



# TAKELEY PARISH COUNCIL

## Annual Parish Assembly

Minutes of the ANNUAL ASSEMBLY OF THE PARISH OF TAKELEY held in the Old School Community Centre on Wednesday 6<sup>th</sup> May 2026 at 7pm

### Speakers:

Councillor Philip Bodsworth – Chairman  
Councillor Jackie Cheetham – Chair of the Planning Committee – Update on the Local Plan  
Jennifer Versey – Takeley Rotary  
Hugh Mascetti – Five Parish Churches  
Lucy & Paul – OffShoot Foundation  
Lori Flawn – Neighbourhood Plan Steering Group  
Ted Flawn – Takeley Board Gams Club  
Harriet Moore on behalf of Jean Palfreman – Welbeloved Club  
Cllr Samantha Moore on behalf of Alex Payne – Home Education Club  
Cllr Daykin reading on behalf of Linda Cole - Priors Green Community Hall

### Attendees:

TPC Councillors – Phil Bodsworth, Patricia Barber, Sam Moore, Sue Sprules, Jackie Cheetham, David Daykin, Richard Ridley  
Amanda Collins-Klimcke (Ast. Clerk)  
Harriet Moore (Administrator)  
12 members of the public.

## 1. Chairman's Welcome

The Chairman welcomed those present to the Annual Assembly of the Parish of Takeley.

## 2. Apologies for Absence

Apologies were received and noted from Cllrs Boyle, Burnett, Banks, Backus and Sprules.

## 3. Chairman's Update

Cllr Bodsworth provided an update on current matters:

- Update on red lines and a discussion regarding parking arrangements.
- Height barrier and improved access arrangements at the Sports Field.
- New goal posts at the Sports Field
- Development activity around Takeley.

## 4. Minutes of the Last Annual Parish Assembly

Proposed by Cllr Moore, seconded by Cllr Cheetham. The minutes of the previous Annual Parish Assembly were agreed as a true and accurate record.



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### 5. Update from the Chair of the Planning Committee – New Local Plan

Cllr Cheetham provided an update on the new Uttlesford District Local Plan:

- The plan has been many years in the making and was passed by government in March 2026.
- New policies have been set to stop speculative development and to ensure that infrastructure and facilities accompany each planning permission. Policies also cover biodiversity, transport and heritage.
- A key concern is the absence of a 5-year housing supply in Uttlesford, meaning continued vigilance will be required to resist development in non-designated locations.
- Allocated sites in Takeley include: 1,500 houses in the Warish Hall / Smiths Green / Priors Green area, and a large industrial warehousing site north of Taylors Farm. A planning application for the warehousing site is already being submitted; a feasibility study on road access has been received.
- The Parish Council has appointed planning consultants to assist in responding to applications, continuing the approach taken during the Local Plan consultation process.
- Some of the Smiths Green / Priors Green allocation has already received planning permission following an appeal and a High Court ruling, resulting in the loss of some open countryside designated for protection.
- The Parish Council will continue to respond to all applications and resist policy-contrary proposals, with the aim of ensuring development is appropriately located.

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### 6. Reports from Local Organisations

#### 6a. Rotary Club – Jennifer Versey

- Three litter picks carried out this year under the ‘Keep Takeley Tidy’ initiative created between Jennifer and the Assistant Clerk.
- Support provided at the fireworks event at the church.
- Regular support for local quiz nights and similar community events.
- Crocuses planted on the green at Four Ashes.
- Open Gardens event supported.

*The Chairman thanked Jennifer for the Rotary Club’s continued contribution to the community.*

#### 6b. Five Parish Churches – Hugh Mascetti

- In 2025 there were four ministerial staff serving the five churches; this year there are now two, which has been very challenging.
- A wonderful flower festival was held; Hugh thanked Jackie, Tricia and Jenny who worked collaboratively with the Open Gardens event.
- Recent fundraising events: Harvest Supper, Songs of Praise, Easter Service, fireworks display, and a BBQ at Countess of Warwick Show.



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- Christmas Carols were held at The Old School Community Centre for the first time alongside the Council's first free Christmas event for the residents of Takeley.
- A significant development is planned regarding the churchyard, which has served Takeley for over 800 years: a local landowner has agreed in principle to donate a parcel of land twice the size of the current churchyard, enabling the church to continue serving Takeley residents far into the future.

*Cllr Ridley commented on the wonderful work carried out by the Probation Team at the churchyard. The Assistant Clerk informed attendees, that work at the sports field is due to commence on 15th May with the Probation Services.*

### 6c. Offshoot Foundation – Lucy and Paul

- The Offshoot Foundation runs a free-of-charge filmmaking workshop for young people, funded by the National Lottery this year.
- The programme has been running in Takeley for 10 weeks and, following a conversation with a District Councillor, the Foundation is keen to extend for a further 5 weeks.
- The workshops focus on boosting children's confidence through creative filmmaking.
- Open to young people aged 10–16 (confirmed in response to a question from Cllr Bodsworth).
- Participants are recruited by going into local schools and through word of mouth; sessions typically accommodate around 18 young people.
- Cllr Cheetham suggested advertising in the Grapevine.
- Work produced by participants can be viewed on the Foundation's own YouTube channel (confirmed in response to a question from Cllr Moore).

### 6d. Neighbourhood Plan Steering group (NBHP) – Lori Flawn, Chair

- The most supportive allies have been those who have worked on the Local Plan since 2011.
- The pace of planning change makes the work very challenging – the key question is what can be preserved and what has already been lost.
- Good progress has been made. Thanks were extended to Nicky Joshua at RCCE for her continued support; the group has been attending RCCE seminars.
- The overarching goal is to preserve the nature of the village as seven separate hamlets.
- Thanks were expressed to the Clerk and Assistant Clerk for their ongoing support.

*Lori suggested that a diary of events and contacts be displayed on the board at Takeley Parish Council for every event in the village.*

### 6e. Takeley Board Games Club – Ted Flawn

- Ted ran a board games club at university and wanted to bring the same idea to Takeley.
- The club started on the first Thursday of this year.
- Getting attendees has been challenging, partly due to limited advertising and time constraints; Ted is keen to improve this.



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- A possible change to the first Thursday of each month and fortnightly sessions is being considered.
- Ted was invited to attend 'Your Club' and there is a possibility of running the two clubs together.

### 6f. The Welbeloved Club – Harriet Moore

- Welbeloved hosts once-a-month lunches across Hertfordshire and Essex for people aged 70 and over who are feeling lonely or socially isolated.
- The club provides a warm and welcoming environment for members to make friends and enjoy a two-course meal.
- Run entirely by volunteers; the club also operates a pen pal scheme to help members stay connected.
- Having operated in Sawbridgeworth since 2018 and opening a group in Manuden in 2025, Welbeloved is pleased to announce a new lunch club at The Old School, Takeley, commencing 24th June 2026, then on the last Wednesday of each month thereafter.
- Membership is free; a two-course lunch with drinks costs £10.
- Volunteers are actively sought to assist with lunches, administration, mailing, laundry and transport.
- Duke of Edinburgh Award placements are also available.
- Contact: [admin@thewelbelovedclub.com](mailto:admin@thewelbelovedclub.com)

*Cllr Cheetham commented that she had learnt a great deal from this evening, and was particularly impressed by the Offshoot Foundation and the Welbeloved Club.*

### 6g. Takeley Home Education Club – Read by Cllr Moore on behalf of Alex Payne

- Takeley Home Education Club is a community-led group established by two home-educating parents to support the growing home-educated community in Takeley and the surrounding villages.
- The club provides a safe, welcoming and supportive space for families to connect, socialise and learn together, with a focus on enriching opportunities that help children build confidence, friendships and important life skills through hands-on activities and shared experiences.
- Many families include children who have experienced difficulty in traditional school settings, or who have faced anxiety, trauma or mental health challenges; creating a safe and accepting environment is central to the club's purpose.
- Sessions on offer include: senior and junior Drama, Cooking and Baking, Fitness, Arts and Crafts, board games and free social activities, with refreshments available.
- Flexischooling families are welcomed, and school-attending children are invited to seasonal community event days throughout the year.



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### 6h. Priors Green Community Hall – Cllr Daykin

- Linda Cole joined the hall as Treasurer in December 2025 and was voted in as a Trustee at the AGM in February 2026, at which Assistant Clerk was present.
- The Clerk advised Trustees of unused Section 106 funding held by Uttlesford District Council and a potential opportunity to share a part-time caretaker with TPC. Thanks were expressed to the Clerk and Assistant Clerk for their patience and guidance on both matters.
- Activity in 2026 has included: a clear-out of store cupboards; installation of Wi-Fi enabling an upgraded alarm and CCTV system; replacement of main hall strip lights with LED fittings; installation of new emergency lighting; and replacement of toilet taps with push-button fittings.
- From midday on 13th June 2026 the hall will close temporarily for a full refurbishment of the main hall floor and the installation of a new commercial kitchen, funded with the support of S106 monies.
- Projects currently out to tender include a hearing loop for the main hall and solar panels for the roof.
- Vicky has been welcomed as the new part-time caretaker.
- The hall benefits from a range of dedicated regular hirers offering classes for all ages and interests, alongside weekend event and party hirers supported by volunteer keyholders.
- A volunteer with skills in social media, marketing or website management is being sought to raise the profile of the hall and its hirers. Interested parties should contact Assistant Clerk on [assistantclerk@takeley-pc.gov.uk](mailto:assistantclerk@takeley-pc.gov.uk).

*Cllr Daykin noted he would like to organise a leaflet drop in Takeley to advertise the hall to local residents.*

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### 7. Open Questions

The Chairman invited questions from members of the public. No further questions were raised.

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### 8. Date of the Next Annual Assembly

The next Annual Assembly of the Parish of Takeley will be held on 18th May 2027.

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The meeting closed at 8.23pm

Signed: \_\_\_\_\_ (Chairman)

Date: \_\_\_\_\_



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Takeley Parish Council | The Old School | Brewers End | Takeley | CM22 6SB | [clerk@takeley-pc.gov.uk](mailto:clerk@takeley-pc.gov.uk) | 01279

Meeting closed at pm.

Signed by the Chairman .....

Date .....