

# **Chignal Parish Council**

C/O 45 Cherry Garden Road, Great Waltham, Chelmsford, Essex, CM3 1DH

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Clerk: Will Adshead-Grant

Chair: Lynn Ballard

Website: [e-voice.org.uk/Chignal-Parish](http://e-voice.org.uk/Chignal-Parish)

Vice Chair: Linda Nelson

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Minutes of the Bi-Monthly Meeting of the Chignal Parish Council held on Monday 08<sup>th</sup> March 2021 at **7.00pm.**

2020/242 Chairman's Welcome  
Good level of Vaccinations happening in the Parish.

Chairperson Ballard  
Councillors Lewis, Towns, Elwick, Stainton

2020/243 Apologies for Absence  
None required.

2020/244 Register of Declarations of Interests and any requests for dispensation  
20/02039/FUL – Cllr Nelson – Near Neighbour

2020/245 Public Open Session for any matters that need to be drawn to the Parish Council's attention. The item does not need to be on the current agenda.

7 members of the public  
Thanks for the new football goal that has been installed in the playing field.

2020/246 Planning Decisions

- **Retrospective application for outbuilding and proposed new doors to existing cart lodge.**  
The Willows Mashbury Road Chignal St James Chelmsford Essex CM1 4TX  
Ref. No: 20/01930/FUL | Validated: Mon 14 Dec 2020 | Status: Application Permitted
- **Demolish existing conservatory and construction of rear extension with roof window. Construction of dormer window to front. Carport added to double garage.**  
Wych Elm Mashbury Road Chignal St James Chelmsford Essex CM1 4TZ  
Ref. No: 20/02047/FUL | Validated: Mon 04 Jan 2021 | Status: Application Permitted
- **Extension to existing garage. - The Woodpeckers Mashbury Road Chignal St James Chelmsford Essex CM1 4TZ**  
Ref. No: 20/02077/FUL | Status: Application Permitted | Case Type: Application

2020/247 Planning Applications

1. Update on the Warren Farm Masterplan and expected planning application.  
Masterplan approved without the bus link via Avon Road. Next stage is a full planning application.
2. Writtle Neighbourhood Plan – Regulation 16 Consultation.  
**Resolution Supportive**
3. **Application No: 20/02039/FUL.** Woodfall, Chignal Road. Chignal Smealy  
Cllr Nelson took no part in the debate.  
Two storey rear extension with a further single storey extension with balcony above. Construction of new 1 bedroom bungalow to rear of property.

The property "Woodfall" is situated close to Grade 2\* listed St Nicholas Church and a picturesque cricket ground. Twenty-five per cent of the buildings and structures in this small rural hamlet are listed, creating a distinctive period feel with many of the properties owing much to Chignal Smealey's brick making heritage.

This application is for a rear extension to the property to form a large kitchen area, 7m x 7m, providing an additional

50sqm of accommodation on the ground floor, with a large en-suite master bedroom and a same sized rear roof terrace, (with high brick sides) above.

In addition, there is a proposal for the demolition and removal of a double garage at the rear and to one side of the garden, to be replaced by a much larger detached bungalow, 15m x 4m, providing an additional 60sqm dwelling space.

The Chignal Parish Plan, 2016, includes a Key Task to “support residents to improve their homes and stay in the village” and this is amplified in Objective 20, “to support opportunities for residents to improve their homes or move to other properties in the Parish because of down-sizing, setting up new households or requiring additional care in line with the (VDS)”. However, no evidence is provided by the applicant to support the need for such a significant increase of dwelling space in this rural area. The application only indicates that the bungalow would provide an additional 1-bedroom unit of Market Housing.

#### Two storey rear extension with a further single storey extension with balcony above

The Chignal Villages Design Statement (VDS) gives guidance on house extensions, Page 20, “extensions should be sympathetic to the property and in harmony with the surroundings”. In addition, “extensions should not unduly affect adjoin residents and should not completely fill the available space, as it is important in a rural community to provide views of the countryside beyond and thus avoid the urbanisation of the street scene”.

The property “Woodfall” has already been extended to the front and rear. These extensions and square dormer window have resulted in a lack of harmony in the overall appearance of the house, (particularly the side elevations). This lack of design balance would be exacerbated by the proposed rear extension to the ground floor and the large amount of brickwork that would be added to the side elevation to enclose the sides of the terrace above it. This is to give an element of privacy to both the occupants and neighbours. To lessen the impact of this unrelieved brickwork, alternative and softer materials could be considered, such as boarding or cladding, obscure glass balustrade, or with some relief details included in the brickwork, which would improve the view from the neighbouring properties either side of “Woodfall”.

It is that noted that, as would be expected, all materials used for the rear extension would match the existing building. The existing glass block panel in the dining room and on the East elevation of the main house is removed and replaced with a glass window to match the others, but no reference has been made to obscure glass in this window which is only 1m away from the boundary of the neighbouring property, “Hunters End”.

#### Construction of new 1 bedroom bungalow to rear of property.

The proposed bungalow is more than double the size of the concrete garage which it would replace and would be sited only 2.8m from the boundaries of two adjoining Victorian properties: “Ivy Cottage” and “Church View”. The new bungalow has two windows at the side, (kitchen and bathroom) that will overlook the small rear gardens of these adjoining properties. These windows are not noted as obscure glass. All the other windows face the adjoining field but are close to its boundary.

The bungalow’s location is at the rear of the house and squeezed into the side strip of land, being only 1.5m from the boundary on two sides. There is no indication of services, drainage routes or future maintenance access. The application incorrectly states that the property is connected to main drainage. The site of the proposed new dwelling has several inspections covers; this could indicate that this is the location of Woodfall's septic tank. If the existing septic tank is located on the footprint of the new dwelling, a new drainage system should be provided in a different location which would require planning approval. Details should be provided of the proposed drainage, especially as more bathrooms are being added and the bungalow would require a full kitchen / bathroom and rainwater drainage system to be installed.

The proposed one bedroomed dwelling shoehorned into a small corner of Woodfall's rear garden is inappropriate in a rural location and not a long-term solution to providing additional housing to meet local need. As no reference has been made to the requirements or need for the bungalow, a condition should be attached to any planning consent to ensure this is not rented out separately to the main house or sold off independently.

The proposed bungalow would also be visible from a very well used Bridleway (43) that passes in front of Church View and Ivy Cottage.

#### Vehicle Parking

The application states that there is no change in the number of parking spaces available at the property although this application necessitates the demolition of a double garage, (which is not being replaced). It would appear therefore

that there would be a reduction in the number of parking spaces at the property. As part of this application includes the building of a separate one bed dwelling, this could result in additional vehicles being kept at the site necessitating an increase the parking spaces available, especially as there are several vehicles in use currently based at the property. Further developments in the parish should have their own vehicle access.

#### Chelmsford Local Plan policies relevant to this application

##### **Policy DM8 New buildings and structures in the rural area**

Planning permission will be granted for new buildings and structures in the Rural Area where the development will not adversely impact on the identified intrinsic character and beauty of the countryside. B) Redevelopment of previously developed land (whether redundant or in continuing use and excluding temporary buildings). Planning permission will be granted where the proposed development would not result in harm to the identified intrinsic character, appearance, and beauty of the area. The Council will assess the development based on the following: I. the size, scale, massing and spread of the new development compared to the existing; and ii. the visual impact of the development compared to the existing; and iii. the impact of the activities/use of the new development compared to the existing; and iv. the location of the site is appropriate to the type of development proposed. C) Replacement buildings. Planning permission will be granted for the replacement of a building provided that: I. the existing building being replaced is of permanent and substantial construction; and ii. the new building is in the same use as the existing; and iii. the new building would not be out of keeping with its context and surroundings and does not result in any other harm.

**Policy DM9 – Infilling in the green belt, green wedge, and rural area.** B) Green Wedge or Rural Area. Planning permission will be granted for infilling in the Green Wedge or Rural Area provided that: I. the site is a small gap in an otherwise built-up frontage; and ii. the development does not detract from the existing character or appearance of the area and would not unacceptably impact on the function and objectives of the designation.

**Policy DM11 Extensions to existing buildings within the green belt, green wedge, and rural area.** Within the Rural Area the extensions must not adversely impact on the identified intrinsic character and beauty of the Rural Area. In all designations, the extension or alteration must not be out of keeping with its context and surroundings or result in any other harm.

**Policy DM29 Protecting Living & Working Environments.** Development proposals must safeguard the amenities of the occupiers of any nearby residential property by ensuring that development is not overbearing and does not result in unacceptable overlooking or overshadowing. Development must also avoid unacceptable levels of polluting emissions unless appropriate mitigation measures can be put in place and permanently maintained.

#### Recommendations

This application should be **REFUSED** on the following grounds:

The impact of the rear extension to Woodfall is out of keeping with its context and surroundings in the hamlet of Chignal Smealey and will impact on the views of the neighbouring properties (as described above), contrary to Policy DM11 and DM29. The application could be resubmitted with more design details included, especially with improvements made to the appearance of the side elevations of the house.

The construction of new 1 bedroom bungalow to rear of the property is contrary to:

Policy DM8 as the location of the site is not appropriate to the type of development proposed and the new building would be out of keeping with its context and surroundings.

Policy DM9 as the site is not a small gap in an otherwise built-up frontage and the development detracts from the existing character or appearance of the area.

Policy DM29 as development proposals must safeguard the amenities of the occupiers of any nearby residential property by ensuring that development is not overbearing and does not result in unacceptable overlooking or overshadowing.

2020/248 County and City Councillors' Reports

- i. Essex County Councillor Report - Cllr John Aldridge  
Cllr Bentley is reviewing the report on the 40 mph extension speed limits on Chignal Road and status of Hollow Lane.  
Covid-19: Schools have re started today. Adequate provision for tests. Likely only 1 in 100 is a false positive.  
Army & Navy flyover - last remaining traces will be removed in the next few days. There will be no new construction for around 2 years.

Potholes – sometimes just temporary repairs until a full maintenance package can be undertaken.

Orange Scooters: only those that are part of the hire scheme can be used.

Chelmsford North East Bypass – should come to consultation in the next 2 or 3 months.

Beaulieu Parkway station funding and construction will be completed 2024.

Warren Farm development. Lordship Road speed limit will be reduced to 30 mph. Some average speed cameras may be introduced in Writtle. Writtle University College may start charging for parking on site and arrange a bus service from the railway station.

Cllr Aldridge will step down after 16 years at the end of May 2021 – the Parish Councillors expressed their thanks for his hard work supporting the Parish.

Cllr Steel is the conservative candidate for the position in the May elections.

ii. Chelmsford City Councillor Report - Cllr Nicolette Chambers

Apologies received.

2020/249 Confirmation of the minutes of the meeting of the Parish Council on 11<sup>th</sup> January 2021

**Resolution The minutes were confirmed.**

2020/250 Note the Orchard sub-Committee minutes of 19<sup>th</sup> February 2021.

**Resolution The minutes were noted.**

2020/251

Finance:

Account Balances:	Cheque Account	£	19,508.56
	Saving Account	£	37,618.11

Income -Included Above	VAT Reclaim	£	2,492.21.
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**Total** **£ 57,126.67**

To approve Cheques to be signed and issued:

Cheque nr	Item	Cheque Value	Budget Classification
	bank charges	£2.00	Bank Charges
	interest	£ 1.06	Bank Charges
100950	Clerks Wages – Feb	£107.87	Salary
100951	HMRC – Feb	£25.80	Salary
100952	Essex Pension Fund – Feb	£127.67	Salary
100953	Cllr Elwick – Padlock for Car Park	£16.00	Playing Field
100954	Clerks Wages - Mar	£110.31	Salary
100955	Essex Pension Fund - Mar	£127.67	Salary
100956	HMRC	£26	Salary
100957	Chelmsford DBF	£100	CIL
100958	Village Hall – replacement cheque for 100949	£16,500	CIL
100959	Clerk – Payment to CCC for Goal Posts work	£240	CIL

**Provisional end of year accounts**

See separate spreadsheet – Planned underspend to budget £2998.99.

Add to Parish Reserves

**Representatives' Reports: to discuss and debate any items.**

- A) Persimmon Homes development - Cllr Elwick
- a. Roads Works, Landscaping and Housing completions and Chignal Road / Hollow Lane junction.  
Phase 1 is nearly completed – these are the houses within Chignal Parish – 4 more houses to be built. Planting has gone in around the site with a lot of hedging. Footpath maps to be issued to each house – once we are Covid safe. The highways area is still of poor quality: Persimmon are responsible to complete. Inspection to be done by Planning, Highways and Persimmon before signing off. The turning off the road junction towards Chignal Smealey is a very tight angle and may cause issues with Heavy Goods Vehicles.
- B) Playing Field - Cllr Elwick and Cllr Towns
- a. Update on Goal Post installation  
This has been installed and is in use.
  - b. Update on Information Board and car park security.  
Clerk to contact suppliers for two noticeboards with a guideline of £600 for both boards and installation.  
Artwork in addition around £300  
Resolution Up to £900 for the two boards and posts.
- C) Village Hall Liaison - Cllr Towns
- a. Progress report on construction of the storage building  
Delivery between 14 and 16 weeks – Second half of May 2021
- D) Newsletter and Website - Cllr Nelson
- a. Date of next edition of Newsletter  
Hardcopy planned before the next meeting of the Council.
  - b. Progress on improving the website content.  
Discussion with Cllr Stainton on approach
- E) Community Safety – Cllr Lewis
- a. Approve a proposal to install security cameras and warning signs to deter fly tipping and other crimes. Use the trail cameras. 4 local landowners have approved.  
  
**Resolution            Approve the purchase of 1 Trail Camera and 4 metal cages at a cost of up to £300.00.**  
  
**Resolution            Liaise with City Council Environmental Services, Essex Highways, Essex Community Police, and local landowners to erect warning signs in hotspots and at entrances to the parish and to monitor problem areas.**  
  
**Resolution            Develop policies to comply with GDPR regulations on the use of information collected by the cameras.**  
  
**Resolution            Install Trail Cameras in the areas where there are warning signs, including the playing field car park.**  
  
**Resolution            Report on progress at the next Council meeting on 10<sup>th</sup> May.**
  - b. Maintenance of the defibrillator outside the Village Hall – 2 sets of pads @ £40.00  
**Resolution Expenditure approved**
  - c. Discuss spate of recent Dog incidents in Chignal St James. Community Resolution notice served on the owners of the dog.

F) Highways (include Hedges) - Cllr Towns

- a. Consider the need for a comprehensive survey of highway drainage, verge and road surface damage, road signs and road names across the parish, (postponed to next meeting).
- b. Report progress on the Chignal Hall Lane Street name plate, including "No Through Road". RFFH 5030153 – Approved by Chelmsford City Council.
- c. Update on permanent extension of 40mph signs on Chignal Road, north of Hollow Lane, (see minute 2020/248).
- d. Update on proposal to restrict vehicle access to Hollow Lane, (see minute 2020/248).

Issues reported.

2699470 – Road Junction Warning sign down between Beadles Hall and Dyers Bungalow – Highways inspected and added to list for repair in the future.

F) Footpaths/Bridleways – Cllr Nelson and Cllr Towns

- a. Consider measures to promote the Countryside Code, (postponed to next meeting).

G) Tree Warden - Cllr Ballard

- a. Approval in principle a proposal to extend tree planting along Chignal Road from Copperfield road in conjunction with the City Council, Autumn 2021  
Draft scheme – potential funding option for future agenda.

- 2020/253 Approve PC response to Chelmsford CC's Community Governance Review consultation  
Individuals have responded.  
No new comments – No additional Ward members and no change to the boundaries.  
**Resolution** **Comments from last year's informal consultation re-stated.**
- 2020/254 Approve a proposal for a "Friends of Nature Park" scheme to manage access to the restored landfill site, Chignal St James  
Site is currently closed. The Permissive Bridleway is unavailable until the issues have been resolved.  
**Resolution** **The Parish Council supports the establishment of a Friends of Nature Park Membership Scheme.**  
  
**Resolution** **Cllr Jon Lewis to take on responsibility for liaising with Tarmac and with the volunteer FoNP administrator to ensure that Data Protection requirements are met and that regular reports are made to the Parish Council on the operation of the scheme.**
- 2020/255 Update on nominating the Cricket Ground, Chignal Smealey as an Asset of Community Value under the Localism Act 2011.  
Decision by the end of March by Chelmsford City Council.
- 2020/256 Update on renovation and repairs to the Telephone Box in Chignal Smealey 01245440375  
Awaiting action from BT.
- 2020/257 Items for next Agenda
- Beaumont Otes development
  - Consider measures to promote the Countryside Code
  - Consider the need for a comprehensive survey of highway drainage, verge and road surface damage, road signs and road names across the parish
  - Update on permanent extension of 40mph signs on Chignal Road, north of Hollow Lane
  - Update on proposal to restrict vehicle access to Hollow Lane
  - Update on provision of on-site parking and turning areas at Gardening Express

**Next Meeting Monday May 10<sup>th</sup>, 2021(AGM – to be confirmed by NALC),**

**12<sup>th</sup> July 2021**

**13<sup>th</sup> September 2021,**

**8<sup>th</sup> November 2021.**  
**Community Meeting to be confirmed.**

**Meeting closed 20:04**  
**Will Adshead-Grant**  
**Clerk to the Council**