

**Minutes of the meeting of the Chelmsford Garden Community Council held on
8th June 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
 Helen Skinner
 Executive Officer Suzanne Walker
 City Councillors Ian Fuller

Eleven members of the public were present

23/33: Apologies

Received from County Councillors Steel, Mackrory and Spence and City Councillors Hall and Moore.

23/34: Declaration of interests

None.

23/35: To agree the Co-option of Councillors to the South and South East Wards.

Councillors **agreed** to deal with this item later in the meeting.

23/36: To elect a Vice-Chair for the Council

It was **agreed** to defer this agenda item to the next meeting.

23/37: To approve the Minutes of the meeting held on 18th May 2023

The minutes of the meeting held on 18th May were considered and an error in the date of the Play in the Park event was corrected to 14th August. The minutes were otherwise **agreed** and the Chairman signed the minutes and initialled the correction.

23/38: Community question time

A member of the public raised concerns regarding the changes to bus services in the area which include a wider area and have resulted in the journey to Chelmsford being increased to over an hour thus it is quicker to drive into the City Centre as a car journey will only take 20 minutes. A concern was expressed that the bus service should consider the needs of residents. It was noted that a survey is due to be carried out.

Councillors **agreed** to deal with agenda item 23.48 at this stage of the meeting.

23/48: To consider representations in relation to bus services in the Parish

The bus service was discussed including the concern that the reduction in bus use due to a service that is far slower may be used to justify a reduction in bus services generally for the area. It was noted that the Executive Officer has been in contact with Passenger Services department of Essex County Council and that two officers will be attending the July meeting. The officers have asked what specific points the Council will wish to address with them so that they can come along prepared so it was agreed to put together a list of questions by liaising with the resident who is in attendance at this meeting and by the Executive Officer putting out a request on social media for more feedback from residents generally regarding their issues with the bus service.

Continuation of Community Question time –

A resident raised a concern regarding large lorries continuing to use the RDR and the resulting noise and debris. Councillors asked that this item is added to the July agenda and for the Executive Officer to obtain information from the resident and to approach the County Councillors regarding this issue so that it may be discussed at that meeting.

23/39: To receive the following Reports

23/39.1 Report from County Councillor

None.

23/39.2 Report from City Councillor

Councillor Fuller raised the issue that with the imminent arrival of the new railway station he is keen to be made aware of residents' issues with parking with a view to making sure the correct type of parking scheme is considered for the area.

Concerns were also expressed regarding school parking. Councillors asked that this issue is highlighted by way of a survey.

23/39.3 Report from Councillors regarding attendance at public meetings

Some Councillors had attended the opening of the Community Vegetable Garden.

23/39.4 Executive Officer report

The Executive Officer reported that the two sessions of play in the park are now booked and publicity is being arranged for the events. She will be attending various liaison meetings with stakeholders in June and will report back at the July meeting. She attended the SLCC AGM and Training day where there was an interesting presentation regarding climate change and community initiatives so she will provide more information to Councillors about this. She also highlighted a consultation about

a possible new retirement village in Little Waltham and will put information on Facebook so that residents are aware.

23/40: Financial report

23/40.1 To receive the bank reconciliation statement for May 2023

The bank reconciliation statement for May 2023 was **accepted**.

23/40.2 To receive report and approve money received and paid.

Councillors noted the following payments made and agreed the payments to be made –

Receipts

None.

Payments made since last meeting in accordance with agreed schedule

			£	VAT	Total
1/6.23	ICO	Registration fee	35.00	0.00	35.00
8/6/23	HMRC	PAYE (April)	900.63	0.00	900.63

Payments to be made

Beaulieu Community Trust	Room Hire	26.00	5.20	31.20	
K&M Property management					
Service charge 2022 areas		353.37			
Service charge 2022 adjustment		165.29			
Service charge quarter one		3,502.17			
Service charge quarter two		<u>3,502.17</u>	7,523.00	0.00	7,523.00

23/40.3 To consider if further saver account is required for the Council

It was noted that the compensation scheme for bank deposits does cover Councils provided that the running costs are under £500,000.00. It was **agreed** that information for a saver accounts is obtained and presented at a future meeting for consideration.

23/41: To consider and adopt the following policies

23/41.1 Planning policy

The policy was considered but it was agreed that there needs to be two policies. One policy will be for standard planning applications and the other for consultations

to enable views to be expressed in relation to community need so the policies will be considered at a future meeting.

23/41.2 Document management policy

The Document Management policy was considered and **agreed**.

23/41.3 Homeworking policy

The policy was considered and a change agreed in relation to suitable meeting venues and the fact that the worker will have access to a photocopier. The policy was otherwise **agreed**.

23/42: To consider representations regarding the following new Planning applications

- 23/42.1 23/00704/FUL - 4 Centenary Way, Chelmsford Garden Community, Chelmsford - Partial conversion of existing garage into habitable space – **Agreed to object** with reference to the planning condition that states that parking provision should not be reduced so as to prevent issues of on street parking.
- 23/42.2 23/00607/REM - Greater Beaulieu Park, White Hart Lane, Springfield - Submission of the outstanding Reserved Matters of Appearance, Landscaping, Layout and Scale under Condition 7 of Outline Planning Permission 09/01314/EIA for Parcels R, S & U for 246 dwellings and local facility – **No Comments**
- 23/42.3 23/00703/FUL - 56 Gardiner Way, Chelmsford Garden Community - Part Garage Conversion , First Floor Side Extension with balcony and Outbuilding – **Agreed to object** with reference to the planning condition that states that parking provision should not be reduced so as to prevent issues of on street parking.
- 23/42.4 23/00837/FUL – 101 Fairway Drive, Chelmsford – part garage conversion – **Agreed to object** with reference to the planning condition that states that parking provision should not be reduced so as to prevent issues of on street parking.

23/43: To note the following planning results

The following results were **noted** -

- 23/43.1 23/00470/FUL - 4 Multon Lea, Chelmsford Garden Community - Proposed single storey rear extension with pitched roof and addition of roof lights – **Granted**
- 23/43.2 23/00507/FUL - 14 Grantham Drive, Chelmsford - Proposed partial garage conversion. Internal alterations – **Refused**.
- 23/43.3 23/00538/FUL - 20 John Eve Avenue, Springfield - Proposed partial garage conversion and increased block paving to front to extend parking – **Granted**

23/44: To receive update on Police liaison and consider financial support/grant regarding the Community Special Constables scheme.

Councillors considered a report prepared by the Executive Officer and Councillor Williamson also summarised the liaison with the Police regarding the Special Constable scheme. It was **agreed** that the Chelmsford Garden Community Council become involved in the scheme and to have 4 special constables, one for each ward. It was also agreed to put a financial cap of £1,200 per officer per year in relation to the scheme. The Executive Officer will communicate this to the Police and look to start promotional work for the scheme which will be considered by the Communications committee.

23/45: To consider the booking of training for Councillors.

Agreed to defer to the next meeting.

23/46: Open Space issues

23/46.1 To receive update on provision of bins in the Parish and emptying of the bins

It was noted that the officer at Chelmsford City Council had declined the request for recycling 'on the go' bins as he considered foot fall in the area was insufficient. The Executive Officer therefore reverted to Councillor Rose Moore who suggested the scheme. She has stated that she will look into sponsorship and noted that the bins are only for high footfall areas. Councillors considered that the area does have very high footfall as the bins are filling fast. It was **agreed** to approach management companies to see if they can assist with the replacement of bins and to obtain quotes for the emptying of the bins as from the end of July.

23/46.2 To receive update on the issue of Parish noticeboards

It was noted that Countryside Properties has agreed to repair and paint the board free of charge. The timescale for the work to be ascertained.

23/47: To discuss representations regarding future uses for the Chelmer Valley Park and Ride

After some discussion it was considered that a wider discussion is required and a working group will carry out some work on this issue and bring this back to a future meeting.

23/48: To consider representations in relation to bus services in the Parish

Dealt with earlier in the meeting.

Councillor Tron arrived at the meeting.

23/50: To consider nomination of a Councillor to the Governance Committee of Chelmsford City Council.

It was **agreed** to nominate Councillor Golla for the position.

At this point in the meeting it was agreed to deal with the co-option of Councillors

23/35: To agree the Co-option of Councillors to the South and South East Wards.

5 Councillor application forms had been received showing that those candidates are eligible to stand as Councillors and the forms had been read by Councillors.

For the South East Ward Brian Jeapes and Jed Stopher wished to be co-opted for the two spaces in that ward. Councillor Wright proposed that both Mr Jeapes and Mr Stopher be co-opted onto the Council for the South East ward. This was seconded by Councillor Skinner and agreed by all Councillors. Both then signed the declaration of acceptance of office forms and joined the meeting as Councillors.

For the South ward Romilly Wakeling, Cynthia Driver and Joel Alderman wished to be co-opted for the two spaces for that ward. Councillors therefore voted and as a result of the vote Romilly Wakeling and Cynthia Driver were co-opted for that ward and both signed the declaration of acceptance of office forms and joined the meeting at Councillors.

23/48: To set initial committee meeting dates

It was agreed that the communication committee will meet at 6pm on 14th June and that the Personnel Committee will meet at 6pm on 4th July both meetings at the Beaulieu Community Centre.

23/49 Any matters for next agenda

Issues highlighted at this meeting above.

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

23/50 To receive update regarding issues relating to the Beaulieu Community Trust

Councillors **agreed** to suspend standing orders to enable the meeting to be concluded beyond the 2 hour meeting limit.

The background to the leasehold arrangements for the building were summarised for new Councillors and the Executive Officer summarised the work she had carried out to resolve issues with service charge and the fact that she had attended a meeting with the Chair and two of the trustees. The Chair summarised the issues discussed

at that meeting. It was agreed that a Councillor attend the next meeting of Springfield Parish Council regarding the issue of the payment of earmarked reserves and at the next meeting more information will be provided regarding the situation.

Meeting concluded at 9.38pm