

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

You are hereby summoned to attend a **Planning and Highways Meeting** on Tuesday, 1 **October 2024** at 7.00pm in Lodge Room, The Keene Hall, Watchouse Road, Galleywood CM2 8PT for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Wilde

Mrs Kelly Wilde
Clerk to Galleywood Parish Council
24 September 2024

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

PLANNING AND HIGHWAYS COMMITTEE

A G E N D A

This meeting will be recorded.

- PH24-593 Apologies and Reasons for Absence**
To receive and approve apologies and reasons for absence.
- PH24-594 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.
- PH24-595 Public Participation Session with respect to items on the agenda**
To allow up to 15 minutes for members of the public to make representations.
- PH24-596 Confirmation of Minutes** (herewith)
To agree and sign the minutes of the meeting held on 3 September 2024.
- PH24-597 The Clerk's Report** (herewith)
To receive and note the Clerk's report as provided.
- PH24-598 Action Plan** (herewith)
To consider and discuss items from the report provided.
- PH24-599 Planning Applications**
To consider the following application(s) received from Chelmsford City Council and submit comments by return.
- a. **24/01240/FUL 6 Brook Lane Galleywood**
Proposed replacement single storey rear extension with skylights.
Click to View [24/01240/FUL | Proposed replacement single storey rear extension with skylights. | 6 Brook Lane Galleywood Chelmsford CM2 8NJ](#)

Reference: 24/01244/FUL Kessley, Margaretting Road

- b. Raise roof to create first and second floor, single storey rear extensions, with internal alterations and additional fenestration.
Click to view [24/01244/FUL | Raise roof to create first and second floor, single storey rear extensions, with internal alterations and additional fenestration. | Kessley Margaretting Road Galleywood Chelmsford Essex CM2 8TS](#)

PH24-600 Planning Decisions - Chelmsford City Council

Members to note the decision(s) of the following application(s):

- a. **24/01148/FUL** Three Chimneys
Construction of roofed garden pergola. **Granted**

PH24-601 Planning Enforcement Notices (herewith)
To note the report provided.

PH24-602 South Essex Parking Partnership (SEPP) (herewith)
To note the report provided.

PH24-603 Street Naming and Numbering (herewith)
Members to consider if further suggestions will be put forward for a new road name, for the new development north of Galleywood Reservoir. Report Provided.

PH24-604 Consultation - Street Collections Policy
To consider providing comments or feedback to the revised policy
[Revised street collections policy consultation \(chelmsford.gov.uk\)](#)

As part of the formal consultation process, comments can be made using CCC [online form](#), in writing or via email to licensing@chelmsford.gov.uk. The consultation starts on 16 September 2024 and closes on 28 October 2024.

The next Planning and Highways Committee is on:
Tuesday 5 November 2024 at 7.00pm

GALLEYWOOD PARISH COUNCIL

MINUTES OF THE PLANNING AND HIGHWAYS MEETING

HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD

on Tuesday 3 September 2024 at 7.00pm

Formal acceptance will take place at the next Committee Meeting

Present:

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

In attendance: Clerk

PH24-579 Apologies and Reasons for Absence

RESOLVED that an apology for absence be accepted for Cllr(s): Smith and Woolward.

PH24-580 Declaring of Interests and Dispensations

RESOLVED that Cllrs Bonnett, McQuiggan, Paul, Potter and Troop declared a declaration of interest in respect to agenda item PH24-585c.

PH24-581 Public Participation Session with respect to items on the agenda

There were no members of the public.

PH24-582 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 2 July 2024 were a true and accurate account were signed by the Chairman.

PH24-583 The Clerk's Report

Members noted the Clerk's report on:

- **Parish Map**
Cllr AM agreed to forward the finalised map directly to Heritage House Publishers (FR24-365)
- **The Spinney**
TEG advised that they look at the dipping platform at least once a week and will report ASAP.
- **Watchhouse Shop Maintenance**
CHP advised they will consider replanting the flower beds with something that required a lot less maintenance, shrubs for instance. Or cover the ground between plants with a thick layer of mulch to suppress weeds. They will advise the outcome in due course.
- **Galleywood Common**
Information forwarded to CCC advising of overnight camping taking place.
- **Highways issues**
Contacted CCC to re-request cutting of the grass verge on the eastern side of the road southwards from Ponds Road to increase sight lines.
- **Watchhouse Shop signage**
CHP advised of Essex Highways advice on proposed signage. CHP to reconsider where this will be placed.
- **Tower Crane at Unit 8 and Yard at Five Tree Works**
CCC Officers have advised that they have revisited the site and are dealing with this matter.



PH24-584 Action Plan

Members considered the below items to be focused on for the remainder of 2024/2025 for this committee:

- a. Road Safety - Improve Footpaths – Identify issues and potential solutions

RESOLVED that

- information provided by a resident regarding footpaths 33, 53,55 and 76 would be reported to ECC by Cllr McQuiggan.
- Dangerous kerb stones in Pym's Road, Keene Way and Cannons Leys would be reported to ECC by Cllr McQuiggan.

It was noted that kerb stones have been replaced in The Lymns.

- b. Environmental - Improve Street Scene - Maintain and improve Parish Land
RESOLVED that the Spinney will continue to be reviewed by TEG and members.

It was noted that in recognition of the mayor's role, Cllr Potter has been advised by Chelmsford City Council that a tree may be planted in Galleywood. Pipers Tye had been suggested as a place for planting this.

- c. Engagement - Communicate with Local shops/businesses and CHP – Revive the central garden area

RESOLVED that the Council continue to communicate with CHP.

PH24-585 Planning Applications

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

- a. **23/01138/s73 – 9 Roughtons**

Variation of Condition 2 of planning permission 23/01138/FUL (Proposed demolition of existing single storey rear extension and garage. Proposed two storey side and front extension and internal garage. Replacement rear single storey extension.)
Change in roof design from hipped to gable end.

RESOLVED that Galleywood Parish Council have no objections to this application.

- b. **24/00941/FUL - 430 Beehive Lane**

Replacement double garage and garden store

RESOLVED that Galleywood Parish Council have no objections to this application.

Cllr Potter left the meeting at 7.35pm

- c. **24/01148/FUL - Three Chimneys**

Construction of roofed garden pergola.

RESOLVED that Galleywood Parish Council have no objections to this application.
The committee wanted to thank Cllr Potter for making a formal application.

Cllr Potter returned to the meeting at 7.38pm

PH24-586 Planning Decisions - Chelmsford City Council

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

- a. **24/00699/FUL - Chaplin Close, 1**

Two storey rear extension. **Granted**

- b. **24/00654/FUL - The Limes, 9**

Single storey rear extension. **Granted**

- c. **24/00575/LBC - The Street, 27**
Reduce width of ground floor bathroom window. Form new external doorway.
Reconfigure bathroom area. **Granted**
- d. **24/00782 - 34 Moss Path**
Two storey side extension. Extension to existing crossover. **Granted**
- e. **24/05079/TPO 19 Rous Chase,**
T17 Oak (T1 on map) - Reduce by up to 2.5 metres all over as previous, crown thin
by max 25% and remove any deadwood. **Granted**

PH24-587 Planning Appeal Notifications – Chelmsford City Council

Members noted that an appeal had been dismissed in respect of the below application:

23/01113/FUL Site At 48 Skinners Lane Galleywood Chelmsford Essex
Demolition of the existing dwelling and erection of 2 semi-detached dwellings.

PH24-588 Planning Enforcement Notices

Members noted the May to June report provided.

PH24-589 South Essex Parking Partnership (SEPP)

Members noted the May to July report provided

PH24-590 National Planning Policy Framework (NPPF) Consultation

Members to consider report provided.

RESOLVED that Council would not comment but encourage members to make comment individually.

PH24-591 Chelmsford City Council Public Spaces Protection Order (PSPO)

Members noted that the Fly Posting and Roadside Advertisements Public Spaces Protection Order has been extended for another years. It expires on 1 August 2027.

PH24-592 Street Naming and Numbering

Members considered a new road name for the development of 24 dwellings on the land north of Galleywood Reservoir which is due to start in October 2024.

RESOLVED that the following names be put forward:

Pyms Close

Croft

Lavina Mews/Close/Road

Eagle Way

the field names of this development site (to be ascertained from Essex Records office and brought back to a future meeting).

It was noted that CCC Planning have not received a reserved matters application for landscaping yet – this should be submitted (and planning permission granted) before works commence on site.

Action: Clerk to contact Essex Records office.

There being no further public business to be transacted, the Chairman closed the meeting at 7.59pm

Signed Chairman

Dated

Clerk's Report Planning and Highways Committee 1 October 2024		
Item	Action Taken and Outcome	Date note closed
Parish Map	Cllr AM agreed to forward the finalised map directly to Heritage House (Publishers) Ltd FR24-365. Residents would like an update on when this will be completed	Still awaiting
The Spinney	17.06.2024 TEG advised that they look at the dipping platform at least once a week and will report ASAP.	Still awaiting
Twitten Green	25.09.2024 TEG cut the hedge along the boundary and tidy up on the borders.	01.10.2024
Watchhouse Shop Maintenance	Still awaiting advice from CHP on what they have considered - replanting the flower beds with something that required a lot less maintenance, shrubs for instance. Or cover the ground between plants with a thick layer of mulch to suppress weeds. Has Charlotte at CHP replied to email?	
Relocation of Dog bins	requested CCC to relocate a dog bin at Pavitt Meadow to nearer Footpath 76, Rignals lane. This has now been completed	01.10.2024
Street Naming and Numbering	Contacted Essex Records office to ascertain field names on new development site on the land north of Galleywood Reservoir – Agenda item	01.10.2024

Highway Maintenance Reports – can be viewed on [365](#) Chelmsford City Council Enforcement Notices – can be viewed on [365](#)

Appendix 1

Galleywood Parish Council

As agreed at Full Council 18 July 2024

ACTION PLAN 2024-2025 - (Financial Year not Calendar Year)

GPC - Galleywood Parish Council, ECC - Essex County Council, LHP - Local Highways Panel, CCC - Chelmsford City Council, CHP - Chelmer Housing Partnership

Priority	Committee	SUBJECT : OBJECTIVE	STRATEGY	ACTION	OUTCOME	Notes	Cost 2024-25	Cost 2025-26	Cost 2026-27	End date
		ROAD SAFETY: OBJECTIVE To make improvements and provide safer roads and footpaths in a number of identified areas of Galleywood								
	P&H		Improve footpaths	pavements and roads - identify issues and potential solutions. Maintain pressure to improve surfaces, areas of concern are monitored and reported to the appropriate agencies	Improved footpaths	Last walkabout took place in Spring 2023. Current problems to be reported to ECC Cllr AM	£0.00	£0.00	£0.00	ONGOING
		ENVIRONMENTAL ISSUES : OBJECTIVE Galleywood Parish Council will seek to improve the environment and facilities in								
	P&H		to improve the street scene	To maintain and improve the parish land at The Spinney. Annual clearing of vegetation to take place by TEG. Regular review of the condition of the dipping platforms and walkways by Cllrs and TEG	Keep the village looking clean and tidy	TEG and Cllrs are reviewing dipping platform weekly				
		ENGAGEMENT : OBJECTIVE To strive constantly to improve engagement across the parish.								
	P&H		Communicate with Local shops, businesses and CHP	Work with CHP to revive the central garden community area.	provide a better shopping experience		£0.00	£0.00	£0.00	

Approved 20 October 2022

PH24 - S98

Case No	Received	Nature of alleged breach & Address	Status
Current Complaints Under Investigation			
Enforcement Cases received before 01/7/2024 still outstanding			
Galleywood			
19/00139/ENFB	02/04/2019	Without planning permission, the construction of a building at Baddow Park Farmhouse The Chase Galleywood Chelmsford CM2 7SX	Notice Issued
22/00297/ENFB	07/09/2022	Without planning permission, the carrying out of operational development comprised in the siting of a storage container. at The Eagle Public House Stock Road Galleywood Chelmsford Essex CM2 8PS	Notice Issued
23/00184/ENFB	28/06/2023	Material change of use of the land to a crane training centre at Unit And Yard 8 At Five Tree Works Bakers Lane Galleywood Chelmsford	Pending Consideration
24/00219/ENFB	02/07/2024	Breach of Condition 4 of permission 99/00115/FUL (conversion and extension of a garage building) at 153 Keene Way Galleywood Chelmsford Essex CM2 8NR	Pending Consideration

24/00268/ENFB

12/08/2024 Erection of a fence at Bramble Lodge Ponds Road
Galleywood Chelmsford Essex CM2 8QP

Pending Consideration

New Complaints Received

Cases received by Parish between 01/07/2024 and 23/08/2024

Galleywood

24/00268/ENFB 12/08/2024 Erection of a fence at Bramble Lodge Ponds Road Galleywood Chelmsford Essex CM2 8QP

24/00219/ENFB

02/07/2024 Breach of Condition 4 of permission 99/00115/FUL (conversion and extension of a garage
building) at 153 Keene Way Galleywood Chelmsford Essex CM2 8NR



CHELMSFORD MONTHLY REPORT – AUGUST 2024

Date: 11/09/2024

Technician: Rachel Andras &
Carmel Purcell

NEW REQUESTS FOR PARKING RESTRICTIONS

Road	Town	Date	Request
Vermeer Ride (SEPP2832)	Springfield	05/08/2024	RP
Champions Way (SEPP2836)	South Woodham Ferrers	26/08/2024	TBC
The Causeway (SEPP2837)	Chelmsford	23/08/2024	DYL

TRO ASSESSMENTS

Road	Town	Request	Status
Various Roads (SEPP2821)	Stock	Various restrictions	Assessment in progress
Finchley Avenue (SEPP2819)	Chelmsford	Amend RP	Assessment in progress
Moulsham Street (SEPP2817)	Chelmsford	RP	On Hold
Hullbridge Road (SEPP2815)	South Woodham Ferrers	SYL	Assessment in progress

PARKING REVIEWS

Road	Town	Info	Status

AWAITING TRO FUNDING

Road	Town	Scheme

TRAFFIC REGULATION ORDERS				
TRO Amendment No.	Road/ Location	Town	Description	Status
59	High Street	Great Baddow	DYL	Preparing TRO for Formal Advertisement
	New Road and Barclay Close	Great Baddow	RP Mon-Sat 10am-3pm	
	Nickleby Road	Chelmsford	DYL	
Temporary TRO	North Hill	Little Baddow	24 hour No Stopping Rural Clearway	Operational 21 st June 2024 and may continue in force for up to 18 months.

LINES AND SIGNS MAINTENANCE			
Batch 21 – Funding Approved			
Road	Town	Request	Status
Kings Road	Chelmsford	Refresh Lines	Sent to Contractor
Maldon Road	Margaretting	Refresh DYL on bend near Parsonage Lane	Sent to Contractor
Waveney Drive	Springfield	Refresh Permit Bays	Sent to Contractor
Goodier Road	Chelmsford	Refresh DYL	Sent to Contractor
Maldon Road	Great Baddow	Refresh Lines	On Hold – Resurfacing Dec 24
New London Road	Chelmsford	Refresh Kerb Markings o/s Fitness Superstore and Signs outside school	Complete
Tower Avenue	Chelmsford	Refresh Lines and Signs	Sent to Contractor
Park Avenue	Chelmsford	Replace Permit signs	Funding approved
Moulsham Street	Chelmsford	Replace Faded Signs	Funding approved
Primrose Hill	Chelmsford	Relocate sign o/s no. 65-73	Funding approved
Samuel Parish Link, Wright Crescent, Ben Wilson Link, Alick Horsnel View, Robert McCarthy Place, William Gurton View, Grantham Drive, Beaulieu Park	Garden Community	Install additional Permit Repeater Signs	Funding approved
Ernest Webb Drive, Philip Whitehead Road, Albert Bausor Close	Garden Community	Install additional Permit Repeater Signs	Funding approved
Ernest Webb Drive, Philip Whitehead	Garden Community	Correct Signage	Funding approved

Report to Galleywood Parish Council – Planning and Highways Committee

KW/2024 10 01

Street Naming and Numbering

Further to minute number 24-592, The clerk has contacted the Essex Records Office to ascertain the field names of the development site on the land north of Galleywood Reservoir. Members to consider if further suggestions will be put forward for a new road for the new development the land north of Galleywood Reservoir.

Essex Records Office have advised:

I have examined the attached plans, and collated these as accurately as I can with the tithe map for Great Baddow (comprising Galleywood in +/- 1840) and an 25" Ordnance Survey map. I can see the six fields you refer to on the tithe map, but their plots (numbers 340-342, 344-346) don't appear to have formal names. I attach below a section of the relevant apportionment, which gives details on the fields in question:

Four Acres		340	TL	707	032	3	3	36	Arable	Straight, Samuel	Straight, George
Plantation		340a				0	0	28	Wood	Straight, Samuel	Straight, George
Three Acres		341	TL	707	031	2	3	3	pasture	Straight, Samuel	Straight, George
Second Four Acres		342	TL	708	031	4	0	9	pasture	Straight, Samuel	Straight, George
Homestead	Pim's Farm, 1875, OS	343	TL	708	032	0	1	4		Straight, Samuel	Straight, George
Six Acres		344	TL	706	029	6	0	23	arable	Straight, Samuel	Straight, George
New Church & school		344a	TL	706	030	0	1	19		Bramston, Revd. John	Bramston, Rev John
Four and Half Acres		345	TL	706	030	4	1	24	arable	Straight, Samuel	Straight, George
Two and Half Acres		346	TL	706	031	2	2	8	arable	Straight, Samuel	Straight, George

The 25" OS map (dated 1875), also bears no unique field names. As you will see, the homestead attached to the fields was simply Pim's Farm (perhaps the origin of the modern road name?). For the sake of reference perhaps those fields were just referred as abutting to Pim's Farm?

PN 24 - 603