Broomfield Parish Council

Dear Councillors

You are summoned to attend the **Parish Council Meeting** of Broomfield Parish Council to be held on **Wednesday 11th November 2026 at 7.30pm** at Broomfield Village Hall for the transaction of business as set out below. Press and public are warmly invited to attend. Meeting packs for this agenda are available on the website www.broomfield-pc.gov.uk

Abi Wood, Clerk to the Council

FC26/125 **To receive and approve apologies for absence**

FC26/126 **To receive Councillors declarations of interests and dispensation requests**

FC26/127 **To approve the minutes of the Parish Council Meeting held on 14th October 2026**

FC26/128 **Public Participation session**

The session will last for 15 minutes, and the time will be distributed between those wishing to speak.

FC26/129 **To receive a report from the County and City Council for items not on agenda**

FC26/130 **To receive reports from Councillors on outside bodies**

FC26/131 **To receive any matters for report (but not for resolution)**

FC26/132 **Parish Council finances**

a) To approve the bank statement and reconciliation for October 2026
b) To note cashbook, income and expenditure against budget and balance sheet for October 2026

FC26/133 **Specific projects and discussions**

a) To provide an update on the Action Plan (Cllr Bleet)
b) To discuss the issue of street lighting along cycle path to CVHS
c) To discuss a1100 years of the unification of England event (12th July 2027) (Cllr Bleet)
d) To discuss the Village Survey and results (Cllr Bleet)

FC26/134 **To note minutes and receive motions and verbal updates from the following Committees**

a) Finance and Personnel Committee – no meeting in October
b) Environment Committee – meeting 21st October
c) Planning Committee – meeting 4th November

FC26/135 **Councillor training and development update**

a) Trustees training

FC26/136 **To receive an update from the Clerk**

FC26/137 **To consider items for inclusion in the next agenda**

FC26/138 **Chair to close the meeting**

The next Full Council meeting is on Wednesday 9th December 2026 at 7.30pm

Date of summons 5 November 2026

Broomfield Parish Council

Minutes of the Parish Council meeting of Broomfield Parish Council held in Broomfield Village Hall on Wednesday 14th October 2026 at 7.30 p.m.

Members in attendance	M Bleet (Chair), N Kiddier, G Garfield, A Faulds, C Taylor, S Perera-Morris, G Wadeson, S Boreham, D Grewal, A Thomson, D Howell, A Odelana, G Scott
Members not in attendance	none
Others in attendance	A Wood, Clerk and RFO D Hance, Events and Fundraising Manager ECC/CCC Cllr M Scott CCC Cllr S Shah

FC26/110 **To receive apologies for absence**
No apologies were required.

FC26/111 **To receive Councillors declarations of interests and dispensations requests**
Cllrs Wadeson and Faulds declared a non-pecuniary interest in the grant application from the Broomfield Community Land Trust.

FC26/112 **To approve the minutes of the Full Parish Council Meeting held on 9th September 2026**
The minutes were approved and signed by Cllr Bleet as a correct record.
Proposed: Cllr Garfield
Seconded: Cllr Grewal
All Agreed.

FC26/113 **To hear from Essex Police and PSCO**
Due to shift patterns, the police were unable to attend. Cllr Grewal will arrange an alternative date.

FC26/114 **Public Participation session**
No members of the public were present.

FC26/115 **To receive a report from the County and City Council for items not on agenda**

- Cllr Steel spoke to his written report (appendix) and advised that a meeting had taken place between the local authority and the residents regarding the Mill Lane footpath stile had taken place.
- Cllr Shah reported on the September policing meeting and highlighted issues with anti-social behaviour and the use of catapults and crossbows. The Water Forum was well attended with stakeholders contributing and a grant application being submitted to Anglian Water for paddleboards, coaches and youth education on water safety. Cllr Shah will be convening these forums on a quarterly basis.
- The deferred Local Governance Review and City and County Council finances were discussed, and concern was raised by Cllr Shah about what has been spent up to now on LGR and that no record has been kept about wasted officer time. A refund will be requested from government to cover the costs.

Both Councillors left the meeting at this point.

FC26/116 **To receive reports from Councillors on outside bodies**

- Cllr Faulds reported that the Christmas Voucher with NISA has been agreed for this year.
- Cllr Scott reported that the Girls Space project has been finished with the planters arriving next week.

- Cllr Thomson reported on issues with Broomfield Road being closed and the effect on bus routes. It was requested that issues experienced by the councillors, need to be reported to Cllr Thomson to raise a complaint.

FC26/117 **To receive any matters for report (but not for resolution)**

- Mrs Hance reported that meetings with four architects have taken place and that we are awaiting quotes. These will be considered by the village hall management committee and trustees.
- Repair works to the speed hump at the village hall is being addressed by the contractor.

FC26/118 **Parish Council finances**

a) To approve the bank statement and reconciliation for September 2026

b) To note cashbook, income and expenditure and balance sheet for September 2026

It was **RESOLVED** to receive, note and approve the above reports (a and b) for September 2026.
Proposed: Cllr Wadeson
Seconded: Cllr Garfield
All Agreed.

FC26/119 **Specific projects and discussions**

a) To arrange the Action Plan working group meetings (Cllr Bleet)

Cllr Bleet advised that two dates have been arranged for the working groups, and an additional date may be added. Cllrs have confirmed their preferred attendance.

b) To confirm the Angel Meadow field hire fees for private events and football

It was **RESOLVED** that the fees would be set at £250 per day for private hire and £50 per weekend for football matches. This will take immediate effect. It was further agreed that a limit on the number of private hires will be in place, in collaboration with the village hall.
Proposed: Cllr Taylor
Seconded: Cllr Wadeson
All Agreed.

c) To consider the following grant applications

a) Application for £1750 for installation of a HVAC system at the Legion Hall. This grant was **APPROVED.**
Proposed: Cllr Taylor
Seconded: Cllr S Perera-Morris
All Agreed.

b) Application for £1000 to further support the creation of the Broomfield Community Land Trust with the grant being held by the parish council and payments made on receipt of invoices on behalf of the CLT. This grant was **APPROVED**.
Proposed: Cllr Bleet
Seconded: Cllr Wadeson
All Agreed.

d) To follow up on the Village Survey and results

Cllr Bleet requested this be deferred to the next meeting.

e) To adopt a Developer Engagement policy

The Clerk presented the document, and it was **RESOLVED** to approve this policy
Proposed: Cllr Garfield
Seconded: Cllr Kiddier
All agreed.

FC26/120 **To note minutes from the following Committees**

a) **Finance and Personnel Committee –** no meeting in September
b) **Environment Committee –** Draft minutes from the 16th September were presented
c) **Planning Committee –** Draft minutes from the 5th October were presented

FC26/121 **Councillor training and development update**

Feedback on the following courses were shared with other councillors

- Cllr Garfield – Council Finance Course, 30th September
- Cllr Bleet and Faulds – NALC Climate webinar 30th September

FC26/122 **To receive an update from the Clerk**

a) Berwick Avenue Playground update

The Clerk presented suggestions received from CCC regarding the new playground at Berwick Avenue scheduled for the next financial year. It was agreed that the Clerk add a budget line of £17000 to enhance the equipment to be installed (with the budget to be agreed at a later meeting). Cllrs requested that equipment be accessible and that they are consulted on the equipment chosen.

b) VAS license update

The Clerk advised that she has signed the agreement with Essex Highways for the installation of a VAS for a period of six years. She is now waiting for the actual license and will be obtaining a quote for the installation work.

FC26/123 **Items for inclusion in the next agenda**

- Village Survey and results

FC26/109 **Chair to close the meeting**

Cllr Bleet closed the meeting at 9.10pm

The next Parish Council meeting is on Wednesday 11th November at 7.30pm

FC26/115 Cllr Steel's report (as received)

ECC report

Highways
ECC Highways are claiming that there is a 60% increase in pothole repairs on roads across Essex comparing July 2026 with July 2025- Essex Highways | Essex County Council. This follows the claim that overall road repairs for the first full quarter of the financial year rose by 30% year-on-year. However, I am concerned that official metrics from the Place Scrutiny Board show counter performance to this. The presented metrics MI1 and Mi2 show that the total number of outstanding defects on PR1, PR2, and local roads, was 23,749 in July 2025 compared with 29,006 in July 2026, which is actually a 22% increase in outstanding defects. I have requested justification of the 60%/30% claim and if it is confirmed, why outstanding defects are increasing over the same period. I believe that there is a concentration on carriageway defects, so it may be a difference in definition of "number of pothole repairs" versus "number of defects"!

On the positive side, my 3 roads that I submitted for the MHI replacement process, have been done (actually 4) – Breeds Road GW, Pleshey Road, Paradise Road Writtle, and St Michaels Drive Roxwell.
On the negative side, with MHI/LHP ceased, ECC Cllrs have no direct means of getting defects/issues resolved and can only escalate existing Track-It references, but generally get referred to the inspection process which focusses on safety – so pavements are low down the list. It means I am having difficulty getting any attention to defects raised by residents.

As part of the "pothole emergency" there is also an intention to replace the maintenance criteria with a 5X5 matrix of Likelihood of an incident caused by a defect (score 1 to 5), times Consequence of an incident (score 1 to 5). With repair times ranging from 40 days to 2 days for scores of 15 to 25. Below that score repair time is "consideration of repair under planned maintenance" or only if other repairs are going on. It comes down to a subjective assessment of the likelihood and consequence of an incident caused by a defect. How this works in practice, is not clear. My initial concerns are that non-safety defects will be so far down in the queue that they never get done. E.g., the sunken drains on the RDR – which are noisy and irritating but not a safety issue! Also, how do broken signs feature in likelihood/consequence argument? The 2 affected County Cllrs have tried escalating the RDR drains, but I have not had a response yet.

VAS
I note the successful licence to install and maintain for a temporary period of 6 years one Vehicle Activated Sign and Solar Panel ("the VAS and Solar Panel") on the existing street lighting column number 39 – Unit ID 202296 on Main Road (South of Deverill Close), Broomfield, Chelmsford, Essex ("the permitted area") and as shown by a blue circle on the attached Site Location Plan ("the Plan") and indicated below.

LGR
LGR is now postponed or cancelled.
Which means that Chelmsford City council elections will go ahead in May 2027, along with Parish Council elections.
I understand that Devolution is still happening at there will be Greater Essex Mayor elections at some point.

Pylons
NGET have now submitted planning applications for temporary compounds in advance of the decision on the DCO. Closing date for comments is 23rd October 2026:
26/01209/FUL – Land north of Beaumont Otes Chignal Road Chelmsford
26/01210/FUL – Land north of Brittons Hall Farm, Mashbury Road, Chignal St James
26/01194/FUL – Centre of pond 183m from Wits End, Bishops Stortford Road, Roxwell
26/01225/FUL – Land south east of Lowley Farm, Goodmans Lane, Gt Leighs
26/01193/FUL – Land south of Windmill House, Chelmsford Road, Gt Waltham
26/01227/FUL – Land south west of Little Stonage Farm, Essex Regiment Way, Gt Waltham (sic)

The City Council planning system is notoriously slow for viewing documents so I have arranged some direct download links for the associated documents

26/01209/FUL - 26-01209-ful

26/01210/FUL - 26-01210-FUL

26/01194/FUL- 26-01194-FUL

26/01225/FUL - 26-01225-FUL

26/01193/FUL - 26-01193-FUL

26/01227/FUL -
https://chelmsfordcity.sharepoint.com/:f:/s/SustainableCommunities/DM/IgAa2od144VWS5_8N1SBKlR_Af6DSitgn0VctVhn8Aez0yY?e=VL630a

National Scheme of Delegation for Planning Applications: - applies to CCC and ECC
New national planning delegation regulations come into force on 31 October 2026. The Government's intention is that most planning applications should be determined by planning officers, with Planning Committees focusing only on the most significant proposals.

Planning Applications will be dealt with as 2 Categories

Schedule 1: Always Delegated to Officers
These applications cannot be referred to Planning Committee and must be decided by officers. Examples include: Householder applications (extensions, fences, etc.)

- Minor commercial developments
- Minor residential schemes (fewer than 9 dwellings or under 0.5ha)
- Permission in Principle applications
- Non-material amendments
- Certificates of Lawfulness
- Discharge of Conditions
- Prior Approval applications
- Most Reserved Matters applications (except very large schemes)

Schedule 2: Presumed Delegated, but May Go to Committee

- Listed Building Consents
- Applications linked to Listed Buildings
- Larger planning applications
- Retrospective applications
- Large Reserved Matters applications (500+ dwellings)
- Advertisement consents
- Tree Preservation Order (TPO) works
- Variations of conditions on Schedule 2 permissions

The decision on whether a Schedule 2 application can be considered by committee is made by a Gateway meeting which comprises the Planning Committee Chair, and the Chief Planning Officer
An application will only go to committee if it raises: Significant economic, social or environmental issues for the local area; or Significant planning matters having regard to the development plan and material considerations.
The biggest change is that a Cllr's request alone will no longer be enough to bring an applications before Planning Committee. For Schedule 2 applications, City/ECC Cllrs will need to demonstrate to the Gateway Members, that the application raises significant local issues or significant planning policy matters capable of passing the new Gateway test.

The likely effect is that fewer applications go to committee and Cllrs feel that they have less control over the decision process. In my opinion, where there is a strong link between policy, and Cllr views, (like at Chelmsford City Council), I cannot see that it will be a major issue. Where there is frequent disagreement, it may cause some contention. The 31st Oct date applies to the date of determination – so the Pylons temporary compounds will likely have to follow it. I have made enquiries as to whether I can call this to committee.

CCC report

Wheelers Farm Licence
2 applications: - LDN Wild Ltd - Wheelers Farm, Little Waltham, Chelmsford, CM3 3LZ – One is to increase the 5,000 people events to 2 per year– there are currently limitations on the number of 3,000 and 5,000 events. The second application is to have an event at 7,500.
I registered objections, specifically to the 7,5000 licence, and in particular about the Traffic Management (TM) arrangements. Consequently, the application went to committee on 2nd October and I spoke about my objections and concerns. Also speaking were LWPC, CGC, and local resident/
Prior to the meeting I did:

1. Contact Essex Highways and reviewed their comments on the TM requirements – they had no objections but did outline their requirements which would be implemented through SAG meetings.
2. Meet with LDN Wild (along with my fellow City Cllr Seena Shah) – 21st Sept 26

Highways listed the recent events at this location and assured me that they review the outcomes of every event and work with organisers and partner agencies to continually refine and improve traffic management arrangements. Highways state that the organisers have demonstrated a positive and proactive approach throughout this process, engaging constructively with Essex Highways and SAG partners and implementing enhancements where required. The organisers indicated that the proposed 7,500-capacity licence would not be utilised for a Boat Club-style event (I understand this to be the younger demography – and the type that caused most issues). They have also confirmed that engagement with the organisers will continue at an early-stage next year, bringing forward their traffic management proposals for review. This will allow \Highways to assess the arrangements against anticipated attendance levels and incorporate the lessons learned from this year's events. The meeting with LDN wild was constructive and helpful. They also stated that the 7,500 event would not be for a Boat Club style event. Also, that one licence is to make the 5,000-capacity permanent, and the 7,500 licence is temporary licence for a one-off "test" event to demonstrate that they are capable of managing such larger events. They also stated that they would ensure that Domsey lane was closed for each event going forward.

As my major concerns were around Traffic Management, I went into the Licence meeting with a reduced concerns of traffic and safety disruption. However, as I said at the meeting, the issue of noise for close by residents, seems impossible to mitigate, other than not having the events at all.

The meeting lasted 2 ½ hours! Mostly presentation by LDN Wild Ltd, and by solicitors for local resident. As per all licence meetings, the committee retires to a separate meeting *in-camera* and we only get to know the decision and reasoning when the minutes are released. My expectation was that the licence would be agreed but there may be a restriction on frequency. However, the decision by the licencing committee was to allow the licence requests in full.

FC26/103 Financials reports

Date: 08/10/2026 | **Broomfield Parish Council** | **Page: 115**

Time: 09:24 | **Cashbook 5** | **User: A.WOOD**

Unity Trust Current Account | **For Month No: 6**

Receipts for Month 6 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**5,242.09**					**5,242.09**	
Jones	Banked: **01/09/2026**	**75.00**						
Jones	Stuart Jones	75.00			1900	230	75.00	Payment of stihl brushcutter
INT	Banked: **01/09/2026**	**373.55**						
INT	Redwood Bank Ltd	373.55			1090	110	373.55	Interest
INT	Banked: **02/09/2026**	**392.38**						
INT	CCLA	392.38			1090	110	392.38	Interest
	Banked: **03/09/2026**	**20,000.00**						
TFR	CCLA Deposit Fund	20,000.00			220		20,000.00	TFR to C/A
BFC	Banked: **15/09/2026**	**750.00**						
BFC	Broomfield Football Club	750.00			1200	210	750.00	Hire of angel meadow
	Banked: **16/09/2026**	**20,000.00**						
TFR	CCLA Deposit Fund	20,000.00			220		20,000.00	TFR
	Banked: **16/09/2026**	**20,000.00**						
TFR	Unity Trust Savings Account	20,000.00			216		20,000.00	Tfr to Current Account
BVH	Banked: **18/09/2026**	**5,235.98**						
BVH	Broomfield Village Hall	5,235.98			4900	110	5,235.98	Refund BVH payroll M6
BCGS	Banked: **24/09/2026**	**27.67**						
BCGS	BCGS	27.67			1205	250	27.67	Barn energy
CCC	Banked: **25/09/2026**	**118,533.50**						
CCC	Chelmsford City Council	118,533.50			1076	110	118,533.50	Precept
Total Receipts for Month		185,388.08	0.00	0.00			185,388.08	
Cashbook Totals		190,630.17	0.00	0.00			190,630.17	

Payments for Month 6 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/09/2026	Daisy	9/5	82.96		13.83	4140	110	69.13	Telecoms
04/09/2026	Euroffice	8/23	59.88		9.98	4100	110	49.90	Stationery
04/09/2026	Chignal Parish Council	9/4	701.12			4120	110	701.12	Cost of Pylon report works
04/09/2026	JCM Services	9/3	1,206.90		201.15	4250	210	1,005.75	Grounds maintenance 3/4
11/09/2026	O2	9/6	24.60		4.10	4085	110	20.50	Telecoms
11/09/2026	Essex Digital Copiers	9/10	52.40		8.73	4095	110	43.67	Photocopier contract
11/09/2026	NALC	8/19	42.00		7.00	4060	100	35.00	Climate Course
15/09/2026	VALDA Energy	9/13	33.25		1.58	4505	500	31.67	Barn electric
16/09/2026	Corporate Multipay	TFR	683.41			225		683.41	TFR
16/09/2026	NALC	9/17	42.00		7.00	4060	100	35.00	Climate course
16/09/2026	Cloudy Group Ltd	9/6	2,769.00		461.50	4140	110	2,307.50	IT Contract
16/09/2026	CCLA Deposit Fund	mispost	20,000.00			220		20,000.00	mispost
18/09/2026	MB Surfacing Ltd	9/7	14,500.00		2,416.67	4280	210	12,083.33	Angel Lane
						315	0	-12,083.33	Angel Lane
						6000	210	12,083.33	Angel Lane
18/09/2026	Trade UK	8/16	11.98		2.00	4400	240	9.98	screws
18/09/2026	Trade UK	8/14	26.88		4.45	4400	240	22.43	brush & ronseal
18/09/2026	J & M Payroll ADMIN	9/8	19,604.51			4000	100	10,563.19	M6 Payroll
						4020	100	1,291.28	M6 Payroll
						4030	100	2,514.06	M6 Payroll
						4900	110	5,235.98	M6 Payroll
18/09/2026	MB Surfacing Ltd	9/7	50.00		8.33	4280	210	41.67	resurfacing of Angel Lane
						315	0	-41.67	resurfacing of Angel Lane
						6000	210	41.67	resurfacing of Angel Lane
25/09/2026	Sue Lees Consultacy	9/19	700.00			4510	110	700.00	New website development
						330	0	-700.00	New website development
						6000	110	700.00	New website development
25/09/2026	Trade UK	9/1	19.36		3.23	4260	210	16.13	Tool box/smart straw
25/09/2026	Essex County Council	9/14	1,086.43			4280	210	1,086.43	VAS application
						315	0	-1,086.43	VAS application
						6000	210	1,086.43	VAS application
25/09/2026	Trade UK	8/28	11.89		1.98	4265	210	9.91	Tool box
29/09/2026	Soc of local clerks	9/9	70.20		11.70	4050	100	58.50	Planning Course - KH
29/09/2026	Jisc Services Ltd	9/12	90.00		15.00	4510	110	75.00	Domain name renewal
30/09/2026	Bank charge	CHGE	10.15			4075	110	10.15	Bank charge
	Total Payments for Month		61,878.92	0.00	3,178.23			58,700.69	
	Balance Carried Fwd		128,751.25						
	Cashbook Totals		190,630.17	0.00	3,178.23			187,451.94	

Broomfield Parish Council

Action Plan 2026-2027

Item	Responsibility	Action	Planned Outcome / Outcome	Planned Completion	Cost
Local Resilience	Council / Officers	To update the Parish provision in the event of an emergency and work closely and support Chelmsford CC Public Health and Protection Services	Following discussion with CCC, village hall details updated on their register as a refuge. No requirement for Emergency Plan by CCC – sufficient support with hall provision.	2026 completed	No cost
Environmental commitment	Officers	To maintain the Green Flag award	Green Flag award confirmed 2026	Ongoing	
	Environment Committee / Officers	To consider and review annually the Environment Management Plan (separate document)	To manage the Parish Council green spaces to promote biodiversity and protect the environment.	Ongoing	Budget required depending on activity
	Contractors	To extend the wildflower meadow at the David Smith Memorial Field	Increased wildflower meadow	2027	£2900
Community volunteering	Councillors / Officers	To encourage volunteering for the Council in terms of gardening, litter picking and social events	Increased volunteer bank for future projects	Ongoing	No Cost
Community events	Councillors / Officers	To set up a Woodland Wellbeing group for men in the Centenary Wood meeting once a month (Stuart)	Increased community events and improve men's wellbeing	Ongoing	No cost
	Councillors / Officers	To set up a twice yearly Seniors Information Event (Donna)	To improve information sharing for seniors and families to promote independent living	Ongoing	Hall hire cost / no cost
	Councillors / Officers	Community Yard Sale	Increased community engagement through events	Ongoing	No cost
	Officers	To provide further community events including outdoor cinema	Increased community events for all ages	Ongoing	Budget required depending on activity

Council facilities		To obtain funding to assist in the installation of a pétanque pitch to encourage activity by all age groups			
		To provide Pickle Ball facilities on the MUGA pitch to encourage activity by all age groups			
		Create a picnic area and community orchard in the area between the MUGA and car park	More community facilities	2026/27	Budget required
		Install more benches around the village at suitable points to benefit residents	Increase the opportunity for activity in older age	Ongoing	Budget required
		To extend the entrance of the Village Hall through grant funding to improve toilet facilities, storage and heat retention			
Youth engagement plan	Full Council / Committees / Officers	To look to engage with local schools to seek the input of young people in this area as to their wishes and needs and to raise the profile of the Council with young people	Greater youth engagement through the provision of facilities and potential creation of a Youth Council	2027 onwards	Budget required depending on action
		To consider events that the Council could host for young people (11-17)	Greater youth engagement	Ongoing	Budget required depending on action
		To look to support initiatives for young people in the Parish (11-17)	Greater youth engagement	Ongoing	Budget required depending on action
Grant scheme	Full Council	To continue to provide a small grant scheme to enable support to be provided to organisations within the Locality that serve the	Annual grant scheme	Ongoing	£5000 available per year

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		needs of residents.			
Representational activities	Full Council / Committees / Officers	To represent the interests of residents by making submissions in relation to planning matters and general consultations impacting upon the Locality, to liaise with Chelmsford City Council and Essex County Council regarding services provided by those authorities in the Locality and to liaise with public authorities in relation to other infrastructure issues such as plans for parking, roads, public transport and other infrastructure.	Ongoing service	Ongoing	No cost
		To undertake a village survey to gauge the wants and needs of the parish	To develop future action points for the parish council on a formal basis in line with election cycle	2027	Within budget
Good governance of the parish	Full Council / Officers	To continue financial prudence and budgetary management through monthly reporting and review. To continue the annual internal audit and ensure value for money. To ensure regular training for Councillors and staff on the latest financial legislation and employment law	Ongoing service	Ongoing	No cost
	Full Council / Officers	To achieve the Bronze and Silver levels for the Local Council Award Scheme	To formally demonstrate this council follows best practice	2026/2027	Small cost
Councillor and staff development and wellbeing	Full Council / Officers	To continue to provide training opportunities to councillors and staff relevant to their job roles and interests	To develop a professional and committed council with appropriate knowledge and experience	Ongoing	With budget

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	Full Council / Officers	To provide wellbeing support services for councillors and staff	Encourage staff and councillors to use the EALC Employee Assistance Programme	Ongoing	No cost
Data protection (GDPR) and Risk Assessments	Full Council / Officers	To ensure that the parish council is GDPR compliant and full risk assessed	Ongoing service	Ongoing	Within budget
Public engagement and communication	Officers	Continue to provide a website with the aim to make it the central hub for provision of information and resources	To become the central source of information relating to local governance in the parish	Ongoing	Within budget
	Officers	Continue to maintain official BPC Facebook page and consider other platforms to maximise reach into the community	To provide greater transparency of parish council plans and decision making	Ongoing	Within budget
	Councillors / Officers	Encourage residents to provide feedback, comments and suggestions through all channels including surveys	To develop a greater knowledge of residents' concerns and feedback to help shape future plans, projects and actions	Ongoing	Within budget
	Councillors / Assistant to the Clerk	To continue to edit the Broomfield Times magazine on a 2 monthly basis	Ongoing	Ongoing	Within budget
	Councillors	To provide opportunities for residents to have their say in formal meetings and informal opportunities	To develop a greater knowledge of residents' concerns and feedback to help shape future plans, projects and actions	Ongoing	Within budget

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Longer term action plan relating to the Broomfield Neighbourhood Plan, 2022-2036

The following action plan covers ambitions stated in the Neighbourhood Plan and will require collaborative working with other authorities.

CA1	Landscape – Preventing coalescence and improving settlement buffer	Redesign of the Felsted Field bank on Main Road • Improve the appearance of the bank by replacing hedgerow and planting wildflowers • Install sleepers to prevent soil creep • Erect new bus shelter at the southern end of the gap.
CA2 and CA7	Landscape – conserving and enhancing landscape	• Create a grant scheme for landscape conservation and enhancement • Create a grant scheme for the conservation and enhancement of designated Local Green Spaces
CA3	Creation and maintenance of woodland and hedgerows	• Establish a new belt of woodland to on the western boundary of the North Broomfield strategic site • Look for additional sites for new woodland • Plant native hedgerows alongside cycle paths to discourage trespass, crop damage and encourage wildlife
CA4	Natural environment	• Undertake an investigation of tranquility and biodiversity mapping
CA5	Extension to the local nature reserve	• Expansion of the Essex Wildlife Trust nature reserve at Newlands Grove • Formalisation of informal footpaths in the Chelmer Valley
CA6	Improving public access	• Continue discussions with landowners to create cycle paths, footpaths and community open space at the east end of Saxon Way
CA8	Community Land Trust	• To set up a CLT to ensure affordable and suitable housing for the people of Broomfield.
CA9	Village Design Guidance	• Updating the Village Design Statement to form short, user-friendly guidance about extensions and upgrades
CA10	Promoting awareness of historic features	• Design and install interpretation panels on village greens church and other historic buildings (with owners' permission) • Facilitate displays on local history and link to village heritage trails

DRAFT

		• Create a design for the new open space at Saxon Way to celebrate the Anglo-Saxon Burial site with Lottery funding
CA11	Review of Conservation Area	• Work with CCC to review the Conservation Area Appraisal
CA12	Meeting the need for new community facilities	• Continue to monitor the need for new community facilities • Continue to lobby for a doctor's surgery form Broomfield
CA13	Open Space south and west of Broomfield Place	• Work with ECC to create a high-quality open space for community use.
CA14	Encourage sustainable travel	• Create a network of cycle routes • Encouragement of walking by • Footway audit • Install notices discouraging bad parking • Work with schools on the Walking Bus initiative • Install footpath or steps from the northern end of Vellacotts to Main Road • Investigate new crossing at Main Road / Court Road junction • Set up air quality monitoring points along Main Road • Encourage bus use through awareness campaigns and liaison with the hospital
CA15	Reducing the impact of traffic	• To progress a strategy to reduce the impact of traffic and reduce traffic levels
CA16	Encourage the generation and use of renewable energy	• To develop a strategy to encourage the generation and use of renewable energy and to reduce fuel poverty

DRAFT

Abi Wood

From: Cllr Mike Steel - Member CC <Cllr.Mike.Steel@essex.gov.uk>
Sent: 03 November 2026 11:45
To: Abi Wood
Cc: mike.2.steel@btinternet.com
Subject: RE: Broomfield Cycleway from Goulton Road to Chelmer Valley High School

I have had a response from the guy who managed the installation of the cycle path.
It seems that the adoption process has run into some legal issues.
Apart from maintenance of the cycle path, I am also working another issue where 2 of the residents want to formally move the PROW from their garden to the cycle path. And this has run into a block for the same reason that the cycle path is not adopted.

Anyway – leave it with me.
You won't be able to make any progress on PC maintaining it, until we sort the ownership, as it is currently listed as private property.

Cllr Mike Steel
Member for Broomfield & Writtle
Tel: 01245 360918
Email: cllr.mike.steel@essex.gov.uk
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From: Cllr Mike Steel - Member CC
Sent: 03 November 2026 10:51
To: 'Abi Wood' <Clerk@broomfield-pc.gov.uk>
Subject: RE: Broomfield Cycleway from Goulton Road to Chelmer Valley High School

I have reminded member enquiries that I am still awaiting an answer – copied below:

Dear Member Enquiries,
Can I have an answer to how to request maintenance on the cycle route at the end of Goulton road, Broomfield Chelmsford.
The cycle route was installed by ECC (Rob copied in) more than 2 years ago. I believe it still has not been adopted. There are several solar lights not working. Tell-Us will not allow you to report a fault – saying it is a private road. The Parish Council have asked if they can maintain the lights, but have been pointed to licencing!!!!!! (which doesn't make sense if ECC don't manage it)

Can you please get answers to the following:

1. When will the cycle path be adopted by ECC highways
2. In the meantime, how can the lights and signs be repaired
3. How can the parish council take over maintenance

Cllr Mike Steel

Member for Broomfield & Writtle
Tel: 01245 360918
Email: cllr.mike.steel@essex.gov.uk
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From: Abi Wood <Clerk@broomfield-pc.gov.uk>
Sent: 03 November 2026 10:25
To: Cllr Mike Steel - Member CC <Cllr.Mike.Steel@essex.gov.uk>
Subject: FW: Broomfield Cycleway from Goulton Road to Chelmer Valley High School

CAUTION: This is an external email.

FYI

From: Parish Requests <parishrequests@essexhighways.org>
Sent: 03 November 2026 10:17
To: Abi Wood <Clerk@broomfield-pc.gov.uk>
Cc: Parish Requests <parishrequests@essexhighways.org>
Subject: RE: Broomfield Cycleway from Goulton Road to Chelmer Valley High School

CONFIDENTIAL

Good morning,

Thank you for your email.

As previously advised, the provision, maintenance and upgrade of street lighting are outside the scope of our current commission and we therefore do not have the authority to assess or implement lighting improvements at this location.

If the Parish Council wishes to pursue this matter further, I would recommend contacting the Highways Licensing Team, who will be able to advise on the feasibility of any proposal.

Unfortunately, we are unable to provide any further assistance on this matter.

Regards

Parish Requests

From: Abi Wood <Clerk@broomfield-pc.gov.uk>
Sent: 03 November 2026 09:10
To: Parish Requests <parishrequests@essexhighways.org>
Subject: RE: Broomfield Cycleway from Goulton Road to Chelmer Valley High School

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Good morning

Why are you not able to address this issue please? Your response is in no way satisfactory. The parish council would be willing to assist in improving the lighting but you haven't even advised if this is an option

Kind regards
Abi

Abi Wood, Cert HE Community Governance, PSLCC
Clerk to the Council and Responsible Financial Officer
Clerk to the Broomfield Village Hall Charity Trustees (reg: 301266)
My working days are Monday - Thursday

Broomfield Parish Council

Broomfield Parish Council
Council Offices, Broomfield Village Hall, 158 Main Road,
Broomfield Chelmsford CM1 7AH

T: 01245 441660

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From: Parish Requests <parishrequests@essexhighways.org>
Sent: 02 November 2026 14:29
To: Abi Wood <Clerk@broomfield-pc.gov.uk>
Cc: Parish Requests <parishrequests@essexhighways.org>
Subject: RE: Broomfield Cycleway from Goulton Road to Chelmer Valley High School

CONFIDENTIAL

Good afternoon,

Thank you for your email.

Unfortunately, the installation of new street lighting or the improvement, repair, or maintenance of the existing solar lighting is not something we are able to address.

Regards

Parish Requests

From: Abi Wood <Clerk@broomfield-pc.gov.uk>
Sent: 28 October 2026 10:31
To: Parish Requests <parishrequests@essexhighways.org>
Cc: cllr.mike.steel@essex.gov.uk
Subject: Broomfield Cycleway from Goulton Road to Chelmer Valley High School

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Good morning

The parish council are concerned about the lack of street lighting along the above cycle path. Please can you advise if we would be able to install lighting or assist in improving / repairing the current solar provision?

Many thanks and I await your response.

Kind regards
Abi

Abi Wood, Cert HE Community Governance, PSLCC
Clerk to the Council and Responsible Financial Officer
Clerk to the Broomfield Village Hall Charity Trustees (reg: 301266)
My working hours are Tuesday – Thursday 9-5pm

Broomfield Parish Council

Broomfield Parish Council
Council Offices, Broomfield Village Hall, 158 Main Road,
Broomfield Chelmsford CM1 7AH

T: 01245 441660

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1,100 years since the political unification of England

EDM 468: tabled on 29 June 2026

Tabled in the 2026-27 session.

This motion has been signed by 6 Members. It has not yet had any amendments submitted.

Motion text

That this House notes that 2027 will mark 1,100 years since the year 927, when King Athelstan took control of York and brought Northumbria into the first politically united English kingdom; recognises that this anniversary is not only a national moment, but a northern one, with York, Yorkshire and the old kingdom of Northumbria at the heart of the story of England's formation; believes that the occasion should be marked with pride in England's history, culture and common inheritance, while also celebrating the distinct traditions, identities and contributions of the north; celebrates the role of Yorkshire in helping shape England, from its Anglo-Saxon, Viking and Northumbrian roots to its continuing contribution to public life, industry, culture, sport and community; further believes that English identity is strongest when it is open, rooted, confident and generous; and calls on schools, museums, heritage bodies and civic institutions to work together to commemorate the 1,100th anniversary of England's political unification.

Signatures (6)

Supporters (6) | Withdrawn signatures (0)

The first 6 Members who have signed to support the motion are the sponsors. The primary sponsor is generally the person who tabled the motion and has responsibility for it. The date shown is when the Member signed the motion.

Myer, Luke
Labour
28 June 2026
Middlesbrough South and East Cleveland
★ Primary

Shannon, Jim
Democratic Unionist Party
1 July 2026
Strangford

Gordon, Tom
Liberal Democrat
1 July 2026
Harrogate and Knaresborough

Lamb, Peter

Labour

6 July 2026

Crawley



Lake, Ben

Plaid Cymru

6 July 2026

Ceredigion Preseli



Maskell, Rachael

Labour

6 July 2026

York Central

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Broomfield Parish Council

Minutes of the Environment Committee meeting of Broomfield Parish Council held in Broomfield Village Hall on Wednesday 21st October 2026 at 6.00 p.m.

Members in attendance	A Faulds, C Taylor, D Howell, G Scott (arrived 6.06pm), N Kiddier
Members not in attendance	S Boreham, M Bleet, G Garfield
Others in attendance	A Wood, Clerk and RFO
	D Hance, Events and Fundraising Manager

EC26/083 **To receive apologies for absence**

It was **RESOLVED** to accept apologies from Cllrs Boreham, Bleet and Garfield
Proposed: Cllr Faulds
Seconded: Cllr Kiddier
All agreed

EC26/084 **To receive Councillors declarations of interests and dispensations requests**

None were presented.

EC26/085 **To approve the minutes of the Environment Committee Meeting held on 16th September 2026**

The minutes were approved and signed by Cllr Faulds as a correct record.
Proposed: Cllr Faulds
Seconded: Cllr Taylor
All Agreed.

EC26/086 **Public Participation session**

No members of the public were in attendance

EC26/087 **To discuss the 2027 NALC Climate Response of the Year Award (Cllr Bleet)**

This item will be deferred to a later meeting.

EC26/088 **Green Spaces in the parish**

a) **To discuss the Oak Processionary Moth issues in Essex**
Cllr Scott arrived at this point
The Clerk presented a leaflet and information from the Forestry Commission about this notifiable pest, and it was agreed that this information will be circulated to the parish.

b) **To discuss the Local Nature Recovery Strategy webinar feedback (RCCE)**
Cllr Faulds attended this webinar and reported back on its contents. It was agreed that Cllr Faulds complete the expression of interest form to take part in this strategy.

EC26/089 **Angel Meadow and Surroundings**

a) **To receive an update on the Pétanque and Pickle Ball project**
Mrs Hance provided an update and advised that quotes are being obtained for fencing before she will apply for grants.

EC26/090 **Church Green update**

a) **To receive a report on the War Memorial course attended by Mrs Hance**
Mrs Hance gave a report on the above course. The Clerk advised that she had made a request for the site to be tidied up by Essex Highways as part of their War Memorial

project. The committee were advised that research is being undertaken on the ownership of the actual memorial.

EC26/091 **Centenary Wood**

a) **To discuss the installation of additional wildlife signage**
It was agreed that the Clerk investigate sources of signage for the wood and will contact Chelmsford City Council for assistance. She will report back.

EC26/092 **Allotment site and Association**
Mrs Hance and Cllr Scott provided a report on the allotments.

EC26/093 **Environmental Enhancement**

a) **To receive a report on the dry garden course attended by Mrs Hance**
Mrs Hance provided an update on the above course.

b) **To discuss blub planting in the village**
It was **RESOLVED** that a budget of £100 be allocated to allow for the purchase of spring bulbs in Church Green.
Proposed: Cllr Taylor
Seconded: Cllr Kiddier
All agreed

EC26/094 **To consider items for the budget for 2027/28**
The following items were requested to be included in the next budget

- Interpretation panel for the playground
- Bulb planting
- Allotment drive resurfacing

EC26/095 **Items for inclusion in the next agenda**

- Continuing budget discussions
- Green flag conference (Mrs Hance)

EC26/096 **Chair to close the meeting**
Cllr Faulds closed the meeting at 6.44pm
The next Environment Committee meeting is on Wednesday 18th November at 6.00pm