

Minutes of the meeting of the Chelmsford Garden Community Council held on 6th July 2023 at 7.30pm at the Beaulieu Community Centre, 17 Centenary Way, Chelmsford, Essex

Present: **Councillors** Andrew Wright (Chair)
Melanie Williamson
Tayo Udoh
Chloe Tron
Kuldeep Golla
Romilly Wakeling
Jed Stopher
Brian Jeapes
Cynthia Driver
Derek Drew-Smith

Executive Officer Suzanne Walker
 City Councillors Steve Hall

8 members of the public were present

23/51: Apologies

Received from Councillors Jeffreys and Skinner and City Councillors Steel and Fuller.

23/52: Declaration of interests

None.

23/53: To agree the Co-option of a Councillor to the East Ward.

It was **agreed** to move this item to later in the meeting.

23/54: To approve the Minutes of the meeting held on 8th June 2023

The minutes of the meeting held on 8th June 2023 were **agreed** by all Councillors and were signed by the Chair.

23/55: Community question time

The Chair of the Beaulieu Community Trust spoke to provide some background of the formation of the Community Centre and the Trust and set out his vision for the centre to provide a sense of connection and belonging for the Community and his aim for an aspirational development plan. He is looking to make best use of resources to develop a welcoming and diverse hub for all sections of the community. He answered questions from Councillors and highlighted concerns about domestic violence, addiction and debt and the fact that there is a challenge in how to reach those people. He stated that the hiring of rooms is not a problem but that he wanted to extend the range of activities to serve all sections of the community.

A resident raised a concern about parking when the new railway station opens and it was confirmed that this is an issue of which the Council is aware and it will be on the August agenda.

A resident raised her concerns about problem parking which blocks drives and the pavements.

A resident raised concerns about the Play in the Park scheme and the fact that the City Council is using land in this community. It was confirmed that the City Council had been invited to deliver this scheme for young people and that arrangements are in hand to deal with issues of litter and parking arrangements.

A resident asked when the General Lane bridge will open and it was advised that the Council had been advised that the opening date will be August 2023. The resident also asked if there are funding delays to the construction of the Chelmsford North East bypass and it was confirmed that a link to an Essex County Council update will be put on the website.

A resident advised that on his way to this meeting he had to ring an ambulance for an unresponsive person on a roundabout who he stated had come into that state as a result of drugs. The recent liaison by this Council with the Police and Chelmsford City Council was explained and the fact that there will be a coffee with cops event on 19th July when such issues can be raised with the Police.

A resident asked what is being provided for teenagers and there was a suggestion of Skate and scooter lessons and it was suggested that there be liaison with Chelmsford City Council and a discussion surrounding funding for such initiatives.

A resident raise the issue of rubbish near the roundabout at Remembrance Avenue near New Hall which it is believed is from developers in the area and the need for a bin at the bus stop which will be raised. The resident will send photos to the Executive Officer.

23/56: To consider representations in relation to bus services in the Parish

A representative from the Integrated Passenger Transport team at Essex County Council talked about the bus service and the fact that apart from a couple of evening services, all services are commercially run. A concern was expressed that developer contribution money has not resulted in a good service and that the C10 service takes over an hour to reach the City Centre resulting in a reduction in the use of the bus service. She asked how residents could be encouraged to use the bus and it was suggested that the route is changed to be more direct and link to train times. She had asked First Group about the concern raised in relation to the route and is awaiting a response. She explained that there are passenger transport meetings twice a year where a representative from the Council may attend. It was suggested that a working group meeting is set up to include Councillors, the lady who has attended from Essex County Council and a representative from First Bus to discuss the ongoing public transport issues.

23/57 To receive the following Reports

23/57.1 Report from County Councillor

None.

23/57.2 Report from City Councillor

Councillor Hall introduced himself and express an interest in the discussion relating to bus services which also appear to be an issue in Chelmer Village.

23/57.3 Report from Councillors regarding attendance at external meetings

This will be covered in relevant agenda items

23/57.4 Executive Officer report

The Executive Officer reported as follows –

- She had attended a webinar regarding the review of Essex County Council wards. The initial proposals will come out for a more detailed consultation in November 2023.
- She had attended a walkabout on 15th June to see the new bridge and to receive a general update on the progress of development. It had resulted in her uploading an article onto the website about the use of rights of way and the Great Park
- The Coffee with Cops event will take place on 19th July 2023.
- Countryside properties will be repairing the noticeboard tomorrow.
- She had attended both a Stewardship meeting with developers and a separate meeting with Chelmsford City Council and Essex County Council which is on the agenda for discussion
- She had attended a meeting with the Land trust who are keen to engage with community events and looking to set up a Park Run event.
- She had advised Councillors of the Essex County Council member led pothole scheme whereby potholes can be nominated to the County Councillors.
- On 23rd June she had attended a Police conference and on 4th July met with Community Safety officer from Chelmsford City Council so issues of Policing will be on the next agenda

Councillor Williamson suggested that the ‘designing out crime’ team from Essex Police is invited to the Coffee with Cops event.

23/58: Committee Reports

23/58.1 Communications committee – to consider recommendations in the draft minutes from the meeting on 14th June 2023.

Following the recommendations from the committee, Councillors **agreed** to arrange coffee with Councillors events to take place around 2 weeks prior to a Council meeting so issues can be added to the agenda.

It was also **agreed** to arrange a D Day commemoration event next year and it was suggested that the Royal Anglian Regiment be invited. A working group will be set up to make the arrangements.

It was also **agreed** to hold a community Safety event in September and to invite Neighbourhood Watch

It was **agreed** to set up a working group to consider a magazine and for the time being to provide an article for local magazines. Romilly will be preparing an article and photo and the Executive Officer will provide some information for the forthcoming issue.

23/58.2 To note draft minutes from personnel Committee meeting on 4th July 2023.

The draft minutes were noted including the fact that the Executive Officer has successfully completed her probationary period and her hours have been increased to 30 hours a week.

23/59: Financial report

23/59.1 To receive the bank reconciliation statement for June 2023

The bank reconciliation statement up to 30th June 2023 was **noted and accepted**.

23/59.2 To receive report and approve money received and paid.

The following receipts were **noted** and payments **approved** –

Receipts

		£	VAT	Total
19/7/23	Beaulieu Community Trust	7,523.00	0.00	7,523.00
26/6/23	Springfield Parish Council	35,029.00	0.00	35,029.00
5/7/23	Beaulieu Community Trust	4,880.66	0.00	4,880.66

Payments

Payments made since last meeting in accordance with annual schedule

13 th June	HMRC (May)	656.05	0.00	656.05
23 rd June	Salaries, HMRC + expenses			2566.63

Essex pension fund (June)	761.47	0.00	761.47
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Direct Debits

29 th June	EE (mobile phone)	18.45	3.69	22.14
30 th June	Unity Trust (bank charge)	17.62	0.00	17.62

Payments to be made

Deekay Property	Community centre insurance	4,880.66	0.00	4,880.66
Richard Edwards group	payroll services	90.00	18.00	108.00
Beaulieu Community Trust	room hire for committee	15.00	3.00	18.00

23/59.3 To receive the quarterly financial report

The quarterly financial report was **noted and accepted**. It was **agreed** in future that quarterly reports will also include projected payments for each heading up to year end and a report on variances together with more explanation and comments for Councillors.

23/60: To consider and adopt the following policies

23/60.1 Grant policy and grant application form

It was requested that there is a more detailed definition of what constitutes a grant and a clause added requiring those who receive a grant to provide an impact report. The policy to be reviewed in May 2024. It was otherwise **agreed** as was the grant application form

23/60.2 Planning policy

Subject to a clarification on ward Councillors the policy was **agreed**.

23/60.3 Training and development policy

The Training and development policy was **agreed**.

23/60.4 Dignity at work policy

The dignity at work policy was **agreed**.

23/60.5 Councillor/Officer protocol

Subject to amending a couple of typographical matters the policy was **agreed**.

23/61: To consider signing up to the Civility and Respect Pledge

As Councillors were able to agree the various statements in the pledge it was **agreed** to sign the Civility and Respect pledge.

Councillors **agreed** to suspend standing orders to permit the meeting to proceed beyond 2 hours.

23/62: To consider representations regarding the following new Planning applications

23/62.1 23/00686/FUL - 25 William Porter Close, Chelmsford Garden Community – garage conversion with internal alterations – **Agreed to object** on the basis condition 31 of the planning consent and the fact that it would reduce parking provision and risk on street parking

23/62.2 20/01519/S73 - 1 Joseph Clibbon Drive, Chelmsford Garden Community - Variation of Condition 2 and 4 to approved planning application 20/01519/FUL Proposed two storey rear extension, with balcony/terrace on roof to be accessed through addition of door on second floor. Addition of window to first floor.) to remove obscured element to side window. Move Bi-fold doors from North to East Elevation – **No comments**

23/62.3 09/01314/DOC/314 - Beaulieu Park, North-South Greenway – discharge of planning conditions – It was **agreed** to raise the issue of the fact that the pond design appears to have been changed and no consent to the change can be seen.

23/63: To note the following planning results

The following results were **noted** -

23/63.1 23/00639/FUL - 55 Linge Avenue, Chelmsford Garden Community - Single storey rear extension, canopy structure and permeable paving patio – **Granted**

23/63.2 23/00704/FUL - 4 Centenary Way, Chelmsford Garden Community, Chelmsford - Partial conversion of existing garage into habitable space – **Refused**

23/64: To consider the booking of training for Councillors.

The EALC had offered a date of 15th August for a training event but due to holiday commitments it was **agreed** to request that the training event be postponed to September.

23/65: Open Space issues

23/65.1 To receive update on provision of bins in the Parish and emptying of the bins and consider quotes

It was **agreed** to accept the quote of £200 a year from Chelmsford City Council to empty the 4 Council owned litter bins and to defer any decision on new bins until the August meeting.

23/66: To consider participating in the Essex County Council Salt bag partnership

As the Council has no facility at present to store the salt it was **agreed** not to participate this year but to consider it in 2024.

23/67: To consider response to Essex County Council EV Charging point consultation

No comments.

23/68: To consider report on meeting regarding Stewardship issues

Councillors Wright, Williamson and the Executive Officer had attended meetings with the developers, Chelmsford City Council and Essex County Council and a report was provided regarding the current situation.

Councillors agreed that this Council should be involved in and responsible for the aspect of community engagement and 'placemaking' within this community, that it should be the body that generally disseminates community wide information and has a general oversight in relation to issues in this community including liaising with developers on emerging plans. It was also agreed that this Council should have responsibility for future community centres.

It was considered that the Council should be involved in holding others to account but should not be involved in the collection of any service charges.

Councillors Wright, Williamson, Udoh, Golla, Driver and Drew-Smith wished to be involved in a working group in relation to Stewardship and Councillor Jeffries had already expressed an interest in becoming involved.

It was agreed to deal with the Co-option agenda item at this point in the meeting

23/53: To agree the Co-option of a Councillor to the East Ward.

Two candidates had applied to be co-opted to the remaining space and both had completed application forms showing that they are eligible. Councillors voted and the result was that Neil Shah won the vote and was co-opted as a Councillor. He signed the declaration of acceptance of office and joined the meeting.

23/69: Any matters for next agenda

Police issues, streetlight maintenance, off lead dogs, speeding traffic, issues with a footpath at Centenary Way/Braganza Way.

CONFIDENTIAL resolution

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was **agreed** that the public be excluded and instructed to withdraw for the following agenda item

23/70: To receive update regarding issues relating to the Beaulieu Community Trust

It was agreed to indicate to the Beaulieu Community Trust that if they are looking to apply for funding from this Council they must follow the grant policy and application process which has now been agreed. It was also agreed that it is important to have a clear understanding between all parties in relation to communication between this Council and the Trust. It was noted that there will be a meeting next week regarding some service charge issues. It was requested that a flow chart is drawn up to clarify the various leasehold and managing agent relationships.

Meeting concluded at 10.04pm