

COMMUNITY LED PLANNING

Application to designate a Neighbourhood Area

Town & Country Planning Act 1990

Neighbourhood Planning (General) Regulations 2012

Please complete all the sections which apply to you.

1 Parish Clerk Details

Title, First Name . . . Mr Mark

Last Name Hembury

Address Broomfield Parish Council Office, The Village Hall, 158 Main Road, Broomfield, Chelmsford, Essex CM1 7AH

E-mail clerk@broomfield-pc.gov.uk

Additional contact details (If different from Parish Clerk)

Title, First Name . . . Cllr John

Last Name Blake

Address as above

E-mail cllrjohn.blake@broomfield-pc.gov.uk

2 Relevant Body

Please confirm you are a relevant body to undertake Neighbourhood Planning in your area, in accordance with Section 61G(2) or Section 4C(5)(1) of the 2012 Regulations:

Name of relevant body . . Broomfield Parish Council

3 Applications covering more than one Parish area

If you are applying with adjoining Parish/es, please give the Clerk's details for each Parish:

. n/a

4 Name of Neighbourhood Area

Please give the name your Neighbourhood Area will be formally known as:

.Broomfield

5 Extent of the area

Please attach a map identifying the extent of the area to which the application relates (CCC can assist with providing this map on request).

Please see attached.

6 Statement of intent

Please explain below why the area is considered appropriate to be designated as a Neighbourhood Area:

In our original application dated 19th March 2016, we stated that the original area was appropriate because it constituted the whole of the Parish of Broomfield (a Specified Area as defined in Section 61G (3) of the Town and Country Planning Act 1990).

However, on 23rd April this year, Chelmsford City Council agreed boundary changes for Broomfield through a Community Governance Review. These entail a significant area being removed from the Parish and a smaller area added. The changes will come into effect on 1st April 2023, around the time that we envisage the Neighbourhood Plan being adopted.

The Parish Council has agreed that it would be inappropriate for the Neighbourhood Plan to apply to a part of the new 'Belsteads' parish, whilst not applying to the whole of the revised Broomfield Parish. This would create confusion, inefficiency and make the planning system as a whole less effective.

The Parish Council therefore requests the City Council to consult on a new Neighbourhood Area that is entirely coterminous with the new Parish boundary (see map and minutes attached).

This has the support of Little Waltham Parish Council in respect of the small area which will transfer from Little Waltham to Broomfield (see draft minutes attached)

7 Intention of Neighbourhood Area

Please indicate which of the following you wish to undertake in your Neighbourhood Area:

- Neighbourhood Plan X
- Neighbourhood Development Order
- Community Right to Build Order

8 Declaration

I/we apply to designate a Neighbourhood Area as described in this form and the accompanying map.

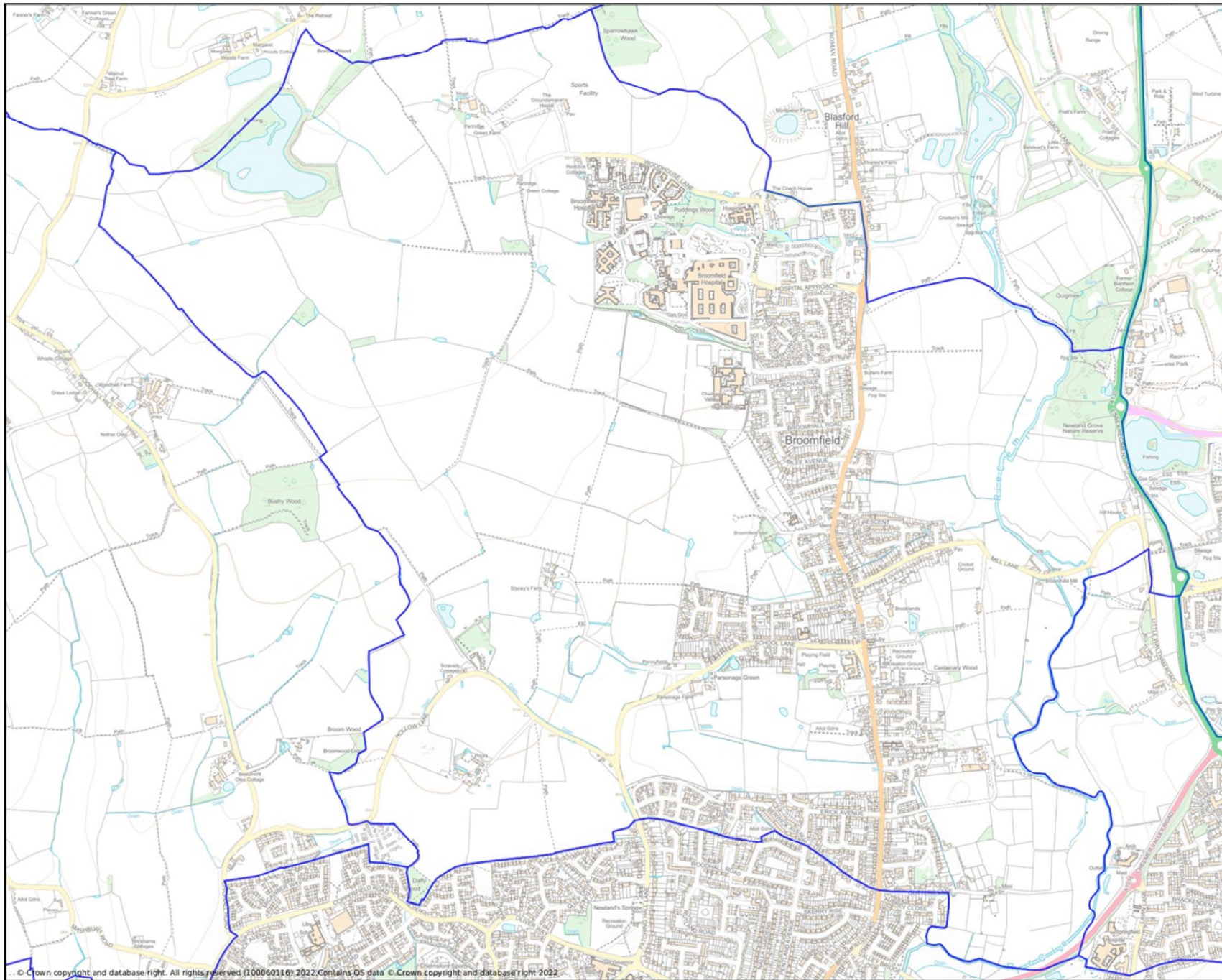
In the case of a joint application all Parishes should sign their consent below.

Name	Signature	Date
Mark Hembury	11 th May 2022

Please return the completed form to:
planning.policy@chelmsford.gov.uk
 Spatial Planning Services, Sustainable Communities, Chelmsford City Council,
 Civic Centre, CM1 1JE.

NOTE: Please note that all information provided on this application form will be published on Chelmsford City Council’s website.







Broomfield Parish Council

Minutes of a meeting of Broomfield Parish Council
Held in the Village Hall on Wednesday 16th March 2022 at 7.30 p.m.

21/312	<p>Members attending. Chair: Cllr Bleet, others present Cllrs Faulds, Blake, Thomson, Howell, Mercer, Steed, Hubble, Barnes and Howell. One member of the public was in attendance. Also in attendance, Councillor Mike Steel, County Councillor. Officer present, Council Clerk Mark Hembury Resolved Apologies were accepted from Cllrs Daden and Scott. Proposed Cllr Perry and seconded Cllr Barnes. Unanimously approved.</p>
21/313	<p>Declarations of interests None received</p>
21/314	<p>To approve the minutes of the Council Meeting held on 16th February 2022. Resolved The minutes of the Full Council meeting are accepted as a true record. Proposed Cllr Faulds and seconded Cllr Thomson. Two abstentions, all others in agreement.</p>
21/315	<p>Public Question Time. No public questions received.</p>
21/316	<p>To receive a report from our County Councillor for items not on agenda. The following report was presented by Councillor Mike Steel. Library Consultation: I attended a briefing on the consultation and development of the new library plan: Everyone's Library Service 2022 – 2026 on Thursday 10th March at the People and Families Policy and Scrutiny Committee. The meeting provided an update on: • The consultation and engagement process with Essex residents and key stakeholders on the draft plan for Essex libraries. • The outcomes of the consultation • The next steps to finalise and adopt the plan and prepare for delivery. The papers state that the new library plan will enable the delivery of a service that is modern, vibrant, and sustainable. It commits to keeping all 74 libraries open with investment in training and the upskilling of library staff. The consultation analysis report shows that Essex residents and organisations give their broad support to the Plan. Essex County Council is the second largest library authority in the country, serving a population of nearly 1.5 million residents across a network of 74 libraries, two mobile library vehicles, an online e-library service, and a home library delivery service provided by volunteers to residents who cannot access onsite or mobile services. In 2019-20 (the last year unaffected by pandemic restrictions), the library service had 226,000 active users, 4.3 million visits, 3.9 million loans, and over 400,000 e-resources were borrowed I note that a total of 2,213 survey responses were received of which 2,185 were from individuals = 0.1% of population. 15% of respondents were from the Chelmsford area = 0.2% of the population. 87% of respondents were over 35, 1% were under 16. The document appears to be a plan to have a plan, stating ambitions, but not clear on detail on how it will be achieved. The proposal now goes forward to Cabinet. This does not go into any detail on how individual libraries will operate in the future. I have registered the fact that the library committees/PCs in my area, want to be involved in that process, with the Head of Libraries at ECC. Locality Fund</p>

	<p>Locality Fund I have now awarded all of my £10,000 Locality fund. This was spread fairly across my division. There should be another one operating from May onwards. This year's theme is "Levelling Up": Requestor Awarded Good Easter Church £750 Fence GWPC £1,000 White goods for Pavilion Good Easter PC £300 Contribution to Defrib Roxwell Church £1,000 Heating Beryl Platt centre £1,000 Drinks Fridge WPC Writtle Archives £750 New records Computer Chignal PC £1,000 Webpage set up Broomfield VH PC £1,000 New PC for bookings etc Gt Leighs VH £1,000 Upgrade to car park lights GW School £900 Potting shed for children's garden CVHS £300 School prizes. Chase 27th Jan Writtle Sports and Social Club £1,000 Coffee machine £10,000</p> <p>Ride London</p> <p>RideLondon, the world's greatest festival of cycling, is coming to Essex from Friday 27 to Sunday 29 May 2022. RideLondon has seen participants raise almost £80 million for charity since it was first held in 2013 and we hope to raise even more this year. We want to ensure you are aware of the 2022 event dates and how to access further information to assist with your planning as your area and journeys could be affected by the road closures.</p> <p>Friday 27 and Saturday 28 May 2022 Temporary road closures of 15 to 20 minutes will operate on both days in some areas of Essex for stages one and two of the professional women's cycle race – the RideLondon Classique. Sunday 29 May 2022 More than 100 miles of road closures will be in place throughout the day from 7.30am to around 3.30pm for the RideLondon-Essex 100, the mass participation ride that will feature up to 25,000 cyclists. For the Chelmsford area, the route, enters the B1008 at the Felsted turning, goes on to Howe Street, Great Waltham, South Street, Breeds Road, through Chignal Smealy, Chignal Road, then A1060, turning towards Writtle via Lordship Road, Ongar Road and then towards Ongar on the A414. For more information, please visit ridelondon.co.uk/road-closures Thank you in advance for your co-operation and understanding in the run-up to RideLondon. If you have any queries or need assistance, please visit ridelondon.co.uk/help/contact-us</p> <p>Crossing Patrol for School Lane</p> <p>I have formally requested a school crossing person on School Lane. The volume survey, which calculates PV2, scheduled for early March 2022 (weather permitting) after the half term break. I have not received the results yet</p> <p>Bloor Homes</p> <p>I am in conversation with the CCG on primary care provision and have received some feedback following slow progress, subsequent meetings and discussions have established that it may be possible to locate a new Health facility on the Broomfield Site. The developers are currently looking at space planning and will come back to CCG with some ideas. Upon confirmation that this site is an option, conversations will be initiated with the local practice.</p> <p>City Council Boundary Changes</p> <p>As a member of the Democracy working group, and Governance Committee, I can report on the recommendations for the boundary changes. These will now go forward to full Council and if approved, will be implanted for the May 2023 elections. Final recommendations (1) Changes in parish boundary such that Petty Croft becomes part of Broomfield parish. (2) Changes in the parish boundary such that area F (new development East of Essex Regiment way) moves to the new parish. (3) Removal of the draft recommendation that the new development north of the hospital becomes part of Broomfield parish. When this area is inhabited, residents will be consulted, at some future date. (4) No change in the number of parish councillors.</p>
21/317	<p>To receive a report from City Councillors for items not on the agenda.</p> <p>Noreport received.</p>
21/318	<p>Correspondence</p> <p>Mr Tom Butler – Quarry traffic at Channels</p>

	<p>Councillor Steel stated that there are attempts being made to make recommendations regarding this issue and a referral is being made to the Development and Recommendation Committee.</p> <p>School Lane – Pond outside Parsonage House.</p> <p>The Clerk provided an update on the issue of flooding due to a blocked outlet pipe. An onsite visit was conducted with a drainage contractor who worked on the pond previously. A number of recommendations were made which will be considered further. An enquiry with the Open Spaces Society has been made in an attempt to clarify some ownership and management responsibilities regarding Parsonage Green as a registered Village Green.</p>
21/319	<p>Consultations None received</p>
21/320	<p>To consider co-option to the Parish Council to fill the vacancy arising following the resignation of Jason Need.</p> <p>One application has been received. Ballot papers were issued to each Councillor present and a summary of the Parish Council policy on Co-option was provided. Signed ballot papers were collected by the Clerk, and Joanne Bowman was duly co-opted with ten votes.</p>
21/321	<p>Reports from Councillors on outside bodies</p> <p>Local Highways Panel – No meeting to report, but the School Lane Working Group is on-going.</p> <p>Woollards Charity – No update.</p> <p>Broomfield Hospital Liaison – No meeting</p> <p>Football Sports Clubs – Cllr Bleet reported that Broomfield Football Club would be joining in with the Jubilee celebration proposals.</p> <p>Elderly Care Homes – We still await an update from Ayletts.</p> <p>Transport – Nothing to note.</p> <p>Schools – Cllr Bleet confirmed the good relationship continues. A litter pick will take place on Saturday and two posters designed by pupils will be used as banners.</p>
21/322	<p>To note financial reports for February 2022.</p> <p>To approve the bank statement and reconciliation for February 2022.</p> <p>To note cashbook, income and expenditure for February 2022.</p> <p>To note salary payments for February 2022.</p> <p>Resolved The Council approves the financial records for February 2022 noting the reconciliation figure of £645,043.78 Proposed by Cllr Barnes and seconded by Cllr Mercer. Agreed unanimously.</p>
21/323	<p>A cost has been obtained for the re-branding of the van with the new Parish Council logo. This includes removal of the old graphics, reparation of the surface to receive the new logo and telephone number, in the same font/colour scheme.</p> <p>Resolved. The Council approves of the spend of £600 to re-brand the van with the new Parish logo. Proposed by Cllr Barnes and seconded by Cllr Steed. Approved unanimously.</p>
21/324	<p>To confirm details regarding the date of the Annual Parish Meeting and associated arrangements.</p> <p>Cllr Blake outlined a potential timetable for the Neighbourhood Plan, including an agreement of the draft at the May Council meeting. The various Regulation 14 and 16 consultations would then need to take place and there would be the opportunity to engage with as many people as possible through various means, website, post delivery and drop in sessions.</p> <p>Cllr Mercer stated she believed that the Annual Parish Meeting should not include the Neighbourhood Plan. It was agreed that Cllrs Bleet and Mercer would volunteer to agree arrangements for the Annual Parish Meeting and report back on proposals.</p>

21/325	<p>To receive an update from the Jubilee Working Group on the progress of plans to date. The report circulated by the Events and Funding Manager for the Village Hall, Donna Hance, was circulated to members and the report was noted.</p>
21/326	<p>It is proposed that one of the designs from the logo competition is used to produce a village sign that will be erected on Church Green. Quotes are being obtained for the various options that are possible. The Parish Council is asked to consider, subject to a final cost being agreed, if they wish to support this proposal. Resolved. The resolution was amended as follows - The Parish Council approves of the proposal to produce a village sign for Church Green, subject to an expenditure of no more than £6,000. The new sign would be placed on Angel Green and the old sign on Angel Green would transfer to Church Green. To be financed by CIL money. Proposed by Cllr Steed and seconded by Cllr Barnes. Unanimously agreed.</p>
21/327	<p>The Planning meeting held on 2 nd March was inquorate. Responses to the planning applications listed under Agenda item PLN22/25 were made under delegated powers. The Council is asked to note the responses provided. The responses were duly noted.</p>
21/328	<p>Due to the impact of Covid-19 restrictions since the start of the leave year in April 2021, staff have accumulated a significant days of untaken annual leave. To avoid the loss of annual leave or problems associated with significant reductions in staff presence in March, it is suggested that the number of days leave that can be carried over this year is increased by ten. Resolved. The Council approves for this year only, the carrying over of up to fifteen days of annual leave. Proposed by Cllr Mercer and seconded by Cllr Thomson. Agreed unanimously.</p>
21/329	<p>Chelmsford City Council Governance Committee met on March 9th and agreed the contents of the Local Governance Review to be submitted to the full City Council for final approval on 22nd March. The Parish Council is asked to note the recommendations made as far as they concern Broomfield Parish Council. The recommendations were duly noted.</p>
21/330	<p>Neighbourhood Plan update. Cllr Blake will provide an update on the latest progress and will be asking the Council to consider a change to the Neighbourhood Plan area. Resolved. The Council instructs the Clerk to write to the City Council, at the earliest opportunity, to request a change to the Broomfield Neighbourhood Plan Area, assuming the Community Governance Review is agreed as recommended. a) The request is for the NPA to have the same boundaries as the Parish after 1st April 2023, provided Little Waltham Parish Council agrees; or b) If Little Waltham does not agree, for the eastern boundary of the NPA to follow Essex Regiment Way as shown on the map in this report, but otherwise remain as it is. Proposed by Cllr Blake and seconded by Cllr Mercer. Agreed unanimously.</p>
21/331	<p>As part of the local Jubilee celebrations, a circular walk has been proposed including the villages of Broomfield, Little Waltham and Great Waltham. At this early stage, the Council is being asked to express its support for this proposal. Resolved. The Council supports the proposal for a Three Villages Walk as outlined. Any financial commitments will considered once known. Proposed by Cllr Barnes and seconded by Cllr Steed. Agreed unanimously.</p>
21/332	<p>On behalf of the rest of the Parish Council, Chairman Margaret Bleet thanked members of the local community, Village Hall staff and volunteers, for their generosity and time in</p>

	responding so magnificently to the Ukraine appeal, providing both money and a wide range of humanitarian supplies.
21/333	To note minutes from the following Committees:
21/333.1	Finance and Personnel Committee – no further update
21/333.2	Village Amenities Committee 9th March – These were noted.
21/333.3	Property and Planning Committee 2nd March – Meeting inquorate. See 21/327
21/333.4	Communications Committee – no further update
21/333.5	School Lane Working Group February meeting. Cllr Bleet provided an update.
21/334	Matters for the next meeting The meeting finished at 9.35 p.m.

LITTLE WALTHAM PARISH COUNCIL

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

Present: Councillors Edith Robertson (Chair)
 Antony Kingham
 Chloe Tron
 Rupert Watson
 Jo-Ann Tinson
 Paul Scott
 John Burrow
 Suzanne Walker
Clerk Councillor Steel
County Councillor Councillor Steel
8 members of the public were present
Meeting commenced at 7.30pm

22/55: Apologies

Received from Councillors Allen and Williamson and from City Councillor Knight and a representative from the Channel's Residents Association.

22/56: Declarations of Interests

Councillor Watson declared a pecuniary interest in agenda item 22/59.13 and Councillor Tinson declared a non-pecuniary interest in agenda items 22/59.8 and 22/59.9

22/57: To consider and approve the Minutes 3 March 2022

Councillors wished to discuss the wording of the minutes held in private session so it was **agreed** to consider the contents of the minutes at the end of the meeting.

22/58: Public Forum- to receive any representations from the public

A resident raised his objections to the proposed licence at Wheeler's Farm and the impact upon his property. During previous events he had witnessed drunken behaviour, people urinating in public and dangerous behaviour of people wandering in the main road. He advised that there was a severe litter problem after the events as well as the noise from the event. He asked the Parish Council to object to the grant of the licence and if it is granted to request that there is a limit on numbers and the same restrictions put in place in line with the licensing review following the grant of the previous licence.

A resident objected to the change of use of an agricultural building opposite the Whitbread centre in Chatham Green. His objection was on the basis that the proposals are almost the same as the previous application which was refused on the basis of impact in the area particularly upon the listed building of Liberty Hall. The building will be unattractive and the only change is that the applicant proposes to remove the Dutch barn which is the better looking agricultural building. Also the road in Chatham Green is single track and there will be an adverse impact in relation to traffic.

A resident complained about speeding and fly tipping at Wheeler's Hill.

A resident objected to the planning applications relating to 107 The Street being the White Hart public house. The primary objection was in relation to the retention of a

large pirate ship play structure which he advised was overly intrusive in that those using the ship could see into most of the rooms of his house and also into his garden. Although it is proposed to reduce the overall height of the ship the deck height will remain the same so the impact will not be reduced.

The Landlord of the public house spoke to support his application for the pirate ship suggesting that it would be a community asset and there was a dispute as to how intrusive it was as the public house is also close to a football ground.

Councillor Steel provided an update on the support for Ukrainian refugees and drop in sessions for the 'Ride London' event in May. He also provided an update in relation to the latest Local Highway Panel meeting and the importance of an origin and destination survey to establish the severity of any rat running and suggested that members of the panel, especially the Parish representative, are lobbied for support. He also suggested that a financial contribution from the Parish may assist in progressing such a survey. An explanation of what is affordable would be useful. He also confirmed that he will be attending a committee hearing in relation to the Bulls Lodge Quarry planning application to make the points in relation to the impact of the use of the RDR.

22/59: New Planning applications

- 22/59.1 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 – **Agreed** to support the objection of Broomfield Parish Council that the access onto Hospital Approach is not appropriate in view of current congestion in the area.
- 22/59.2 22/00357/CUPAQ - Rolph's Farm, Blasford Hill, Little Waltham - Determination as to whether the prior approval of the local planning authority is required for the proposed change of use from Agricultural Building to 1 Dwelling (Class C3) – **No Comments**
- 22/59.3 22/00275/FUL - The Belstead's school, Back Lane, Little Waltham - Retrospective application for the construction of a respite centre building to accommodate full time residential school use for children with special needs. Associated parking area and landscaping – **No Comments**
- 22/59.4 22/00391/FUL - Littlefields, Wheeler's Hill, Little Waltham – formation of access – **No Comments**
- 22/59.5 22/00473/REM - Land North West of Boreham Interchange Chelmer Road Boreham - Application for the approval of Reserved Matters pursuant to Condition 7 of Planning Permission Reference 10/00021/EIA, for Beaulieu Park Station and associated development and for the discharge of Conditions 8,9,10,11,12,13 and 14 – **No Comments**
- 22/59.6 22/00425/FUL - Merefields Main Road Little Waltham - New entrance and exit gates with brick piers and boundary walls – **No Comments**
- 22/59.7 22/00420/ADV - Land East of 1-5 Eagle Way - Two internally illuminated totem signs – **No Comments**

Councillor Tinson left the meeting for the next 2 agenda items

22/59.8 22/00257/FUL - 107 The Street, Little Waltham - Retrospective application for the construction of a children's play equipment area. Associated landscaping and tree planting

22/59.9 22/00273/FUL - 107 The Street, Little Waltham - Retrospective application for the construction of a food preparation building. Extension of a storage/fridge building. Provision of additional grassed parking surface for total of 31 parking spaces. Associated landscaping and tree planting

- Councillors considered both planning applications. Some Councillors had viewed the area as well. It was considered that the pirate ship is extremely intrusive especially as it points towards the property 'Knights' and looks into several rooms of that house and it is an invasion of privacy. It was **agreed to object** to the pirate ship application on those grounds. It was noted that in 2017 the application for a carpark was refused on the basis of impact within the conservation area, the rural area and surrounding properties and it does not appear that the new application is any different. It was therefore **agreed to object** to that aspect on the basis of the impact on the area, especially the surrounding properties. Councillors were particularly concerned at the felling of mature trees in the area and agreed to make representation that existing trees and any tree to be planted under the proposed landscaping scheme should be made subject to Tree Preservation Orders to provide extra protection as it appears that the conduct of the landowner in disregarding planning restrictions, indicates that they are at risk. It was also agreed to ask Councillor Knight to call in this application to be considered by the planning committee.

Councillor Tinson returned to the meeting.

22/59.10 22/00496/FUL - The Chimneys, Braintree Road, Little Waltham - Conversion of the existing detached double garage into annexe accommodation ancillary to the main dwelling – **No objection** but to comment that the annexe should be used in conjunction with the property and not as a separate dwelling.

22/59.11 22/00491/EIASO - Chelmsford Garden Community Phase 1 Pratts Farm Lane, Little Waltham - Request for an Environmental Impact Assessment Scoping Opinion for an outline planning application with all matters reserved, other than access, for a mixed-use scheme comprising 1,500 new homes, commercial and community uses, open space, transport infrastructure and the safeguarding of land for the potential expansion of the existing Chelmer Valley Park and Ride – **Agreed** to submit that areas to be covered in an EIA should cover the impact of traffic, the impact upon wildlife, the impact upon trees, noise impact and light impact.

22/59.12 21/00450/REM - Land North of Cranham Road Little Waltham - Application for the approval of reserved matters (access, appearance, landscaping, layout, and scale) in relation to outline planning permission 16/01394/OUT for demolition of existing building and erection of a flour and feed mill (use class b2) including storage, alterations to the access, parking, landscaping and associated ancillary development ADDITIONAL DOCUMENTATION – **No comments**

Councillor Watson left the meeting for this agenda item

22/59.13 22/05525/CAT - Little Waltham Hall, Brook Hill, Little Waltham - x11
Leylandii Trees Works: To fell the trees Reason: originally planted as a
hedge to screen garden from road. Now oversized with no screening value
at low levels – **No Comments**

Councillor Watson returned to the meeting.

22/59.14 22/00615/CUPAQ - Barns Opposite Whitbreads Business Centre
Whitbreads Farm Lane Little Waltham - 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) – **Agreed to object** to the application on the basis of the adverse
impact of the proposed housing on local property especially the listed
building Liberty Hall with the removal of some trees making the situation
even worse. Also, the impact upon the rural area in view of the
appearance of the proposed housing and the impact of additional housing
on a single-track road. Also, to object to the removal of the Dutch barn. It
is noted that the proposed removal of the barn is the only real difference to
the previously refused application. Also it was agreed to request that
Councillor Knight call this application in to be considered by the planning
committee.

Councillor Robertson also mentioned to Councillor Steel the concerns about IT
issues with the Chelmsford City Council planning portal which he will take up .

**22/60: To consider representations in relation to TRAF/7182 - The Essex
County Council (Channels Bus Gate, Broomfield) (One-Way Bus Gate) Order
2022**

It was noted that it is proposed that the bus gate may be used by buses, emergency
service vehicles and construction traffic. It was agreed to **object** to the use of the
bus gate by the construction traffic.

**22/61 To consider representations in relation to application for a new
premises licence at Wheeler's Farm, Wheeler's Hill, Little Waltham**

Councillors considered the limited amount of information that had been made
available for this application which appears to be a music event with alcohol being
served up to 11pm. It was noted that previous events in the location have created
substantial issues resulting in the Police having to attend to control the traffic and
nuisance as explained by the resident who spoke in the public forum. The Parish
Council had also attended the review hearing and set out details of the considerable
noise and nuisance problems and adverse impact upon traffic, which had resulted in
a limit of 4 events a year with a maximum number of 1,500 attendance being made
in relation to a previous licence.

Councillors agreed to object to the application on the grounds of noise nuisance,
public order issues, such as urination in public and also traffic and safety issues as
those attending were walking along Essex Regiment Way having parked on verges
and in laybys which presented a danger to themselves and other road users.

The Clerk was asked to let residents know about this with Facebook and website
postings and to let neighbouring Parish Councils know as well.

22/62 To note Planning Results

The following results were **noted** -

- 22/62.1 21/02126/REM - Land North West of Montpellier Villa, Blasford Hill, Little Waltham - Approval of reserved matters application (landscaping) in relation to outline planning permission 20/01907/OUT - for the construction of 10 dwellings with associated access from Blasford Hill. The provision of landscaping details (included within the Landscaping Strategy Ref: 21002-101 Rev: D), includes evergreen boundary hedging to the perimeter of the site, ornamental hedging to the front of plots, strategic native tree planting and the creation of wildflower grassland around the swales at the entrance of the site – **Permitted**
- 22/62.2 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 – **Permitted**
- 22/62.3 20/00071/S73 - Land East Of 1 To 5 Eagle Way Little Waltham - Variation of condition 2 to approved permission 20/00071/FUL - (Hybrid application, part full and part outline comprising: (i) Retail foodstore (A1), retail/cafe units, including drive thru (A1, A3, A5), associated parking, servicing and landscaping (full). (ii) General industry (B2) and storage and distribution (B8), associated servicing and landscaping, outline - all matters reserved except access). Construction of a garden centre that is ancillary to the approved foodstore – **Permitted**
- 22/62.4 22/05004/TPO - Sparrowhawks, Main Road, Little Waltham - T1 - Oak - Reduce height of crown by approx. 5m and selectively reduce lateral spread to east by approximately 2m and lateral spread to west by between 3-4m to balance crown; remove major deadwood over 50mm in diameter overhanging the road - as recommended in report 211127 T2 -Oak - Reduce height of crown by between 4 and 5 metres and selectively reduce lateral spread to east by approx. 1.5m-2m and lateral spread to west by up to 3m to balance crown; Remove major deadwood over 50mm in diameter overhanging the road - as recommended in report 211127 – **Permitted**
- 22/62.5 21/05656/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 – **Permitted**
- 22/62.6 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 – **No Objection**
- 22/62.7 21/02515/FUL - Newlands, Drakes Lane, Little Waltham - Proposed part single, part two storey rear extension. First floor rear extension and new dormer to side elevation. Proposed porch and replace existing window with garage door – **Permitted**
- 22/62.8 22/00198/FUL - Timbuctoo, Blasford Hill, Little Waltham - Change of use from Office (Class E) to Residential dwellinghouse (Class C3) – **Permitted**
- 22/62.9 22/05510/CAT - 80 The Street, Little Waltham - C1-9 - Conifers - reduce overhanging branches by 0.3 - 0.4 metres. Reason: branches overhanging from neighbours garden – **No objection**

22/63: Correspondence

21/63.1 Essex County Council

3/2/22	Information about closures of Drakes Lane
4/3/22	Response from Councillor Lee Scott regarding RDR issues
10/3/22	information about bus gate consultation
10/3/22	Response from the cabinet member for highways in relation to RDR issues

21/63.2 Chelmsford City Council

1/3/22	Update regarding Community Governance Review
23/3/22	Mayor's newsletter
25/3/22	Confirmation of adoption of Community Governance Review recommendations
25/3/22	Information about reduced grass cutting

21/63.3 Other

1/3/22	Update regarding Solar Farm proposals
7/3/22	Update on Stansted Airspace consultation
11/3/22	Information about Community Payback scheme
14/3/22	Information about Ride London event
16/3/22	Information about CCG meeting
25/3/22	Information about Ride London event
25/3/22	Beaulieu development update

22/64: Amenities report

22/64.1 To consider Quotations for the upgrade of the tennis court and installation of outdoor gym equipment

A number of quotations had been received for the outdoor gym and/or the goal ends. After careful consideration including considering the various financial priorities that have arisen this year, Councillors **agreed** to defer the acquisition of the outdoor gym for 12 months to allow the project to be re-assessed with reference to community need. It was **agreed** to purchase the goal ends for the tennis court. Having considered the various quotes it was agreed to order what appeared to be the sturdiest being the item from Sutcliffe Play. It was noted that there will be a need to update the Tom Amos charity who have agreed a grant and on the proviso of them still providing assistance the order may be placed.

22/64.2 To consider quarterly play area inspection

The contents of the inspection were **noted**.

22/65: Financial Matters**22/65.1 Payments for approval**

The following payments were **approved** –

		£	VAT	Total
Clerk	Salary (March)	504.09	0.00	504.09
HMRC	PAYE (March)	121.80	0.00	121.80
Essex Pension Fund	Pension contributions (Feb)	188.30	0.00	188.30
Clerk	expenses	119.46	3.55	123.01
Wave (Anglian Water)	new water meter (April 2019)	84.35	16.87	101.22
TMA Surveyors	plans for garden licences	240.00	48.00	288.00
Chelmsford City Council	rent for playing fields	1,500.00	0.00	1,500.00
Paul Clark Printing	production of magazine	548.00	0.00	548.00
Solar Graphics	sign for allotment site	151.32	30.26	181.58
Dor-2-Dor Chelmsford	distribution of magazine	498.00	99.60	597.60
K&K Professional Ltd.	Traffic consultancy work	536.25	0.00	536.25
DW Maintenance	gardening and litter picking	429.50	0.00	429.50
Perspective Landscapes	gardening	20.00	4.00	24.00
EALC	Annual subscription	459.20	0.00	459.20
Myers Scott Ltd	Domain name 2 yr. renewal	32.98	6.60	39.58

22/65.2 Bank account balances to be reported at the meeting

As at 31 March 2022 the current account balance is £61,571.67 and the saver account £2386.32

22/65.3 To note the Clerk's salary increase as a result of NJC scale upgrade

The scale point increase was **noted and agreed** and it was further **agreed** that it is backdated to 1 April 2021.

22/65.4 To consider internal financial control procedures

The report was **noted and approved**.

22/65.5 To approve annual list of payments

The following annual list of payments were approved in principle with reference to financial regulation 5.6

Payee	Payment type	Frequency
Employee	Salary and expenses	monthly
HMRC	Tax and NI	monthly
Essex pension fund	Pension provision	monthly
DW Maintenance	Litter picking and gardening	monthly
Perspective Landscapes	Gardening	Monthly
JCM Services and Groundcare Ltd.	Grass cutting	Monthly during the cutting season
Seagrave Inspections	Play area inspections	Quarterly
Paul Clark Printing	Publication of magazine	Quarterly

Dor-2-Dor	Distribution of magazine	Quarterly
Wave	Water bill	Every 6 months
Lambert Smith Hampton	Allotment rent	Every 6 months
D Malley	External Payroll	Annually
Information Commissioner	Data protection registration	Annually
BHIB	Renewal of Parish Council insurance	Annually
Titan Storage	Renewal of rent for storage unit	Annually
Myers Scott	Domain fees and SSL certificate together with ad hoc IT support	Annually
EALC	Annual subscription and NALC subscription	Annually

22/66: Clerk's Report

The Clerk reported as follows –

1. The defibrillator at Channels is now available for public use. As the Parish Council was the main funder of this project this was announced on the website and Facebook page alongside a photo.
2. I have registered the Parish Council to enable renewal of the Foundation award
3. I have submitted the application for the Memorial Hall to be added to the list of assets of community value held with Chelmsford City Council and the City Council has advised that a decision will be notified no later than 6th May 2022.
4. I have received details of the National Parish magazine awards and would like to enter the Little Waltham Parish magazine into the competition. Could you confirm you are happy for two copies of the magazine to be submitted for adjudication?
Councillors agreed to enter the publication into the competition.
5. Chelmsford City Council has confirmed that the 'Love Your Parish' day for this Parish will be taking place on 4th August 2022 when additional litter picking will be provided plus the street sweeper will attend the Parish.
6. On 30th March I attended an SLCC webinar in relation to organising Parish Council projects.
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	LHP has advised that they statistics show that a crossing can not 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	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	December 2020

provisions to the village centre	the officer will be recommending a village gateway to the panel	
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 – 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 advertising period for the casual vacancy has now expired without the call for an election, so the Clerk will not advertise the vacancy with a view to co-opting a new Councillor.

The report was otherwise **accepted**.

22/67: Affordable Housing project

No further news.

22/68 To consider Allotment issues

22/68.1 To note asbestos report and agree the cost of remedial work

The damage to one shed was noted and it was **agreed** to accept the quotation from Mid Essex Environmental to repair the damage forthwith.

22/68.2 To note results of allotment inspection

All plots are in good condition and being cultivated with the exception of one at Blasford Hill. A warning letter has been sent for the plot to be cultivated.

22/69: To consider the issue of traffic in the Parish

22/69.1 To receive a report of the meeting with Essex County Council regarding traffic issues

The report was **noted**.

22/69.2 To consider options for an Original and Destination survey and agree contribution to the costs of such a survey.

It was **agreed** that the Chairman will send a letter to Councillor Daden who is the Parish representative on the Local Highway Panel seeking her support for an origin and destination survey which is clearly so vital to obtain assistance from Essex Highways to resolve the rat running issue, and Councillor Tron will approach other City Council members to seek their support.

After discussion it was **agreed** to offer a contribution of £3,000 towards the survey with Essex County Council paying the balance of £15,000.00.

22/70 To note outcome of Community Governance Review and to discuss representations to be made in relation to the boundary of the Broomfield Neighbourhood plan

The outcome of the process was noted in that land to the north of Essex Regiment Way including Channels will become part of a new large Parish Council to encompass the Garden Community. Some properties at Petty Croft and on the corner of B1008 and Hospital approach will move into the Broomfield Parish. The boundary at the proposed Bloor Homes site will remain as it now stands.

Broomfield Parish Council had requested the support of this Parish Council to arrange for the boundary for their Neighbourhood plan to be put into line with the CGR boundaries as soon as possible. This will not impact upon residents but assists that Parish Council administratively with that plan. Councillors therefore **agreed** as follows – Little Waltham Parish Council supports Broomfield Parish Council's proposal to amend the designated Broomfield Neighbourhood plan area, so that the forthcoming Neighbourhood plan will reflect the revised parish boundaries.

22/71 To consider representations in relation to the issue of damage to the verges at Chatham Green

Complaint had been received from residents at Chatham Green regarding damage to verges and the Essex Way footpath in front of the Ziggi store. Councillor Steel confirmed he has raised the issue with Essex Highways and the public rights of way officer.

22/72 To discuss representations in relation to issue of a local postmaster

Councillor Burrow explained how a local postmistress has recently given evidence to the enquiry in relation to the issues in relation to the treatment of postmasters, some of whom were wrongly imprisoned. The postmistress had run the post office in Little Waltham some 20 years ago and he said she had lost her livelihood as a result of the legal proceedings. Councillors authorised Councillor Burrow to express his sympathy to the lady in relation to the predicament.

22/73: To receive update regarding recreation grounds and pavilion project

22/73.1 To receive update regarding adverse possession claim

The Land Registry is now dealing with Chelmsford City Council having confirmed that the claim does not impact upon any of the land occupied by the Parish Council but solely upon the land within the garden fencing of the property at Church Hill.

22/73.2 To receive report on garden licences

The draft licences have been received from the Solicitor with the plans prepared by the surveyor. She has asked that the consent of the City Council is provided so they will initially be sent to the Council for approval.

22/73.3 To consider strategy plan moving forward for the Pavilion upgrade

The documentation, reports and strategy plans for the Pavilion were considered and some Councillors had visited the building. It was **agreed** that the next step is to initiate community engagement to ascertain if residents are happy with the proposals going forward for a community hub which will enable the Parish Council to host meetings not just of the Parish Council but for example first aid, dementia friends etc. It was **agreed** to fund and organise a leaflet drop as well as using social media to liaise with residents. An offer of a visit to their new Pavilion has been made by Ingatestone Parish Council and the Clerk was asked to organise a visit for Councillors.

22/74: To consider arrangements for Glebe Field

After discussion on the proposed terms of any arrangements for a licence for the field, the terms of an offer to the Diocese were **agreed** and the Clerk will report back on the response.

22/75: To discuss and agree future venue and dates for Parish Council meetings

It was **agreed** that the Annual meetings in May remain at the Tufnell Hall to take place on Thursday 5th May but as from the June meeting, the meetings take place at the Memorial Hall on the first Tuesday of each month with the exception of August. The meeting date in June was agreed for Tuesday 7th June 2022.

To enable the private aspect of the draft minutes to be discussed 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 one remaining member of the public then left the meeting.

22/57: To consider and approve the Minutes 3 March 2022

After discussion relating to the confidential aspect and an exchange of views in that regard, the minutes of the meeting of 3 March 2022 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

22/76: Matters to be raised by members for the next agenda.

Usual ongoing items.

Meeting concluded at 10pm.