

# Galleywood Parish Council



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

You are hereby summoned to attend a **Planning and Highways Meeting** on Tuesday, 4 **February 2025** at 7.00pm in Lodge Room, The Keene Hall, Watchhouse 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  
28 January 2025

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

## **PLANNING AND HIGHWAYS COMMITTEE**

### **A G E N D A**

This meeting will be recorded.

- PH25-626 Apologies and Reasons for Absence**  
To receive and approve apologies and reasons for absence.
- PH25-627 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.
- PH25-628 Public Participation Session with respect to items on the agenda**  
To allow up to 15 minutes for members of the public to make representations.
- PH25-629 Confirmation of Minutes** (herewith)  
To agree and sign the minutes of the meeting held on 7 January 2025.
- PH25-630 The Clerk's Report** (herewith)  
To receive and note the Clerk's report as provided.
- PH25-631 Action Plan** (herewith)  
To discuss and consider the report provided.
- PH25-632 Community Speed Watch** (herewith)  
To discuss and consider the report provided.
- PH25-633 St Michaels Junior School** (herewith)  
To discuss and consider the report provided.

**PH25-634 Dog Bin** (herewith)  
To discuss and consider the report provided.

**PH25-635 Planning Applications**

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

- a. **24/01735/FUL** Unit And Yard 8 At Five Tree Works Bakers Lane Galleywood.  
Change of use from mixed-use storage and distribution (Use Class B8) and provision of education (Use Class F1(a))  
[Application details](#)
- b. **24/01758/FUL** 1 Pyms Road Galleywood  
Two storey side extension  
[Application details](#)
- c. **24/01765/ADV** Land South Of Lower Green Galleywood  
Retrospective application for x1 non-illuminated entrance sign.  
[Application details](#)
- d. **24/01763/FUL** Land South Of Lower Green Galleywood  
Retrospective application for the siting and retention of 2 No. green storage containers and 1 No. grey portacabin  
[Application details](#)
- e. **24/01638/FUL** 78 Keene Way Galleywood Chelmsford Essex  
Single storey front extension, part single storey rear and two storey side and part rear first floor extension. Demolish existing garage and construct new outbuilding at rear garden  
[Application details](#)
- f. **25/05007/TPO** Ponds Road, 13  
T10 - Acacia Located in the front lawn of 13 Ponds Rd - Full pollard - Reason: The tree has developed a split trunk which is starting to rot and tree surgeon advised tree is unhealthy.  
[Application details](#)

**PH25-636 Planning Appeal Notifications – Chelmsford City Council**

To note that an appeal has been lodged in respect of the application below, Chelmsford City Council will notify the Council of the decision in due course.

**24/01244/FUL** – Kessley, Margaretting Road Galleywood  
Raise roof to create first and second floor, single storey rear extensions, with internal alterations and additional fenestration.

**PH25-637 Planning Decisions – Chelmsford City Council**

To note the decision(s) of the following application(s)

- a. **24/00731/FUL** The Street , Maple House  
New residential dwelling and detached garage  
**Refused**
- b. **24/00941/FUL** Beehive Lane, 430  
Replacement double garage and garden store  
**Granted**
- c. **24/01470/FUL** Watchhouse Road, 19  
Installation of air source heat pump  
**Granted**

- d. **24/00252/FUL** Duffield Road, Great Baddow High School  
Construction of an artificial turf pitch and sports pavilion with associated works including lighting, fencing and hard and soft landscaping. Siting of a storage container.  
**Granted**
- e. **23/01138/S73** Roughtons, 9  
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  
**Granted**
- f. **24/05254/TPO** Galleywood MOT Service And Repair Centre Barnard RoadT1 Oak - Located behind Galleywood mot centre- 2-3m canopy, re pollard back to previous pruning points. Reason: So, foliage is not blocking the gutters with leaves  
**Granted**

The next Planning and Highways Committee is on:  
Tuesday 4 March 2025 at 7.00pm

**GALLEYWOOD PARISH COUNCIL**

**MINUTES OF THE PLANNING AND HIGHWAYS MEETING**

**HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD**

**on Tuesday 7 January 2025 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 J Turkentine  
In attendance: Clerk

Prior to the start of this meeting, the Chairman wished to express the gratitude of this committee and of the Council of the dedication given by Wendy Cummins and Artin Cornish who had both sadly passed away.

**PH25-626 Apologies and Reasons for Absence**

**RESOLVED** that an apology for absence be accepted for Cllr(s): S Troop and B Woolward.

**PH25-627 Declaring of Interests and Dispensations**

There were none.

**PH25-628 Public Participation Session with respect to items on the agenda**

There were no members of the public.

**PH25-629 Confirmation of Minutes**

**RESOLVED** that the minutes of the meeting held on 3 December 2024 were a true and accurate account were signed by the Chairman.

**PH25-630 The Clerk's Report**

Members noted the Clerk's report on:

- **South Essex Parking Partnership**  
Members can view internally on 365 - [SEPP](#)
- **Highways Maintenance Reports**  
Members can view internally on 365 - [Correspondence Log.xlsx](#)
- **Chelmsford City Council Enforcement Notices**  
Members can view internally on 365 - [Planning Enforcements - CCC](#)
- **Parish Map**  
Cllr AM to meet with Clerk to discuss
- **The Spinney**  
Timberwise Independent inspection report and TEG report shared with Full Council on 19 Dec 2024
- **Watchhouse Shop Maintenance**  
Posters re-advertised on Facebook and noticeboards to gauge further interest for help with this.
- **Street Cleaning**



Chelmsford City Council have confirmed that they are responsible for the cleaning and maintenance of the pedestrian disabled ramp at Watchouse shops, which is an adopted highway. Waste has been collected and vegetation will be removed in January 2025.

**PH25-631    Action Plan**

Members considered items to be focused on for the remainder of 2024/2025 for this committee and noted the current positions of:

Road Safety – Provide Safer Roads and Improve Footpaths – Identifying issues and potential solutions.  
It was noted that ECC Cllr McQuiggan will receive feedback in January, establishing if footpath 76 funding has been resurrected.

Environmental - Improve Street Scene - Maintain and improve Parish Land.  
It was noted that Full Council had resolved at the meeting held on the 19 December 2024 that the additional observations made within the Timberwise report would be shared with TEG.  
**Action:** Clerk to request a quote from TEG to complete the additional observations works stipulated by Timberwise.

Engagement - Communicate with Local shops/businesses and CHP – Revive the central garden area  
It was noted that the Council had readvertise to gauge further interest.

**PH25-632    Planning Applications**

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

a.    **24/01572/FUL** - 153 Keene Way Galleywood Chelmsford  
Retrospective application for garage conversion and extension, with extension to existing highway crossover. Proposed new roof to existing conservatory.  
**RESOLVED** that Galleywood Parish Council has no objections.

b.    **24/05254/TP0** - Galleywood MOT Service and Repair Centre Barnard Road Galleywood Chelmsford  
T1 Oak - Located behind Galleywood Mot Center- 2-3m canopy, re pollard back to previous pruning points. Reason: So, the foliage is not blocking the gutters with leaves.  
**RESOLVED** that Galleywood Parish Council has no objections.

c.    **24/01657/FUL** - Poolman Ltd Bakers Lane West Hanningfield Chelmsford  
Change of use from Commercial Industrial to flexible business uses (Use Classes E(g) and Storage (B8).  
**RESOLVED** that Galleywood Parish Council has concerns as they are aware of the adjacent residential properties of which one abuts this application. The use of this site must be commensurate with the proximity of the two residential properties either side.

There being no further public business to be transacted, the Chairman closed the meeting at 7.37pm

Signed Chairman ..... Dated .....

Clerk's Report Planning and Highways Committee 4 February 2025		
<b>Item</b>	<b>Action Taken and Outcome</b>	<b>Date note closed</b>
South Essex Parking Partnership	Members can view internally on 365 <a href="#">SEPP</a>	ongoing
Highways Maintenance Reports	Members can view internally on 365 <a href="#">Correspondence Log.xlsx</a>	ongoing
Chelmsford City Council Enforcement Notices	Members can view internally on 365 <a href="#">Planning Enforcements - CCC</a>	ongoing
Road Signs – Bekeswell Place	Two poles supporting the sign on the grass area that were both badly rusted, have been reported and replaced.	21.01.2025
Parish Map	Awaiting updates from Cllr AM and Heritage House (Publishers) Ltd.	To be discussed
The Spinney	Timberwise have advised that their report cannot be shared but can be discussed with TEG volunteer group.	To be discussed
Watchouse Shop Maintenance	Posters re-advertised on Facebook, noticeboards and Grapevine to gauge interest for help with this.	Awaiting responses

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	Walkabout took place in Mar 2023. This was revisited in Oct 2024. Current problems 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 facilites in the village.								
	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	Oct 2024 CHP agreed for Council to assist in the upkeep of the garden area. Advertised to guage support for WP to be established	£0.00	£0.00	£0.00	

## Report to Galleywood Planning Committee

KW/Feb 2025

### **Community Speed Watch**

Members to consider if they would like to form, join or promote a community speed watch.

**Community Speed Watch is local traffic monitoring support by SERP and partners. It is delivered by volunteers within their own communities aiming to improve road safety.**

Volunteers are trained by Safer Essex Road, including roadside training, provided with equipment and supported by a Community Speed Watch Co-ordinator and Essex Police.

### **Becoming part of Community Speed Watch**

Volunteers monitor speed of passing vehicles with handheld devices which are recorded and passed to Essex Police to take further action from letters to additional police enforcement.

The benefits of Community Speed Watch include:

- The opportunity for residents to increase road safety in their area, and support activities to reduce road traffic collisions and injuries.
- Enhancing the role of community members as volunteers and developing better links with the community.
- As Community Speed Watch volunteers are highly visible and make use of a speed detection device, it is usually clear to vehicle drivers their speed is being monitored. This may be enough deterrent for many motorists to slow down.
- The 'community' element of Community Speed Watch could have a more positive effect on some vehicle driver's attitudes compared to engineering schemes.
- The letters vehicle drivers receive as a result of exceeding the speed limit may make them continue to reduce their speeds at all times.

### **Clerks Comments**

Interests in forming or joining a Community Speed Watch group, should be emailed to: [community.speedwatch@essex-fire.gov.uk](mailto:community.speedwatch@essex-fire.gov.uk).

## Report to Planning and Highways Committee

KW/Feb 2025

Members to discuss and consider a request made by St Michaels Junior school to help potential speedings and considerate parking on Barnard Road. By way of:

- a. Providing financial support to purchase five 'buddy' signs
- b. Providing any support possible in reducing the speed of cars on Barnard Road

An email has been received from the Headteacher and is attached.

### Members to note:

In 2018/19 the Chelmsford Local Highway Panel (LHP) had been looking at a scheme for an Advisory 20mph with wigwags O/s St Michaels CE Junior School & Galleywood Infant School, Barnard Road, Galleywood under LCHE182037. This requested was denied on 23.01.2020.

Speed data showed that the average traffic speeds were already between 19 mph to 22mph which is very good compliance with the posted 30mph speed limit and an such advisory 20mph may not have changed driver behaviour.

### Clerk's Comments

- In Jan 2025 LHP advised the Clerk that they can arrange for a new ATC through the Local Highway Panel. However, the 2024/25 budget used to fund Traffic Surveys has been fully committed. With the support of the local County Councillor, Cllr McQuiggan, an ATC request can be added to the list of Traffic Surveys to be carried out when funding permits.  
Alternatively, the Parish Council could request externally funded traffic surveys such as ATC's, at a cost of £368.20.
  - Buddy Signs range in price from £120 - £185 each.
  - CIL funding could be used, of which £1422 is available from 2018/2019 and £5430 from 2019/2020 (these balances could be taken back by CCC this year, if not utilised)
  - Any financial decisions need to be recommended to Full Council.
-

**From:** St Michaels Juniors Head Email <[Head@st-michaels-jun.essex.sch.uk](mailto:Head@st-michaels-jun.essex.sch.uk)>

**Sent:** 14 January 2025 21:12

**To:** Kelly Wilde <[clerk@galleywoodparishcouncil.gov.uk](mailto:clerk@galleywoodparishcouncil.gov.uk)>

**Subject:** RE: Parish Council

Hi Kelly

Thank you for your email. Below are the links for two separate 'buddy' ideas to be used to give parents a clear message about potential speeding and considerate parking. We would appreciate any support that the Parish Council can offer.

<https://www.yourparkingsign.co.uk/Road-Traffic/Children-Schools/Road-Safety-Squad/School->  
<https://signs2schools.co.uk/products/school-safety/kiddie-road-signs/>

I was hoping for a new 20mph school speed restriction sign with warning lights to be installed on the main road at the end of Barnard Road so that cars approaching my school, from the main road, are made aware.

I have checked at the end of Barnard Road, near to the COOp. Richard Hyland sent me a photo of the school sign which had flashing lights to advise cars that they are approaching schools. These lights are no longer part of the school patrol sign, have they been taken down? We don't have a 30mph sign in Barnard Road either?

Unfortunately, school have no budget for the buddy signs but it is a grave concern for the safety of our pupils. It would be great to have at least 5.

Thank you in advance.

Rowen Prigg

Rowen Prigg

Headteacher

St Michael's CE (VA) Junior School

## **Report to Planning and Highways committee**

**KW/Feb 2025**

### **Dog Bin**

As per FR24-362, Cllr Bonnett applied for a grant to cover the costs of £452, to purchase two additional dog bins for The Common. Unfortunately, her bid was unsuccessful.

Members to discuss and reconsider:

1. Purchasing two dog bins adjacent to current ones, at The Common carpark (off stock road), and Horse and Groom Pub.  
or
2. Consulting residents on social media to gauge the need for additional dog bins adjacent to current ones, at The Common carpark (off stock road), and Horse and Groom Pub. Making a recommendation to Full Council in February 2025, should the residents poll results be favourable.

### **To note**

- The office has received complaints about dog waste, with a resident's request for an article to be placed in the Grapevine.
- Cllr Bonnett brought to the Councils attention in August 2024 the increase in dog walkers and dog waste in these areas and the need for additional bins.
- Chelmsford City Council agreed previously, if the Parish Council pay £452 to cover the cost of purchasing these two new dog bins, the City Council would arrange installation of the two bins (adjacent to the current ones) and ongoing collection (forever). They would also include the bins on their asset register. Therefore, no future liabilities or on costs would be payable by the Parish Council.

### **Clerks comments**

- CIL funding could be used, of which £1422 is available from 2018/2019 and £5430 from 2019/2020 (these balances could be taken back by CCC this year, if not utilised)