

**Minutes of the meeting of the Chelmsford Garden Community Council held on  
1<sup>st</sup> August 2024 at 7.30pm at the Beaulieu Community Centre, 17 Centenary  
Way, Chelmsford, Essex**

**Present:**     **Councillors** Derek Drew-Smith (Chair)  
Neil Shah  
Joel Alderman  
Cynthia Driver  
Kuldeep Golla  
Jed Stopher  
Tayo Udoh  
Romilly Wakeling  
Melanie Williamson  
Andrew Wright  
                  **Executive Officer** Suzanne Walker  
                  **Community Manager** Julie Birkumshaw  
                  City Councillors     Rose Moore and Dan Clark  
                  County Councillor     John Spence  
Five members of the public were present

**24.25/45:     Apologies**

Received from Councillors Jeffries, Jeapes and Tron and from City Councillor Susan Sullivan and County Councillor Mike Steel and Mike Mackrory.

**24.25/46:     Declaration of interests**

None.

**24.25/47:     To approve the Minutes of the meeting held on 4<sup>th</sup> July 2024**

The minutes of the meeting held on 4<sup>th</sup> July 2024 were **agreed** by all Councillors and signed by the Chair.

**24.25/48:     Community question time**

A resident complained about the lack of grass cutting in 'old' Beaulieu and the risk of fire. He also had a concern in relation to health and safety in relation to works being carried out along paths near Wharton Drive. He was advised that if he has concerns regarding construction issues this is a matter to be reported to the Health and Safety Executive. He claimed to have reported it but that the HSE took no action. He also was not happy that 'no dog fouling' signs had been removed. After further discussion Councillors agreed that if he sends his health and safety concerns to this Council they will be passed on to the City Council.

The manager of the Subway store introduced himself to Councillors.

A resident complained about the fire risk of grass and handed some paperwork to Councillors regarding her concerns.

**24.25/49: To receive the following Reports**

**24.25/49.1 Report from County Councillor**

Councillor Spence reported that the procurement process for the new health centre is underway and expected to be completed by the end of August. He also confirmed that the shuttle bus between the Chelmer Valley Park and Ride has recommenced as from today. Some vegetation has been cut back at White Hart Lane and the Toucan Crossing will now be progressed with the speed limit reduction to follow in due course.

Councillor Spence also has money from the Locality fund to distribute to Community Groups and advised that the CIF fund is now open for grant applications and is open to the Parish sector.

**24.25/49.2 Report from City Councillor**

Councillor Moore reported that graffiti can be reported to the City Council where ever it is in the area as well as any anti-social behaviour.

**24.25/49.3 Report from Councillors regarding attendance at external meetings**

Councillor Alderman had attended the passenger transport meeting with Essex County Council and had updated Councillors about the reintroduction of the shuttle service at the Park and Ride and a shelter upgrade scheme.

Councillor Golla had attended the Chelmsford City Council Governance Committee meeting as a Parish Council representative although there was nothing substantive to report.

**24.25/49.4 Executive Officer report**

The Executive Officer reported that she had attended a useful website accessibility course at EALC and had attended an ICB Neighbourhood Team meeting on 15<sup>th</sup> July. She had just received a response from the ICB regarding the progress of the new health centre which she read out to Councillors. As it has not answered the various questions raised it will be discussed at the Health and Wellbeing working group meeting on Monday with a view to setting up an online meeting with the ICB shortly. She had also received a response from the South Essex Parking Partnership regarding the fact that the consultation for parking restrictions for the Channels area will commence very soon and an explanation of the introduction or extension of other parking restrictions process.

It was agreed that the Executive Officer contact the 2 local MPs following the recent general election and highlight some of the ongoing issues to them. BBC Essex has been in touch and is interested in hosting Councillors again on the radio, so Councillors to consider what they may wish to talk about and the Communication Manager will organise this.

**24.25/50: Committee Reports**

The draft minutes of the planning committee meeting held on 18<sup>th</sup> July 2024 and the communication committee meeting held on 25<sup>th</sup> July were **noted**.

**24.25/51: Financial report**
**24.25/51.1 To receive the bank reconciliation statement**

The bank reconciliation statement calculated to 31<sup>st</sup> July 2024 was **noted and accepted**.

**24.25/51.2 To receive report and approve money received and paid**

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

Receipts	£	VAT	Total
-			
<b>Payments made since last meeting in accordance with annual schedule</b>			
<b>On 24<sup>th</sup> July 2024</b>			
Salaries and expenses for July			4,051.66
HMRC (PAYE July)			1321.11
Essex Pension Fund (July)			1,639.75
<b>Direct Debits</b>			
10 <sup>th</sup> July 2024 Unity Trust credit card:			
Monthly fee	3.00		
Etsy (D Day badges)	72.00		
Stamps	<u>6.80</u>	81.80	0.00 81.80
29 <sup>th</sup> July 2024 EE mobile phones	29.10	5.82	34.92
<b>Payments to be made</b>			
K&M Property management			
arrears and latest Quarter service charge			8,241.36
Paul Clark Printing pamphlets for residents	525.00	0.00	525.00
Chelmsford City Council bin emptying	300.00	60.00	360.00
Chelmsford City Council bin installation	300.00	60.00	360.00

**24.25/51.3 To approve renewal of the Executive Officers SLCC subscription**  
In view of the substantial support available for the Executive Officer from SLCC the subscription that is now due was **approved** for payment.

**24.25/51.4 To receive advice on VAT**

The Executive Officer had provided a report about VAT and advised that as activities of the Council increase consideration will need to be given to the Council registering for VAT. This is not required at present. Councillors **noted** the report and careful consideration will be given to the situation as the Council expands.

**24.25/51.5 To confirm mandate holders for new Redwood Saving account.**

It was **noted** that the Executive Officer will be named on the account purely for administration purposes and it was **agreed** that Councillors Jeffries, Drew-Smith and Wright will be added to the mandate subject to them completing a required form.

**24.25/52: To consider proposals for strategy delivery**

**24.25/52.1 To receive and consider strategy delivery proposal report**

Councillor Drew-Smith presented a detailed report in relation to the effective delivery of the Council's strategy to 2027 which followed on from one to one meetings with Councillors. The report including proposals for Councillors to take strategic leads in certain areas to ensure delivery, smarter engagement by Councillors with each other and officers and the use of working groups. The report was **accepted**.

**24.25/52.2 To consider list of Councillor responsibilities**

As a result of accepting the terms of the strategy delivery proposal, an amended list of Councillor responsibilities was **agreed** including internal and external working group memberships and representatives to external bodies. In relation to committees it was **agreed** to increase the membership of the Communications Committee to 11 members and to add Councillors Shah and Jeapes to that committee.

**24.25/53: To consider open space issues**

**24.25/53.1 To receive feedback in relation to The Wedge.**

As the response received from the officer at Chelmsford City Council did not answer many of the questions and did not satisfactorily address the points made in relation to City Council policy, it was agreed to refer the issue to the CEO of Chelmsford City Council for response. It was noted that only individuals may refer any issues to the Ombudsman.

**24.25/53.2 To receive feedback in relation to meeting with the Land Trust and decide on any further actions.**

The notes of the meeting with the Land Trust were noted. A regular liaison meeting will be organised with the Land Trust later this month and a walkabout organised for Councillors and residents. In the meantime, the Executive Officer was asked to raise the ongoing issues of overflowing bins with the Land Trust.

**24.25/53.3 To receive update on proposals to host a Fun Run.**

It was **noted** that due to works on paths and roads to prepare the active travel route for the new railway station, it would not be possible to host a fun run in that area until after January 2025 so the issue will be revisited at that time. In the meantime consideration could be given to some form of online fun run forum.

**24.25/53.4 To consider any further representations in relation to the Movement plan.**

The updated document was considered and it was **agreed** to raise questions with Chelmsford City Council in relation to a 'kickabout' area which is classified as meadow and also the classification of the Wedge. Also to raise the issue of the holistic use of signage leading away from the station and proposed lighting as trains will be running until 1am. Also whether the cycling routes will be shared use or segregated.

**24.25/54: To consider Policy updates**

**23/25.54.1 To consider update to risk management policy including quarterly risk review.**

The updated risk management policy and quarterly review document were **approved**.

**24.25/55: To receive update regarding Stewardship issues**

Some Councillors had attended a meeting yesterday with Chelmsford City Council and a report had been circulated. It was noted that the updated draft stewardship statement prepared by the development consortium has today been received and the feedback comments from the City Council is expected shortly. Once received, the Executive Officer will provide the documentation to Councillors and a working group meeting set up to fully consider the documentation. The issue will then be added to the agenda of the September meeting so that the detailed response to the City Council may be agreed. In the meantime, the Executive Officer was asked to communicate with the City Council regarding the anomalies in the boundary of this Parish to include the delineation of the Great Park, the area which includes the Boreham Airfield War Memorial and the new Railway station.

**24.25/56: To receive update regarding the re-establishment of the Chelmsford Society of Local Councils and decide upon the involvement of this Council.**

It was noted that work is ongoing to re-start the Chelmsford Association of Local Councils. The EALC has suggested a working group be set up and the Chair asked if anyone is interested in being nominated to join that group they let the Executive Officer know.

**24.25/57: To agree a training session for Councillors**

The Executive Officer had prepared an interactive training session for Councillors and it was **agreed** to organise it to take place at Channels in September on a Thursday commencing at 7pm.

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 including consideration of professional advice which could pertain to a dispute, it was **agreed** that the public be excluded and instructed to withdraw for this agenda item.

**24.25/58: To consider Matters relating to the management of the Community Centre and liaison with Chelmsford Garden Community Trust**

**24.25/58.1 To receive the Building Survey and associated report and consider next steps.**

The Building Survey and associated professional advice was considered and it was **agreed** to approach the Landlord and the original developer of the building to raise the drainage concern to see if it is capable of a swift resolution in view of advice received. Also the report raises a number of issues of good buildings maintenance practice and it was **agreed** to raise this with the Trust.

**24.25/58.2 To receive report on liaison meeting with the Trust and surrounding issues and to consider next steps.**

The report in relation to the liaison meeting held in July was **noted**. In particular it was further noted that two of the Council nominated Trustees had resigned. As the Trust must now resolve a number of 'hand over' issues the meeting scheduled for 15<sup>th</sup> August will not now take place and it was **agreed** to engage further with the Trust in September 2024.

**24.25/59: Any matters for next agenda**

Lighting issues on Beaulieu, Traffic issues on Beaulieu, Stewardship and Police and Community Safety issues.

Meeting concluded at 9.23pm