

**Minutes of the meeting of the Chelmsford Garden Community Council held on
 13th June 2024 at 7.30pm at the Beaulieu Community Centre, 17 Centenary
 Way, Chelmsford, Essex**

Present: **Councillors** Neil Shah (Acting Chair)
 Melanie Williamson
 Daniel Jeffreys
 Kuldeep Golla
 Romilly Wakeling
 Jed Stopher
 Brian Jeapes
 Cynthia Driver
 Joel Alderman
 Executive Officer Suzanne Walker
 Comms Manager Julie Birkumshaw

Three members of the public were present

In the absence of the Chairman, Councillor Drew-Smith the meeting was chaired by the Vice-Chair, Councillor Shah.

24.25/19: Apologies

Received from Councillors Derek Drew-Smith, Tayo Udoh and Chloe Tron. Also received from City Councillors Rose Moore, Dan Clark and Ian Fuller and County Councillors Mike Steel, Mike Mackrory and John Spence.

24.25/20: Declaration of interests

Councillors Williamson and Wright declared interests in agenda item 24.25/30.3 as they are Trustees of the Chelmsford Garden Community Trust.

24.25/21: To approve the Minutes of the meeting held on 2nd May 2024

Subject to amending the fact that Councillor Tron left the meeting early, the minutes were **approved** by all Councillors and signed by the Acting Chair.

24.25/22: Community question time

A resident spoke in relation to concerns about ‘The Wedge’. He advised that he had a letter from the local MP advising that he is allowed to cut the grass which he has been doing plus has put up anti dog fouling signs. He spoke at length about his concerns in relation to health and safety in the area and provided Councillor with a risk assessment he had prepared and asked if Chelmsford City Council had carried out a risk assessment of the area. He also spoke at length about his concerns as to the fire risk of the area. He advised he had spoken to the fire brigade and advised that there had been an incident when houses were close to being evacuated and it was requested that he provide details of this. He confirmed that his concerns are in relation to health and safety and fire risk and considers that the grass should be cut.

He was also concerned that the long grass encourages dog fouling and anti-social behaviour.

A resident also raised concerns in relation to dog fouling and the fact that a particular dog bin has not been replaced.

In relation to the issues raised in relation to the Wedge, it was **agreed** to consider this agenda item at this point in the meeting.

24.25/27.1 To receive feedback in relation to meeting at The Wedge.

Having listened to the resident and after much discussion and noting the fact that the landowner is Chelmsford City Council, it was **agreed** that in relation to the alleged risk highlighted, to request a copy of the risk assessment carried out by Chelmsford City Council in relation to The Wedge. It was also **agreed** that the report of the recent meeting with the City Council should be uploaded to the Council's website so that residents may view it. It was also **agreed** to see if there is any guidance in planning documentation as to the designation of the management of the area.

24.25/23: To receive the following Reports

24.25/23.1 Report from County Councillor

No County Councillor present but the Executive Officer advised that Councillor John Spence had advised that as a result of a recent road traffic collision with a pedestrian, he is looking into possibilities of a zebra crossing at Centenary Way.

In addition, Councillor Mackrory had reported that there will be a delay to the start of construction of the pelican crossing across White Hart Lane due to some objections raised by residents in Barn Green. Construction is not now expected to commence until the autumn.

24.25/23.2 Report from City Councillor

No City Councillor present

24.25/23.3 Report from Councillors regarding attendance at external meetings

Councillor Alderman had provided a report as to the Councillor drop in event held on 23rd May 2024 and actions to provide information to those residents present was **noted**.

24.25/23.4 Executive Officer report

The Executive Officer reported that she had attended meetings with L&Q social housing, and the Land Trust and reports had been provided to Councillors. She is setting up a meeting with Channels CIC to discuss general engagement. Another archaeological tour has been arranged for Councillor by Halley developments and as well as Councillors Driver and Jeapes, Councillor Williamson expressed a wish to attend. A response had just been received from the ICB in relation to questions asked in relation to the new surgery which was read out. A provider has yet to be

found and although it is stated that there is a hope to open the surgery in the autumn this cannot be confirmed until a provider has been found. In addition, questions remain as to the catchment area and how the surgery will effectively run as it is likely to be a satellite of an existing surgery elsewhere in Chelmsford. As another working group meeting is to be set up it was suggested that representatives from the ICB are invited to discuss Councillors concerns.

24.25/24: Committee Reports

The draft minutes of meetings of the planning committee held on 9th May 2024 and the communications committee held on 16th May 2024 were **noted**.

24.25/25: To update list of Councillor representatives and committee members

It was **agreed** to add Councillor Williamson as a substitute representative for meetings with the Quarry, to add Councillor Tron as a member of the personnel committee and to remove Councillor Shah from Police engagement.

24.25/26: Financial report

24.25/26.1 To receive the bank reconciliation statement

The bank reconciliation statement calculated to 31st May 2024 was **noted and accepted**.

24.25/26.2 To receive report and approve money received and paid

The following payments received were **noted** and the following payments were **approved**:

Receipts	£	VAT	Total
30 th May CGC Trust insurance			4,162.43

Payments made since last meeting in accordance with annual schedule

On 22nd May 2024

Salaries and expenses for May			4,140.86
HMRC (PAYE May)			1,321.11
Essex Pension Fund (May)			1,639.75
CGC Trust Hall hire fees for June	45.00	9.00	54.00

Direct Debits

29/5/24 EE (mobile phone)	29.10	5.82	34.92
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Payments made following decision of the Council

24.25/15.2

Karzees Ltd Portalooos	225.00	45.00	270.00
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24/CC.22.1

Marks Tey Radio PA system	310.00	62.00	372.00
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Payments to be made

Parish online subscription	400.00	80.00	480.00
Paul Clark Printing history booklet	331.00	0.00	331.00
RCCE subscription	67.00	13.40	80.40
Deekay – buildings ins. Community Centre	4,162.43	832.49	4,994.92
Letchwood – internal audit	240.00	0.00	240.00
Chelmsford Safety Hi Viz jackets	220.75	44.15	264.90
Strayhorn Brass Quintet	500.00	0.00	500.00
CGC Trust hire fee	15.00	3.00	18.00
R Hockley Warner fee for bugler	52.00	0.00	52.00
Essex Community First Aid	150.00	0.00	150.00
Raynet	150.00	0.00	150.00
Stubbings Investment holdings (D Day)	985.00	197.0	1,182.00
Stubbings investments (bins)	21.00	42.00	252.00
CGC Trust hire fee	16.67	3.33	20.00

24.25/26.3 To agree costs of staff attending website accessibility training course.

It was **agreed** that both the Executive Officer and Community Engagement Manager may attend a website accessibility training course with EALC at a total cost of £100.00 plus VAT

24.25/26.4 To receive and consider the report from the Internal auditor

The report from the Internal auditor was considered. It was **noted** that there were no comments or recommendations to implement thus no further actions to take.

24.25/26.5 To consider and approve the Governance Statement on the Annual Governance and Accountability Return form

The Governance Statements within the Annual Governance and Accountability Return were considered. It was noted that as this Council was only formed last April and thus this is its first set of accounts, a notice of electors rights could not have been previously issued. Otherwise all answers were in the affirmative and the Governance Statement was unanimously **approved** by Councillors.

24.25/26.6 To approve the accounts for financial year ending 31st March 2024 and to consider and approve the accounting statements on the Annual Governance and Accountability Return form.

The Accounts for financial year ending 31st March 2024 were unanimously **approved** by all Councillors.

In addition, the accounting statements on the Annual Governance and Accountability Return were unanimously **approved** by all Councillors.

24.25/26.7 To confirm the dates for the notice of exercise of public rights

It was **agreed and confirmed** that the dates for the notice of exercise of public rights are to be 17th June 2024 to 26th July 2024.

24.25/27: To consider open space issues

24.25/27.1 To receive feedback in relation to meeting at The Wedge.

Dealt with earlier in the meeting.

24.25/27.2 To received feedback from the meeting with Boreham Parish Council in relation to the War Memorial and consider any representations to be made.

It was noted that a meeting had taken place with Boreham Parish Council who wished to discuss the proposals to move the Memorial at a Boreham Parish Council meeting. No response has as yet been received as to the proposals nor the offer for a walkabout in the Parish so the Executive Officer will press for a response as Councillors would like the Memorial to be moved to a setting which is both more accessible to the public and more respectful for the Memorial generally.

24.25/27.3 To receive report regarding waymarking signage in Channels and consider actions to take.

The issues and options were discussed together with signage for the Bridleway which is currently being upgraded. It was **agreed** that a map will be prepared by Councillor Wright showing the desired location of signage so that an approach can be made to Essex County Council. Also signage could be mentioned in relation to Bridleway 18.

24.25/27.4 To consider any representations to make in relation to the movement plan supplied by Chelmsford City Council

The movement plan was noted and it was agreed to obtain clarification as to the proposals, in particular what is the difference between primary and secondary cycle routes, what signage is proposed, are benches to be installed and what bins are proposed. Also in view of the very isolated path near New Hall will CCTV be installed. It was noted that there is to be a pedestrian bridge, and to prevent cyclists having to negotiate the busy Junction 19 of the A12 road system, to ask if that bridge will also be intended for cyclists.

24.25/27.5 To consider complaint from a resident regarding dog fouling and bins and consider representations to make

After discussion, it was agreed to request that Chelmsford City Council install a dog bin in a set position near Multon Lea. There was also a complaint about the Land Trust still not emptying bins sufficiently so this will again be raised with them.

24.25/27.6 To receive update on plans for local Fun Run

It was **noted** that a meeting had been held with New Hall regarding a potential Fun Run and possible Santa Run and a map of the proposed route was viewed. The requirements of the Council's insurers was noted and it was further noted that the consent of the head teacher of New Hall is awaited plus there will need to be liaison with Chelmsford City Council regarding the use of their facilities and possible closures of certain routes due to construction of access ways to the new Railway station. Updates will be provided at a future meeting with the intent to hold an initial event during October half term. It was also noted that the intention will be for this event to only be open to residents of this Parish together with students, parents and staff of New Hall.

24.25/27.7 To decide whether to participate in the Essex County Council winter Salt bag scheme

Due to the practicalities and storage requirements, it was **agreed** not to participate this year but to look into the possibility of 'salt sticks'.

24.25/28: To receive report in relation to ongoing stewardship issues and decide upon next steps

A report in relation to the working group to discuss issues surrounding stewardship of the emerging Chelmsford Garden Community was noted and it was also noted that the documentation provided by the development consortium may now have been updated but has not been supplied to this Council. As there are still many questions to be answered and issues to consider which have still not been adequately addressed, it was **agreed** to look to organise meetings with Chelmsford City Council and the development consortium as soon as possible.

24/25/29: To receive feedback in relation to the organisation of the recent D Day event

Consideration had been given to the organisation of the event at a working group meeting which was considered by Councillors with some learning points for future events **noted**.

24.25/30: Matters relating to the management of the Community Centre and liaison with Chelmsford Garden Community Trust

24.25/30.1 To agree costs for the provision of VAT advice in relation to service charge payments

In view of the recent demand for a further payment from the Managing agents which centres around an uncertain situation relating to VAT on service charge, it

was **agreed** to accept the quotation of PS Tax who are specialist tax advisors to resolve issues, in particular, if the Council is liable for the extra charge and to resolve issues surrounding this situation.

24.25/30.2 To consider request for the use of the centre as a 24/7 gym

It was noted that a resident had both sent an email to the Council and attended the Councillor drop in session to request that the Community Centre be converted to accommodate a 24/7 gym. Having considered the terms of the lease it was noted that such an arrangement would not be permissible with reference to the terms, conditions and restrictions within the lease. Also it would not be possible for the Centre to be appropriately manned on a 24/7 basis. Whereas the resident is applauded for his innovative idea, it was **agreed** that it is not feasible in this building and to decline his suggestion.

At this point in the meeting Councillors Williamson and Wright left the room

24.25/30.3 To receive report in relation to ongoing engagement with the Trust and consider quotations for inspection of the centre.

After much discussion, it was **agreed** that some Councillors will attend a meeting with the Trust to engage with Trustees, some of whom have not met Councillors before and to enable there to be an explanation of the position of the Council in relation to the grant and general support towards the Trust.

Consideration was also given to organising an inspection of the building and after discussion it was **agreed** to accept the quotation from Tim Matthews Associates to carry out a full Building survey of the Beaulieu Community Centre to include the plumbing and toilets.

At this point of the meeting Councillor Wright and Williamson returned to the room.

It was agreed to suspend Standing Orders to enable the meeting to be concluded after 9.30pm

24.25/31: Any matters for next agenda

An issue of a dangerous dog was mentioned and advice provided that this is an issue for the Police to investigate so should be reported accordingly. Also it was requested if enquiries could be made as to the use of a projector for future meetings.

Meeting concluded at 9.38pm