

Great Waltham Parish Council

The Parish Office, The Pavilion, South Street, Great Waltham. CM3 1DF.

Clerk, W J Adshead-Grant.

E Mail: clerk@greatwalthamparishcouncil.co.uk

Website: e.voice.org.uk

Minutes of the Meeting of the Great Waltham Parish Council held on Monday 17th February 2025 at The Pavilion, South Street, Great Waltham, CM3 1DF at 7.00pm.

24/2092 Chair's Welcome:

Chair: Gilbert.

Cllrs: Micklem, Jackson, Bradley, Steel, Martin, Stephenson and McDevitt,

24/2093 Apologies.

Cllrs Jenkins and Taylor.

24/2094 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Micklem – Chairman of the Great Waltham Cricket Club – 24/2113 – Grant request.

Cllr Jackson and Cllr Bradley – Allotments – 24/2107. Dispensation requested and approved.

24/2095 Public Participation session for any items regardless of its existence on the agenda.

5 members of the public attended the meeting.

- 1 member of the public raised the issue of the school sign on right hand side by Ford End school (on the B1008 approaching from Great Waltham). It has been missing for 22 months. The concern is that the lack of a sign could lead to another accident outside school. The matter was reported to Essex Highways in early 2023. It was confirmed it was also raised by the ECC member (Cllr. Steel) in May 2024 as part of the members initiative, and he was incorrectly informed that the sign was restored. The issue is now back on the members initiative programme to get resolved as soon as possible.
- 1 member of the public raised the matter of VG150 (the village green at the southern end of Church Lane, Ford End). The resident is unhappy with the way this matter is being reported by the Parish Council in its minutes and other communications. It was noted that there is no outcome yet from Essex Highways enforcement team in relation to the placement of the fence and planting on the land. The resident stated that Essex County Council had failed to produce paperwork in relation to its rights over the land. The resident requested that the Parish Council stops discussing VG150 as its causing unfair attention and stated it is unfair that Parish Council reports on the matter in the way it does. The resident acknowledged that the Parish Council owns the land, but there is an adverse possession claim with HM Land Registry. The resident confirmed that they have cut the grass on the land to a high standard since 2021. The resident stated there has been no contact with the Highways enforcement team for a couple of months.
- 1 member of the public supported the grant request from Great Waltham Cricket Club (24/2113). The various fences have been in place for 20 to 25 years and they have now fallen into disrepair. The Club is a community-based club with several teams. It relies on grants and sponsorship. The income is a mix of match fees, bar income and membership fees. In maintaining the standard of the ground running costs are quite high. It was noted that pre-Covid the Club had been able to build a reserve, but had no reserves currently for the works in the grant application.
- 1 member of the public also supported the grant request (24/2113) and confirmed the membership and match fees are increasing. The Club runs at a loss and but supports the community. It runs three Saturday teams. Ground preparation machinery costs this year are £3.5k, with an unexpected £1.5k cost on increases for staff.
- 1 member of the public alerted the Council to the signs recently installed on the Model Village, Great Waltham by South House Residents' Society (SHRS). The notices imply restricted future access on currently publicly accessible paths. The footpaths have been used unchallenged for over 20 years. It was noted that grass areas are being cut by SHRS, and that it owns the grass areas and pathways, although the Dickeymoors grassed land is owned and maintained by CCC, with SHRS owning the rest. The membership of SHRS is made up of the residents living on the Model Village. There is currently no PROW across the site. It was remarked that if not SHRS, ownership of the area would ultimately fall to the Crown Estates. The roads and the footways on the Model Village belong to Essex Highways. The Council confirmed it does not have any powers over this matter.

24/2096 Report by County Councillor – (Cllr Mike Steel).

The full report will be online in the agenda section of the website.

- No county local elections until May 2026 (and perhaps beyond) due to the ongoing devolution process.
- Chelmsford Northeast Bypass. The main works are now underway on Section 1A.
- South Street – the owner of the Old School House has cut back vegetation and improved the sight lines from Hatchfields. The White House owners have cut back the hedge at the front of their property.
- Flooding at Mill Lane, North End has been cleared.
- Local Plan – suggested that the small housing development at Ford End may create some traffic calming opportunities.
- Opus Retirement Village planning application – the developer's appeal failed.
- Brown Bins on allotments – will not be emptied by the City Council when the new scheme starts.

24/2097 Report by Chelmsford City Councillor – (Cllr Mike Steel).

The full report will be online in the agenda section of the website.

24/2098 Confirm the minutes of the ordinary meeting of the Council held on 20th January 2025.

Resolution: The minutes were confirmed.

24/2099 Note the minutes of the Recreation Committee meeting held on 3rd February 2025.

Resolution: The minutes were noted.

24/2100 Planning decisions by Chelmsford City Council.

24/01602/OUT	Lavender Farm Main Road Great Waltham Chelmsford Essex CM3 1LL	Application Permitted
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24/2101 Local Planning.

1. Reference: 24/01326/FUL

Address: Site At Bridge House Lucks Lane Howe Street Chelmsford

Description of works: Proposed new detached dwelling house and vehicular access onto Lucks Lane.

Resolution: The Parish Council is objecting to this application as it is concerned about the change in the street scene.

2. Reference: 25/00183/CLEUD

Address: Bennetts Barn Bennetts Lane Great Waltham Dunmow

Description of works: Certificate of Lawfulness to regularise the existing use of the detached annexe as habitable accommodation ancillary to the main dwelling house. The existing use class should be deemed as part of the existing C3 Dwellinghouse residential curtilage for reasons set out within this application.

Resolution: The Parish Council has no objections.

3. Reference: 25/00008/FUL

Address: Chalk Farm Little Green Road Great Waltham Chelmsford

Description of works: Retrospective planning application for creation of new access. Proposed change of use of land to garden including the construction of mange. Proposed extension to existing garage/barn to form a stable.

Resolution: The Parish Council has no objections.

4. Reference: 25/00074/LBC

Address: Lucks Cottage Main Road Howe Street Chelmsford
 Description of works: Addition of open "storm" porch to rear entrance door and West elevation of house.

Resolution: **The Parish Council has no objections.**

5. Reference: 25/00058/FUL

Address: Lucks Cottage Main Road Howe Street Chelmsford

Description of works: Proposed alterations to roof to increase living space. Single storey porch.

Resolution: **The Parish Council has no objections.**

24/2102 Finance Report.-(Clerk).

Current Account; **£ 1,751.64 (0% interest)**

Reserve Account; **£ 63,973.36 (2.6% interest)**

Redwood Account **£17,000 (4.1% interest)**

Interest accrued – Not Paid £208.15

Total **£ 82,725**

24/2103 Confirmation of payments-(Clerk) :

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£ 1,180.07
unity trust bank	bank charges	bank charges	£ 6.00
HMRC	PAYE	PAYE	£ 629.69
Essex Pension fund	Pensions	Pensions	£ 1,099.34
Cleaning Service	Pavilion	Pavilion expenses	£ 50.00
Cleaning Service	Toilet Roll and Bleach	Pavilion expenses	£ 3.29
Three Mobile	Broadband	Pavilion expenses	£ 18.90
Clerk	Earth Anchors - Locality Fund Support	General reserve	£ 556.80
Clerk	Expenses	Expenses	£ 57.57
Handyman	Expenses	Expenses	£ 45.90
Online Playgrounds	Parts for the playgrounds	handyman consumables	£ 197.49
Amazon	Addis super dry sponge heads x 3	Pavilion expenses	£ 8.99
Amazon	Asphalt permanent pothole repair	handyman consumables	£ 63.98
Amazon	Tarmac tamper	handyman tool	£ 34.79
Amazon	M10 black plastic hex dome caps	handyman consumables	£ 5.99
Amazon	Bitumen cold sealer aerosol	handyman consumables	£ 9.70

£ 3,962.60

Resolution: **The payments were approved.**

24/2104 Monthly Bank Reconciliations-(Clerk).

Resolutions: **The reconciliations were approved.**

24/2105 Update on the Action Tracker (circulated with the agenda) – (All).

Several items closed and updated.

24/2106 Discuss the removal of the yellow litter bin from Howe Street Bus Shelter.

The bin has been removed by person(s) unknown. The meeting requested confirmation from the City Council of the type of street bins it will empty and the costs of the options. The yellow bin was a traditional open top street bin with a liner purchased several years ago.

Resolution: **Defer until next month so that confirmation and costs can be sought.**

24/2107 Discuss the Recreation Committee's proposals to change allotment charges for the 2025/26 hiring period:

- Consider the Recreation Committee's proposals to increase the rent charge from £4.28 to £5.35 per rod.

Resolution: **The Parish Council will increase the land rent to £5.35 per rod from 1st October 2025.**

- Consider the Recreation Committee's proposals to change the service charge from a fixed charge per hirer to a charge per plot.

Taking account of the impact analysis completed since the Recreation Committee meeting it was decided not to progress with this proposal.

Resolution: **Close the item.**

- Consider the Recreation Committee's proposals to set the service charge at £4.65 per rod.

Because of the decision to retain a service charge per plot (see above), a proposal was made to increase the existing service charge from £8.50 to £9.00 per annum.

Resolution: **The Parish Council will increase the per plot service charge to £9.00 from 1st October 2025.**

- Consider the Recreation Committee's proposals to remove the service charge discount for multiple plot hires.

Resolution: **The Parish Council agreed to remove the discount.**

24/2108 To discuss and agree the Council's future maintenance strategy for VG150 once Essex Highways' enforcement process for the removal of the unauthorised fence and planting is completed.

There are several different processes being followed.

- Land Ownership - legal process initiated by the resident is continuing with HM Land Registry, however no outcome is expected soon.
- Placement of the fence and hedge on that part of the land over which there are highway rights – it is understood that the Essex Highways enforcement process (for the removal of the fence and hedge) is in progress, but has not been concluded.
- It was noted that a boundary hedge between the nearest residence and the VG150 was removed and there is now the impression of one continuous piece of land.
- Although there is no requirement to maintain a village green, a discussion on the possible future maintenance by the Council took place.
- It was noted that any Council maintenance regime would need to be risk assessed by its contractor (should it be added the list of areas to be maintained) given the proximity of the main road.
- In terms of any liabilities arising from the erection of the fence and planting of the hedge on the land over which there are highway rights, the Council understands they would lie with the party that installed them.

Resolution: **Defer any decision until the Essex Highways enforcement process has been completed.**

24/2109 To discuss and agree the Council's response to Chelmsford City Council's Local Plan Review Pre-Submission (Regulation 19) 2025 consultation.

- There is just a single location (Location 14 at Ford End) in the 2025 consultation document (at p.194-195). In the 2024 consultation there were two.

- Location 14a (Back Lane) has been removed from the plan.
- Location 14b (by the school) was supported by the Council in 2024.
- The proposed single development site has a slightly amended delivery date, 'from 2030/31'.
- The new document's narrative states 'speeding by vehicles on the Main Road (B1008) is an issue, therefore traffic calming should be provided as part of the development including speed reduction measures'.
- There would be affordable dwellings on the development.
- It was agreed that Cllr. Gilbert should draft a response which reiterates the Council's previous position (that it would support a development at the school location), but subject to the delivery of traffic calming measures which should, as a minimum, include an average speed camera scheme through the 1km stretch of the B1008 through Ford End village, and that other complementary speed reduction/traffic calming measures should be considered as part of the development.

Resolution: **Draft to be shared by Cllr Gilbert with the Parish Council with 7-day deadline for feedback and then submitted before the consultation deadline date.**

24/2110 To agree that the Council prints an annual update to summarise its activities during 2024/25.

Request for £200 - £250 to pay for the printing of the report in Parish News.

Resolution : **Approved**

24/2111 To review and agree the Pavilion paperwork – (Cllr Jenkins).

Resolution: **Defer until next meeting.**

24/2112 Discuss the current Grants Policy of the Parish Council. Does the policy need to be changed due to recent requests.

An initial draft of proposed changes had been circulated to members, followed by a further version with additional amendments. The second version was agreed.

Resolution: **The Grants Policy was approved for update.**

24/2113 Discuss the grant request from Grant Waltham Cricket Club for £1185 to renew the wooden borders as per the grant request.

Proposal to suspend the current grants policy so that the Council could consider the request in the first instance.

Resolution: **Agreed to suspend the current grant policy.**

The meeting noted the Club's membership rates are £90 to £100 per annum.

Resolution : **The Parish Council agreed to support the grant with the full payment of £1,185.**

24/2114 Discuss and approve any items to release for publication.

- The Chair reported that since the last meeting a Facebook update had been posted detailing the Council's previous discussions regarding the Dandara development (the proposed site south of Ford End school).
- Advertise the allotments vacancies.
- Parish Council vacancy.
- Parish Council minutes precis.

24/2115 CLOSED SESSION.

The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies".

Resolution: **Agreed to close the meeting to discuss the intent to award a contract.**

24/2116 In relation to the Great Waltham play area project, to agree that the Council makes an 'intention to award' commitment to a supplier (with the contract award itself being confirmed and completed when funding arrangements have been finalised).

The meeting reviewed plans received following the invitation to tender process which closed on 31st January 2025.

Resolution: *Make the 'intention to award' to HAGS-SMP Ltd.*

Next Meetings:

2025

Monday 24th February 2025 Highways & Transport Committee at 7pm at the Pavilion.

Tuesday 4th March 2025 Annual Assembly of the Parish 8pm at Ford End Village Hall.

Tuesday 18th March 2025 Monthly Meeting at FE VH at 7pm.

Monday 24th March 2025 Finance and General Purposes Committee at 7pm at the Pavilion.

Monday 7th April 2025 Recreation Committee at 7pm at the Pavilion.

Monday 21st April 2025 Bank Holiday.

Tuesday 22nd April 2025 Monthly Meeting at Pavilion at 7pm.

Monday 5th May 2025 Bank Holiday.

Tuesday 6th May 2025 Highways & Transport Committee at 7pm at the Pavilion.

Tuesday 20th May 2025 AGM & Monthly Meetings at Ford End VH at 7pm.

Monday 26th May 2025 Bank Holiday.

Meeting closed 21.37

W.Adshead-Grant

Clerk to the Council.