

**Minutes of the meeting of the Chelmsford Garden Community Council held on  
5<sup>th</sup> October 2023 at 7.30pm at the Beaulieu Community Centre, 17 Centenary  
Way, Chelmsford, Essex**

**Present:**      **Councillors** Andrew Wright (Chairman)  
Melanie Williamson  
Tayo Udoh  
Chloe Tron  
Daniel Jeffreys  
Kuldeep Golla  
Romilly Wakeling  
Jed Stopher  
Brian Jeapes  
Cynthia Driver  
Derek Drew-Smith  
Joel Alderman  
**Executive Officer** Suzanne Walker  
**City Councillors** Rose Moore and Philip Wilson  
**County Councillors** John Spence and Mike Mackrory

One member of the public was present plus a representative from the Integrated care Board (ICB).

**23/116:      Apologies**

Received from Councillor Neil Shah and from City Councillors Mike Steel, Steve Hall and Ian Fuller.

**23/117:      Declaration of interests and Dispensations**

Dispensation requests in relation to budget and precept discussions had been received from Councillors Wright, Wakeling, Jeapes, Stopher, Udoh, Driver, Williamson, Jeffries, Alderman and Shah which were **granted** by the Executive Officer. The dispensations will remain in effect up to the date of the next election or when each Councillor ceases to be a member whichever shall be the earlier.

In relation to the presentation that is due to be made at this meeting by the representative from the ICB, Councillor Wright declared that he is employed by that organisation. However it was noted that simply a presentation will be received with no decisions taken on that issue.

**23/118:      To approve the Minutes of the meeting held on 7<sup>th</sup> September  
2023**

The minutes of the meeting of 7<sup>th</sup> September were **approved** by all Councillors and were signed by the Chair.

**23/119: Community question time**  
**23/119.1 To receive presentation from representative of Integrated Care Board.**

A representative from the ICB provided an outline of the structure of the organisation which has replaced the clinical commissioning groups and an explanation of local alliance working in accordance with national strategy. She will provide a chart explaining the structure for Councillors.

Regarding the new health centre at Beaulieu, there will be a 'breaking the ground' ceremony tomorrow to be attended by the local MP Vicki Ford. The aim is to open the centre at the end of 2024 and it will cater for 9,000 patients with 16 consulting rooms and administration rooms. It will cover the local area in accordance with local postcodes and she will check the precise catchment area.

A question was asked as to whether the centre will include a pharmacy seeing as the Sainsbury pharmacy has shut and other local pharmacies are not open during the weekend and an answer will be provided in due course.

There was a concern that at the Chelmsford Garden Community liaison meeting earlier today, the estimate for the opening of a further health centre is 2030 and it is anticipated that the capacity of the surgery at Beaulieu Square will soon be exceeded in view of ongoing development. The ICB representative advised that discussions are ongoing to provide a facility, even if it is temporary, by 2027. In addition, Mountbatten House surgery will remain open to try and cope with the additional capacity. There is also discussion with the developer of the new local neighbourhood centre providing a facility as a temporary measure. The expected capacity for that new surgery will be for an additional 8,000 patients.

Questions were asked about the provision of other services for young people and in relation to social care and older people and the possibility of a health hub, however the response was that although there is merit in that suggestion the budget restricts the ability of the ICB to consider such provision.

A Councillor raised an issue regarding the service received at a local health centre and it was explained that access to primary care is an issue across the County and that the ICB is working with that centre and will feed back the concerns raised.

She agreed to keep this Council updated and it was requested that this Council is invited to future engagement and update meetings alongside Chelmsford City Council. She agreed to provide regular updates and is open to hearing from this Council as to how it may wish to work with the ICB.

**23/119.2 To receive any representations from members of the public**  
None.

It was **agreed** to deal with reports at this point in the meeting

**23/121: To receive the following Reports**  
**23/121.1 Report from County Councillor**

Councillor Spence advised that he is a member of the Essex County Council Health and Wellbeing board and it is noted that there has been a 16% increase in care required in Essex. He is attending a meeting tomorrow regarding the progress of Generals Lane Bridge and will feedback as to the expected opening date. He has concerns about the process of local primary school admissions which he is looking into. He also attended a meeting at Bulls Lodge Quarry and noted that future development is reliant on the date when extraction is concluded at the quarry and the concern is if that date slips it will impact on the new development and provision of services such as the new surgery.

Councillor Mackrory reported that his understanding in relation to the delay with the construction of the new health centre was due to a change of specification provided by the NHS.

**23/121.2 Report from City Councillor**

Councillor Moore confirmed that she will send through some information from the Live Well project in which she is involved, in relation to sustainable local diets and the 'with you in mind' project.

Councillor Wilson introduced himself to the meeting as he is one of the City Council representatives for Broomfield and the Walthams which covers part of this Parish.

**23/121.3 Report from Councillors regarding attendance at external meetings**

Councillor Wright confirmed that he attended a stewardship meeting at Chelmsford City Council this morning that will be discussed within strategy discussions.

**23/121.4 Executive Officer report**

The Executive Officer reported that in the last month she has attended the following meetings –

13<sup>th</sup> September – finance summit

20<sup>th</sup> September – meeting of all Chelmsford Clerks with the monitoring officer who advised that it may be possible to provide some training for Councillors regarding the code of conduct.

20<sup>th</sup> September – a free webinar regarding design codes

27<sup>th</sup> September – the developer consultation regarding proposals for access via Domsey Lane – it was considered that it may be prudent to leaflet the residents in that area so that they are not isolated but aware that they may come to this Council with any issues.

3<sup>rd</sup> October – Bulls Lodge Quarry meeting – it was noted that grants may be available and that details will be provided as to how residents can report any issues direct to the quarry.

4<sup>th</sup> October – walkabout with Community Safety Officer from Chelmsford City Council.

5<sup>th</sup> October – the Stewardship meeting at Chelmsford City Council and also the Chelmsford Garden Community update.

She also advised that the noticeboard has now been repaired and the new logo installed and that the new litter bins have been delivered and will be installed shortly. She also mentioned that in relation to the description of postal addresses in the community Chelmsford City Council has been in liaison with Royal Mail to update the addresses to remove the old Parish descriptions and include the area description of Chelmsford Garden Community. They have asked for a letter to be signed on behalf of this Council to support this course of action and Councillors confirmed that they were happy for the Executive Officer to sign the letter on behalf of the Council.

**23/120: To consider Health and Wellbeing report and issues raised following the presentation from the ICB**

The report from the Executive Officer was noted and to enable further research to be undertaken including liaison with Chelmsford City Council and to obtain an evidence base, it was **agreed** to set up a working group to report back in due course.

**23/121: To receive Reports**  
Dealt with earlier in the meeting.

**23/122: To review list of areas of interest and roles for Councillors and review membership of committees.**

The list was reviewed and Councillors who have not signed up for a specific area of interest were asked to contact the Executive Officer so the list may be updated.

**23/123: Committee Reports**

The minutes of the meeting of the Communications committee meeting of 14<sup>th</sup> September were **noted**. In particular it was noted that work continues on mapping and that it was decided not to have a separate magazine produced by this Council but to contribute to local publications. It was noted that dates for Councillor drop in events have been confirmed for January and February 2024 in the Garden room at the Channels Brasserie which they are providing free of charge.

**23/124: Financial report**

**23/124.1 To receive the bank reconciliation statement for September 2023**

The bank reconciliation statement calculated to 30<sup>th</sup> September 2023 was **noted and accepted**.

**23/124.2 To receive report and approve money received and paid**

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

**Receipts**

29 <sup>th</sup> Sept.	Precept (payment 2)	97,145.50
30 <sup>th</sup> Sept.	saver account interest	4.52

<b>Payments</b>	<b>£</b>	<b>VAT</b>	<b>Total</b>
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**Payments made since last meeting in accordance with annual schedule**

25 <sup>th</sup> Sept.	Salaries and expenses		2,183.13
	HMRC (PAYE)		837.93
	Essex Pension Fund		913.77

**Payments made following resolution of the Council**

25 <sup>th</sup> Sept.	Broxap (new litter bins)	1,568.80	313.76	1,882.56
	EALC (training)	559.00	111.80	670.80

**Direct Debits**

28 <sup>th</sup> Sept	EE (mobile phone)	14.00	2.80	16.80
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**Internal transfers**

26 <sup>th</sup> Sept.	from current to new saver account	10,000.00	0.00	10,000.00
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**Payments to be made**

BCT	Room bookings	59.99	12.00	71.99
Richard Edwards	payroll services	90.00	18.00	108.00
Unity Trust saver	Internal transfer	20,000.00	0.00	20,000.00
Royal British Legion	Poppy wreath	20.00	0.00	20.00

**23/124.3 To receive quarterly financial report**

The quarterly financial report calculated to 30<sup>th</sup> September 2023 was **noted and accepted.**

At this point in the meeting Councillor Tron arrived.

**23/124.4 To consider investment of Council reserves.**

It was noted that the new saver account is now open and it was **agreed** to transfer a further sum of £20,000.00 into that account. In addition, on considering options in a report provided by the Executive Officer it was **agreed** to open a saver account with the Cambridge Building Society as an account is available exclusively for local

Councils. The Executive Officer was also asked to investigate the savings options with Nationwide Building Society.

**23/124.5 To consider Executive Officer's working from home payment allowance.**

To be considered at the end of the meeting.

**23/124.6 To appoint an internal auditor for this Council**

The report prepared by the Executive Officer containing the efforts made to find an appropriately qualified internal auditor plus quotes was considered and it was **agreed** to appoint Ann Wood from Letchwood as the Internal auditor for the Council for this financial year.

**23/125: To consider and adopt the following policies**

**23/125.1 Health and Safety policy**

Subject to correction of a couple of typographical error the policy was **agreed**.

**23/125.2 Sickness and absence policy**

The policy was considered and it was **agreed** to remove reference to dangerous sports and to confirm that the Council will not pay for attendance at medical appointments. It was agreed to add reference to an ability to offer a phased return to any person returning from sick leave and to enquire as to whether Essex County Council still provide a service to the Parish sector for occupational health.

**23/125.3 Equal opportunities policy**

The policy was considered and **agreed**.

**23/126: To consider strategy planning report and agree strategy for financial year 2024/5 and discuss general medium term strategy to the 2027 election**

The report of the Executive Officer was considered. As the Council is new it was considered that this issue needs to be considered in more depth than is available at this meeting and the Executive Officer was asked to book 2 sessions of either a morning or afternoon for working parties to discuss this in more detail with a view to agreeing both the strategy for the next financial year and the longer term strategy at a future meeting, although it was recognised that they are linked. Councillors to give consideration to set areas prior to the meeting in accordance with their areas of interests already expressed.

**23/127: To consider representations regarding the following new Planning applications**

23/127.1 23/00124/FUL and 23/00124/OUT – Zone 3 Chelmsford Garden Community - Application for Hybrid planning permission at Powers Farm, Chelmsford; Outline Planning Permission with all matters reserved except means of accesses from/to the proposed Northern Radial Distributor Road (NRDR). Residential development of up to

1250 units, which comprises market/affordable and single family rental, Discovery Park North, open space, landscaping, formal sports pitches, pavilion and associated car parking – It was agreed to make the following representations –

- To raise a concern as to how the common garden land around the rental properties will be managed as it is not anticipated that it will be included in land within the stewardship negotiations
- In relation to the Northern Radial Distributor Road to raise a concern as to the amount of acoustic screening as the trees appear to be sparse and there appears to be little protection for the number of homes proposed in the vicinity of the road.
- To request a condition that once open there is speed monitoring on the NRDR and that the road is designed in such a way as to deter speeding.
- To raise a concern that the road will bisect the community and that there should be measures designed so that the communities are joined and coherent.
- Concern was raised in relation to suggestions for parking provision especially in the location of the sports pitches and to raise the point that it would be preferable for maximum use to be made of the Park and Ride rather than encouraging parking within the new development.
- To raise a concern about some of the pathways and cycleways and the fact that design must take into account the need to those using them to be safe.

- 23/127.2      23/01445/FUL - 55 Linge Avenue, Chelmsford Garden Community - Single storey side and rear extension with alterations to fenestration. Canopy structure and permeable paving patio. Garage conversion to habitable space – **Agreed** to object to the conversion of the garage on the basis that it will reduce parking provision and encourage on street parking. To also raise a concerns in relation to the impact upon the drainage system and to request that the planning authority consider the proposals with reference to planning conditions for the property in relation to drainage.
- 23/127.3      23/01395/FUL - 6 John Eve Avenue, Chelmsford Garden Community - creation of new front car parking space – **agreed** to object in relation to the detrimental impact of the proposals to park in front of the property upon the street scene.
- 23/127.4      23/01209/FUL - 20 St Andrew's Drive, Chelmsford Garden Community - Retrospective application for the retention of an additional area of block paving adjacent to the existing – **no comments**
- 23/127.5      23/01430/FUL - 25 Belfry Crescent, Chelmsford Garden Community Council - retrospective application for block paving to create a second driveway – **no comments**

23/127.6 23/01489/FUL - 76 Gardiner Way, Chelmsford Garden Community - Proposed first floor side extension over garage & first floor terrace/balcony area- **no comments.**

**23/128: To note the following planning results**

The following planning results were **noted** -

23/128.1 23/01129/FUL - 12 Taylor View, Chelmsford Garden Community - Two storey side extension with link to existing garage. Raise roof to existing garage to create room in roof with addition of a Juliet balcony. New front porch and associated landscaping – **Granted**

23/128.2 23/01199/FUL - 1 Joseph Clibbon Drive, Chelmsford Garden Community - Erection of outbuilding to be used for garage and gymnasium. Creation of parking space to the side of the property with associated landscaping. Lower air conditioning unit on north elevation of property – **Refused.**

23/128.3 23/01221/FUL - 29 Louvain Drive, Chelmsford Garden Community - Retrospective application for Garage conversion to habitable space, with the addition of a flue for a wood burning stove – **Granted.**

**23/129: To consider representations regarding the Essex County Council waste strategy consultation.**

The details of the high level strategy were noted but **agreed** no comments to make.

**23/130: Open Space issues**

**23/130.1 To receive feedback regarding issues raised in relation to uncontrolled dogs and decide if any action can be taken.**

The report from the Executive Officer was noted and discussed. In particular the progression of the Public Space Protection Order at Hylands Park was noted. It was **agreed** to engage with Chelmsford City Council to see if it is possible to have a campaign regarding responsible dog ownership to include an element of education. To use existing sources of communication including social media to engage with residents regarding the issue. Also to engage with Chelmsford City Council regarding the possibility of a PSPO for this area although careful consideration will be required as to what area will be in need of any specific restrictions. It was noted that there are many responsible dog owners in the Parish and care must be taken with the tone of any communications. Councillor Moore also advised that the City Council is about to launch a ‘green dog walker’ scheme shortly and details will be made available on the City Council website.

It was **agreed** to suspend standing orders to enable the meeting to progress beyond 2 hours in order to conclude the business of this meeting.



**23/130.2 To consider complaints from residents regarding issue of grass maintenance in the South East ward.**

Councillors Stopher and Jeapes had received complaints from residents regarding an area known as 'the wedge' which has not been cut by Chelmsford City Council being the authority responsible for that area. They had managed to speak to 38

residents in the area and 36 of those residents were not happy with the frequency and standard of grass cutting in the area. Councillors Wakeling and Golla had also received complaints in an area close by from residents at the Councillor drop in. It was **agreed** in the first instance to contact Chelmsford City Council as land owners to request that the grass is cut regularly and to obtain an explanation as to why this is not the case and to bring the issue back at a future meeting.

**23/131: To consider traffic and road safety issues**

**23.131.1 To receive report regarding speeding issues and potential representations to other authorities and the issue of speed cameras**

The Executive Officer's report on available options was considered and it was also noted that at the walkabout with the Community Safety Officer from Chelmsford City Council there were discussions in relation to the lack of response from the Police in relation to the car racing issue. Details have now been received of a senior contact at the Police and it was **agreed** that there is liaison with that Police officer and once the bridge has been opened pressure is brought to bear on the developers, who are committed to carrying out a traffic survey along the RDR, to do so as a matter of urgency upon the opening of the connector bridge.

**23.131.2 To receive update regarding the speed watch volunteer scheme**

Councillor Tron is involved in the Springfield speed watch group which includes areas within this Parish and explained how the scheme works and how areas are assessed. If there are areas not covered by that scheme it may be necessary for a new group to be set up but it would require an active group leader. It was **agreed** to raise this with residents at the Community Safety event on 14<sup>th</sup> October.

**23/132: To consider the need for accessible defibrillators in the Parish.**

It was noted that most of the defibrillators in the Parish are not available 24/7. The Executive Officer was asked to enquire about defibrillators and obtain costings for consideration. One site for a possible unit was considered to be the Community Centre. It was noted that specific consent to site defibrillators would also need to be obtained where it is owned or managed by other stakeholders.

**23/133: To consider report regarding bio-diversity duties and consider draft strategy**

It was **agreed** to defer this item to the November agenda.

**23/134: To consider Councillor training needs and to agree the booking of further courses for Councillors.**

The training available from EALC was considered together with the associated costs. As the training does not result in a specific qualification it was **agreed** that training for the 4 Councillors who have yet to receive training will be provided by the Executive Officer.

**23/135: To receive update on issues relating to the Beaulieu Community Trust**

The Executive Officer reported that an external post box has now been provided for the Council on the exterior of the Community Centre. She had a very constructive meeting with the new manager of the centre. VAT issues have now been resolved with the Landlord. Finally it was noted that in relation to repainting obligations for the hall, at the request of Councillors, she had attempted to obtain feedback from the Landlord as to expectations. After much effort the response did not provide any specific feedback from the Landlord but just suggested the Council obtains its own advice. It was **agreed** that reasonable efforts have been made to address the issue so no further action to be taken in that regard.

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

**23/124.5 To consider Executive Officer's working from home payment allowance.**

Upon consideration of the report from the Executive Officer in relation to expenses from working from home it was agreed to increase the working from home allowance to £26 a month being the maximum amount permitted by HMRC without taxation impact.

**23/136: Any matters for next agenda**

Complaints regarding the lack of lighting on the bridleway.

Meeting concluded at 10pm