

## LITTLE WALTHAM PARISH COUNCIL

### Minutes of the Meeting of Little Waltham Parish Council held on 7<sup>th</sup> March 2023 in the Memorial Hall

Present: Councillors            Antony Kingham (Chairman)  
   Richard Allen  
   John Burrow  
   Lallie Godfrey  
   Richard Tinson  
   Melanie Williamson  
   Suzanne Walker  
   Barry Knight and Wendy Daden  
Clerk                                Mike Steel  
City Councillor  
County Councillor

8 members of the public were present.

Meeting commenced at 7.59pm

#### **23/41: Apologies**

Received from Councillors Readings and Watson

#### **23/42: Declarations of Interests**

None

#### **23/43: To consider and approve the Minutes 7<sup>th</sup> February 2023**

The minutes of the meeting of 7<sup>th</sup> February 2023 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

#### **23/44: Public Forum- to receive any representations from the public.**

Councillor Steel reported that the process for street closures for the Coronation are to be streamlined but that applications need to be made forthwith. The City Council is going to provide a deposit guarantee scheme for Ukrainian refugees and sponsors are still being sought for refugees. Regarding the pothole scheme, Mike had nominated 51 potholes in his ward and 38 have been repaired. A scheme for pavement repair is due to be introduced soon. The booking scheme for the recycling centres will include the ability to book on the day. Ride London will be in the area on 28<sup>th</sup> May for one day and will pass through Great Waltham. Regarding the Origin and Destination Survey, the results are being collated by the Highway engineers and a presentation will be arranged to include the Parish Council. The installation of yellow lines at Brassie Wood has been completed but it is still awaited at Albatross Way and the crossing is yet to be activated. It was noted that white markings have not been marked on the new speed bumps which can be dangerous for road users so Mike will take a look. He encouraged people to stand for the Parish Council elections in May.

Councillor Daden had no comments to make but was pleased to have attended the Annual Parish meeting and this meeting.

Councillor Knight reported that Chelmsford City Council has completed its budget process and a task and finish group is looking into the overspend for the upgrade of the theatre which was completed with a loan. Residents expressed disappointment at the renaming of the theatre.

**23/45: To receive reports from Councillor's attendance at external meetings.**

Councillor Godfrey had attended a meeting with the head teacher of the primary school and it was noted that there is a working group to consider the future of the school swimming pool which is in poor condition and it appears that the running costs are not feasible.

**23/46: Clerk's report**

The Clerk reported as follows –

1. I have attempted to contact the Police officer regarding his visit to the village but have received no response to my phone calls or emails.  
*An email has since been received to state that speed checks will be carried out in the village.*
2. The fence at the allotment site has still yet to be repaired. The agents for Bloor Homes have replied twice that they have referred the issue to the landowner.
3. Residents have again complained about traffic queuing at the top of Chelmer Avenue to use the car wash and obstructing the junction and the use of thick white foam. I have again referred this to Councillor Knight to raise with the City Council.
4. Further to a resident's complaint I have removed all the staples from the inside of the bus shelter by Winckford Close and the new board is now installed for use by residents who wish to put up posters and flyers.
5. The new tennis net has been installed but it was not possible to install the new handle as it appears the winding mechanism is broken.
6. The 20s Plenty stickers have been ordered.  
*The stickers have now been received and are being distributed to residents to display on their bins.*
7. I have again been provided with an entrance for the Parish magazine of the year competition. Please confirm that you wish to enter the competition?  
*Councillors confirmed that they would like the magazine to be entered into the competition.*
8. No action has been taken by Essex County Council regarding the white posts at Back Lane so I will remove this from the pending list.
9. 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

<b>Item</b>	<b>Actions awaited</b>	<b>Date raised</b>
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 – in design phase	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, buffer Zone	April 2021.

	rejected, Wig Wags still under consideration. Other issues to be considered following Origin and Destination survey which has been undertaken with results awaited. Gateway and buffer zone to be reconsidered and more evidence is being collected of issues in that area	
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 – matter with planning inspectorate to consider issuing an order to require Essex County Council to deal with application.	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
Garden licence	To speak to executor in February 2023 as to progress issue	August 2022

The report was otherwise **accepted**.

### 23/47: New Planning applications

- 23/47.1 22/02278/FUL - Merefields, Main Road, Little Waltham – proposed detached double gate and new gate and wall and associated landscaping – **No comments**
- 23/47.2 22/02317/FUL - Channels Golf Club, Belstead Farm Lane, Little Waltham - Retrospective application for covered porch, landscaping, patio, bollard lighting, clear fence enclosure and fixed umbrellas – **No comments**
- 23/47.3 23/00105/ADV - 6 Regiment Business Park, Eagle Way - Installation of illuminated signage on existing building – **No comments**
- 23/47.4 23/00012/FUL - 19 Church Hill, Little Waltham – single storey rear kitchen extension – **No comments.**
- 23/47.5 23/00075/FUL - 6 Chelmer Avenue, Little Waltham - Demolish outbuilding on the side of the existing house, double & single storey side and rear extension with entrance porch canopy – **No comments**
- 23/47.6 23/00114/FUL - Radial Distributor Road 2, south of Wheeler’s Hill, Little Waltham - Detailed planning application to provide Northern Radial Distributor Road (NRDR) from Wheelers Hill to the North East Chelmsford Bypass, respectively west to east, as part of the Chelmsford Garden Community. Development, which will include carriageways, footways, cycleways, crossings and the diversion of Wheelers Hill Road. Landscaping and drainage for NRDR with all associated engineering works including strategic ground re-profiling – **No comments**
- 23/47.7 23/00097/FUL - The Millstone, Blasford Hill, Little Waltham - Retrospective application to extend height of front wall- **No comments**
- 23/47.8 23/00124/OUT and 23/00124/FUL - Zone 3, Chelmsford Garden Community, Beaulieu Parkway - Application for Hybrid planning permission at Powers Farm, Chelmsford – It was noted that there may be plans for a carpark in the development which may attract traffic and

Councillors were concerned that the 'desired travel routes' upon leaving the proposed development is to push traffic in the direction of the village centre and towards Broomfield Hospital. It was **agreed** to comment that measures should be put in place to prevent disruption for existing communities and that the village is vulnerable as an obvious shortcut.

23/47.9 23/00094/FUL - 25 Condor Gate, Little Waltham – single storey rear extension – **No comments**

**23/48: To note planning results**

The following results were **noted** -

23/48.1 ESS/148/20/CHL - Bulls Lodge Quarry (Boreham Airfield), Generals Lane, Boreham - Continuation of development permitted by CHL/1019/87 without compliance with condition 1,3 and 12 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 – **Resolved to be granted subject to conditions and legal agreement**

23/48.2 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, 3, 12, 13 and 16 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. – **resolved to be agreed subject to legal agreement**

23/48.3 22/05253/TPO - Land South of Runneymead Cottage, Blasford Hill, Little Waltham - Excavated trial pits ((300mm x 300mm) x 600mm Depth) within the root protection area of T3 Corsican Pine to establish root presence in relation to proposed foot path. Reason: Results from the exploratory excavations will be recorded and used to further inform the impacts posed by the proposed footpath to T3 Corsican pine and the suitability of construction methods – **Granted**

**23/49: To discuss issues in relation to the proposed link road to Broomfield Hospital and liaison with other Parish Councils**

Councillor Kingham had attended a meeting where it was noted that although the Hospital wishes to expand it has not decided on future plans. Therefore the link road to Broomfield Hospital will not be constructed and the road will simply serve the new Bloor Homes development. A proposal for a park and ride shuttle bus to bring people into the Hospital has been proposed but is at early stages.

**23/50: Correspondence  
Essex County Council**

6/2/23

Update on progress of Chelmsford North East bypass

**Other**

Usual bulletins

**23/51: Amenities report****23/51.1 To consider quotes for village maintenance.**

The Clerk provided a detailed report on companies that had been approached and advertising locally. Only one contractor had provided a quote but as it was competitive with reference to the outgoing contractor and the Parish Council has experience of dealing with the contractor and there is a need for a new contractor by 1<sup>st</sup> April 2023 it was **agreed** to appoint Perspective Landscape Services to undertake gardening and litter picking in the Parish for a one year contract which will then be reviewed. It was **agreed** to discuss future gardening requirements with them in due course with reference to the possible replacement of planters.

**23/51.2 To consider organising Keep Britain Tidy community litter pick**

It was agreed to host a community litter pick on 25<sup>th</sup> March between 10am and 12noon.

**23/51.3 To consider issues to raise to be included in the 'Love your Parish' initiative**

It was agreed to request litter picking at Back Lane and Main Road plus for the road sweeper to attend the Parish.

**23/51.4 To agree costs to repair tennis net winding mechanism**

The cost of acquiring the new winder mechanism was **agreed**.

**23/52: Financial Matters****23/52.1 Payments for approval**

The following payments were **approved** –

		£	£	£
Clerk	Salary (Feb.)	548.75	0.00	548.75
HMRC	PAYE (Feb.)	133.00	0.00	133.00
Essex Pension Fund	Pension contributions (Feb.)	205.58	0.00	205.58
Clerk	expenses	40.65	2.73	43.38
Chagos Consulting Ltd	Parish online training	15.00	0.00	15.00
Myers Scott Ltd	renewal of SSL certificate	64.99	13.00	77.99
20s Plenty for Us	Stickers	180.00	0.00	180.00
Paul Clark Printing	printing of magazine	617.00	0.00	617.00
JCM Services	Tree work (as per survey)	1,060.00	212.00	1272.00
JCM Services	Additional agreed tree work	250.00	50.00	300.00
Lambert Smith Hampton	rent for allotment	77.00	0.00	77.00
Perspective Landscapes	gardening	25.00	5.00	30.00
DW Maintenance	Gardening and litter picking	412.67	0.00	412.67

**23/52.2 Bank account balances to be reported at the meeting**

As at 28<sup>th</sup> February 2023 current account £83,732.86 and saver account £2,397.83

**23/52.3 To consider and approve asset schedule and consider Parish online mapping.**

The asset schedule **was agreed**. In addition, the Clerk and Councillor Williamson had attended training for Parish online and suggested mapping the various assets online to simplify the process and that residents could be involved in the process. It was **agreed** to look at how this may be achieved by enquiring further with the training provider.

**23/52.4 To consider energy quotes for electricity.**

It was noted that all of the quotes were substantially higher than the current provider so to take no further action at this point in time.

**23/53: Affordable Housing project**

No further update.

**23/54: To consider events in the Parish**

**23/54.1 To consider whether to assist or host any events for the King's Coronation**

The representative from the Memorial Hall confirmed that the hall could provide refreshments and also events for the children including a fancy-dress parade and could book a man to provide magic and 3 Punch and Judy shows. Councillors had made enquiries as to the booking of a screen to broadcast the Coronation and the concert the following day in Taylor's Park and to encourage residents to come along for a picnic in the park. The Clerk made the point that although it was noted that Councillors were keen to host this event for the community no provision has been made for the costs in the budget. It was noted that among the enquires for the screen only one is available at a cost of £2,500 plus VAT. After lengthy discussion, including the need to have a clear cost limit for the event, Councillor Kingham proposed that the event is hosted and that the sum of £3,500 be taken from reserves to cover the cost of the event. This was seconded by Councillor Allen and agreed by all Councillors.

The Clerk advised that the consent of Chelmsford City Council would be required and that there is a need for a risk assessment for the event to include first aid provision and marshalling. After discussion, it was **agreed** that the screen is booked with MMG Media group with the request that the generator is used as the Pavilion electrics have been advised to be not fit for purpose, that first aid provision is booked with St John's ambulance, that Councillors and volunteers from the Memorial Hall act as marshals with 4 on duty in zones at any one time. The expected attendance is 400. The Memorial Hall to book the Punch and Judy show which the Parish Council will pay for. The event to be promoted to residents by way of leaflets. Councillor Allen will enquire with a local graphic designer regarding the leaflets and will also speak to the Tufnell Hall regarding parking provision. There was comment that the White Hart pub could be asked to take part but it was noted that alcohol will need to be served on their premises due to licensing requirements. Also, the Clerk had enquired with Chelmsford City Council and received confirmation that a temporary events licence will not be required for this event.

**23/54.2 To consider hosting a Christmas event in the Parish**

**Agreed** to defer this item to a future meeting.

**23/54.3 To confirm arrangements for Remembrance Poppies in the village**

It was **agreed** that so that the area can be a year round memorial, the Poppies will, each year, be left in place from when they are laid until spring when they will be replaced by new planting in the tubs at the site.

**23/55: To consider the issue of traffic in the Parish**

**23/55.1 To consider plans for pedestrian refuge on B1008**

The plans provided by Essex Highways were considered. There was uncertainty as to the precise position of the refuge and whether it would reduce the width of the pavement. Councillor Daden agreed to raise the questions.

**23/55.2 To consider applying for planting/planters in the locations of the village gates**

**Agreed** to defer discussion on this issue until there has been an opportunity to discuss the issue with the new gardening contractor.

**23/55.3 To receive report on Speed indicator devices.**

The report on potential costs and procedure to acquire such devices was noted together with feedback from another Parish Council regarding traffic monitoring. It was agreed to defer consideration of this issue until after the results of the Origin and Destination survey are known.

**23/56: Pavilion project**

**23/56.1 To receive update from Pavilion sub-committee.**

The minutes of the last sub-committee meeting were noted.

**23/56.2 To consider and approve draft plans and requirements for the pavilion project.**

The latest draft plans and proposals for the interior were considered. Subject to the inclusion of a 'changing space' in the area for the disabled toilets to include a shower, the plans and proposals were **agreed**.

**23/56.3 To consider and accept quotation for buildings advice**

Three quotations were considered, and Councillors **agreed** to accept the quotation from Shore Building Services.

**23/56.3 To consider further professional VAT advice and confirm precise uses for the Pavilion project.**

The further professional VAT advice was considered and it was noted that if any money is raised on the sale of food, regardless if it is donated elsewhere it is classed as business use. Also, if money is received from lettings that is classed as exempt supply and has VAT implications. The final list of activities in the building were therefore agreed to be to hold Parish Council meetings, surgeries and drop in sessions. Any refreshments provided at any Parish Council events to be free of charge. To be a part time office for the Clerk and for storage for the Parish Council paperwork and equipment. To host a book swap and recycling scheme. To provide an 'information point' for residents including a noticeboard. To provide community events such as First Aid Training, defibrillator training, dementia friends events. To provide a room for the 'play in the park' scheme in case of inclement weather free of charge and to provide space for community groups free of charge. To provide the

use of the toilets for events such as open gardens/classic cars. To provide the use of the facilities to nominated charities free of charge to enable them to host events.

**23/57: Matters to be raised by members for the next agenda.**

None.

Meeting concluded at 9.36pm