

The Keene Hall, Watchouse Road, Galleywood, Chelmsford CM2 8PT

You are hereby summoned to attend a meeting of **Galleywood Parish Council** in the Lodge Room, Keene Hall, Watchouse Road, Galleywood CM2 8PT on **THURSDAY 21 March 2024** at 7.00pm for the purpose of transacting the following business.

K Wilde

Mrs Kelly Wilde

Clerk to Galleywood Parish Council

14 March 2024

Councillors: R Hyland, A McQuiggan, G Bonnett, N Paul, J Potter, G Smith, C Shreeve, S Troop (Chairman), B Woolward

COUNCIL A G E N D A

This meeting will be recorded.

FC24-733 Apologies for Absence

To receive and approve apologies and reasons for absence.

FC24-734 Declaring of Interests and Dispensations

Declaration of any 'disclosable pecuniary' interests, other pecuniary or non-pecuniary interests relating to items on the agenda in accordance with the Code of Conduct.

FC24-735 Public Participation Session with respect to items on the agenda

In accordance with Standing Order 3.e. to allow up to 15 minutes for public speaking.

FC24-736 Confirmation of Minutes

(herewith)

To agree and sign the minutes of the meeting held on 15 February 2024 as a true and accurate account of the proceedings of the meeting.

FC24-737 Clerk's Report

(herewith)

To note the Clerk's report.

FC24-738 Essex County Council and Chelmsford City Council Report

(to follow)

To receive reports from County and City Councillors on matters of interest to Galleywood.

FC24-739 Reports from Representatives on Outside Bodies

(to follow)

- a. The Keene Hall – Councillors McQuiggan, Paul, Shreeve and Troop
- b. Galleywood Heritage Centre – Councillors Paul, Troop and Woolward
- c. Saturday Councillor surgery 24 February – Councillors Paul and Shreeve

FC24-740 Committee, Sub Committee and Working Party Meetings

(herewith)

To note the following meetings have been held and draft minutes have been circulated to all members.

- a. Planning and Highways Committee 6 February 2024
- b. Personnel Meeting 15 February 2024

- c Youth Club Sub Committee 5 March 2024
- d Planning and Highways Committee 5 March 2024

- FC24-741 Public Conveniences** (herewith)
Members to note that a fire has taken place within one of the toilets, and to consider if additional deep cleaning should take place as noted below:
- a. One off visit to clean residue smoke, together with walls, floors and pans, at a cost of £210. (work can take place week commencing 25 March 2024).
 - b. Annually, two cleaning visits a year (Oct and March) to deep clean the public toilet block at Watchhouse shops (walls, floors and pans) at a cost of £210 per visit.
- FC24-742 Annual Parish Meeting**
To consider and resolve costs for photographic competition prizes.
- FC24-743 D-Day commemoration** (herewith)
To consider and resolve costs for :
- a. the purchase of a Lamp Light of Peace
 - b. the purchase of refreshments
 - c. to note preliminary schedule
- FC24-744 The Spinney – TEG**
To consider and resolve the recommendation made by the Planning committee on 05 March 2024, minute number PH24-532, to allocate £150 to TEG to allow for an inspection to be conducted in May 2024 and findings to be reported back to the Planning committee on 02 June 2024.
- FC24-745 YMCA** (herewith)
To consider and resolve the Service Level Agreement for 2024/2025.
- FC24-746 Policies** (to follow)
To review and resolve the following:
- a. Document Retention and Disposal.

The next Council Meeting is on:
Thursday 18 April 2024 at 7pm

GALLEYWOOD PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING
 HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
 on **THURSDAY 15 FEBRUARY 2024** at 7.00pm
 Formal acceptance will take place at the next Council Meeting

PRESENT

Councillors: G Bonnett, R Hyland, A McQuiggan, N Paul, J Potter, G Smith, S Troop (Chairman)
 In attendance: Clerk

- FC24-719 Apologies for Absence**
RESOLVED that an apology of absence be accept for Cllrs Shreeve and Woolward.
- FC24-720 Declaring of Interests and Dispensations**
 There were none.
- FC24-721 Public Participation Session with respect to items on the agenda**
 There were none.
- FC24-722 Confirmation of Minutes**
RESOLVED that the minutes of the meeting held on 18 January 2024 be a true and accurate account of the proceedings of the meeting and were signed.
- FC24-723 Clerks report**
 Members noted the Clerk's report on:
- **Community Special Constables**
 Ongoing publicity using the Parish Council website, social media, and noticeboards.
 - **Locality Fund**
 ECC Cllr McQuiggan advised that £5,000 had been awarded to Galleywood Parish Council. £3825 had been quoted for three benches to be installed in Jubilee Park
Action: Cllr McQuiggan to look for other beneficiaries for the remaining £1,200.
 - **YMCA**
 Sub Committee emailed and advised of dates to attend YMCA youth club.
Action: Clerk to request further dates from YMCA and advise Sub Committee.
 - **Public Toilets**
 CCC have confirmed the following expectations from their cleaners:
 - The toilets are cleaned once a day, Monday to Friday at approximately 11:30 - 12:00, unfortunately CCC do not have the resources to clean them over the weekend,
 - The operative should clean all surfaces, remove any debris left in the Cubicles and pan and rinse the floor on exiting.
 - Toilet tissue and soap for the dispensers would be topped up from the supplies in the cupboard which Council supply. All other cleaning materials such as bleach, disinfectant, mops, cloths etc are supplied by CCC.
 New signage has been put in place.



- **Training**
Calendar available on SharePoint for councillors – Clerk to be advised of any training needs.
- **Office Communication**
Regularly provided to all members.
- **Defibrillators/bleed bags**
 - Scouts applied to BHF for a grant but have been declined due to the existing availability of defibrillators nearby. They will reapply when applications reopen.
 - Essex County Council would have no objections to defibrators being installed inside any parish bus shelters in Galleywood, Highways Licences may be required.
- **Watchhouse Shop Pavements**
Communication sent to Customer Service Director at CHP to ascertain number of accidents that have occurred over the few years. Awaiting response
- **Annual Parish Meeting**
U3A Photography Group have confirmed judging the photographic competition - Kirsty Orton from St Michael's Juniors is a confirmed speaker
WI have confirmed to serving refreshments
Exhibitors confirmed - Friendship + / The Church / Play in the Park
Action: Cllr McQuiggan to contact Youth Services to request a guest speaker
- **Love Your Parish Days**
Requests have been made to CCC. Focus to be on Litter Picking along Barnard Road on either 4th April 18th April or 9th May.
Action: Cllr Hyland to discuss with the Co-op a request for an extra bin.
Clerk to contact CCC to ascertain if they have scheduled services in place to sanitise streets within Galleywood as they do in the city.

FC24-724 Essex County Council and Chelmsford City Council Report

- Members received a written report from Chelmsford City Councillor Hyland
- Members received a verbal report from Chelmsford City Councillor Potter
- Members received a verbal report from Essex County Councillor McQuiggan

FC24-725 Reports from Representatives on Outside Bodies

- a. Members received a written report on The Keene Hall from Councillor Paul
- b. Members received a written report on The Heritage Centre from Councillor Paul
- c. Members received a written report on Councillors Surgery, 27 January from Councillor Woolward

FC24-726 Committee, Sub Committee and Working Party Meetings

Members noted the following meeting had been held and draft minutes had been circulated to all members.

- a. Planning and Highways Committee 9 January 2024
- b. Youth Club Sub Committee 17 January 2024
- c. Finance and Resources Committee 25 January 2024
- d. Annual Parish Meeting Working Party 31 January 2024

FC24-727 Recording of meetings – Device purchase

Members considered the report requesting the purchase of a new recording device.

RESOLVED that Cllr McQuiggan:



- a. would investigate the current issues reported and try to improve.
- b. would source quotes for a new system and report back at a future meeting.

FC24-728 Policies

Members reviewed and **RESOLVED** that:

- a. CCTV Policy (no changes) be adopted
- b. Environmental Policy (no changes) be adopted
- c. Tree Management Policy be amended and adopted

FC24-729 Meetings Schedule May 2024 – April 2025

Members considered the report provided.

RESOLVED that meetings be reduced from 32 to 28 from May 2024. (One against – RH)

FC24-730 Village Community Pantry

Members considered the request made by a resident, of setting up a Community Pantry in Galleywood.

RESOLVED that the Parish Council would support a volunteer group setting up and overseeing a Community Pantry, however it would be suggested that the volunteer group first liaise with current support networks in Galleywood, such as the Foodbank, St Michaels Church, and Schools to ascertain the need.

FC24-731 ECC Boundary Review

Members noted the report provided by Cllr Hyland and The ECC Boundary consultation, noting that there were no changes to the boundaries for Galleywood and Great Baddow ward.

Action: Clerk to feedback and request that the boundary name be known as Galleywood and Great Baddow.

Clerk to ascertain if the Parish Council had been consulted on this matter previously.

FC24-732 YMCA

- I. Members noted that no changes would be pursued to the current agreement pending the outcome of YMCA research.
- II. Members considered the recommendation made by the Youth Club Sub Committee to appoint a YMCA representative as an advisor to the Youth Club Sub Committee and to agree the revised terms of reference.

RESOLVED that the Terms of Reference be amended.

The next Council Meeting is on Thursday 21 March 2024 at 7pm

There being no further public business to be transacted, the Chairman closed the meeting at 8.25pm.

Signed Chairman

Date:



Clerk's Report - Full Council 21 March 2024

Item	Action Taken and outcome	Date Note Closed
Community Special Constables	Ongoing publicity using the Parish Council website, social media, and noticeboards.	Ongoing
Training	Calendar available on SharePoint for councillors Training Available from EALC – Clerk to be advised of any training needs.	Ongoing
Office Communication	Regularly sent out to members, items relating to Galleywood.	Ongoing
Christmas Lights	15.03.24 lights are being removed from the Watchhouse shop trees. Electrician will advise if these are an acceptable and safe order to be reused or if they should be condemned.	
Official Assoc Statement	A message of condolence, on the passing of Mike Letch has been forwarded via EALC.	21.03.2024
Love your Parish Days	Litter Pick will be 4 April - focus will be on Barnard Road Contacted CCC to ascertain if they have scheduled services in place to sanitise streets within Galleywood as they do in the City. CCC Response received - We deep clean the city centre first thing in the morning to deal with the mess left from the evening economy. The bins are then regularly serviced during the day as they are well used as the area is deemed "main retail/high footfall". This service stops at about 6pm and is left until the following morning. We do not regularly sanitize our bins as they are all now lined. With regards to Galleywood, it is not a high footfall/retail area so would not receive this level of service. It is deemed mainly "medium density residential" with rural roads so the frequency of cleaning is adjusted accordingly – roughly 6monthly frequencies for road sweeping although with the condition of the roads, it is taking us longer to get the schedules completed so it is more like 8-9 months currently. The only area that is retail is the shops but this is owned/maintained by CHP so would not fall under our remit. If GPC wanted to increase the frequency of cleansing, then they are free to do so at their own expense but unfortunately CCC at this time would not be able to provide this uplift.	21.03.2024 21.03.2024

24-737

Community Pantry and Rubbish bin	Cllr Hyland received a response from the Co-op response stating that both ideas would impact on the store operationally and they do not have the capacity to handle the extra activity.	
Community Pantry	16.02.2024 Communication sent to resident. 14.03.2024 Communication sent to CHP to ascertain if permission would be given to site this on their land.	
Watchhouse Shop Pavements	07.03.2024 Communication sent to CHP that the steps are crumbling and three of the blocks on one of them are protruding, which causes a H&S concern. Advised that their repairs team will assess and repair as necessary. 12.03.2024 CHP advised that their Customer Service Director is aware of communication sent on 06.02.2024 and are awaiting an update from their H&S Team.	
Locality Fund	27.02.2024 Funding has been confirmed and received. 3 x benches have been ordered to be installed at Jubilee Park by CCC. One of these benches will be a 'Happy to Chat' bench. Meeting with CCC on 19 March at 10am if Cllrs wish to attend too.	21.03.2024
YMCA	Sub Committee emailed to advise on suitable dates for attendance to Youth Club – RH advise 22.02.2024 he will not be available to attend any meeting currently at the Youth Centre premises. Awaiting response from other Cllrs	
The Spinney - TEG	TEG have advised of a local firm who specialise in restoring Grade 2 listed buildings and have much experience in restoring rotten wooden frames. Provided Council do not want a long-written report, advice may be sought for free in return for help TEG gave them earlier this year. - Agenda item 24-744	
ECC Boundary Review	Communication feedback sent to reviews@igbce.org.uk A consultation Press release had been sent out on the 30 th November 2023, by email via Campaign Monitor, and was noted in Clerks 'junk' folder in February 2024. Emails have since been redirected correctly.	21.03.2024
Public Toilets	01.03.2024 Report from staff member that a fire had taken place in the shop end cubicle. No report was received from CCC. Toilet had been locked due to smell of smoke and need of cleaning. Costs sought – Agenda item 24-741	21.03.2024

Galleywood Parish Council

Action points from Surgery on 24 February 2024

In attendance Councillor Neville Paul and Councillor Chris Shreeve.

First Visitor

Two issues were raised with regard to uneven footpaths which have resulted in her suffering a fall.

- The first issue related to the pavement around the Clubhouse in Chelmer Park.
- The second related to the pavement surface in front of the bungalow at 9-19 Skinners Lane. On review the surface is poor right up to the Pym's Road junction.
- **Resolution** - Please refer to the relevant authority - Highways/Parks.

Second Visitor

First wished to praise the weekly Litter Pickers for all their efforts. Then again two issues were raised.

- The first issue related to pavement vegetation encroaching on the pavement between Jubilee Park and the Arnold Way junction.
- The second is the Arnold Way parking problem Monday to Friday. It is believed that this relates to employees of the Children's Nursery in Watchouse Road not being provided with sufficient parking spaces at their place of employment. There was a recent example of a resident of Arnold Way who required an Ambulance to attend but had to be transported some distance by Ambulance personnel because they were unable to park close to the relevant property.
- **Resolution** - Please refer to the Highways/City Council.

Third Visitor

Three issues were raised.

- Complaint regarding the unsatisfactory sunken condition of the roadside drain cover outside 117 Watchouse Road. This being very dangerous for cyclists or scooter riders.
- Concerns regarding the width of the pavement on the corner of Sharpington Close/Roughtons, where the Leylandii trees require cutting back.
- Spring clean of walls and floors required for the public toilet block at the shops.
- **Resolution** - Please refer to the relevant authority.

Fourth and Fifth Visitor

Both visitors wished to report three issues relating to the vicinity of 36 - 44 Archers Way, which they believe to be CHP property, but from whom they have received push back.

- Large Hawthorn tree which has not been pruned in the last year.

- Some footpaths have been fully cleared/resurfaced, but there is an area where no clearance has been undertaken and the footpath is now only approximately 12 inches wide.
- A boundary wall where overgrowing vegetation is likely to cause the collapse of the wall.
- **Resolution** - Please confirm ownership and refer to the relevant authority.

Sixth Visitor

- CHP vans were recently deployed to empty a property in Glebe View and repeatedly drove over the footpath outside 14 Glebe View, destroying the surface and leaving the path uneven.
- **Resolution** - Please refer to CHP

Photographs have been provided to the office by the residents with regard to Archers Way, and for the other issues by Councillor Paul.

Visitor contact details have been forwarded to the Parish Council Office for communication purposes.

Cllr Chris Shreeve
25th February 2024

Note from Clerk - Members to be advised that the parish office have reported the issues raised with the relevant authorities and replied back to the residents accordingly. 29.02.2024

CHP have cleared footpaths at Archers Way 07.03.2024
ECC have been advised of uneven footpaths as a result of CHP clearance work

MINUTES OF THE PLANNING AND HIGHWAYS COMMITTEE MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
ON TUESDAY 6 FEBURARY 2024 at 7.00pm

Present:

Councillors: G Bonnett, A McQuiggan (Chairman), N Paul, J Potter, and S Troop
 In attendance: Admin Assistant

PH4-518 Apologies and Reasons for Absence

RESOLVED that an apology of absence was received and accepted from Councillor B Woolward.

PH24-519 Declaring of Interests and Dispensations

There were none.

PH24-520 Public Participation Session with respect to items on the agenda

There were none.

PH24-521 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 9 January 2024 were a true and accurate account of the proceedings of the meeting and were signed by the Chairman.

PH24-522 The Clerk's Report

Members noted the report on:

- **Parish Map**
Awaiting outstanding info from Cllr AM for Clerk to forward onto company devising the map
- **CHP**
CHP requested to provide their maintenance plan to the committee to ascertain if Watchouse shop area could be formally taken over by the council. – Chased several times. Awaiting response.
- **The Spinney**
This has been sectioned off due to Cllr NP visit. Chelmsford City Council was requested to visit site with Cllrs. CCC advised they do not have any suitably qualified staff to comment upon the condition of the Parish Council owned dipping platform or any proposed engineering work involving the installation of gabions.
Action: Members requested that the clerk ask TEG to repair The Spinney to make it safe.
- **CHP**
Pavements at Watchouse Shops. Communication sent to Customer Service Director to raise concerns of H&S issues and ascertain number of accidents over the last few years. Awaiting response.
- **Enforcement Team**
Communication sent to the Enforcement team to ascertain if 2 Skinners Lane, Chelmsford CM2 7HQ, has received permissions for being used as an office and the boundary fence.
The Parish Council have been advised that planning permission is not required for the change of use of a shop to an office. This is because a 'change of use' can occur



within the same Use Class without planning permission, and both a shop and an office fall within Use Class E.

Planning permission is required for the fence, due to its height. Following discussions with the owner, a planning application has now been received which seeks to obtain consent for this development. The application is currently with the validation team, and parish Council will be able to make a representation in due course.

PH24-523 Planning Applications

Members considered the following application(s) received from Chelmsford City Council and submit comments by return.

a. 24/00058/FUL - Carne Pipers Tye Galleywood Chelmsford

Single storey rear extension to existing annex.

RESOLVED that Galleywood Parish Council has no objections.

b. 24/05024/TPO - 14 Markland Close Galleywood Chelmsford Essex

T3 Hornbeam- Located at front garden of no.14 -To be cut back by up to 3m. Reason: Has potential to damage property and is blocking of light.

RESOLVED that Galleywood Parish Council has no objections.

PH24-524 Planning Decisions - Chelmsford City Council

Members noted the decision of the following application:

23/01457/FUL - 27 The Street

Proposed oak framed garden store / solar array stand, and solar panels to existing outbuildings within the curtilage of a Listed Building. **Granted.**

PH24-525 Planning Enforcement Notices

Members noted the report provided.

PH24-526 South Essex Parking Partnership (SEPP)

Members noted the report provided.

There being no further public business to be transacted, the Chairman closed the meeting at 7.16pm

Signed Chairman

Dated

**GALLEYWOOD PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD IN THE LODGE ROOM, KEENE HALL on THURSDAY 15 February 2024 at 6.00pm**

PRESENT

Councillors: A McQuiggan, N Paul, J Potter, and S Troop (Chairman)

In attendance: Clerk

PER24-89 Apologies for Absence

There were none.

PER24-90 Declaring of Interests

There were none.

PER24-91 Public Participation Session with respect to items on the agenda

There were none.

PER24-92 Confirmation of Minutes

RESOLVED that the minutes from the meetings held on 29 June 2023 be approved as a true record of the meetings and signed by the Chairman.

PER24-93 Exclusion of the Press and Public

There were none.

PER24-94 Personnel Matters

Members discussed issues relating to the code of conduct.

RESOLVED that appropriate action would be taken by the Chairman.

Date of the next meeting

To be agreed.

There being no further public business to be transacted, the Chairman closed the meeting at 6.50pm.

Signed Chairman

Dated:

**GALLEYWOOD PARISH COUNCIL
MINUTES OF THE YOUTH CLUB SUB COMMITTEE MEETING
HELD IN THE LODGE ROOM, KEENE HALL
ON WEDNESDAY 05 MARCH 2024 at 6pm**

PRESENT

Councillors: A McQuiggan, N Paul (Chairman), S Troop, and Becky Whitaker

In attendance: Clerk

YC24-41 Apologies for Absence

RESOLVED that an apology of absence was received and accepted from Councillor Hyland.

YC24-42 Declaring of Interests

There were none.

YC24-43 Confirmation of Minutes

RESOLVED that the Minutes of the meeting held on 17 January 2024 be approved and signed by the Chairman.

YC24-44 Public Participation Session with respect to items on the agenda

There were none.

YC24-45 YMCA

Members discussed:

- a. the report provided by YMCA on office-based research on opening times.
- b. the implications for the current service level agreement and considered any necessary recommendations to Full Council.

RESOLVED that a recommendation be made to Full Council to continue with the current timings for YMCA in the 2024/2025 Service Level Agreement. It was noted that the research was taken from speaking with 30-35 young children across six YMCA Youth Clubs. YMCA advised that Galleywood was their highest attended club with good progress levels being made from those attending.

YC24-46 Date of the next meeting

RESOLVED that the next meeting would be held in the autumn term of 2024. Date to be notified.

There being no further business to be transacted, the meeting was closed at 6.29pm

Signed Chairman

Date

MINUTES OF THE PLANNING AND HIGHWAYS COMMITTEE MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
ON TUESDAY 5 MARCH 2024 at 7.00pm

Present:

Councillors: G Bonnett, A McQuiggan (Chairman), N Paul, J Potter, and S Troop

In attendance: Clerk

Malcolm Stuart – TEG

PH24-527 Apologies and Reasons for Absence

RESOLVED that an apology of absence was received and accepted from Councillors: G Smith and B Woolward.

PH24-528 Declaring of Interests and Dispensations

There were none.

PH24-529 Public Participation Session with respect to items on the agenda

There were none.

PH24-530 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 6 February 2024 were a true and accurate account of the proceedings of the meeting and were signed by the Chairman.

PH24-531 The Clerk's Report

Members received and noted Clerk's report on:

- **Parish Map**
Cllr AM agreed to forward the finalised map to Clerk by 04.03.2024 – still awaiting
- **CHP**
Communication sent to Customer Service Director to raise concerns of H&S issues and ascertain number of accidents over the last 3-5 years at Watchouse shops. Awaiting response, which has been chased regularly.
Action: Clerk to request CHP communicate and provide a report due to H&S concerns raised.
- **23/01653/FUL - Unit and Yard 8 At Five Tree Works Bakers Lane**
Communication sent to residents to advise that the submission date has been moved to the 6 March. The Parish Council will now discuss this matter at their 2 April meeting.
- **22/00397/OUT | Land North of Galleywood Reservoir Beehive Lane Galleywood Chelmsford**
Communication sent to residents to advise that only outline planning permission has been granted, so an application for Reserved Matters (landscaping) is still needed before work can commence. The Parish Council and local residents would be consulted in the usual way when an application has been received.
- **Saturday Councillor Surgery - February**
Communication sent to residents and site visits taken place with ECC Cllr AM to ascertain action needed.



PH24-532 The Spinney – TEG

Members considered the report provided by TEG and discussed with Malcolm Stuart the proposals for preliminary work at The Spinney.

RESOLVED that a recommendation would be made to Full Council to allocate £150 to TEG to allow for an inspection to be conducted in May 2024 and findings to be reported back to this committee on 02 June 2024.

PH24-533 Planning Applications

Members considered the following application(s) received from Chelmsford City Council and submit comments by return.

- a. **24/00178/FUL** - 8 Signals Lane Galleywood Chelmsford Essex
Single storey rear extension pitched roof side dormer and replacement front windows and new front canopy.
RESOLVED that Galleywood Parish Council has no objection to this application. Suitable treatment be given to the side dormer window.
- b. **24/00056/FUL** - 14 Skinners Lane Galleywood Chelmsford Essex
Two storey rear extension.
RESOLVED that Galleywood Parish Council has no objection to this application.
- c. **23/01930/OUT** - Land North of The A12 East of Southend Road Great Baddow
Outline application with all matters reserved for the commercial development of up to 120,000sqm of logistics/warehousing development (Use class B8 with ancillary offices) along with servicing and infrastructure including new site accesses, internal roads and footpaths, landscaping including earthworks to create development platforms and bunds, drainage features and other associated works .
RESOLVED that Galleywood Parish Council have the following concerns with this application:
 - The proposed development would have an adverse landscape and visual impact especially on the natural and historic environment.
 - There would be increased articulated vehicle traffic and strain on local infrastructure.
 - The development could lead to increased traffic congestion on A12 and A130, pollution and negatively affect the quality of life for nearby residents.
 - The design scale and massing are unacceptable.
 - Requests a height restriction is imposed to reduce visibility from surrounding areas and reduce light pollution.
 - Bus route integration needed to and from the development.
 - Cycle route integration needed with Great Baddow
 - Increased integration needed with existing footpaths to Great Baddow
- d. **24/00116/FUL** - 2 Skinners Lane Galleywood Chelmsford Essex
Retrospective application for replacement of brick wall with a wooden fence.
RESOLVED that Galleywood Parish Council has no objection to this application.
- e. **24/00171/ADV** - 2 Skinners Lane Galleywood Chelmsford Essex
Retrospective application for the display of an internal TV screen in the window and external illuminated display sign on the front and side elevations.

RESOLVED that Galleywood Parish Council object to retrospective application for the display of an internal TV screen in the window and external illuminated display sign on the front and side elevations, for the following reasons:

- This is not a retail business.
- The position and location of the business sits on both a busy main road/bus route and lane.
- Signage will be overseen by residents in Watchouse Road, Skinners Lane and Well Lane.

The Council is disappointed to note that tree(s) have been removed from the side of this property.

PH24-534 Planning Decisions - Chelmsford City Council

Members noted the decision(s) of the following application(s):

- 23/02001/FUL** 23 Well Lane Galleywood Chelmsford Essex CM2 8QY
Demolish rear garage. Construct single storey rear and side extension with apex roof and roof lights. **Granted.**
- 24/05024/TPO** 14 Markland Close
T3 Hornbeam- Located at front garden of no.14 -To be cut back by up to 3m. **Granted**

PH24-535 Planning Appeal Notifications – Chelmsford City Council

Members noted that an appeal had been lodged in respect of the below application, and Chelmsford City Council will notify the council of the decisions in due course.

23/00082/REFUSE - 48 Skinners Lane Galleywood Chelmsford Essex
Demolition of the existing dwelling and erection of two semi-detached dwellings.

PH24-536 Planning Enforcement Notices

Members noted the January report provided.

PH24-537 South Essex Parking Partnership (SEPP)

Members noted the January and February reports provided.

PH24-538 Essex Minerals Local Plan Review public consultation

Members noted the public consultation closes on 19 March 2024.

RESOLVED that no comment would be made.

PH24-539 CHP - Watchouse shops

Members reviewed the maintenance plan provided.

RESOLVED that the committee would defer and review options at a later stage.

There being no further public business to be transacted, the Chairman closed the meeting at 8.13pm

Signed Chairman

Dated

24-741





24-741a
Champion Services Group Limited
2 Sturrocks
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Essex SS16 4PQ
accounts@championsservices.uk
www.championssg.co.uk
01245 922120
VAT: 406288690

Kelly
Galleywood Parish Council

QUOTE 046
11 March 2024

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
Service	Public Toilets Deep Clean	175.00	20%	175.00
	Remove dirt and sanitise all walls, floors, sink, toilets and changing table. Attempt to remove scaling from toilet bowls but please be aware this may be damage rather than build up.			
			Net Total	175.00
			VAT	35.00
			GBP Total	£210.00

Other Information

Company Registration Number: 13983379

Deep Cleaning Public Toilets

The D-Day 80 Lamp Light of Peace

Representing the 'light of peace' that emerged from the darkness of War



There will be many locations such as hospitals, care homes, pubs and restaurants etc. that would like to take part in D-Day 80 on 6th June 2024, but do not have the land or facilities available to light a Beacon. With this in mind, we would like to encourage you to purchase a Lamp Light of Peace, enabling you to participate in this 80th Anniversary of the D-Day landings in Normandy, France, on 6th June 1944, providing you with the opportunity to pay 'tribute' to those that gave so much to enable us to share the freedom we have today.

The light from the flame will represent the 'light of peace' that emerged from the darkness of war, with the lamp providing a very simple and safe way of taking part in this important 80th anniversary occasion, and 'once used, can be lit again at 11am on every Remembrance Sunday thereafter, in tribute to the many millions that sacrificed their lives during WWII.

Those participating could consider running a raffle or a competition of some kind, with the winner having the honour of lighting the lamp at 9.11pm on 6th June 2024, coinciding with the lighting of the Beacon throughout the United Kingdom, Channel Islands and the Isle of Man that evening.

Those taking part with a Lamp Light of Peace, please go to page 53 of the Guide To Taking Part to confirm your involvement by providing the information requested, enabling us to register your participation and keep in contact with you over the forthcoming months. We will then send you your Certificate of Grateful Recognition as shown on page 63 of the Guide. **IMPORTANT - once lit, the Lamp should NOT be left unattended at any time and should be extinguished at the end of the evening, and do NOT at any time attempt to re-fuel it while the lamp is alight.**

The cost of the lamp is £55.00 including posting and packaging within the United Kingdom, Channel Islands and the Isle of Man. The final date for ordering a lamp is 23rd May 2024. Purchase is for pre-order only, items will be delivered prior to the event.

To order and pre-pay for your Lamp Light of Peace, please go to:
and click on the photograph
of the Lamp Light of Peace. If you have any questions please contact
Bruno Peek CVO OBE OPR, Pageantmaster at brunopeek@mac.com

Manufacturer recommends: Do not use petrol or spirit. Do not use scented or coloured oils. Use exclusively pure paraffin oil or lamp oil. Outdoor use only. 20 hours light with one tank.



TOKEN
RETAIL GROUP

Report to Galleywood Parish Council

KW/21.03.2024

D-Day Commemoration

To note the preliminary schedule for the day:

8.30am Recording of Proclamation to be shared on social media if available

9am David Cattle to hold school assembly at St Michael School and then escort children with teacher(s) from the school to Keene Hall

10am David Cattle to provide service/thoughts and a prayer

Children to provide a reading (if they wish)

Cllrs to provide a reading (advise if you wish to do this)

Lamp Light of Peace to be lit (advise if you wish to do this)

Flag is raised (advise if you wish to do this)

10.15am Refreshments to be served in the Keene Hall for all in attendance

Presentation to be available to watch on projector (provided by Cllr RH)

Recording of Proclamation to be shown on projector if available

10.45am Event finishes and Lamp Light blown out

5.30 – 6.30pm – Possibly fly past

6.30pm Ringing out the Peace (church bells)

Grapevine article to advertise the event for the whole community. Flyers for the noticeboard/Facebook.

John T to be asked to provide/set up the PA system

SERVICE LEVEL AGREEMENT

BETWEEN

GALLEYWOOD PARISH COUNCIL

And

YMCA ESSEX

Name of Provider	YMCA Essex
Start date	1 st April 2024
End date	31 st March 2025 unless renewed in accordance with clause 3.1 of this Agreement
Review date	3 months before end date
Contacts for contract monitoring:	Becky Whitaker, YMCA Essex

THIS AGREEMENT, (which includes the conditions and schedules), is made 12th March 2024

BETWEEN

- (1) **GALLEYWOOD PARISH COUNCIL** of Keene Hall, Watchouse Road, Galleywood, Chelmsford, Essex CM2 8PT ("the Authority"); and
- (2) **YMCA ESSEX** of Victoria Road, Chelmsford, Essex CM1 1NZ ("YMCA Essex")

together known as the Parties.

1. DEFINITIONS AND INTERPRETATION

- 1.1 In this Agreement the following expressions shall unless the subject or context otherwise required have the following meanings:

"Authority Authorised Contact"	Clerk to Galleywood Parish Council
"Force Majeure"	Any cause affecting the performance by a party of its obligations under this Agreement arising from acts, events, omissions or non-events beyond its reasonable control, including acts of God, riots, war, acts of terrorism, fire, flood, storm or earthquake and any disaster, but excluding any industrial dispute relating to YMCA Essex, the YMCA Essex's personnel or any other failure in the their supply chain
"Information"	has the meaning given under section 84 of FOIA
"Services"	Means the services set out in the Service Specification.
"Service Level Agreement" (SLA)	This Agreement, including conditions and schedules, which sets out in detail the service(s) to be provided and the Responsibilities of the YMCA Essex.
"Service Specification(s)"	Document identifying in detail the agreed Service(s) to be offered. This document forms Schedule 1 to the Service Level Agreement.
Service Users	Users of the service.

Request for Information	Means a request for information or an apparent request under the Code of Practice on Access to Government Information or FOIA
YMCA Authorised Contact,	Becky Whitaker, Youth Services Manager, YMCA Essex

2. SCOPE OF TERMS AND CONDITIONS OF SERVICE

- 2.1 Subject to the provisions of this Agreement, YMCA Essex agrees to provide the Services set in accordance with the Terms and Conditions of this Agreement.
- 2.2 In providing the Services, YMCA Essex shall at all times:
 - 2.2.1 allocate sufficient resources to provide the Services;
 - 2.2.2 ensure that any of its personnel who are engaged in the provision of the Services shall, if required by the Authority, attend such meetings at the premises of the Authority or elsewhere as may be reasonably required by the Authority; and
 - 2.2.3 provide such reasonable co-operation and information in relation to the Services to the Authority as the Authority may reasonably require from time to time.

3. DURATION

- 3.1 The Service shall be provided from 1st April 2024 for a period of one year and will automatically be renewed for a further one year on a rolling basis unless the Authority gives the YMCA three months prior written notice of its intention not to renew the agreement.

4. DUTY OF CARE

- 4.1 YMCA Essex (YMCA) shall be responsible for ensuring that reasonable skill, care and diligence are exercised in carrying out the Services properly and efficiently in accordance with the Agreement.
- 4.2 All YMCA Essex (YMCA) personnel deployed on the Services relating to this Agreement must have appropriate qualifications and competence. The YMCA Essex shall provide qualification and competence details of its personnel to as required and on request.

5. TERMINATION

- 5.1 Either Party may terminate the Agreement by giving six months' notice to the other. Such notice may expire at any time but no sooner than six months after entering into this Agreement
- 5.2 The Authority may terminate this Agreement (in whole or part) with immediate effect by the service of notice to the following circumstances:

- 5.2.1 if YMCA Essex is in breach of any material obligation under this Agreement provided that if the breach is capable of remedy, the Authority may only terminate this Agreement under this clause 5 if the has failed to remedy such breach within 21 days] of receipt of notice from the Authority (a Remediation Notice) to do so;
 - 5.2.2 if YMCA Essex ceases to operate or there is an insolvency situation;
 - 5.2.3 if there is a change of control of YMCA Essex;
 - 5.2.4 If the service user falls below a mutually agreed non-viable number over a two/three month period
- 5.3 Where the YMCA Essex fails to comply with the conditions and requirements as set out in this Agreement, the Authority may by notice in writing terminate this Agreement and/or withhold future payments and/or require the YMCA Essex to repay all or any part of monies paid to it under this Agreement.

6. MONITORING AND EVALUATION

- 6.1 YMCA Essex shall comply with the monitoring and evaluation arrangements as set out in the Service Specification
- 6.2 On-going performance review meetings shall be conducted twice a year at a date and time to be agreed between the Authority and YMCA Essex's Authorised Contact .
- 6.3 Communication shall be maintained through the YMCA Essex's Authorised Contact, which shall be the first point of contact between the providers.
- 6.4 The provision of the Services will be monitored using session sheets or numbers and overall aims of the group, showing of assessment as outlined in the Service Specification/ proposal. The aim of these performance indicators is to provide an accurate, fair and rounded picture of the service provided including both performance and quality aspects. The information provided will also be useful data for evaluating the service and informing future developments.

7. CONTINUOUS IMPROVEMENT

- 7.1 YMCA Essex shall have an ongoing obligation throughout the duration of this Agreement to identify new or potential improvements to the Services in order to achieve the highest level of service user satisfaction. As part of this obligation YMCA Essex shall identify and report to the Authority the review meetings:, new or potential improvements to the Services. Any changes made in accordance with this clause 7.1 shall be addressed by the Parties in accordance with clause 8.

8. VARIATION OF AGREEMENT

- 8.1 No variation of this Agreement shall be valid unless expressly agreed in writing by the authorised representatives of both organisations.

9. DISPUTES, ESCALATION AND RESOLUTION

- 9.1 If a dispute arises out of or in connection with this Agreement or the performance, validity or enforceability of it ("Dispute") then the Parties shall follow the procedure set out in this clause 9:
- 9.1.1 either Party shall give to the other written notice of the Dispute, setting out its nature and full particulars (Dispute Notice), together with relevant supporting documents. On service of the Dispute Notice the Parties shall attempt in good faith to resolve the Dispute;
- 9.1.2 In the event that a Dispute remains unresolved after one month despite good faith efforts of the Parties, the Dispute shall be referred to the Chief Executive, YMCA Essex and nominated lead at the Authority, whose decision shall be final and accepted by both Parties.
- 9.1.3 Notwithstanding clause 9.1.2, if the Parties are still for any reason unable to resolve the Dispute within 30 days of it being referred to them, the Parties will attempt to settle it by mediation in accordance with the CEDR Model Mediation Practice. Unless otherwise agreed by the Parties, the mediator shall be nominated by CEDR Solve. To initiate the mediation, a party must serve an Alternative Dispute Resolution notice in writing (ADR notice) to the other Party to the Dispute requesting mediation. A copy of the ADR Notice should be sent to CEDR Solve .

10. ASSIGNMENT AND SUB-CONTRACTING

- 10.1 The Authority may assign or sub-contract this Agreement without the prior written consent of YMCA Essex but provided that it gives the YMCA Essex six months prior written notice, or whatever is practically possible,
- 10.2 YMCA Essex must not assign, sub-contract, or delegate any of its duties in whole or in part under this Agreement without the prior written consent of the Authority.

11. STAFF

- 11.1 Where the work of employees or volunteers appointed by the YMCA Essex brings them into contact with children, young people or vulnerable adults, the YMCA Essex shall ensure that they are appropriately trained and perform their duties in line with the requirements of The Children Act 1989 and the Protection of Children Act 1999 and the SET Child Protection Procedures, 2011.
- 11.2 YMCA Essex shall ensure that the recruitment and selection procedures include the following matters:

11.2.1 YMCA Essex shall be registered with the Criminal Records Bureau and subsequently with Disclosure and Barring service ("The DBS") or an umbrella agency and shall ensure that all employees and volunteers are checked through the DBS.

11.2.1 YMCA Essex shall provide written confirmation of the DBS Check to the Authority's Authorised Officer as required and on request.

11.3 All employees and volunteers shall provide a declaration of convictions that would otherwise be spent under the Rehabilitation of Offenders Act (Exceptions) Order 1975.

11.4 YMCA Essex shall be responsible for all acts and omissions of its own employees and agents.

11.5 YMCA Essex must ensure that anyone acting on its behalf complies with the law for the time being in force in the United Kingdom including the requirements of the Data Protection Act 1998, Freedom of Information Act 2000, the Human Rights Act 1998 and the Equality Act 2010.

12. HEALTH AND SAFETY

12.1 YMCA Essex shall:

12.1.1 observe the provisions of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1998 and all other regulations, approved Codes of Practice and amendments thereto.

12.1.2 provide its Health & Safety Policy to the Authority as required and on request.

12.1.3 maintain a record of any Health and Safety incidents /hazards arising and shall promptly notify the Authority's Authorised Contact of those incidents/hazards that arise in connection with the performance of the Services.

13. HUMAN RIGHTS ACT

13.1 When YMCA Essex is performing a public function pursuant to this Agreement it will indemnify itself against all actions, claims, demands, losses, proceedings, damages, costs and expenses whatsoever arising out of any breach of the Human Rights Act 1998.

14. CHILD PROTECTION AND VULNERABLE ADULT MATTERS

14.1 All child protection and vulnerable adult matters that arise in relation to this Agreement shall be brought to the attention of the YMCA Essex and the Authority's Authorised Contact. YMCA Essex shall ensure that the children, young people, families and vulnerable adults that they work with understand that whilst in general their confidentiality shall be upheld, any potential child protection and vulnerable adult concerns shall be reported to the YMCA and the Authority's Authorised Contact in the first instance.

- 14.2 YMCA Essex will take all reasonable steps to ensure that all information concerning Service Users is treated as confidential. Any significant breach of confidentiality is a breach of this Agreement and as such can be the basis for terminating this Agreement.

15. STATUTORY AND OTHER REGULATIONS

- 15.1 YMCA Essex shall at its own expense comply with all statutory and other provisions to be performed and observed in connection with the Service and shall indemnify itself against any claims, actions, proceedings, loss, liability, penalties, costs or expenses made or incurred as a result of any failure in compliance.

16. INSURANCE AND INDEMNITY

- 16.1 YMCA Essex shall:

- 16.1.1 throughout the period of this Agreement (at its own cost) effectively maintain the following minimum insurance arrangements:

(a) Employers Liability (no less than the statutory minimum in respect of any one claim);

(b) Public Liability (£10,000,000 in respect of any one claim)

- 16.1.2 give the Authority, on request copies of the valid insurances listed in clause 16.1.1

- 16.1.3 hold and maintain the relevant insurances for a minimum of six years following the expiration or earlier termination of this Agreement.

- 16.1.4 indemnify and keep indemnified the Authority against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever whether arising in tort (including negligence) default or breach of this Agreement, to the extent that any such loss or claim is due to the breach of contract, negligence, wilful default or fraud of itself or of its employees or of any of its representatives or sub-contractors save to the extent that the same is directly caused by or directly arises from the negligence, breach of this Agreement by the Authority or its representatives .

17. DATA PROTECTION

- 17.1 YMCA Essex will comply fully with the GDPR requirements placed upon us.
- 17.2 YMCA Essex will comply fully with the Data Privacy Notice, Data Protection policy and the Data Retention Policy (copies can be requested or viewed on our website)
- 17.3 YMCA Essex will ensure that only appropriate, designated people handle data as per policy.
- 17.4 YMCA Essex will not disclose Personal Data to any 3rd Parties unrelated to the provision that is required.

- 17.5 The provisions of this Data Protection section remain in place whilst the services are ongoing and upon termination of this agreement, we will either destroy appropriately any data we no longer require as per policy or return it to yourselves or the designated Authority.

18. CONFIDENTIALITY

- 18.1 YMCA Essex will not, without consent, publish or disclose to any person, or permit any such disclosure by any of its employees, volunteers, subcontractors or representatives, any confidential information received by it in relation to the service being provided or the parties' business generally.
- 18.2 YMCA Essex shall ensure that all persons engaged by them in relation to the provision of services under this Agreement are notified of the requirement to keep confidential any documents or information relating to the provision of the Service.
- 18.3 Clauses 18.1 shall not apply to any disclosure of information:
- 18.3.1 required under clause 19;
 - 18.3.2 that is reasonably required by persons engaged by a party in the performance of such party's obligations under this Agreement;
 - 18.3.3 where a Party can demonstrate that such information is already generally available and in the public domain otherwise than as a result of a breach of this clause 18;
 - 18.3.4 to enable a determination to be made under clause 19;
 - 18.3.5 which is already lawfully in the possession of the receiving party, prior to its disclosure by the disclosing party;
 - 18.3.6 by the Authority to any other department, office or agency of the government; and
 - 18.3.7 by the Authority relating to this Agreement and in respect of which the YMCA Essex has given its prior written consent to disclosure.

19. FREEDOM OF INFORMATION

- 19.1 The YMCA Essex acknowledges that the Authority is subject to the requirements of the FOIA. The YMCA Essex shall:
- 19.1.1 provide all necessary assistance and cooperation as reasonably requested by the Authority to enable the Authority to comply with its obligations under the FOIA;
 - 19.1.2 transfer to the Authority all Requests for Information relating to this Agreement that it receives as soon as practicable and in any event within two working days of receipt;

- 19.1.3 provide the Authority with a copy of all Information belonging to the Authority requested in the Request For Information which is in its possession or control in the form that the Authority requires within five working days (or such other period as the Authority may reasonably specify) of the Authority's request for such Information; and
- 19.1.4 not respond directly to a Request For Information unless authorised in writing to do so by the Authority.

20. PUBLICITY

20.1 The YMCA Essex shall not:

- 20.1 make any press announcements or publicise this agreement or its contents in any way; or
- 20.2 use the Authority's name or logo in any promotion or marketing or announcement of orders,

except as required by law, any government or regulatory authority, any court or other authority of competent jurisdiction, without the prior written consent of the Authority.

21. FORCE MAJEURE

- 21.1 Neither Party to this Agreement shall be liable to the other for any delay or non-performance of its obligations under this Agreement to the extent that such non-performance is due to a Force Majeure Event.
- 21.2 In the event that either Party is delayed or prevented from performing its obligations under this Agreement by a Force Majeure Event, such party shall:
 - 21.2.1 give notice in writing of such delay or prevention to the other party as soon as reasonably possible, stating the commencement date and extent of such delay or prevention, the cause thereof and its estimated duration;
 - 21.2.2 use all reasonable endeavours to mitigate the effects of such delay or prevention on the performance of its obligations under this agreement; and
 - 21.2.3 resume performance of its obligations as soon as reasonably possible after the removal of the cause of the delay or prevention.
- 21.3 A Party cannot claim relief if the Force Majeure Event is attributable to that Party's wilful act, neglect or failure to take reasonable precautions against the relevant Force Majeure Event.
- 21.4 The YMCA Essex cannot claim relief if the Force Majeure Event is one where a reasonable provider should have foreseen and provided for the cause in question.
- 21.5 As soon as practicable following the affected Party's notification, the Parties shall consult with each other in good faith and use all reasonable endeavours to agree

appropriate terms to mitigate the effects of the Force Majeure Event and to facilitate the continued performance of this agreement. Where the YMCA Essex is the affected party, it shall take and/or procure the taking of all steps to overcome or minimise the consequences of the Force Majeure Event in accordance with best industry practice.

- 21.6 The affected party shall notify the other party as soon as practicable after the Force Majeure Event ceases or no longer causes the affected party to be unable to comply with its obligations under this agreement. Following such notification, this Agreement shall continue to be performed on the terms existing immediately before the occurrence of the Force Majeure Event unless agreed otherwise by the Parties.
- 21.7 The Authority may, during the continuance of any Force Majeure Event, terminate this Agreement by written notice to the YMCA Essex if a Force Majeure Event occurs that affects all or a substantial part of the Services and which continues for more than 30 working days.

22 GENERAL PROVISIONS

- 22.1 If any provisions of this Agreement are declared to be invalid or unenforceable by any court of competent jurisdiction, this will in no way impair or affect the validity or enforceability of any provision in the Agreement.
- 22.2 Failure of either party to enforce the provisions of this agreement shall not be construed as a waiver of those provisions and shall not prevent either party validly invoking them in the future.
- 22.3 Nothing in this Agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the Parties, constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party.
- 22.4 No one other than a Party to this Agreement and permitted assignees, shall have any right to enforce any of its terms.
- 22.5 The Agreement sets forth the entire agreement between the parties with respect to the subject matter covered by it and supersedes and replaces all prior communications, representations, warranties, stipulations, undertakings and agreements whether oral or written between the parties.
- 22.6 Without limiting the generality of the foregoing, YMCA Essex agrees and acknowledges that they have entered into the Agreement on their own assessment of the viability of the same.
- 22.7 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

This Agreement has been entered into on the date stated at the beginning of it.

Signed on behalf of
GALLEYWOOD PARISH COUNCIL
by

Signed: _____

Print Name:

Designation: Chairman of Galleywood Parish Council

Date :

Signed on behalf of
YMCA ESSEX
by

Signed:  _____

Print Name: Becky Whitaker

Designation: Youth Services Manager

Date :12/03/2024.....

SCHEDULE 1 - SERVICE SPECIFICATION

Galleywood Parish has allocated funding to provide a Youth Provision on Thursday evenings at Galleywood Youth Centre from 4.30-8pm with time allocated for opening/closing and planning which will be the terms of this Service Level Agreement. YMCA Essex (hereafter referred to as 'YMCA') will employ and fully manage the appointed persons.

The offer of funding is made on condition that:

1. The funding is used to deliver the services described in the Service Schedule.
2. Invoices for work completed are issued by a Senior Manager of the YMCA.
3. Galleywood Parish Council will confirm a lead contact for YMCA in terms of reports, meetings and reviews.

3.1 Both Parties reserve the right, following such a review and in consultation, to vary the activities described in the Service Schedule. In the event that activities are varied, written notice will be given.

1. Any information, know how, system or process arising specifically from this project (including examples of good practice in the design and implementation) shall be shared freely with Galleywood Parish Council. The YMCA agrees, by accepting these terms and conditions that it does not regard such information, know how, systems or processes to be of a confidential nature. In particular, it agrees that The Galleywood Parish Council may use such information, know how, systems or processes for its own purposes.
2. No aspect of the activity funded by Galleywood Parish Council may be, or appear to be, party political in intention, use or presentation.
3. The books and records of the YMCA relating to this project are open to the inspection by officers, agents or representatives of Galleywood Parish Council as they require, at reasonable notice.
4. The YMCA will obtain the informed consent of users of the service and their families or carers as to the purpose and nature of the monitoring and evaluation and their understanding of where the information will be sent. The YMCA will not identify individuals in the monitoring or evaluation.
5. For the purpose of the management and evaluation of this Agreement the Parties have agreed that they will be represented by the following persons who are duly authorised for this purpose or such other replacement person who may from time to time be nominated in writing by the parties.

The Galleywood Parish Council

Name

Contact Number

YMCA Essex

Name: Becky Whitaker

Contact Number: 01245 355677

6. The YMCA will adhere to its Equal Opportunities policy in order to ensure that the services to be provided under this Agreement are provided in a manner that respects user's ethnicity, culture, religion, disabilities, gender, sexuality and individuality and that accordingly provides services that are anti-discriminatory.
7. The YMCA will adhere to and comply with their Safeguarding policy and must immediately inform Galleywood Parish Council in writing of any relevant changes in this policy.

SCHEDULE 2 SERVICE SCHEDULE

The Organization:	YMCA Essex
The Service	Galleywood Youth Provision
Start date:	1 st April 2024
End date:	31 st March 2025 unless renewed in accordance with clause 3.1 of this Agreement
Funding Program	YMCA Essex Youth Work
Funding Amount:	Total: £ 7,295
Agreement Ref. No.:	N/A

1. OUTCOMES

The intended outcomes of the project are:

- 1.1 To have a youth provision open for children and young people who live in the Galleywood and Chelmsford area.
- 1.2 Children and Young people display engagement with the service
- 1.3 Children and Young People have improved attitudes and communication, negotiating and social skills, and develop as positive young citizens of Galleywood.
- 1.4 Young People having a sense of belonging to the community.
- 1.5 Relationships between the child/ family and community improve.

2. THE SERVICE

2.1 The Service will be provided as following:

One evening a week (Thursday term-time), 3.5hrs face to face youth work delivery from Galleywood Youth Centre or/and in the Galleywood area for 40 weeks of the year (term-time) plus 1 hrs. planning time per week (term-time).

2.2 The Service will address the need for an evening of youth work activities for young people of the Galleywood area.

2.3 The service will be delivered by trained Youth Support Workers to run fun, informal sessions/activities for young people, through:

Establishing, encouraging and maintaining relationships between Galleywood Parish Council staff/ child/ parents/ carers;

Providing appropriate individual and or group support for children and young people, enabling them to develop positive strategies, techniques and skills including behaviour management and communication.

- 2.4 Wherever necessary, the Service will work closely with the statutory agencies and develop partnership working and establish referral procedures.
- 2.5 Where possible children/young people and parents/carers will participate in the consultation, planning, reviewing, monitoring and evaluation of the Service.
- 2.6 To ensure qualitative standards are adhered to and any issues are recorded and rectified regular reviews will be undertaken.

3. REVIEW AND MONITORING (REPORTING)

YMCA Essex (YMCA) shall comply with the monitoring and evaluation arrangements as set out in the Service Specification

On-going performance review meetings shall be conducted twice a year at a date and time to be agreed between Galleywood Parish Council and Becky Whitaker, Youth Services Manager.

Communication shall be maintained through the YMCA Essex's Authorised contact, which shall be the first point of contact between the providers.

The provision of the Services will be monitored using session sheets or numbers and overall aims of the group, showing of assessment as outlined in the Service Specification. The aim of these Performance Indicators is to provide an accurate, fair and rounded picture of the service provided including both performance and quality aspects. The information provided will also be useful data for evaluating the service and informing future developments.

---End---