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MINUTES of a meeting of the FULL COUNCIL held at 7.30pm on Wednesday 28th May 2025 in The Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted Mountfitchet, Essex

**PRESENT** Cllr M Caton (Chair), Cllrs G Braeckman, P Jones, J Kavanagh, A Love,

J O’Brien, G Sell and T van de Bilt

**ATTENDING** Mrs Ruth Clifford – Parish Clerk

2 members of the public in person

1 member of the public via Zoom

**30 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Barnes – holiday, Cllr Guney – personal engagement, Cllr Hardy – personal engagement and Cllr Khan – work.

**RESOLVED** to approve the apologies for absence from Cllrs Barnes, Guney, Hardy and Khan.

Apologies were also received from District & County Councillor Ray Gooding

**PUBLIC PARTICIPATION**

None

**31 TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Braeckman declared an interest in planning application 2 on the list below.

**32 TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 30TH APRIL 2025 AND THE ANNUAL COUNCIL MEETING HELD ON 14TH MAY 2025**

**RESOLVED** to approve the minutes of the meetings held on 30th April 2025 and 14th May as a true and accurate account.

**33 TO RECEIVE AN UPDATE ON ACTION POINTS FROM THE LAST MEETING**

PP Office to speak to Planning Officer to try and obtain an update [on the suspected airport parking at a site on Elsenham Road] **–** done, but due to confidentiality requirements no update is yet available.

**34 TO RECEIVE A REPORT FROM THE CHAIR, CLLR MAUREEN CATON**

Attached

**35 TO RECEIVE WRITTEN DISTRICT COUNCILLOR REPORTS**

No written report received. Cllr Sell stated that the UDC Annual Council Meeting had been held the previous week and Cllr Chris Criscione has been elected as Chair. Cllr Sell and Gooding continue to serve on the Scrutiny Committee, with Cllr Church on Planning and Cllr Dean on Licensing and Environmental Health.

A workshop on car parking was recently organised by UDC officers. Members still wished for further details so it had been agreed to invite Cllr Hargreaves, the UDC on the North Essex Parking Partnership, to attend the Scrutiny Committee and, thereafter, arrange a meeting with NEPP officers.

Cllr Jones referred to the list of questions compiled by the Planning Inspector in relation to the UDC Local Plan and asked what the UDC view is on those. Cllr Sell said he understood that neither the Portfolio Holder nor officers are “overly concerned” about them.

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**36 TO RECEIVE A WRITTEN COUNTY COUNCILLOR REPORT**

No written report but Cllr Gooding had given information to the Chair at the recent catch-up meeting and as included in the Chair’s Report. It was noted that Cllr Gooding is now Chair of Essex County Council so his attendance at future meetings may be constrained by his diary.

**37 FINANCE**

**TO APPROVE THE LIST OF PAYMENTS**

The payment schedule was checked against the invoices before the start of the meeting by Cllr Jones. The list of payments was approved.

**38 TO CONSIDER THE LIST OF PLANNING APPLICATIONS**

**1 UTT/25/1046/HHF – HILL VIEW HOUSE, 2 WOODFIELD TERRACE**

Proposed replacement of sash and casement windows, front door and front door steps and tile

No objection provided that they comply with Article 4 Directions.

**2 UTT/25/1061/FUL – EAST OF HIGH LANE**

Proposed erection of 57 no. dwellings, (including affordable housing) formation of site accesses, open space, landscaping and associated infrastructure

No objection in principle to the development but the following concerns were noted:  
1. The main concern is the proposal to close High Lane to through traffic. This appears to be a suggestion made by Essex Highways with no prior consultation with anybody although note that it is referred to under Policy 17 of the Uttlesford Reg 19 Local Plan. We understood that it is not possible to close off a road which has B classification.  
  
There is no doubt that such a closure would put a much greater, and unacceptable, stress on Chapel Hill which is already very busy. In addition, it would result in traffic using narrower, unadopted roads such as St John's Road and Brewery Lane as cut-throughs which is also unacceptable.  
  
We request that High Lane is not closed to through traffic but that the developers are required to provide safe crossing points, a continuous footway and speed calming measures to ensure pedestrian and cycle safety.  
  
2. We note that 3 new access points would be created - one being the primary road into the development but a further two which would each serve 5 dwellings.  
  
3. Links to existing Public Rights of Way - we note that a potential link is marked on the plan but we would like to see this as a requirement of the development.  
  
4. We object to the proposed triple tandem parking to 10 properties in contravention of the Uttlesford Design Code M3.11C  
  
5. We support the request that any street-facing hedges must be protected by condition and must be maintained by a management company rather than included within the plot boundaries and becoming privately owned - and potentially removed at some future date.

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**3 UTT/24/3244/FUL – DOWN FARM, ELSENHAM ROAD**

Proposed conversion of outbuilding to 3 no. holiday let units and erection of pump room outbuilding.

The Parish Council raises no objection in principle provided that materials are in keeping as per the Place Services comments.

However, we request a condition upon any approval which limits the length of time that the units can be rented for holidays in order to prevent them becoming permanent rented accommodation. We believe that the Planning Inspector who approved similar holiday lets on land opposite this site, at Eastfield Stables, May Walk, imposed such a condition so this would be consistent.

**4 UTT/24/3215/LB – DOWN FARM, ELSENHAM ROAD**

Proposed conversion of outbuilding to 3 no. holiday let units

As above.

**5 UTT/25/0646/FUL – LAND AT ELMS FARM, CHURCH ROAD**

Construction of 2 no, landscape bunds to enhance habitat diversity and attenuate existing paddocks from the adjacent highway and rail line.

No comment.

**6 UTT/25/0964/FUL – EASTFIELD STABLES, MAY WALK**

Change of use and conversion of existing store and workshop building (sui generis) into a 3 bedroom residential dwelling, and associated development

Object due to inadequate access from the bridleway which is unsuitable and not meant for this purpose.

**7 UTT/25/1030/FUL – THE MANOR HOUSE, CHURCH ROAD**

Internal re-configuration and change of use of The Coach House to a separate dwelling.

Noted that this site is within the Metropolitan Green Belt, but we raise no objections provided that the footprint of the building does not increase.

**8 UTT/25/1338/HHF – 2 BLYTHWOOD GARDENS**

Single storey rear extension

No comment.

**39 REMEMBRANCE SUNDAY – TO CONSIDER A QUOTE FOR AN OUTSIDE SECURITY COMPANY TO ASSIST WITH THE ROAD CLOSURE OF CHAPEL HILL**

The Clerk explained that Essex Police are no longer able to assist with road closures and they had strongly advised that an official closure should be obtained – this has been done. However, a condition of the road closure is that there is traffic management in place to enforce the closure. To date, only one suitable company has been identified, but there may be others.

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Two options have been costed:

A – to close the top and bottom of the Hill only - £747.00 plus VAT

B – as above but to include all side roads feeding onto the Hill - £1,587.00 plus VAT

After brief discussion, and having been proposed by Cllr O’Brien and seconded by Cllr Braeckman, it was unanimously

**RESOLVED** to proceed with Option B for a road closure from 10.30-11.05am.

Cllr van de Bilt stated that Hatfield Broad Oak PC may be able to suggest an alternative company and the Clerk was authorised to accept any lower quote from a reputable organisation.

**40 ADJUSTMENTS TO ASSET REGISTER 31-3-25**

The Clerk reported that during the Year-End Closedown the previous week, it had been noted that 2 figures should be added to the Asset Register – the improvements works to the Touchpoint building (£19,001) and two grit bins (£205). The new total for the year ended 31 March 2025 is £2,157,328.

Having been proposed by Cllr Jones and seconded by Cllr Sell, it was unanimously

**RESOLVED** to amend the Asset Register as above.

**41 OPEN SPACES COMMITTEE – TO RECEIVE THE MINUTES OF THE MEETING HELD ON 14TH MAY 2025**

Received.

**42 F&GP COMMITTEE – TO RECEIVE THE MINUTES OF THE MEETING HELD ON 14TH MAY 2025**

Received.

**43 HIGHWAYS SUB-COMMITTEE – TO RECEIVE THE MINUTES OF THE MEETING HELD ON 14TH MAY 2025**

Received.

**44 PERSONNEL SUB-COMMITTEE – TO RECEIVE THE MINUTES OF THE MEETING HELD ON 14TH MAY 2025**

Received.

**45 WINDMILL SUB-COMMITTEE – TO RECEIVE THE MINUTES OF THE MEETING HELD ON 14TH MAY 2025**

Received.

**46 EMERGENCY PLANNING SUB-COMMITTEE – TO RECEIVE THE MINUTES OF THE MEETING HELD ON 14TH MAY 2025**

Received.

**47 TO CONSIDER APPLICATIONS FOR CO-OPTION ONTO THE PARISH COUNCIL - Any discussion about candidates may take place in private session**

The Clerk informed members that three applications had been received and two of the applicants were present at the meeting - the third had sent apologies for absence.

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Each applicant present gave a brief presentation as to the benefits they believed they could offer to the Council and explained why they were interested in becoming

councillors. In response to a question, each person also confirmed that they had the time to commit to the role and had flexibility for day-time meetings if necessary.

In order to enable a full discussion, and having been proposed by the Chair, it was unanimously

**RESOLVED** that under S 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be discussed, the public and press be instructed to withdraw.

All non-councillors left the meeting. A discussion took place amongst councillors.

The meeting was re-opened to the press and public at 8.30pm and the two applicants re-joined the meeting.

Having been proposed by Cllr O’Brien and seconded by Cllr Kavanagh, it was then unanimously

**RESOLVED** to co-opt Ryan Ackerman and Jeremy (Jamie) Gardner to the Parish Council.

It was agreed to invite the third applicant to the next meeting on 11th June.

Meeting closed at 8.35pm

**ACTION POINTS**

39 - office to endeavour to obtain alternative quote/s

47 – office to invite third applicant to attend next Full Council meeting