Broomfield Parish Council

Minutes of the Parish Council meeting of Broomfield Parish Council held in Broomfield Village Hall on Wednesday 9th September 2026 at 7.30 p.m.

Members in attendance	M Bleet, G Garfield, G Wadeson, D Howell, A Odelana, N Kiddier, C Taylor, A Thomson, G Scott, A Faulds, S Boreham, D Grewal
Members not in attendance	S Perera-Morris
Others in attendance	A Wood, Clerk and RFO Cllr M Steel, ECC / CCC Cllr S Shah, CCC Four members of the public

FC26/096 **To receive apologies for absence**

Apologies were received and accepted for Cllr Perera-Morris.
Proposed: Cllr Howell
Seconded: Cllr Garfield
All Agreed.

FC26/097 **To receive Councillors declarations of interests and dispensations requests**

None were received.

FC26/098 **To approve the minutes of the Full Parish Council Meeting held on 8th July 2026**

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

FC26/099 **Public Participation session**

- Rev Simon Rulton introduced himself to the council.
- A resident reported various highways matters for the council's attention.
- Two residents spoke about the Mill Lane stile and provided an update.

FC26/100 **To receive a report from the County and City Council for items not on agenda**

- Cllr Steel spoke to his written report (appendix).
- Cllr Shah reported on planned reorganisation within Essex, Suffolk and Norfolk Police and a public meeting taking place at Falcon Bowling Club, Channels Drive, on 24th September at 7.30pm. She has also organised a public meeting to discuss river water quality with Anglian Water, Essex and Suffolk River Trust and Essex Waterways and local organisations taking place at Beaulieu Community Centre on the 6th October at 7.30pm.

Both Councillors left the meeting at this point.

FC26/101 **To receive reports from Councillors on outside bodies**

- Cllr Thomson reported on ongoing issues with closed bus stops that are still showing up on the bus app. The next planned change to timetables will be in November.
- Cllr Faulds reported that the Community Land Trust is moving along to incorporation and provided a brief update on Woollards and advised that Rev Rulton will be becoming a Trustee.

FC26/102 **To receive any matters for report (but not for resolution)**

None were raised.

FC26/103 **Parish Council finances**

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

b) To note cashbook, income and expenditure for August 2026

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

c) To note this year's current spend against budget

The above report was received and noted.

d) To note the Annual Return certificate from PKF Littlejohn LLP

The above certificate was received and noted.

FC26/104 **Specific projects and discussions**

a) To confirm committee membership for Cllr Grewal

Cllr Grewal was appointed to the Planning Committee.
Proposed: Cllr Bleet
Seconded: Cllr Kiddier
All Agreed.

b) To receive an update on the School Lane parking issue

An application for an Experimental Traffic Order has been submitted to South Essex Parking Partnership and this document was circulated. The Clerk will chase for an update.

c) To consider the organisation of a community yard sale event

Cllr Bleet requested this be considered and it will be added to the Council's Action Plan with the aim to hold two events a year starting next spring.

d) To receive an update on the planned village hall extension

Cllr Bleet reported that meetings with architects are being arranged at this time to provide quotes for the work.

e) To consider the installation of Remembrance Soldiers on Church Green for Remembrance Sunday

The Clerk read a request from the Men's Shed to create small wooden Tommy statues that will be installed on the 5th November and removed on the 12th November. It was **RESOLVED** to approve this request
Proposed: Cllr Kiddier
Seconded: Cllr Taylor
Majority agreed.

f) New Policies for approval

It was **RESOLVED** that the following polices were approved.

i. Operation London Bridge
Proposed: Cllr Grewal
Seconded: Cllr Howell
All agreed.

ii. Subject Access Request procedure
Proposed: Cllr Grewal
Seconded: Cllr Scott
All agreed.

iii. Data Breach procedure
Proposed: Cllr Taylor
Seconded: Cllr Garfield
All agreed.

FC26/105 **To note minutes from the following Committees**

a) **Finance and Personnel Committee** – Draft minutes from the 19th August were presented

i. To approve the undertaking of staff job evaluations by CHRGS at a cost of £1300

It was **RESOLVED** that the evaluations take place.
Proposed: Cllr Grewal

Seconded: Cllr Scott
All agreed.

ii. **To consider the quote for a revamp of the website by Sue Lees Consultancy at a cost of £1750.**
After a review of the new design, the above was **RESOLVED**
Proposed: Cllr Taylor
Seconded: Cllr Scott
All agreed.

iii. **To consider future IT provision for the parish council**
After a discussion, the above was **RESOLVED** and the Clerk asked to action a transition to Cloudy IT.
Proposed: Cllr Garfield
Seconded: Cllr Kiddier
All agreed.

b) **Environment Committee** – No meeting in August.

c) **Planning Committee** – Draft minutes from the 5th August were presented

FC26/106 **Councillor training and development update**

Cllr Bleet requested that any councillor undertaking training use this standing agenda item to provide a report in the future. This was agreed by the council.

FC26/107 **To receive an update from the Clerk**

a) Draft Action Plan
The draft action plan had been circulated, and it was agreed that Cllr Bleet organise two workshops for councillors to consider the plan and any additions.

b) To approve the application for the silver level Local Council Award Scheme
The above was **RESOLVED** and the Clerk will progress the application.
Proposed: Cllr Grewal
Seconded: Cllr Boreham
All agreed.

c) To note the 2026-27 Local Government Services pay agreement for staff
The above was noted and applied in line with staffing contracts.

FC26/094 **Items for inclusion in the next agenda**

- Village survey results (Cllr Bleet)
- NALC Climate Response of the Year Award

FC26/095 **Chair to close the meeting**

Cllr Bleet closed the meeting at 8.56pm.

The next Parish Council meeting is on Wednesday 14th October at 7.30pm

FC26/100 Cllr Steel's report (as received)

Essex County Council
Highways Road Maintenance
In terms of the replacement to MHI, each Cllr was asked to submit 3 roads in their division. 2 of mine have been done:

- Road between Penden Hill and Pleshey
- End of Paradise Road in Writtle

The third one is planned – St Michaels Drive, Roxwell – I don't have a date.
This is a more efficient approach where numerous holes are filled in one visit, one permit.
They have also done Breeds Road, Great Waltham
It seems they are sticking to roads, and pavements aren't included.

The last of my previous scheme MHI, has been done. This was the replacement of the 30mph sign on School Lane.

School Lane junction
I supported your parking restrictions application. These are the words I submitted in support:
Vehicles parked on the northern side of School Lane, near the junction, force vehicles approaching the junction from the West, onto the wrong side of the road.
So, I support this proposal in full, but with one comment – the shop and residents of Numbers 6, 8 and 10 School Lane, may raise objections. No 2 shouldn't as parking right on the junction should be prohibited anyway. However, I know that residents in 6, 8 and 10 are frustrated with vehicles parking across their driveways, or so close to their driveways, that it becomes very difficult for them to exit. So, they may well support this proposal. Currently, these driveways have white "T-lines" across them, but DYLs can replace those. In terms of the shop, there is a lay-by opposite.
School lane is a busy road, especially at 9am and 3pm – the school is very popular with 360 children, which presents a few problems at school start/stop time. ECC do fund a School Crossing Patrol, and Broomfield Parish Council have arranged for the Village Hall and the Angel pub car park to be used by parents so they can park there and walk the last few metres to the school. Nevertheless, School Lane is a main route from Main Road Broomfield (B1008) to the West of Chelmsford. The last ECC speed/volume survey shows average daily volume as around 5,000 – a lot for where there are many parked cars and a school! And this will increase with the new Bloor development on the Main Road.
Traffweb Collision data shows 4 injury accidents in that area over the last 5 years – 2 light, 2 serious.
I would also like to add that Broomfield Parish Council have thought very seriously about this issue and genuinely want to limit parking restrictions to the minimum that will improve safety.
I welcome any comments from SEPP, and I am willing to meet with officers should they wish to visit the area.

RDR Average Speed Cameras
The cameras have been installed and are operational.
These are being funded by the developers through S106.
I am told that the developers designed the RDR to 40mph standards (e.g., curvature, roundabouts) but the width of the road, plus the adjacent service roads, gives it the feel of a higher speed limit. Hence the requirement for speed cameras. This was determined before the road was built but speed surveys confirmed the decision.

A12 Junction 19
This is now fully funded with £8M from ECC, £14M from Homes England, £8M from National Highways, and £8M from the Developers.
This is a cut down version to cover A12 access in order to allow Beaulieu developments to continue. It does not include A12 widening and footbridge from Boreham as central Govt withdrew funding.

LGR

The 3 District councils of mid-Essex continue to fund and resource the development work, but ECC are playing no part.
The ECC Judicial Review is still pending decision.
I am told that mid-Feb is the point of no return at which either:

- Shadow elections go ahead in May 27 and City Council elections are delayed by one year

OR

- LGR is cancelled/postponed and City council elections go ahead in May 27

Either way, it means there will be elections in May 27 which will coincide with Parish Council elections, thus avoiding the need for Parish Councils funding their elections.
There is also talk about Mayoral elections being brought forward to May 27

Fire at Highlands Farm, near East Hanningfield, 24th July
At its height, more than 100 firefighters were deployed to tackle the fire.
Firefighters arrived quickly and were faced with a large and rapidly developing fire involving several industrial units and surrounding farmland. At 5.46pm, following an explosion involving fertiliser within one of the industrial units, Essex County Fire and Rescue Service declared a major incident
The fire and explosion also destroyed three fire engines and two officer cars that were being used to respond to the incident. This underlines the scale and intensity of the conditions our crews faced.
20 firefighters were taken to hospital following the incident. Of the 20, four suffered minor injuries and the remainder were precautionary assessments, including checks for issues such as hearing loss following the explosion. All those firefighters have now been discharged from hospital.
Chelmsford City Council has made £300K grant funding available to support the businesses affected by the fire. There have been 42 applications with 18 granted so far totaling £273K

Some City Council Updates:
Local Plan
This has been submitted to the National inspector and examination is expected to last 3 weeks in November.

Fireworks etc
All City Council events, such as weddings at Hylands Park, have a fireworks ban.
City Council is also promoting a voluntary ban on portable BBQs

Community Governance Review (CGR)
The parishing of the centre of Chelmsford has hit a roadblock and has been stopped.
The Council has been advised that city status cannot be transferred to a parish council which has a different footprint to that stated in the letters patent (i.e., the whole of Chelmsford City Council area) Accordingly, the only mechanism to retain City status is through charter trustees. However, charter trustees are not available where an area is fully parished.

FC26/103 Financials reports

Date: 02/09/2026	**Broomfield Parish Council**	**Page: 1**
Time: 09:09	**Cashbook 5**	**User: A.WOOD**
	Unity Trust Current Account	**For Month No: 5**

Receipts for Month 5 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**14,167.14**					**14,167.14**	
INT	Banked: **03/08/2026**	**380.70**							
INT	Redwood Bank Ltd		380.70			1090	110	380.70	Interest
INT	Banked: **04/08/2026**	**390.51**							
INT	CCLA Investments		390.51			1090	110	390.51	Interest
	Banked: **18/08/2026**	**10,000.00**							
TFR	Unity Trust Savings Account		10,000.00			216		10,000.00	TFR
Allots	Banked: **20/08/2026**	**75.00**							
Allots	Bfield Allotments		75.00			1351	230	75.00	Repayment of bush cutter
BVH	Banked: **21/08/2026**	**3,771.63**							
BVH	Broomfield Village Hall		3,771.63			4900	110	3,771.63	Refund BVH payroll M5
BVH	Banked: **27/08/2026**	**27.67**							
BVH	BVH Mens Shed		27.67			1206	250	27.67	Barn energy
BVH	Banked: **28/08/2026**	**1,904.70**							
BVH	Broomfield Village Hall		1,904.70		317.45	4082	500	241.50	Lunch Club
						4082	500	258.75	Coffee Morning
						4082	500	207.00	Stay & Play
						4080	110	880.00	Office rent Sept
BVH	Banked: **28/08/2026**	**-1,904.70**							
BVH	Correction of entry		-1,904.70		-317.45	4082	500	-241.50	Posted as receipt not payment
						4082	500	-258.75	Posted as receipt not payment
						4082	500	-207.00	Posted as receipt not payment
						4080	110	-880.00	Posted as receipt not payment
Total Receipts for Month		14,645.51		0.00	0.00			14,645.51	
Cashbook Totals		28,812.65		0.00	0.00			28,812.65	

Payments for Month 5 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2026	Daisy	7/28	82.96		13.83	4140	110	69.13	Telecoms
07/08/2026	Broomfield Village Hall	8/5	186.35		31.10	4082	500	155.25	Stay & Play
07/08/2026	CouncilWise	7/32	72.00		12.00	4050	100	60.00	Employment Law Update
07/08/2026	Broomfield Village Hall	8/4	186.30		31.05	4082	500	155.25	Coffee morning
07/08/2026	JCM Services	7/34	1,572.00		262.00	4255	210	1,310.00	Works to trees on Angel Meadow
07/08/2026	Broomfield Village Hall	8/2	1,056.00		176.00	4080	110	880.00	Office Rent August
07/08/2026	Broomfield Village Hall	8/3	289.80		48.30	4082	500	241.50	Lunch Club
12/08/2026	O2	8/6	24.60		4.10	4085	110	20.50	Telecoms
12/08/2026	Urban Displays	8/7	375.00			4211	500	375.00	Youth activities
14/08/2026	PKF Littlejohn	8/9	756.00		126.00	4115	110	630.00	Annual return
14/08/2026	Essex Digital Copiers	8/8	104.09		17.35	4095	110	86.74	Photo copier maintenance
17/08/2026	VALDA Energy	8/13	30.11		1.43	4505	500	28.68	Barn electric
17/08/2026	Corporate Multipay	TFR	475.29			225		475.29	TFR to Corporate
21/08/2026	Essex Assoc Local Councils	7/31	180.00		30.00	4050	100	150.00	Martyn's Law Conference
21/08/2026	J & M Payroll ADMIN	8/15	15,714.71			4000	100	8,815.75	M5 Payroll
						4020	100	1,029.16	M5 Payroll
						4030	100	2,098.17	M5 Payroll
						4900	110	3,771.63	M5 Payroll
21/08/2026	J & M Payroll ADMIN	8/26	78.00		13.00	4125	110	65.00	Payroll M5
21/08/2026	D & B Scaffolding Ltd	8/22	96.00		16.00	4400	240	80.00	16 boards for Angel Lane
28/08/2026	Urban Displays	8/24	375.00			4211	500	375.00	Urban Display
28/08/2026	Broomfield Village Hall	8/31	1,904.70		317.45	4082	500	241.50	Lunch club
						4082	500	258.75	Coffee morning
						4082	500	207.00	Stay & Play
						4080	110	880.00	Office rent Sept
31/08/2026	Service charge	CHGE	11.65			4075	110	11.65	Bank charge
	Total Payments for Month		23,570.56	0.00	1,099.61			22,470.95	
	Balance Carried Fwd		5,242.09						
	Cashbook Totals		28,812.65	0.00	1,099.61			27,713.04	

BROOMFIELD PARISH COUNCIL
GRANT APPLICATION FORM

1. Name of Club/Organisation/Society/Association:

Broomfield Royal British Legion Social Club Ltd

2. If applicable, Registered Charity number:

14753R (a not-for-profit registered society registered with the FCA under the Co-operative and Community Benefit Societies Act 2014. The latter replaced the Friendly Societies Act 1974 under which the organisation was previously registered).

3. Contact details for Responsible Person in relation to communication:

Name: Stuart Paterson

Position within Club/Organisation/Society/Association:

Treasurer

Address: 3 Roselawn Fields, Broomfield, CM17GB

Telephone: 07785710881

Email: stuartdpaterson@gmail.com

4. Responsible officials (include names of Chairman, Secretary and Treasurer):

Patrick O'Riordan - Chairman

Gary Wildman - Secretary

Stuart Paterson - Treasurer

5. Length of time organisation established in the parish of Broomfield

70 years plus

6. What percentage of your members live in Broomfield? – circa 75%

7. Purpose and activities of organisation:

a) To advance the charitable aims laid down in the Royal Charter of Incorporation of the Royal British Legion and to contribute to the benevolent funds of the RBL;
b) To carry out the business of a bona-fide members club providing the means for social activity, mutual helpfulness, mental and moral improvement, recreation etc;
c) To promote comradeship amongst members of the RBL, the RBL Broomfield Branch, in the locality in which the club is situated and liaisons with other Ex-Service organisations;

d) To organise fund raising in support of the Poppy Appeal and other RBL sponsored appeals;
e) To support the RBL Broomfield Branch in its aims and to hold regular meetings with the Branch to discuss matters of mutual interest.

8. Amount of financial assistance being sought: £1,750

9. Purpose for which grant is being sought:

We would like a grant to assist with the installation of a heating, ventilation and air conditioning system (HVAC) at the Royal British Legion Hall. The building is old, poorly insulated and is therefore expensive and inefficient to heat in the winter months as well as being very warm in the summer months (akin to a loft). The hall is used by the Broomfield Royal British Legion Social Club Ltd, a community driven, not-for-profit society registered with the FCA. The existing system comprises old style high mounted infrared bar heaters which are not energy efficient as they are designed to heat specific zones, desks, or enclosed outdoor seating areas not large open areas. The heat generated is localised and therefore the heaters have to be switched on well before occupation (increasing costs) as they are not sufficient to adequately heat a large space, nor can they function as AC units. Installation of a modern HVAC system would heat the building more quickly and efficiently but also cool the air during the warmer months - traditional ceiling fans are used at present. We expect such a system to operate for about 20 years. The system would benefit the members, many of whom are elderly and therefore suffer, and complain as such, in both the cold and the warmth. They attend the social club to meet friends over a drink but also for weekly social events such as crib, coffee mornings, bingo and live music. Electricity costs are the club's largest overhead and were largely responsible for the club running out of money and having to close its doors for a month in March 2025. Modern energy efficient heating and AC will also help to future proof the ongoing viability of the club to benefit the local community.

10. Explain how your activities benefit the people of Broomfield:

This project is something that has been very much driven and requested by members as the hall cannot be adequately (and economically) heated in the winter without impacting ongoing viability, while it is too warm in the summer. Many regular members have complained to either committee members or the bar staff about the temperature in winter or regularly request the heating to be turned up. Other members sit there with coats on or try to specifically sit below the infrared heaters to take advantage of the localised heat produced.

The legion hall and the RBL Social Club has been at the heart of the local community for nearly 75 years. It provides an invaluable meeting and social hub for many like-minded elderly, single local residents as well as some couples and families. For those only on pension incomes, alcohol, coffee and monthly entertainment provided is significantly cheaper than other local venues such as pubs. For some residents, visiting the club is the only weekly social contact that they have. The social club committee are focused on improving the internal environment to help grow membership but also on reducing overheads to maintain ongoing viability. For example, the committee have recently redecorated the hall but also installed a partition earlier this year to segment and reduce the available bar space in the winter to save on heating costs.

11. Details of fund raising activities (please include examples of activities and monies raised & other grant applications applied for):

A recent coffee morning working in conjunction with BPC and other local organisations raised over £1000 for Macmillan Cancer Care. This is an annual event.

Monthly donations are made to the Poppy Appeal from monies raised from coffee mornings, bingo and other events.

A grant application has been made to the National Lottery – decision awaited.

12. Please attach a copy of your Constitution (or governing document) – see attached.

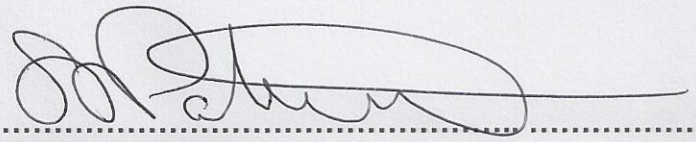
13. Please attach a copy of your independently reviewed accounts for the previous year. Where appropriate, include a breakdown of expenditure for any Parish Grant from the previous financial year.

See attached accounts for financial year ended 30th September 2025.

14. Any general and specific comments in support of this application can be set out on a separate sheet of paper or in a letter.

Please note that the President of the Broomfield Royal British Legion Branch, David Horrex, has already provided copies of three quotes for the proposed HVAC system to the Chair of the Parish Council.

15. Declaration
I declare that the particulars given are correct. Any grant received will be used for the sole benefit of the Applicant Organisation as stated in item 1.



1/10/26

(Signed) (Dated)

STUART PATERSON / TREASURER

(Print Name) (Position)

Continue on a separate sheet if necessary

Annual Return (AR30) form

Society Name: Broomfield Royal British Legion Social Club Limited

Society Num: 14753 R

An Annual Return must be completed by all societies registered under the Co-operative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965)or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1969). The Annual Return must include:

- this form;
- a set of the society's accounts; and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuals Public Register: https://mutuals.fca.org.uk. Our privacy notice explains how and why we use personal data: https://www.fca.org.uk/privacy.

For guidance on our registration function for societies, which includes guidance on the requirement to submit an Annual Return, please see here: https://www.handbook.fca.org.uk/handbook/RFCCBS

2.1 What date did the financial year covered by these accounts end?

30/09/2025

3.1 Please provide the names of the people who were directors of the society during the financial year this return covers.

Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of Director	Month of Birth	Year of Birth
Gary Wildman	Nov	1958

Patrick ORiordan	Apr	1959
Stuart Paterson	May	1965

3.2 All directors must be 16 or older. Please confirm this is this case:

☑ All directors are aged 16 or over

3.3 Societies are within the scope of the Company Director Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:

☑ No director is disqualified

3.4 Please state any close links which any of the directors has with any society, company or authority.

'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

None

3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers.

Societies must have a secretary

Name of Secretary	**Month of Birth**	**Year of Birth**
Gary Wildman	Nov	1958

4.1 Please confirm that:

☑ accounts are being submitted with this form

☑ the accounts comply with relevant statutory and accounting requirements

☑ the accounts are signed by two members and the secretary (3 signatures in total)

4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.

Number of members	120
Turnover	92744
Assets	13449
Number of Employees	3
Share Capital	30
Highest rate of interest paid on shares	0

4.3 What Standard Industrial Classification code best describes the society's main business?

Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes here

SIC Code **Licensed clubs (56301)** *

Societies are required to appoint an auditor to audited unless they are small or have disapplied this requirement. For further guidance see chapter 7 of our guidance: https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf

5.1 Please select the audit option the society has complied with:

- ○ Full Professional Audit
- ○ Auditor's report on the accounts
- ○ Lay Audit
- ◉ No audit

5.2 Please confirm the audit option used by the society is compliant with the society's own rules and the Act

☑ We have complied with the audit requirements

5.3 Please confirm any audit report (where required) is being submitted with this Annual Return

- ○ Yes
- ◉ Not applicable

5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?

- ◉ Yes
- ○ No

5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.

- ○ Registered
- ◉ Not applicable

5.6 Is the society a housing association?

- ◉ No
- ○ Yes

6.1 Is the society a subsidiary of another society?

- ○ Yes
- ◉ No

6.2 Does the society have one or more subsidiaries?

(As defined in sections 100 and 101 of the Act)

- ○ Yes
- ◉ No

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); or
- are conducting business for the benefit of the community ('community benefit society').

You must answer the questions set out in in the next section of this form, depending on which condition for registration you meet.
If you are not sure which condition for registration applies to the society please see chapters 4 and 5 of our guidance here.

7.1 Condition for Registration

- ○ Co-operative society
- ◉ Community Benefits society

Community benefit societies must answer the following questions in relation to the financial year covered by this return.

7B.1 What is the business of the society?

For example, did you provide social housing, run an amateur sports club etc.

Members only social club

7B.2 Please describe the benefits to the community the society delivered?

Here we are looking to see what the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing.

Provision of Social club facilities and use of premises for social interaction

7B.3 Please describe how the society's business delivered these benefits?

The business of the society must be conducted for the benefit of the community. Please describe how the society's business (as described in answer to question 7B.1) provided benefit to the community.

Social inclusion

7B.4 Did the society work with a specific community, and if so, please describe it here?

For instance, were the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

No

7B.5 What did the society do with any surplus or profit?

For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

Any small profits are used for the up keep of the premises or passed on to members via reductions in price at the social club bar

7B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest.

Please tell us how you ensured that any such conflict of interest did not prevent the society from acting for the benefit of the community.

Not applicable

Registered number
14753R

BROOMFIELD ROYAL BRITISH LEGION SOCIAL CLUB LTD

Report and Accounts

30 September 2025

BROOMFIELD ROYAL BRITISH LEGION SOCIAL CLUB LTD
Statement of the committee of Management Responsibilities

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

The committee members are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the committee of management to prepare accounts for each financial year. Under that law the committee have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the committee of management must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the club and of the profit or loss of the club for that period. In preparing these accounts, the committee of management is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the club will continue in business.

The committee of management is responsible for keeping adequate accounting records that are sufficient to show and explain the club's transactions and disclose with reasonable accuracy at any time the financial position of the club and enable them to ensure that the accounts comply with the Co-operative & Community Benefit Societies Act 2014. They are also responsible for safeguarding the assets of the club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The financial statements were approved at the Annual General Meeting on ……..

…….	……	……..
Chairman	Secretary	Committee Member

Company Registration No 14753R

Accountants' report to the Members of BROOMFIELD ROYAL BRITISH LEGION SOCIAL CLUB LTD

You consider that the company is exempt from an audit for the year ended 30 September 2025. You have acknowledged, in the statement of the committee of managements' responsibilities, your responsibilities for complying with the requirements of the Co-operative & Community Benefit Societies Act 2014 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

Mayor Cuttle & Co
Chartered Accountants

Aquarium Suite 7b
101 Lower Anchor Street
Chelmsford
Essex
CM2 0AU

Date

BROOMFIELD ROYAL BRITISH LEGION SOCIAL CLUB LTD
Profit and Loss Account
for the year ended 30 September 2025

	Notes	2025 £	2024 £
Turnover		92,744	126,659
Cost of sales		(52,718)	(68,926)
Gross profit		40,026	57,733
Administrative expenses		(62,776)	(86,531)
Other operating income		14,571	19,103
Interest receivable		-	13
Loss for the financial year		(8,179)	(9,682)

BROOMFIELD ROYAL BRITISH LEGION SOCIAL CLUB LTD
Balance Sheet
as at 30 September 2025

	Notes		2025 £		2024 £
Fixed assets					
Tangible assets	3		3,104		2,890
Current assets					
Stocks		4,880		6,369	
Debtors	4	472		1,799	
Cash at bank and in hand	8	8,478		17,306	
		13,830		25,474	
Creditors: amounts falling due within one year	5	(3,485)		(6,736)	
Net current assets			10,345		18,738
Net assets			13,449		21,628
Capital and reserves					
Called up share capital	6		30		30
Profit and loss account	7		13,419		21,598
Shareholders' funds			13,449		21,628

BROOMFIELD ROYAL BRITISH LEGION SOCIAL CLUB LTD
Notes to the Accounts
for the year ended 30 September 2025

1 Accounting policies

Basis of preparation
The accounts have been prepared under the historical cost convention and in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard.)
The social club will continue to run with the support of its members.

Turnover
Turnover amounts represent the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Depreciation
Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Improvements to premises	straight line over 15 years
Fixtures, fittings & equipment	25% reducing balance

Stocks
Stock is valued at the lower of cost and net realisable value.

2 Operating Profit

	2025 £	2024 £
This is stated after charging:		
Depreciation of owned fixed assets	1,035	963

3 Tangible fixed assets

	Land and buildings £	Plant and machinery etc £	Total £
Cost			
At 1 October 2024	29,075	52,647	81,722
Additions	-	1,249	1,249
At 30 September 2025	29,075	53,896	82,971
Depreciation			
At 1 October 2024	29,075	49,757	78,832
Charge for the year	-	1,035	1,035
At 30 September 2025	29,075	50,792	79,867
Net book value			
At 30 September 2025	-	3,104	3,104
At 30 September 2024	-	2,890	2,890

BROOMFIELD ROYAL BRITISH LEGION SOCIAL CLUB LTD
Notes to the Accounts
for the year ended 30 September 2025

4	**Debtors**	**2025**	**2024**
		£	**£**
	Other debtors	192	192
	Prepayments	280	1,607
		472	1,799

5	**Creditors: amounts falling due within one year**	**2025**	**2024**
		£	**£**
	Accruals	1,334	2,206
	Trade creditors	1,082	3,633
	Other taxes and social security costs	1,048	822
	Other creditors	21	75
		3,485	6,736

6	**Share capital**	**Nominal value**	**2025 Number**	**2025**	**2024**
				£	**£**
	Allotted, called up and fully paid:				
	Ordinary shares	£1 each	30	30	30

7	**Profit and loss account**	**2025**
		£
	At 1 October 2024	21,598
	Loss for the year	(8,179)
	At 30 September 2025	13,419

8	**Cash at bank and in hand**	**2025**	**2024**
		£	**£**
	Lloyds Current Account	6,963	15,086
	Cash on site	1,515	2,220
		8,478	17,306

BROOMFIELD ROYAL BRITISH LEGION SOCIAL CLUB LTD
Detailed profit and loss account
for the year ended 30 September 2025

		2025 £		2024 £
Sales		92,744		126,659
Cost of sales		(52,718)		(68,926)
Gross profit		40,026		57,733
Administrative expenses		(62,776)		(86,531)
		(22,750)		(28,798)
Other operating income				
Subscriptions	820		820	
Snooker table income	1,979		2,029	
Raffle income	592		-	
Gaming machine income	6,637		10,907	
Hills bonus	-		2,000	
Other income, including event sales	3,249		1,322	
Hall hire	1,294		2,025	
		14,571		19,103
Operating Deficit		(8,179)		(9,695)
Interest Receivable		-		13
Deficit for Financial Year		(8,179)		(9,682)

BROOMFIELD ROYAL BRITISH LEGION SOCIAL CLUB LTD
Detailed profit and loss account
for the year ended 30 September 2025

	2025 £	2024 £
Sales		
Sales	92,744	126,659
Cost of sales		
Opening Stock	6,369	5,561
Purchases	51,229	69,734
Closing Stock	(4,880)	(6,369)
	52,718	68,926
Administrative expenses		
Employee costs:		
Wages and salaries	31,168	40,008
Pensions	306	161
Other staff costs including uniforms	721	2,525
Travel and subsistence	-	68
	32,195	42,762
Premises costs:		
Rent	3,570	5,640
Rates	1,202	1,840
Sky and BT Sports subscriptions	4,948	6,326
Light and heat	7,198	11,978
Cleaning	3,297	1,811
	20,215	27,595
General administrative expenses:		
Telephone and fax	677	653
Advertising and PR	93	100
Stationery and printing	190	532
Subscriptions	432	95
Bank charges	1,800	2,666
Insurance	2,463	2,045
Licences	857	3,230
Software	540	723
Repairs and maintenance	1,296	1,460
Depreciation	1,035	963
Sundry expenses	108	-
	9,491	12,467
Legal and professional costs:		
Accountancy fees	1,364	1,340
Bookkeeping	1,324	2,167
Donations and honoraria	-	200
Insurance Claim	(1,813)	-
	875	3,707
	62,776	86,531

Cool Air Conditioning Ltd
75 Hawkwood Road
Sible Hedingham
Essex
CO9 3JS
Telephone: 01245 939456
Mobile: 07789640037
Email: - coolairconditioningltd@yahoo.co.uk

Cool Air Conditioning Ltd

Checkatrade

COOL AIR CONDITIONING LTD

Project: Broomfield British Legion
Date: 05-09-2026

AIR CONDITIONING SUPPLY & INSTALLATION PROPOSAL

Following our discussions, for the supply and installation of the new air conditioning systems serving the main open area, dance floor area and snooker room, I propose the following:

MAIN OPEN AREA

We will supply and install:

1 × R32 Fujitsu AUXG54KRLB 13.4kW 4-way blow cassette

Cassette size: 950mm × 950mm
The cassette will be installed centrally within the main hall area to provide effective heating and cooling throughout the room.
Required electrical supply: 32A single-phase.

DANCE FLOOR AREA

We will supply and install:

1 × R32 Fujitsu ASEH30KMTB 8.0kW white wall-mounted unit

The unit will be positioned to provide effective heating and cooling throughout the dance floor area.

Required electrical supply: 25A single-phase.

SNOOKER ROOM

We will supply and install:

2 × R32 Fujitsu AGEG12KVCA 3.5kW floor-standing units

These will be connected to:

1 × Fujitsu AOEG24KBCA3 6.8kW multi-port outdoor unit.

The system will provide efficient heating and cooling to the snooker room.

Required electrical supply: 16A single-phase.

REFCOM DAIKIN MITSUBISHI ELECTRIC FGAS F-GAS

ELECTRICAL SUPPLIES

The electrical supplies required for the air conditioning systems are:

Main open area: 32A single-phase
Dance floor area: 25A single-phase
Snooker room: 16A single-phase
All electrical supplies are to be provided and installed by your appointed electrician.

TESTING & COMMISSIONING

All systems will be fully installed, pressure tested and commissioned.

On completion, each system will be tested for correct operation and performance and left running and ready for use.

WARRANTY & ANNUAL MAINTENANCE

We provide a 5-year warranty on all Fujitsu parts and a 1-year warranty on labour.

Non-Fujitsu parts are covered by a 1-year warranty.

The 5-year Fujitsu parts warranty is provided on the agreement that the systems are maintained by Cool Air Conditioning Ltd on an annual maintenance arrangement of one visit per year.

Annual maintenance cost: £300.00 + VAT

PRICING

Main Open Area
Supply and installation: £4,850.00 + VAT

Dance Floor Area
Supply and installation: £3,995.00 + VAT

Snooker Room
Supply and installation: £4,470.00 + VAT

Total supply & installation: £13,315.00 + VAT

VAT at 20%: £2,663.00

Total including VAT: £15,978.00

I trust the above proposal is suitable for your requirements and I look forward to hearing from you shortly.

Yours sincerely,

Chris Charrington
Director
Cool Air Conditioning Ltd

Stuart Paterson
Fwd: C M Cooling Control Ltd - Quote (SQ-264) for £4,320.00, on 01/09/2026 (Expires on 01/10/2026)
Sep 1, 2026 at 17:19:04
David Horrex

---------- Forwarded message ---------
From: C M Cooling Control Ltd <donotreply@sbc.sage.com>
Date: Tue, 1 Sept 2026 at 16:01
Subject: C M Cooling Control Ltd - Quote (SQ-264) for £4,320.00, on 01/09/2026 (Expires on 01/10/2026)
To: <stuartdpaterson@gmail.com>

stuartdpaterson@gmail.com

C M Cooling Control Ltd

NUMBER: SQ-264

TOTAL: £4,320.00

EXPIRY DATE: 01/10/2026

Thank you for your enquiry - we hope you'll like the quote attached in PDF.
Please let us know if you'd like to go ahead and accept it.
If you have any questions or would like us to amend the quote, please just let us know.
Looking forward to hearing from you.
Kind regards,
C M Cooling Control Ltd
01245526076

This message was originally intended only for the following recipients: stuartdpaterson@gmail.com. If your address does not appear in this list, this message may have been redistributed or replayed outside its original context. Please disregard and report it to reportabuse@sage.com.

Powered By Sage

C M Cooling Control Ltd

24 Wentworth Road, Little Waltham
Chelmsford, Essex, CM3 3GP
United Kingdom

Telephone: 01245526076
Mobile 07707 223023
Email Neiljamesandco1@gmail.com

Issued To:

Stuart
Broomfield British Legion
Saxon Way
Chelmsford
Essex
CM1 7YA

Deliver To:

Stuart
Broomfield British Legion
Saxon Way
Chelmsford
Essex
CM1 7YA

SALES QUOTE

Issue Date	Expiry Date	Number
01/09/2026	01/10/2026	SQ-264

Description	Qty/Hrs	Price/Rate	VAT %	Net
MITSUBISHI INSTALL	1.00	3,600.00	20.00	3,600.00

VAT Rate	Net	VAT		
Standard 20.00% (20.00%)	£3,600.00	£720.00	Total Net	3,600.00
			Total VAT	720.00
			TOTAL	**£4,320.00**

Notes:

To supply and install 1 x 7.1kw wall mounted split AC system to the Main bar area with external condense pump in the ceiling void to cool/heat the space , mounting the outdoor unit high level on the side of the building .
Commissioned and tested with demo of controls.

Terms and Conditions:

7-year warranty if annually serviced by us @ costs £100.00 plus vat

20-amp electrical supply to the outdoor unit by others

Stuart Paterson
Fwd: C M Cooling Control Ltd - Quote (SQ-266) for £5,040.00, on 01/09/2026 (Expires on 01/10/2026)
Sep 1, 2026 at 17:17:51
David Horrex

Dave,

This is from the guy today. Quotes for the three separate areas. I have applied to National Lottery for 80% of the total cost.

Cheers

Stuart

Stuartm: C M Cooling Control Ltd
<donotreply@sbc.sage.com>
Date: Tue, 1 Sept 2026 at 16:09
Subject: C M Cooling Control Ltd - Quote (SQ-266) for £5,040.00, on 01/09/2026 (Expires on 01/10/2026)
To: <stuartdpaterson@gmail.com>

stuartdpaterson@gmail.com

C M Cooling Control Ltd

NUMBER: SQ-266

TOTAL: £5,040.00

EXPIRY DATE: 01/10/2026

Thank you for your enquiry - we hope you'll like the quote attached in PDF.

Please let us know if you'd like to go ahead and accept it.
If you have any questions or would like us to amend the quote, please just let us know.
Looking forward to hearing from you.
Kind regards,
C M Cooling Control Ltd
01245526076

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Powered By Sage

C M Cooling Control Ltd
24 Wentworth Road, Little Waltham
Chelmsford, Essex, CM3 3GP
United Kingdom
Telephone: 01245526076
Mobile 07707 223023
Email Neiljamesandco1@gmail.com

SALES QUOTE

Issued To:

Stuart
Broomfield British Legion
Saxon Way
Chelmsford
Essex
CM1 7YA

Deliver To:

Stuart
Broomfield British Legion
Saxon Way
Chelmsford
Essex
CM1 7YA

Issue Date	Expiry Date	Number
01/09/2026	01/10/2026	SQ-266

Description	Qty/Hrs	Price/Rate	VAT %	Net
MITSUBISHI INSTALL	1.00	4,200.00	20.00	4,200.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£4,200.00	£840.00

Total Net	4,200.00
Total VAT	840.00
TOTAL	**£5,040.00**

Notes:

To supply and install 2 x 3.5kw wall mounted indoor units at each end of the Snooker room , one with an external condense pump in the ceiling void to cool/heat the room , mounting the multi split outdoor unit low level on feet at the rear of the room.
Commissioned and started with demo of controls

CHELMSFORD
PLUMBING & HEATING

01245 478 588 | www.chelmsfordplumbingandheating.co.uk | sales@chelmsfordplumbingandheating.co.uk

Royal British Legion
Saxon Way
Broomfield
Chelmsford
Essex
CM1 7YA

7th September 2026

Ref: SUR0000004

Dear Mr Horrex

Re: Air Conditioning

Thank you for the opportunity to quote for your Air Conditioning requirements.

Our aim is to provide you with the highest level of service from quotation through to completion. We have gained an enviable reputation for this over many years by ensuring that all products are fitted in strict accordance with the manufacturers' guidelines, keeping appointments and putting our customers first.

Chelmsford Plumbing & Heating have now introduced an Air Conditioning service plan for more information please take a look at our website or call the office.
www.chelmsfordplumbingandheating.co.uk

We employ a full-time team of experienced and qualified 'professionals' that live locally and share our client philosophy. We are a Worcester Bosch 'Diamond Installer' and a 'Grant G1' installer. Our electrical team are NICEIC registered, Honeywell/Resideo trained installers.

We are also "Trading Standards Approved", and a 'Which' Trusted Trader. We pride ourselves on our full 'aftersales' service covering every aspect of your plumbing, heating and electrical requirements from a boiler service, plumbing breakdown to a full electrical re-wire of your property.

Description of works: Air Conditioning – Main Room - Bar, Main Room – Rear and Snooker Room

1. Lay dust sheets to all working areas. Discuss programme and protect areas to clients' request.
2. Supply and install Worcester Bosch CL5000M multi-split 12.5kw external unit for 1st internal unit in Main Room – Bar and Main Room – Rear.
3. Supply and install Worcester Bosch CL3200i 5.3kw internal unit Main Room – Rear.
4. Supply and install Worcester Bosch CL3200i 7kw internal unit Main Room – Bar.
5. Supply and install Worcester Bosch CL3200i single-split 7kw external unit for 2nd internal unit for Main Room – Bar.
6. Supply and install Worcester Bosch CL3200i 7kw internal unit Main Room – Bar.
7. Supply and install 2 x Worcester Bosch CL3200i single-split 5.3kw external unit for Snooker Room.
8. Supply and install 2 x Worcester Bosch CL3200i 5.3kw internal unit for Snooker Room.
9. External unit to be installed to property on wall brackets.
10. Supply and install Worcester Bosch WiFi Gateway.
11. Supply and install black flat trunking externally for installation of 'Refrigerant gas lines', 'condense pipe' and 'electrical cable'.
12. Supply and install electrical point for power for unit to be installed adjacent to external unit taken from the consumer unit.
13. Supply and install condense pipe to discharge at ground level.
14. Pressure test system for leaks, once this has been completed system will be vacuumed of all moisture.
15. Run, test and commission systems.
16. Demonstrate units to client.
17. Remove all rubbish and leave clean and tidy.

18. All installations are quoted on the understanding that it is the customers responsibility to obtain any planning permission or statutory approvals required before work commences.

Labour and materials: £16,520.00 (including VAT)

Guarantee

5-year Worcester Bosch parts and labour guarantee (subject to annual servicing being carried out).

Description of works: Air Conditioning – Main Room – Bar

1. Lay dust sheets to all working areas. Discuss programme and protect areas to clients' request.
2. Supply and install Worcester Bosch CL5000i single-split 7kw external unit for internal units in Main Room – Bar.
3. Supply and install 2 x Worcester Bosch CL3200i 7kw internal unit Main Room – Bar.
4. *External unit to be installed to property on wall brackets.*
5. Supply and install Worcester Bosch WiFi Gateway.
6. Supply and install black flat trunking externally for installation of 'Refrigerant gas lines', 'condense pipe' and 'electrical cable'.
7. Supply and install electrical point for power for unit to be installed adjacent to external unit taken from the consumer unit.
8. Supply and install condense pipe to discharge at ground level.
9. Pressure test system for leaks, once this has been completed system will be vacuumed of all moisture.
10. Run, test and commission systems.
11. Demonstrate units to client.
12. Remove all rubbish and leave clean and tidy.
13. All installations are quoted on the understanding that it is the customers responsibility to obtain any planning permission or statutory approvals required before work commences.

Labour and materials: £6,070.00 (including VAT)

Guarantee

5-year Worcester Bosch parts and labour guarantee (subject to annual servicing being carried out).

Description of works: Air Conditioning Main Room – Rear

1. Lay dust sheets to all working areas. Discuss programme and protect areas to clients' request.
2. Supply and install Worcester Bosch CL5000i single-split 5.3kw external unit for internal unit in Main Room – Rear.
3. Supply and install Worcester Bosch CL3200i 5.3kw internal unit Main Room – Rear.
4. External unit to be installed to property on wall brackets.
5. Supply and install Worcester Bosch WiFi Gateway.
6. Supply and install black flat trunking externally for installation of 'Refrigerant gas lines', 'condense pipe' and 'electrical cable'.
7. Supply and install electrical point for power for unit to be installed adjacent to external unit taken from the consumer unit.
8. Supply and install condense pipe to discharge at ground level.
9. Pressure test system for leaks, once this has been completed system will be vacuumed of all moisture.
10. Run, test and commission systems.
11. Demonstrate units to client.
12. Remove all rubbish and leave clean and tidy.
13. All installations are quoted on the understanding that it is the customers responsibility to obtain any planning permission or statutory approvals required before work commences.

Labour and materials: £3,414.00 (including VAT)

Guarantee

5-year Worcester Bosch parts and labour guarantee (subject to annual servicing being carried out).

This quotation is valid for 14 days.

Subject to survey.

-

Payment Terms

A deposit on all quotations over £700.00 including VAT is required.

Payment methods: Cash, Debit Card, Credit Card (Amex is not accepted)
Bank Transfer: Sort Code: 23-05-80 Account No: 27724477

Account Name: CHELMSFORD PLUMBING & HEATING LTD

-

Notes

Unless stated elsewhere all labour and materials are covered by a 12-month guarantee.

Whilst every care will be taken during the works, we are unable to accept any responsibility for the failure of any part on your existing system.

If you would like to accept this quotation, please see the acceptance form which shows what to do next.

Thank you

Yours sincerely

Rob Layzell

CHELMSFORD
PLUMBING & HEATING

01245 478 588 | www.chelmsfordplumbingandheating.co.uk | sales@chelmsfordplumbingandheating.co.uk

Acceptance Form

Acceptance of work process:

- Send back the completed acceptance form.
- Pay the deposit (credit cards accepted for deposit only) see scale below*
- Call the office to book the installation date for the works.
- We will carry out work as detailed in quotation.
- Payment to be made on receipt of invoice via bank transfer, unless otherwise agreed.
- On receipt of full settlement, we will register all documentation, certificates and guarantees.

Please complete the form below:

Carry out the following work as your quotation (Job No.) J-

Description of work:		**£**
Option 1:		£
Option 2:		£
Option 3:		£
Option 4:		£
	Total:	£
	Deposit:	£
	Balance Due:	£

Payment to be made on receipt of invoice by bank transfer to sort code: 23 05 80, account number: 27724477, it is suggested that a small undisclosed sum of less than £10.00 is paid prior to the full balance being made. We will then call or email to confirm receipt of this nominal sum.

Payment can also be accepted by cash or debit card (credit cards can only be used if agreed in advance).

LATE PAYMENTS WILL INCUR A CHARGE OF £10 PER DAY.

I agree with the payment terms set out above:

Customer name: Signature:

First line of address: Contact number:

***Deposit scale for value of jobs as follows:**

Value of job	Deposit required	Value of job	Deposit required
£700-£2,999	£500	£6,000-£8,999	£1,500
£3,000-£5,999	£1,000	Over £9,000	£2,000

Abi Wood

From: John Blake <johnblakeclt@gmail.com>
Sent: 06 October 2026 23:35
To: Abi Wood
Cc: Donna Hance
Subject: Grant application from Broomfield CLT
Attachments: grant application from broomfield clt - oct 2026.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Abi

Please find our grant application attached. If you have any questions or queries, please don't hesitate to contact me.

We don't yet have a bank account. We need to incorporate before we can do so (the application relates to the costs of incorporation). If cllrs agree, we would be grateful if you could continue to hold the money for us and we will forward the relevant invoices to you as we receive them.

Best wishes

John

BROOMFIELD PARISH COUNCIL
GRANT APPLICATION FORM

1. Name of Club/Organisation/Society/Association:

Broomfield Community Land Trust (CLT) Steering Group

2. If applicable, Registered Charity number: n/a

3. Contact details for Responsible Person in relation to communication:

Name John Blake

Position within Club/Organisation/Society/Association:

Chair/Convenor of Steering Group

Telephone: 0795 251 6981

Email: johnblakeclt@gmail.com

4. Responsible officials (include names of Chairman, Secretary and Treasurer):

John Blake (Chair/Convenor), Cllr Angie Faulds, Donna Hance, Sue Browning, Kathryn Bennett, Joshua Heather, Harry Risk. (NB Other formal roles will be allocated closer to incorporation).

5. Length of time organisation established in the parish of Broomfield

The CLT arises from the Broomfield Neighbourhood Plan (Community Action CA8) which was 'made' in February 2025. The extended steering group was created in February 2026, meeting monthly since then.

6. What percentage of your members live in Broomfield?

When constituted, membership of the CLT will be open to everyone living in Broomfield. Its purpose is to benefit people living or working in, or with an established connection to Broomfield.

7. Purpose and activities of organisation:

These are set out in the Broomfield NP: to create genuinely affordable housing for the people of Broomfield – owned in perpetuity by the community for the community - and to steward other assets such as land and heritage assets. The NP includes a site allocation for these purposes (see Policy BFD10), so the CLT aims to progress this project, as well as pursuing any similar opportunities in the Parish.

8. Amount of financial assistance being sought: £1,000.

9. Purpose for which grant is being sought:

The CLT needs to incorporate as a formal, charitable organisation and needs support to negotiate this process in accordance with law/regulations and in a form that is most appropriate to our specific circumstances in Broomfield.

The CLT Network is a national umbrella organisation for CLTs and offers support packages for incorporation. Most of the grant would be used to pay the CLT Network for:

- The basic incorporation service (eg: supply and completion of necessary templates, general advice and support)

- 2 x bespoke in-person sessions, one to prepare for incorporation and one straight after to cover the next steps (such as election of board members etc).

The cost of the above is £755.

In addition, we anticipate further costs before the end of the financial year. For instance:

- continued community engagement (including events and website input);

- insurance once the CLT is incorporated;

- potentially, professional advice re access to the proposed site (Saxon Way).

The remaining £245 would be used for these further costs. We do not have exact costs for these items yet, but (if the grant is approved) we would of course only draw down what we need.

10. Explain how your activities benefit the people of Broomfield:

- Once set up and operational, the CLT will offer affordable housing to Broomfield people.

- There is no Right to Buy, so the housing will remain available and affordable for ever.

- The size and type of housing will be matched to evidenced housing need in Broomfield. This may for instance contain housing for young people wanting to leave home but stay locally for work, older people wanting to downsize but stay connected to their community or young families wanting to stay close to family, education and community.

- The CLT can also manage/support other community assets such as local green space or community space associated with community housing if required.

- Working with parish councils and other partners, CLTs aim to enhance community spirit and inclusion by giving local people more input in local housing , environment and facilities.

11. Details of fund raising activities (please include examples of activities and monies raised & other grant applications applied for):

At this stage, we haven't engaged in any fundraising, though once incorporated we will be looking to identify funding sources.

12. Please attach a copy of your Constitution (or governing document)

We are currently discussing and drafting a Governing Document, as required for incorporation as a CLT. We will forward the final draft when we reach that stage.

13. Please attach a copy of your independently reviewed accounts for the previous year. Where appropriate, include a breakdown of expenditure for any Parish Grant from the previous financial year.

At this stage, we don't have independently reviewed accounts. Our income to date has come from the Parish Council via a set-up budget in 2025/6. Details of expenditure to date are:

CLT Network Membership 2025/6 (part year at start up rate):	£41.25
CLT Network Training Course 16.10.25:	£90
CLT Network Membership 2026/7 (full year at start up rate):	£90

14. Any general and specific comments in support of this application can be set out on a separate sheet of paper or in a letter.

15. Declaration
I declare that the particulars given are correct. Any grant received will be used for the sole benefit of the Applicant Organisation as stated in item 1.

J. Blake

Convenor/Chair of the Steering Group
6th October 2026

Broomfield Parish Council

Policy relating to early consultation regarding prospective planning applications and general engagement prior to contractual agreements with third parties.

Broomfield Parish Council recognises that Developers may wish to consult with the Council in certain circumstances. It may be that it is at the pre-application stage of the planning process or early within the planning process. Indeed, it is noted that the National Planning Policy Framework reinforces such consultation. Whilst recognising the benefits of such communication, the Parish Council is mindful of the obligations within the Localism Act 2011 which require Councillors to act without bias and to approach issues without a predetermined view.

It is recognised that as this Parish falls within an area designated for development within the Chelmsford City Council local plan, there may be liaison between developers and this Council regarding future development set out in principle within that plan, including housing development, roadways and new infrastructure.

It is recognised that any final agreement must be ratified by Full Council but that there is a need for information gathering and for the position of the Council to be appropriately represented in the process.

Whilst recognising the importance of such engagement, the Council is mindful that only the Council as a whole may decide and agree upon its position both of a general nature and in relation to specific applications and issues.

To act in a fair way and to comply with Councillors obligations the Council has agreed a procedure in relation to the above situations.

Early liaison or pre-application consultations by developers with the Council.

1. Any approach from a Developer should be to the Parish Clerk who will acknowledge the approach and Councillors will not enter into any communication with the Developer.
2. The Developer may be invited to attend a Council meeting or committee meeting and may be permitted to make a presentation within the public session of that meeting. Such presentation will be in the public forum, and a note of the presentation will be included in the minutes.
3. The Developer will be advised of the time limit that his or her representative has to present at the meeting and such time limit will be at the discretion of the Chair.
4. In circumstances where the developer has yet to draw up substantive plans and is seeking initial feedback on the potential for the development of an areas and the requirements for the area, Councillors will be permitted to summarise the particular needs of the Parish but must not provide a view on how they would subsequently view a formal planning application.
5. In circumstances where the developer has launched a formal public consultation prior to the submission of a planning application the appropriate forum for Councillors to seek further information will be at such an external consultation event. It should be noted that in attending such an event no views should be expressed to the developer or others by the Councillor.
6. In the event that a developer addresses the Council during a pre-application consultation period, questions may only be asked by Councillors at the discretion of the

Chair and via the Chair and no views will be expressed or decisions made so as to comply with the duty not to be predetermined upon the issue.

7. If any members of the public are in attendance at the meeting, they may not ask questions directly of the developer but may only ask questions if permitted to do so by the Chair and such questions must be directed to the Chair of the meeting.

Development within the current Chelmsford City Council local plan

8. Within the emerging development in this area under the agreed Chelmsford City Council local plan, it is likely that developers will wish to liaise with the Council regarding certain aspects of the development. Such liaison may take place at meetings, workshops, task force groups arranged by the developers and/or other local authorities. Where questions are asked of Councillors who may attend such meetings only the general agreed and considered ethos of the Council in relation to development may be expressed and individual Councillors will not be permitted to agree or make representations in relation to specific aspects of a planning applications or planning conditions. Such issues would need to be considered by the Council as a whole or its planning committee alongside consideration of a specific planning application. Councillors will be at liberty to ask pertinent questions in order to feedback information to the Council as a whole or its planning committee.

Stewardship negotiations

9. Within the emerging developments in the area an aspect that has been identified as requiring specific consideration by both developers and local authority stakeholders including this Council, is the issue of a Stakeholder agreement regarding the maintenance of common areas and community assets. Certain Councillors will be attending meetings that will be arranged in this regard and may only express the agreed position of this Council and will not be permitted to agree terms and conditions that would bind this Council in relation to any future contractual relationship. Any specific decision on the terms and conditions of a future agreement will need to be specifically agreed by the Council as a whole and this may be subject to acquiring specialist legal advice.

This policy was adopted by the Council at the meeting held on 14th October 2026

Broomfield Parish Council

Minutes of the Environment Committee meeting of Broomfield Parish Council held in Broomfield Village Hall on Wednesday 16th September 2026 at 6.00 p.m.

Members in attendance	A Faulds, M Bleet, G Garfield, C Taylor, D Howell (arrived 6.23pm), G Scott, N Kiddier
Members not in attendance	S Boreham
Others in attendance	A Wood, Clerk and RFO D Hance, Events and Fundraising Manager 1 member of the public

EC26/070 **To receive apologies for absence**
None were received.

EC26/071 **To receive Councillors declarations of interests and dispensations requests**
None were presented.

EC26/072 **To approve the minutes of the Environment Committee Meeting held on 15th July 2026**
The minutes were approved and signed by Cllr Faulds as a correct record.
Proposed: Cllr Faulds
Seconded: Cllr Garfield
All Agreed.

EC26/073 **Public Participation session**
A resident requested an update on various matters raised in April. These were provided to him.

EC26/074 **Make Space for Girls Project**
Mrs Hance reported that the recent RoSPA report highlighted sharp edges on the pergola which have now been sanded. A branded planter has been purchased by Chelmsford City Council and will be installed in the next month. It is hoped that the official opening ceremony can then take place.

EC26/075 **Green Spaces in the parish**

a) **To discuss the invitation from RCCE to join the Community Led Environmental Action initiative**
It was agreed that members attend the advertised webinar to consider the possible level of council involvement, and this will be added to the October agenda for further discussion. Clerk to contact RCCE and obtain the link.
Cllr Howell arrived at this point.

EC26/076 **Angel Meadow and Surroundings**

a) **To consider the quote for Wildflower work in David Smith Memorial Field**
It was **RESOLVED that JCM be instructed to undertake this work at a cost of £2900+VAT.** The funds would come from Environmental Enhancement and Broomfield Times budgets. Clerk to progress.
Proposed: Cllr Bleet
Seconded: Cllr Kiddier
All agreed

b) **To receive an update on the Pétanque and Pickle Ball project**
Mrs Hance provided an update on the project and asked for the committee's permission to apply for grants for these facilities. It was **RESOLVED to grant permission on the basis that this be brought to full council if the application is successful.**
Proposed: Cllr Taylor
Seconded: Cllr Faulds
All agreed

EC26/077 **Church Green update**
Information was shared regarding the memorial soldiers and grass cutting before Remembrance Sunday.

EC26/078 **Centenary Wood**

a) It **RESOLVED that 9 hazel hurdles are purchased** for Centenary Wood at a cost of £47.99 each. Funds to come from the Village Events budget
Proposed: Cllr Faulds
Seconded: Cllr Scott
All agreed
b) A general discussion on projects for the wood took place and these will be included in next years budget. The Village Attendant will be asked to drill bug holes in tree stakes and dead trees when appropriate.

EC26/079 **Allotment site and Association**
Mrs Hance provided a report on the allotments.

EC26/067 **Environmental Enhancement**
The Clerk was asked to report overgrown hedges between Mill Lane bus stop and the library, along with the Chelmer cycle path near the school. Councillors are to provide photos of the sites so they can be submitted with the request.

EC26/068 **Items for inclusion in the next agenda**

- RCCE Community Led Environmental Action Initiative
- Bulb planting
- Pétanque and Pickle Ball project

EC26/069 **Chair to close the meeting**
Cllr Faulds closed the meeting at 7.26pm
The next Environment Committee meeting is on Wednesday 21st October at 6.00pm

Broomfield Parish Council

Minutes of the Planning Committee Meeting held on **Monday 5th October 2026 at 5.30 pm** at Broomfield Village Hall

Members in attendance	G Garfield A Thomson M Bleet
Members not in attendance	G Scott A Odelana D Grewal
Others in attendance	No-one else was in attendance

PLN26/094 **To receive and approve apologies for absence**
No apologies had been received.

26/095 **To receive Councillors declarations of interests and dispensation requests**
None were presented

PLN26/096 **To approve the minutes of the Council Meeting held on 2nd September 2026**
The minutes were approved and signed by Cllr Garfield as a true record.
Proposed: Cllr Garfield
Seconded: Cllr Thomson
All agreed (Cllr Bleet was not present at the previous meeting)

PLN26/097 **Public Participation session**
No members of the public were in attendance

PLN26/098 **Planning Applications received for consultation:**

a. **26/01162/FUL** Land north of the Old Coal Yard, Lt Waltham Road – retrospective application for the retention of a storage container associated with maintenance of the land

DECISION: No objection

b. **26/01243/FUL** Butlers Farm Main Road
Change of use from single residential dwelling (Use Class C3) to a mixed use comprising a single residential dwelling (Use Class C3) and pre-school nursery (Use Class E(f))

DECISION: Broomfield Parish Council **objects** to this application because of concerns about the potential increase in vehicle movements on a busy stretch of road which has witnessed two fatalities in recent years.

There are also concerns over limited on-site parking and vehicle maneuverability if usage of the pre-school nursery rises to 22 children. It is understood that some staff are already parking at Broomfield Village Hall, occupying spaces required by village hall users and Parish Council staff. Is this the "existing car park in Broomfield" mentioned in the application documents?

Staffing levels appear very low for the number of proposed children.

There are also concerns that the green wedge will be adversely impacted and the part demolition of the single storey building will affect the character of the existing historic courtyard.

PLN26/099 **To report decisions on planning applications submitted under delegated authority**
No applications had been received

PLN26/100 **To receive decisions made by Chelmsford City Council re previous applications consulted upon -** Noted

PLN26/101 **Update of a new planning decision group being formed by CALC - Cllr Bleet**
This will be reported on after the next CALC meeting to be held on 13th October 2026.

PLN26/102 **Correspondence received –** none had been received

PLN26/103 **To note update from Chelmsford City Council Planning Enforcement Team**
An update will be forwarded when it has been received.

PLN26/104 **Items for inclusion for the next meeting**
Report from Cllr Bleet re CALC meeting 13/10/26

PLN26/105 **Chair to close the meeting**
The Chair closed the meeting at 6.25 pm
The next Planning Committee Meeting is to be held on Wednesday 4th November 2026 at 5.30pm

Beeleigh Link

Chelmsford City Council

OUR DESIGN AT BEELEIGH LINK FIELD ENCOURAGES CHILDREN OF ALL AGES AND ABILITIES TO PLAY AND LEARN TOGETHER!

Themed Challenging and Imaginative Play!

Inclusive Play

40 PLUS USERS

15 PLUS PLAY FEATURES

2-8 AGE RANGE

TWO-SEAT SWING WITH 1X FLAT & 1X CRADLE

JUNGLE MEGA DECK

EDUCATIONAL PLAY PANELS!

GORILLA SPRINGER

CAROUSEL

TWO SEAT SPRINGER

EXISTING SPINNER BOWL

ICE CREAM CART

SLIDE

SPIN

SPRING

TURNING OCEAN PLASTIC WASTE INTO PLAYGROUNDS!

MORE THAN 640,000 TONNES OF FISHING GEAR ARE DUMPED AND DISCARDED IN THE OCEAN EVERY YEAR, THE SAME WEIGHT AS 55,000 DOUBLED-DECKER BUSES.

WE RECYCLE THE OCEAN WASTE AND USE IT IN OUR PRODUCTS INSTEAD OF VIRGIN PLASTIC MATERIALS

KOMPAN® Let's play

Chelmsford City Council - Beeleigh Link - CAS-410572-P3P0B2 | 23/05/25 | DRAWN BY: D.B | NOTE: PLEASE DO NOT SCALE FROM THIS DRAWING. THIS DRAWING IS NOT TO SCALE. THIS IS PURELY AN ARTISTS IMPRESSION.

Ruskin Road

Chelmsford City Council

Chelmsford City Council | Ruskin Road | CAS-4105712-Z3R7L7 | 20/05/25 | DRAWN BY: JO |
NOTE: PLEASE DO NOT SCALE FROM THIS DRAWING. THIS DRAWING IS NOT TO SCALE. THIS IS PURELY AN ARTISTS IMPRESSION.

THREE-SEAT SWING
WITH 2X FLATS & 1X SHELL SEAT

TWO-SEAT SWING
WITH 2X CRADLES

COMMUNICATION
PLAY PANEL



OUR DESIGN AT RUSKIN ROAD ENCOURAGES CHILDREN OF ALL AGES AND ABILITIES TO PLAY AND LEARN TOGETHER!

TRIPLE ACTION
TOWER

4M MINI
SPACE NET WIDE

SEESAW

TIPI CAROUSEL
WITH TOP BRACE

Fun and Challenging
Play for All!

ANGLED TRIPLE TOWER
WITH CLIMBING NET

JUNIOR
SPICA

KOMPAN®
Let's play

Inclusive Play

94 PLUS USERS

40 PLUS PLAY FEATURES

2-12 AGE RANGE

Abi Wood

From: Jake SYLVESTER <Jake.SYLVESTER@chelmsford.gov.uk>
Sent: 06 October 2026 10:03
To: Abi Wood
Cc: Paul VAN DAMME
Subject: Berwick Avenue Play Area
Attachments: Chelmsford City Council - Beeleigh Link - 3D Visual.pdf; Chelmsford City Council - Ruskin Park - 3D Visual.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Morning Abi,

Further to your recent email to Paul Van Damme, Paul asked me to respond direct to you about the proposals for Berwick Avenue Play Area.

The budget is currently £31,000 for refurbishment at Berwick Avenue play area. We have currently 2 options moving forward. I have attached 2 designs we have recently installed to give you an idea if what the different costs can provide.

Option 1 is Beeleigh Link, this cost was £31,000 and gives you an idea of what the current proposed budget would get.

Option 2 is Ruskin Road, this play area was £48,000 and provides you with an idea of what an increase in budget would get us, this increase would be as discussed on-site and if you could provide any financial help.

Both plans would be subject to any inflation and increase in materials. Also, both plans are subject to the play company and will likely be different to the attached plans. They are purely to give an idea of what each cost can give you.

Should you be in a place to help funding then we'll be happy to add it into our budget and provide a larger site.

Kind Regards
Jake Sylvester
Quality & Performance Officer
Parks & Green Spaces
Chelmsford City Council

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ELS
Seax House
Victoria Road South
Chelmsford
CM1 1QH

First for Public Law

Broomfield Parish Council
Broomfield Community Centre
Broomfield
Chelmsford
Essex CM1 7AH
clerk@broomfield-pc.gov.uk

Our Ref: KS/HIGH/14059
Your Ref:
Date: 28th September 2026

Dear Abigail

RE: S72 1(b) Road Traffic Regulation Act 1984-Temporary 6 Year Permission for One Vehicle Activated Sign (VAS) and Solar Panel on an existing street lighting column in Main Road, Broomfield (South of Deverill Close), Broomfield (Broomfield Parish Council)

I am writing to confirm that a temporary 6 year permission is given by the County Council under section 72 of the Road Traffic Regulation Act 1984, as Highway Authority (subject to the below conditions), to Broomfield Parish Council exercising its powers in authorising the installation and maintenance of One Vehicle Activated Sign (VAS) and Solar Panel on an existing street lighting column in Main Road, Broomfield (South of Deverill Close) at the location marked by a blue circle on the attached site location plan, as described below.

It is BROOMFIELD PARISH COUNCIL's responsibility to make sure that all frontages in the vicinity of this application have been consulted with.

The Street Light Team have approved the application to install on the existing streetlight.

This permission is conditional and subject to the VAS and Solar Panel being erected in accordance with the following conditions:

SITE SPECIFIC CONDITIONS

1. 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.

../…

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2. The Street Light Column has been structurally tested and passed to take the following: - Swarco – VAS Sign and Solar Panel, the VAS and Solar Panel weighing 18.1kg.

3. The size of the VAS unit is 460mm x 650mm x 130mm and will be located a minimum of 2.1 metres above the surface of the footway and the size of the Solar Powered unit is 560mm x 670mm.

4. The distance from which the VAS will be activated will be between 25-50 metres from the sign in the permitted area.

ECC STANDARD CONDITIONS

5. **BROOMFIELD PARISH COUNCIL** are aware that this permission is for six years only, that a full structural survey is undertaken in year one (which has already been undertaken), partial surveys in following years will be required which **BROOMFIELD PARISH COUNCIL** will be directly invoiced for. In year seven **BROOMFIELD PARISH COUNCIL** will remove the VAS and Solar Panel unless they reapply for another permission.

6. **BROOMFIELD PARISH COUNCIL** is responsible for ensuring that no statutory undertakers' apparatus is affected by the exercise of this permission.

7. **BROOMFIELD PARISH COUNCIL** is responsible for ensuring that structural testing of the Street Light Column being used will be undertaken on the information given on their application.

8. **BROOMFIELD PARISH COUNCIL** is responsible for ensuring any works within the highway to be undertaken by appropriately accredited persons (this applies to the changing of the solar panels).

9. **BROOMFIELD PARISH COUNCIL** is responsible for enquiring if a road opening notice or permit to work on the public highway will be required.

10. VAS and Solar Panels located in traffic sensitive areas, where any occupation of the highway is necessary, should not be erected/maintained/removed during traffic sensitive times, keeping interference with traffic at a minimum (unless works are deemed to be an emergency).

11. **BROOMFIELD PARISH COUNCIL** is responsible for making sure that they are satisfied that only competent person/s or companies shall be used in conjunction with works relating to the VAS and Solar Panel.

12. **BROOMFIELD PARISH COUNCIL** is responsible for making sure that any other consent, which may be required in connection with the VAS and Solar Panel, must be obtained.

13. **BROOMFIELD PARISH COUNCIL** is responsible for complying with TSRGD (Traffic Signs Regulations and General Directions) for wording used on the message section. No other wording can be used.

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14. **BROOMFIELD PARISH COUNCIL** is responsible for making sure the VAS and Solar Panel shall only be attached to the column authorised in the manner indicated in the agreed application and must not exceed the maximum weight and size as declared in the application. Any columns which have failed their structural inspection shall not be used.

15. **BROOMFIELD PARISH COUNCIL** is responsible for making good all street lighting columns damaged during the erection of the VAS and Solar Panel.

16. It is the responsibility of **BROOMFIELD PARISH COUNCIL** to identify what lamp column requires an off set/cantilever bracket to be used and advise ECC at the time of their application. The side of a VAS and Solar Panel must be an absolute minimum of 0.450 metres from the side of the carriageway or kerb edge. If any nearer, then an off set/cantilever bracket must be used.

17. The Permit Team must be notified one week prior to starting works in order that necessary supervision can be arranged. Notification is to include such accreditations and works methodology. roadspacebooking@essexhighways.org.

18. Any variation to the approved plans and any future variations or modifications will be subject to prior written approval from the County Council.

19. **BROOMFIELD PARISH COUNCIL** shall maintain the VAS and Solar Panel in good repair and condition at all times.

20. No form of fencing or obstruction or structure to protect the VAS and Solar Panel other than that agreed to by the County Council by this Permission will be permitted with the public highway and the County Council, as highway authority, is empowered to take action under Section 143 to remove any structure which is deemed to be a nuisance.

21. **BROOMFIELD PARISH COUNCIL** shall make good, to the County Council's satisfaction, any damage caused to the highway caused by the exercise of this Permission and indemnify and keep indemnified the County Council from and against any claims, demands or proceedings in any way arising in regard thereto.

22. **BROOMFIELD PARISH COUNCIL** shall accept responsibility for, and indemnify and keep the County Council indemnified against, all actions, proceedings, claims for incidental damage, loss or injury caused and other reasons, demands, costs and expenses whatsoever which may be bought or sustained or incurred by the County Council by reason of the existence of the VAS and Solar Panel in the highway.

23. No contribution shall be made, by the County Council, in relation to any expenditure incurred by **BROOMFIELD PARISH COUNCIL** in relation to the provision and maintenance of the VAS and Solar Panel.

24. In granting the erection of the VAS and Solar Panel it is understood that **BROOMFIELD PARISH COUNCIL** has consulted and obtained from the local planning authority any and all appropriated consents to permit the erection and maintenance of the VAS and Solar Panel in the highway.

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25. **BROOMFIELD PARISH COUNCIL** shall effect a public liability insurance policy for an amount of not less than £10,000,000 (Ten Million Pounds) and it shall maintain this policy in full force and effect for the total period of this Permission.

26. In the event of a street lighting column being updated or replaced, Essex County Council cannot guarantee any equipment installed in relation to the operation of the VAS and Solar Panel will be returned to **BROOMFIELD PARISH COUNCIL**. Any Equipment installed is done so at **BROOMFIELD PARISH COUNCIL**'s risk in its entirety.

27. If Essex County Council wish to arrange for any vital equipment to be placed on a street light column holding a VAS and Solar Panel, they will ask the relevant Council to remove the VAS and Solar Panel to allow this.

28. Despite this permission, the areas to be altered shall always remain part of the public highway and users of the highway are still entitled to exercise their right of passage over them. Nothing within this document is to be taken as empowering **BROOMFIELD PARISH COUNCIL** to hinder the reasonable use of the highway by the public or any person entitled to use it.

29. Should these terms and conditions not be met, or it is required by the County Council to do so, **BROOMFIELD PARISH COUNCIL** shall at its own expense remove the VAS and Solar Panel and restore to the County Council's satisfaction those parts of the highway affected by the erection of the VAS and Solar Panel to their original condition.

30. Alternatively, upon any breach of the terms and conditions of this permission, the Highway Authority may decide and shall be permitted to remove the VAS and Solar Panel at the expense of **BROOMFIELD PARISH COUNCIL**, who shall pay on demand to the County Council the cost if such a removal.

I would be grateful if you could acknowledge receipt of this permission by signing and returning to me this letter via DocuSign.

Yours sincerely

M Barnett

Mark Barnett
Solicitor (Highways and Environment)

Please reply to Mark Barnett
Telephone: 03330 136588
Email: mark.barnett@essex.gov.uk

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I acknowledge receipt of the temporary 6 year permission issued to **BROOMFIELD PARISH COUNCIL** by Essex County Council for installation and maintenance of One SID, Solar Panel and Post in Main Road, Broomfield as shown by a blue circle on the attached site location plan. I am authorised and have delegated authority to Review, Sign and Bind **BROOMFIELD PARISH COUNCIL** to the Terms and Conditions of this permission and have done so.

Signed Abigail Wood.....

Abigail Wood

Designation: Proper Officer-Broomfield Parish Council

Date 08 October 2026.....

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Site Location Plan

