23/07.3 18/01056/S73/3 - Land North south and East of Channels Drive, Broomfield - Variation of condition 1 (approved plans) of approved permission 18/01056/S73/1 - (Variation of condition 1 (approved plans) of the previously granted permission 18/01056/REM - (Application for the approval of reserved matters (access, appearance, layout, landscaping, and scale) in relation to the outline application permission 10/01976/OUT at Channels Phase 6 for the development of 128 dwellings together with associated access, car parking, landscaping and related works. (Amendments and reconfiguration to sizes and layout of residential land parcels A - G. Alterations to designs of house types A1 and A2. Additional house types E3 and F3 implemented into design) Revisions: Amendments to Block A which relate to the lowering of the building, into the ground, by addition of an extra storey to allow the ground floor wheelchair accessible units to have direct level access to the lakeside access. Alterations to external materials and minor design amendments. Increase in number of units from 128 to 131. Revisions to the parking provision – **No Comments**

- 23/07.4 22/02058/FUL - Land south of The Wilderness, Leighs Road, Little Waltham - Retrospective planning application for conversion and extension of domestic stable accommodation to create separate dwelling including associated works and landscaping – **No Comments**
- 23/07.5 22/05615/CAT – The Old Rectory, Brook Hill, Little Waltham - Beech -(Rear of property) - Reduction of up to 2m, to good growth points - Reason: Overgrown, leaves block the gutters, causing excessive shading – **No comments**

### **23/08: To note planning responses using delegated powers**

The following responses were **noted** -

- 23/08.1 22/01950/FUL and 22/01950/OUT - Zone 1 Chelmsford Garden Community, Pratts Farm Lane, Little Waltham - Application for hybrid planning permission, seeking outline planning permission with all matters reserved, except for means of access at Essex Regiment Way and Belsteads Farm Lane (road to Park Farm), for a mixed use scheme comprising up to 1,500 new homes (Use Class C3); a primary school with associated playing fields (Use Class F1); employment areas (Use Class E); a mixed use neighbourhood centre (Use Classes E and F2); and associated green infrastructure, including public open space, formal and informal play and recreation areas; drainage features, and other associated works; and, diversion of public rights of way. Detailed planning permission is sought for the initial phase of onsite highway works comprising the east to west main street; north to south main street, including bus gate; a new pedestrian/cyclist bridge over Essex Regiment Way; and associated strategic ground re-profiling and strategic surface water attenuation as defined in the Chelmsford Garden Community Zone 1 Development Specification – to add to agreed representations further representations in relation to concerns in relation to the negative impact of development upon the existing residents of Domsey Lane, that in order to prevent local roads being overwhelmed that the estate roads, Chelmsford North East bypass and radial distributor road 2 need to be constructed at the start of the development to deal with additional traffic and that the new school and GP surgery need to be constructed at an early stage to prevent local provision being overwhelmed.
- 23/08.2 22/05613/CAT - St Martin's Church, Brook Hill, Little Waltham - Cypress (Marked T1)- Fell to the ground - Reason: Poor condition, prone to wind damage, blocking light from Oak and Lime (marked T3 and T3) – **No Comments**
- 23/08.3 22/00002/MAS - Strategic Growth site 7 Great Leighs – stage one masterplan – updated – **No Further comments**

### **23/09: To note Planning Results**

The following results were **noted**

- 23/09.1 22/00004/FUL - Site at Windermere, Main Road, Broomfield - Demolish existing dwelling and garage. Construction of 3 separate buildings comprising of 10 supported living units, 1 staff apartment with an office/communal space and 5 self-contained units (Class Use C2). Provision of cycle parking, 11 car parking spaces with

- landscaping/courtyard space. Addition of perimeter site fencing. Formation of access – **Granted**
- 23/09.2 22/01741/SCOPE - Radial Distributor Route 2, South of Wheelers Hill Little Waltham - Chelmsford Garden Community - Request for an Environmental Impact Assessment Scoping Opinion for a full planning application for the Radial Distributor Road (RDR2)- Scoping report **agreed**
- 23/09.3 22/05196/TPO - Merefields, Main Road, Little Waltham – T1 - Oak - Remove dead wood over 50mm in diameter - Reason: To promote good health within canopy and remove risk of falling – **Permitted**
- 23/09.4 22/00198/S73 - Timbuctoo Cottage, Blasford Hill, Little Waltham - Removal of condition 4 of planning permission 22/00198/FUL (Change of use from office to dwellinghouse) to account for the retention of the existing plumbing system – **Permitted**
- 23/09.5 22/05607/CAT - 29-31 The Street, Little Waltham - Cypress (labelled T3) - Reduce the height and spread by 3m - Reason: General maintenance; T4, Ash (labelled T4) (located at rear boundary) - Reduce height by 3m. Prune lateral spread by 2.5m - Reason: General maintenance; T5 Sycamore (labelled T5) (located at rear boundary) - Reduce height by 3m. Prune lateral spread by 2.5m - Reason: General maintenance – **No objection**

**23/10: To consider representations in relation to the Strategic Housing and Employment Land availability Assessment consultation by Chelmsford City Council.**

It was agreed to comment that the criteria should include the need to consider how infrastructure and roads can be incorporated into new developments.

**23/11 Correspondence  
Essex County Council**

1/12/22 Superfast Broadband Update

**23/12: Amenities report**

**23/12.1 To review play area inspection arrangements and agree attendance at course**

It was **agreed** that Councillor Kingham and Allen are booked onto the EALC play inspection course so that there is more than one person to assist with the inspections.

**23/12.2 To consider participation in the Play in the Park scheme**

It was **agreed** that the Parish Council book two session during the Easter holidays and a further two sessions in the summer holidays as the event was very well supported last year.

**23/13: Financial Matters**

**23/13.1 Payments for approval**

The following payments were **approved** –

		£	VAT	Total
<b>Direct Debits</b>				
31/12/22	bank charges	18.00	0.00	18.00

## Online Payments to be made

Clerk	Salary (Dec.)	548.75	0.00	548.75
HMRC	PAYE (Dec.)	133.00	0.00	133.00
Essex Pension Fund	Pension (Dec.)	205.58	0.00	205.58
Clerk	expenses	265.43	2.73	268.16
Paul Clark Printing	printing magazine	582.00	0.00	582.00
Myers Scott Ltd	IT support	108.00	21.60	129.60
DW Maintenance	Gardening and litter picking	376.67	0.00	376.67
Dor2Dor (Chelmsford)	Distribution of magazine	498.00	99.60	597.60

### **23/13.2 Bank account balances to be reported at the meeting**

As at 31<sup>st</sup> December 2022 the current account balance was £87,962.66 and the saver account balance was £2,397.83

### **23/13.3 To consider if to purchase an HDMI converter**

To enable the use of the projector and screen in the Memorial Hall it was **agreed** to purchase the HDMI convertor.

### **23/14: Affordable Housing project**

No further news.

### **23/15: To approve the draft budget and agree precept for financial year 2023/24**

The budget for the financial year 2023/2024 was **agreed**. It was further **agreed** to submit the precept demand to Chelmsford City Council in the amount of £41,877.00. Although the lump sum required had decreased due to the Community Governance Review which has reduced the tax base it means a higher payment for the remaining residents. An article will therefore be included in the next edition of the Parish magazine and on the Parish Council website to explain the situation to residents.

### **23/16: To consider the issue of traffic in the Parish**

#### **23/16.1 To receive update regarding the request for an Origin and Destination survey**

A date for the survey is expected soon. There was a concern that if it is carried out in January it may not be a fair reflection of the amount of traffic running to the Clerk was asked to obtain an update as to the date of the survey with a request that it is delayed to February.

#### **23/16.2 To receive update on village gateway scheme**

It was noted that there is insufficient room for a second gate at the locations at the bottom of The Street due to the location of the village sign and at the top of the slip road due to street furniture, so Councillors agreed to request planters by those gates. Regarding the gates by the school there appears to be sufficient room for a second gate or at the very least a planter on the opposite side of the road. Regarding the gate at Back Lane it has been destroyed as a result of a car accident which is not the first in that location. The sign was not visible in its original location and Councillors agreed to request that it is replaced in the original location requested by the Parish Council further along the road before the bend at the layby near the property 'Chelmers'. To request that the signage on the gate include wording to ask

people to drive considerately together with a speed limit roundel and that a search is carried out with HM Land Registry to determine who owns the verge opposite with a view to siting a gate on the opposite side of the road. Also, to request the buffer zone application be again considered.

### **23/16.3 To receive update on 20s Plenty initiative**

Councillor Watson provided an update on communications with other Parish Councils. It was agreed to write to Councillor Lee Scott the cabinet member for highways on the issue and to also request an update on the route hierarchy review that was first mentioned in October 2021 and whether there will be a consultation with Parish Councils.

### **23/17: Pavilion project**

#### **23/17.1 To receive update from Pavilion committee**

It was noted that the committee has set up a sub-committee and that sub-committee will be meeting with the project manager on 12<sup>th</sup> January 2023 and will provide an update at the next meeting.

#### **23/17.2 To agree the costs of obtaining pre-application planning advice and VAT advice in relation to the Pavilion project**

Councillors **agreed** to incur the expenditure for pre-application planning advice from Chelmsford City Council regarding the Pavilion upgrade and to obtain advice from the Steve Parkinson Group in relation to the VAT situation.

### **23/18: To consider assisting with Warm Space project in the Parish**

Councillors **agreed** to host warm spaces coffee mornings at the Memorial Hall. The Clerk was asked in the first instance to ascertain the availability of the Memorial Hall. Councillors can then look to recruit volunteers to assist them. It was noted that grants are available from Essex County Council and possible support may be available from the Chelmsford CVS and Councillors **agreed** to set aside up to £300 to fund the project.

### **23/19 To consider change to the date for the meeting in May 2023**

In view of the date of the Coronation bank holiday and to enable the Parish Council to meet in accordance with legal requirements after the election in May, it was agreed that the date for the meeting in May 2023 be moved to 16<sup>th</sup> May 2023.

### **23/20: Matters to be raised by members for the next agenda.**

It was noted that DW Maintenance has given notice that it will not be continuing after April so there will be an agenda item to consider the works required in the village and to put together a specification for a new contractor.

Meeting concluded at 9.05pm