

## FELSTED PARISH COUNCIL

### Minutes of the 1131th meeting held on 5 March 2025 at 6:30 pm in the URC Hall

**Present:** Councillors Graham Harvey (Chairman), Richard Freeman, Hywel Jones, Frances Marshall, John Moore, Madelaine O'Neill, Andrew Parker, Clive Perrins, Roy Ramm, Richard Silcock (Parish/District) and Youth Representative Molly Bennett (entered during the discussion of Item 25/61 Proposed Solar Farm) along with 8 members of the public. Also present was District Councillor John Evans. In attendance: Heather Read (Clerk) and Clare Schorah (Assistant Clerk).

25/50 **Apologies for Absence**

Apologies had been received from Councillor Alec Fox, County Councillor Martin Foley and Daniel Plunkett (Responsible Finance Officer - RFO).

25/51 **Declarations of Interest**

CLlr Richard Silcock declared a pecuniary interest in Item 25/73 Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.

25/52 **Public Forum**

No items were raised.

25/53 **Minutes of Meeting 1130 held on 5 February 2025**

These Minutes were approved and were signed by the Chairman.

25/54 **Minutes of the Planning Committee Meeting held on 11 February 25 and the Finance Committee Meeting held on 26 February 25**

**54.1 Minutes** – The Minutes were noted and would be formally approved at the next meetings of the respective committees.

**54.2 Website** – The PC noted that all Committee Minutes are available on the website and can be accessed via <https://felsted-pc.gov.uk/meetings/minutes/>

25/55 **Bus Service 133** – The PC were advised that Arriva plan to permanently terminate the 133 Stansted Airport bus service from Braintree. It was agreed that the negative impact on the local community could not be underestimated and that ways to save / support the service must be explored.

*Clerk's Note: Central Connect have announced that they will be launching a replacement service albeit with a reduced timetable from Monday 2nd June 2025, numbered 333.*

25/56 **Matters Arising from the 5 February Council Meeting**

**56.1 Meeting with Local Parish Councils (Item 25/28.1)** – The PC were advised that Little Dunmow, Flitch Green, Rayne and Stebbing Parish Councils have accepted Felsted's invitation to a round table meeting on Tuesday 11th March 25.

**56.2 URC Burial Ground (Item 25/28.2)** – The PC noted that an initial meeting with the URC to discuss the handover of the maintenance of the burial ground to the PC has been scheduled for Tuesday 8th April 25.

25/57 **County Councillor Report**

Members noted that a report was not received from County Councillor Martin Foley.

25/58 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on a further solar farm (to be known as Hedgehog Grove Solar Farm – see Minute 25/61), a Government Consultation on Land Use which can be accessed [here](#) and closes on 25 April, Local Government Reform, UDC's Budget for 2025 – 2026, Cabinet Portfolio Reports, Stansted Airport's Consultation on their [Sustainable Development Plan](#) which closes on 10 March, the withdrawal of Bus Service 133 (see minute 25/55) and a [transport survey](#) organised by Essex County Council.

25/59 **Correspondence**

Members noted the Correspondence received (see page 6) including the following:

**59.1 Bannister Green Reseeding** – The PC noted that UDC have advised that the areas of the green damaged during works to the Bungalows in Burnstie Road are due to be reseeded by UDC this month.

**59.2 Bus Service 133** – see minute 25/55.

25/60 **Finance**

**60.1 Payments** – Members considered the list of payments on page 7. Proposed by Cllr Roy Ramm, seconded by Cllr Frances Marshall the payments list was unanimously approved.

**60.2 Receipts** – Members noted the receipts of £530 consisting of: £450 donations towards the Christmas Tree, £50 football pitch rental, £28 of allotment rentals and £2 of Felsted Focus donations

25/61 **Proposed Solar Farm**

**61.1 Nationally Significant Infrastructure Project (NSIP)** – The PC noted that due to the scale of the proposed solar farm it will be coming forward as an NSIP meaning that it will not be decided by UDC but by Central Government.

**61.2 Community Liaison Group (CLG)** – It was agreed that it was essential that the PC engages with the consultation process to minimise avoidable negative impacts / maximise any available benefits for the community. Cllrs Richard Freeman and Graham Harvey will engage with the CLG on behalf of the PC. They will be supported by a working group consisting of Cllrs Hywel Jones, Madelaine O'Neill, Andrew Parker and Richard Silcock.

**61.3 Cumulative Impact** – It was noted that prior to the first CLG meeting the PC had contacted the representatives of Total Energie, the proposed developer, requesting that they ensured that any and all documentation or presentation materials Hedgehog Grove Solar Farm intended to share with stakeholders, fully recognised and took account of the existing approved solar farm at Willows Green so that the cumulative impact of the proposed solar farm was clearly demonstrated. Despite this the draft brochure intended for residents does not show the Willows Green Solar Farm. The PC will contact them to query this.

**61.4 Housing Allocation** – It was agreed that had the PC had been aware of the pending application for a large solar farm they would have challenged the Felsted allocation of housing in UDC's Local Plan. A letter will be sent to UDC's Chief Executive Peter Holt formally requesting that UDC review and reconsider the proposed housing allocation of 104 dwellings for Felsted in the UDC regulation 19 submission for their emerging Local Plan.

25/62 **Bus Shelter** – The PC were advised that there are several roof tiles missing from the shelter on Braintree Road opposite Abbeyfields. The Village Attendant will be asked to undertake repairs.

*Clerk's Note: Cllr Clive Perrins has since undertaken the repairs.*

25/63 **Woodleys Car Park**

**63.1 Repair to Wall** – The PC noted that the wall has been repaired by Cllr Clive Perrins and thanked him for his excellent work.

**63.2 Parking Contraventions**

**i) Signage** – The PC agreed to erect an additional sign in Woodleys Car Park advising that cars parked in contravention of the 24 hour parking restriction will be removed. The sign will be fixed to the recently repaired wall located in the middle of the car park. It was agreed that in that location the sign will clearly be visible to all entering the car park.

**ii) Process** – The PC agreed that should it be necessary to instigate the removal of a vehicle parked in contravention of the restrictions, the Clerk will ensure that the process is clearly established before proceeding.

25/64 **Nature Area**

**64.1 Tree Transplanting** – The PC noted that following acceptance of a quote from North End Nurseries for £925 plus vat for the transplantation of various trees in the Nature Area (minute 25/36) it was subsequently clarified that £925 was a day rate and that the works would take two and a half days. It was proposed by Cllr Frances Marshall, seconded by Cllr Hywel Jones and unanimously agreed to accept the quote from North End Nurseries for £2312.50 plus vat for the transplantation of approximately 50 trees in the Nature Area.

**64.2 Tree Watering** – The PC agreed that the newly moved trees will need to be watered to help them survive. The Clerk will purchase tree watering bags which will be fitted by members of the Nature Area Working Group. Quotes will be obtained from contractors for filling the bags with water as and when required.

**64.3 Flooding** – The PC were advised that the ground around a manhole cover (recently fitted in the Nature Area by Mulberry Homes as part of connection works) is extremely wet. This area will be monitored by the PC.

**64.4 Working Group Membership** – Proposed by Cllr Andrew Parker, seconded by Cllr Richard Silcock, Cllr Madelaine O’Neill was unanimously voted onto the Nature Area Working Group.

25/65 **Biodiversity Update**

**65.1 Sustainable Uttlesford** – The PC were advised that this is a new collaborative community organisation that has been launched by UDC. Cllr Richard Silcock has joined to represent the PC.

**65.2 Linear Mosaic Verges** – The PC were advised that Cllr Richard Silcock together with the Clerk had met with JCM Services to agree cutting regimes for the grass verges on Braintree Road and Bannister Green. As previously agreed following the Ecology Report (minute 25/37.2) both will be maintained as a linear mosaic.

**65.3 Wildflower Areas** – The PC were advised that these are yet to establish. It was noted that it was too early in the growing season to ascertain if the Autumn sowings had been successful.

25/66 **Primary School Governor Vacancy** – Cllr Clive Perrins confirmed that he has accepted a position as a Governor at the Primary School.

25/67 **Street Lighting outside of Abbeyfields** – The PC unanimously agreed with the recommendation of the Finance Committee not to install a streetlight on the road outside of Abbeyfields. It was agreed that lighting could be more simply and effectively provided by Abbeyfields installing their own light to cover the area of their concern.

25/68 **Social Media Policy** – The PC were advised that the PC’s Facebook page has now gone live. The policy will be drafted once PC staff have some more experience of posting on the Facebook page.

25/69 **Causeway End**

**69.1 Parking** – The PC were advised that the PCSO following notification of another episode of dangerous parking at the junction with Chelmsford Road had attended the location. The owner of the vehicle was given an official warning.

**69.2 Flooding** – The PC agreed that it was extremely frustrating that no further updates on potential remedial works in this area have been received.

25/70 **Station Road CCTV** – The PC were advised that CCTV cameras for monitoring traffic flows appeared on the lamp posts at the junction of Chelmsford Road / Station Road last month. It is unknown who authorised the cameras. It was noted that they have now been removed.

25/71 **Bury Farm Station Road Development** – The PC were advised that following agreement with the NHS re future rentals, dialogue is now underway with the doctors practice. It is hoped that construction of the new surgery building will commence in the 2<sup>nd</sup> quarter of this year. The PC thanked Cllrs Roy Ramm and Richard Freeman for the immense amount of time and effort they have spent in progressing this issue.

25/72 **Felsted Community Trust** – The PC noted that a meeting had taken place with a solicitor who specialises in trusts. They were advised that it would take 2- 4 weeks to register the trust with Companies House.

25/73 **Neighbourhood Plan Review / Update** – The PC were advised that one potential site that may deliver the new homes required by UDC is of a size that requires a strategic environmental assessment preceded by a scoping study. External funding for this is not available until June, delaying the progress of the FNP to Regulation 14 / Public Consultation until Summer 25.

25/74 **VE Day** – It was agreed that plans to light the Beacon at 9.30pm on Thursday 8<sup>th</sup> May 25 will be advertised in the Felsted Focus.

25/75 **Chairmans Matters**

**75.1 Parish Greens** – The PC were advised that a number of greens are suffering from damage where vehicles have driven over them. This will be monitored.

**75.2 Parish Signs** – The PC noted that many of these need to be cleaned. Cllr Graham Harvey will discuss with the Village Attendant.

**75.3 Crix Green Mission Hall** – The PC were advised that there are several issues with the Mission Hall including their drainage system. It was noted that a largester system may need to be installed.

25/76 **Clerk's Matters**

**76.1 Chantry Court** – The PC noted a recent incident where a car collided into a block of flats at Chantry Court. They are advised that the block has been made safe pending repairs.

**76.2 Main Play Area Trim Trail** – The PC were advised that two posts on the trim trail have fallen over due to rot and that the cost of replacement specialised posts was approximately £500. Proposed by Cllr Roy Ramm, seconded by Cllr Clive Perrins it was unanimously agreed to replace the posts. The Clerk will order the posts and the Village Attendant will undertake the installation works.

25/77 **Planning Applications and Decisions**

**77.1 Applications to be Considered at the next Planning Meeting**

**UTT/25/0222/HHF - Limeen 25A Station Road**

Construction of single storey home office in place of existing shed to match previously approved rear extension and oak gazebo with tiled roof to match existing house.

**UTT/25/0433/HHF - 18 Ravens Crescent**

Detached double garage.

**UTT/25/0448/LB / UTT/25/0447/HHF - Cromwell House Willows Green**

Proposed renovations, removal of modern rear and side extensions, proposed rear extension, removal of existing garage and proposed replacement garage and entrance gates.

**77.2 Decisions Received Since Previous Council Meeting**

**UTT/24/1796/LB / UTT/24/1795/HHF - Cressages 2 Cressages Close Bannister Green**

Single storey rear extension to existing kitchen.

**Permission Refused - 5th February 2025** *'By virtue of the cumulative impact upon the (listed) host dwelling and loss of the historic understanding of the dwelling, the proposed works are considered to be a disproportionate and unsympathetic addition'*

**UTT/24/3238/HHF - Holly House Causeway End**

Replacement single storey front porch extension. The conversion of the existing garage and a new side extension roof with front pitched roof, rooflight and rear dormer window. The removal of existing rear conservatory and new single storey rear extension with room in roof and side facing rooflights. New front and rear dormer windows to replace existing flat roof dormers. External fenestration alterations.

**Permission Granted - 14th February 2025**

**UTT/24/2899/FUL - Land East And North Of Clifford Smith Drive**

S73 application to vary condition 9 (M4(3) and M4(2) compliance) of UTT/19/2118/OP (Outline application with all matters reserved except for access for the erection of up to 41 no. dwellings served via new access from Clifford Smith Drive, complete with related infrastructure, open space and landscaping) - amend the wording of condition 9 to "5% of the dwellings approved by this permission shall be built to Category 3 (wheelchair user) housing M4(3)(2)(a) wheelchair adaptable. The remaining dwellings (excluding Plot 8, first floor maisonette) approved by this permission shall be built to Category 2: Accessible and adaptable dwellings M4(2) of the Building Regulations 2010 Approved Document M, Volume 1 2015 edition."

**Permission Granted - 14th February 2025**

**UTT/24/0912/FUL - Lansdowne Bannister Green**

Demolition of existing dwelling and outbuildings and construction of replacement dwelling and garage outbuilding.

**Permission Granted - 14th February 2025**

**UTT/24/2564/LB / UTT/24/2563/FUL - Razza Braintree Road**

Proposed change of use from restaurant to children's nursery with rear outdoor play area and installation of fences for security.

**Permission Refused - 17th February 2025** *'Insufficient information has been provided to demonstrate that there is a need for the nursery facility and that the need can be met within development limits of Felsted...The proposed change of use would greatly diminish the setting of the designated heritage asset. The proposed development would, by virtue of location, layout and design, cause significant harm to the character and historic importance of the Grade II listed building. The proposal fails to provide adequate parking provision and drop off/pick up facilities, which could lead to conflict with users of Braintree Road, inappropriately parking on the highway and associated verge, detriment of highway and pedestrian safety.'*

**UTT/24/1413/LB - Cressages 2 Cressages Close**

Replacement of metal and timber windows with timber windows

**Permission Refused - 19th February 2025** *'The information submitted does not meet the requirements of Paragraph 207 of the National Planning Policy Framework (2024). In the absence of a satisfactory level of information , the proposal would conflict with Policy ENV2 of the Uttlesford Local Plan (adopted 2005), Section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act and the National Planning Policy Framework (2021)'*

**UTT/24/3025/FUL - Agricultural Building Rear Off The Mole Hill Hollow Road**

Proposed demolition of existing agricultural building and erection of 1 no. dwelling, new access and associated development,

**Permission Refused - 26th February 2025** *'The proposal would introduce a sizeable new development to an area of open countryside. The proposals by reason of its sitting, size and scale would have a harmful impact upon the rural character and appearance of the area. There is no substantive justification for the proposal specifically relating to the developments needs to take place there or being appropriate in the countryside. The proposals would significantly harm the intrinsic character and beauty of the countryside resulting in landscape and visual effects and failing to perform the environmental role of sustainability.'*

25/78 **ECC Highways Inconsistency of Responses to Planning Application**

The PC were advised that following the inconsistencies in ECC Highways responses to the traveller site application in Chelmsford Road the Clerk had written to portfolio holder County Cllr Cunningham in December 24 highlighting the inconsistencies and placing on record the PC's dissatisfaction. Despite chasing for a reply one has still not been received. It was proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman and unanimously agreed that the Clerk would email Cllr Cunningham again asking for a response and advising him that if one is not received a Freedom of Information request will be made to establish the rationale for ECC Highways changing their previously expressed professional opinion (made on two previous occasions) to refuse development on the site.

25/79 **Youth Representative** – The PC noted that it was Youth Representative Molly Bennett's last meeting. The Chairman thanked her for her time and commitment to the PC during her time as the PC's Youth Representative.

There being no further business the meeting closed at 8.35 pm

Next Meetings:

Next Highways Committee Meeting: Wednesday 12<sup>th</sup> March 25 **online** 5pm

Next Planning Committee Meeting: Tuesday 18<sup>th</sup> March 25 **online** at 6pm

Next Council Meeting: Wednesday 2<sup>nd</sup> April 25 in the **URC Hall** at 6.30pm

..... 2 April 2025  
Chairman

## Correspondence List – March 2025

<p>1. UDC:</p> <ul style="list-style-type: none"> <li>a) Delays to Garden Waste Collections (circ. to PC 13/2)</li> <li>b) Recycling &amp; Waste Update (circ. to PC 18/2)</li> <li>c) Neighbourhood Roadshow Stebbing / Little Dunmow Tuesday 12<sup>th</sup> August 1.30pm</li> </ul>
<p>2. ECC:</p> <ul style="list-style-type: none"> <li>a) Devolution Priority Program (circ. to PC 6/2)</li> <li>b) Essex Climate Action (circ. to PC 6/2)</li> </ul>
<p>3. EALC:</p> <ul style="list-style-type: none"> <li>a) Weekly News e-Bulletins including information on ECC's consultation on the establishing of a Mayoral Combined County Authority across Essex, Thurrock and Southend-on-Sea. The consultation closes 13th April 25 (circ. to PC 18/2)</li> <li>b) Training - Open Spaces Society on Protecting Commons, Greens &amp; Open Spaces. The webinars are being delivered on the 4th &amp; 5th March. (circ. to PC 6/2)</li> </ul>
<p>4. National Highways: Resurfacing works A120 eastbound between Dunmow South Interchange and Blake End Interchange. Works are scheduled for two nights (8pm-6am) Thursday 6 / Friday 7 March involving closures and diversions (circ. to PC 18/2)</p>
<p>5. Essex Police: Invitation to subscribe for Weekly Police Newsletter - Uttlesford Dispatch (circ. to PC 13/2)</p>
<p>6. Stansted Airport - Parish Workshops on plans to increase passenger numbers Wednesday 26 February 2pm / 6pm at Takeley Parish Council, Takeley Old School Community Hub, Dunmow Road, Takeley. (circ. to PC 12/2)</p>
<p>7. Uttlesford Citizens Advice: AGM Midday Wednesday 19th March at Saffron Walden</p>
<p>8. Healthwatch Essex: Survey on Children's Oral Health Experiences in West Essex. The survey can be accessed at: <a href="https://healthwatchessex.org.uk/2025/02/childrens-oral-health-experiences-in-west-essex/">https://healthwatchessex.org.uk/2025/02/childrens-oral-health-experiences-in-west-essex/</a> . Survey closes 21<sup>st</sup> March 25.</p>
<p>9. Resident Letters:</p> <ul style="list-style-type: none"> <li>a) Bannister Green Reseeding</li> <li>b) Bus Service 133 – see Agenda item 11</li> </ul>
<p>10. RCCE:</p> <ul style="list-style-type: none"> <li>a) Membership Event in Feering Tuesday 25th March 2025 7.30pm</li> <li>b) Essex Warbler March Edition (circ. to PC 3/3)</li> </ul>
<p>11. CPRE: February Campaigns Update (circ. to PC 15/2)</p>

# Unpaid List – March 2025

	Date	Num	Memo	Open Balance	Payment Ref
<b>A &amp; J Lighting Solutions</b>					
	14/02/2025	39027	Repairs following Annual Maintenance visit 2024-25 - 3x sox lamps, 4x photo cells, 2x heavy duty...	1,073.34	
Total A & J Lighting Solutions				1,073.34	250201
<b>Astragraphic Design Ltd</b>					
	28/02/2025	630	Monthly charge for Adobe Software Creative Cloud Suite	56.48	
Total Astragraphic Design Ltd				56.48	250202
<b>British Gas - BGL465975</b>					
	27/02/2025	10336360	MUGA Electricity for period 23/10/24 to 26/02/25 - REBILLING - Account BGL465975, MPAN 103007252...	24.62	
Total British Gas - BGL465975				24.62	Direct Debit
<b>Castle Water - 2595497</b>					
	06/02/2025	10005454517	Ac # 2595497 - Allotment water supply (Station Road) 01/01/25 to 31/01/25 - SPID 301337036XW1X - ...	10.05	
Total Castle Water - 2595497				10.05	Direct Debit
<b>Castle Water - 2601428</b>					
	13/02/2025	10005573832	Ac # 2601428 - Allotment water supply (Mill Road) 01/01/25 to 31/01/25 - SPID 3013582456W14 - Me...	8.57	
Total Castle Water - 2601428				8.57	Direct Debit
<b>EDF - Pavillion - A-40851E59</b>					
	03/03/2025	0012	Pavillion Electricity - period 02/01/25 to 28/02/25 - Meter # 22S1091521 - MPAN 1012485770570	134.36	
Total EDF - Pavillion - A-40851E59				134.36	Direct Debit, 250209
<b>Felsted Property Maintenance</b>					
	20/02/2025	854	Replacement of wall in Woodleys car park with post and rail fence	568.00	
Total Felsted Property Maintenance				568.00	250203
<b>Julie Smith</b>					
	28/02/2025	Feb25	Cleaning and Maintenance of Playing Field Toilets - Feb25	350.00	
Total Julie Smith				350.00	250204
<b>Lee Heron</b>					
	28/02/2025	Feb25	Unlocking car park 1 - Feb25	60.00	
Total Lee Heron				60.00	250205
<b>M&amp;B Printers</b>					
	07/02/2025	17774	Signage - Parking signs	102.00	
Total M&B Printers				102.00	250206
<b>North End Nurseries</b>					
	15/02/2025	1058	Nature Area Trees - supply and plant 22 trees	1,120.80	
	05/03/2025	1070	Nature Area Trees - move and replant existing trees on Nature Area	2,775.00	
Total North End Nurseries				3,895.80	250207
<b>Officials - Salary</b>					
	28/02/2025	Feb25 - Salary		3,481.55	
Total Officials - Salary				3,481.55	250208, 250209, 250210
<b>Officials - Expenses</b>					
	28/02/2025	Feb25 - Exp	Clerk's expenses - Feb 2025- Google Suite & computer support package, monthly mobile phone cont... Asst Clerk Expenses - Feb25 - mobile phone monthly contract RFO Expenses - Feb25 - Mileage, payment of EDF bill	220.83	
Total Officials - Expenses				220.83	250208, 250209, 250210
<b>Officials - NEST Pensions</b>					
	28/02/2025	Feb25		172.90	
Total Officials - NEST Pensions				172.90	Direct Debit
<b>S P Barnard</b>					
	28/02/2025	Feb25	Village attendant - Feb25	840.00	
Total S P Barnard				840.00	250211
<b>Three Mobile</b>					
	23/02/2025	104807450017	Monthly Sim card charge for CCTV	6.26	
Total Three Mobile				6.26	Direct Debit
<b>Utlesford District Council (as supplier)</b>					
	16/02/2025	110489	Green waste service 2024 - 36 collections @ £85.50	3,078.00	
Total Utlesford District Council (as supplier)				3,078.00	250212
<b>Vodafone</b>					
	27/02/2025	B4-686530636	Office Phone and Broadband - Feb25	53.02	
Total Vodafone				53.02	Direct Debit
<b>TOTAL</b>				<b>14,135.78</b>	