

Minutes of Meeting on 23rd February 2023
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Amanda Brennan, James Chable, Maxine Jeggo, Michael Hare, Martine Ward and Gill Williams.

District Councillor Gary Scott

Also Present: 3 members of the public.

Mrs Baxter – clerk.

Absent: Cllr Sarah Donaldson.

23/022 Chairman's welcome

Cllr Gladwin welcomed everyone and informed the attendees that the meeting was being recorded.

23/023 Apologies for Absence.

Cllr S Donaldson sent her apologies. District Councillor Ann Wiggins also sent her apologies.

23/024 Declaration of Pecuniary Interests and Personal Interests.

Cllr Chable declared a personal interest in item 23/032 due to his employment at Market Field School.

23/025 Approval and signing of the minutes from 19th January 2023.

It was resolved to accept the minutes from 19th January 2023 as true and accurate.

Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

23/026 To receive an update about the progress of resolutions from the meetings above not covered in this agenda.

The clerk reported that the working party constituted to discuss the junction adjacent to Budgens has not met yet, but that we have been in communication with Mr Drabwell (Essex Highways) who has booked a site visit to monitor the behaviour of the traffic to get a good picture of what is happening. He does say that the options are extremely limited though.

Mr Shaikly (Lanswood) reported that he has arranged an on-line meeting with Mr Drabwell to discuss the junction and potential improvements.

We'll wait until we get information back on those and then see if we need to arrange a meeting of the working party.

23/027 Public Speaking

None.

23/028 County Councillor report. To include where relevant an update on items in progress.

Not present. Cllr Gladwin reported that Cllr Guglielmi has followed up on a report of flooding over the pavement in Clacton Road. It was reported that Cllr Guglielmi has also started the process for investigating putting double yellow lines along Clacton Road outside Budgens.

23/029 District Councillor reports. Written report – to take questions on the report and provide any additional information not on the report.

Please see the written on report on the Elmstead Parish Council website. Cllr Scott added that the notices of local elections will be going out on the 13th March and that nominations papers are available now. The deadline to return the papers is 4th April, 4pm. You need to have a photo ID to vote.

The streetlights on Clacton Road have been repaired.

Will be a 3% increase in TDC's council tax.

Minutes of Meeting on 23rd February 2023
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

23/030 Neighbourhood Plan

An update on the status of the NP submission.

Mrs Baxter has spoken to Mrs Haim who will help with the outstanding documentation required for the submission. Mrs Baxter is to complete a timeline of consultation for Mrs Haim. Mrs Haim asked on Mr O'Neill's behalf if the council wished to meet with the Housing Association soon as they are keen to meet. Mrs Baxter is to let Mr O'Neill that as the development of the current community centre is so dependent on the new community centre, we'll be concentrating our efforts on that first as we are a long way off having a completed community centre.

23/031 Tendring/Colchester Border Garden Community

i) Update from meeting with Mr Gary Guiver (TDC)

Cllr Gladwin reported that he has received a 700 document to read through on the DPD and changes. The rapid transport which was formerly going to go along the link road is now taking a different route through the centre of the Garden Community. This will now have a separate junction onto the A133. The £21million gap in funding for the link road is now nearer to £25 to £30 million.

They are planning to build houses earlier to fill that funding gap, we weren't given a number but it was estimated as approximately 400 houses but it could be a lot more. They will be built before anything else in the south-east corner, the nearest corner to Elmstead. The link road/A133 roundabout may now have 5 exits instead of 3. It was discussed that this breaks all the principles of a Garden Community, as they are supposed to build the infrastructure first. Issues accessing local schools were discussed. Driving to schools will put pressure on local traffic.

The link road needs to be completed by 2026. The changes show that the consultation process with Elmstead was not as good as that for Greenstead, Wivenhoe and Crockleford as they have moved housing away from those areas, and the density is now more compressed. They are now aiming for 7,500 houses. The housing will need to be higher density with some 6 story high buildings. The DPD is to be signed off at the next TDC meeting on 4th March, which feels incredibly rushed.

ii) Speaking at the next Joint Committee meeting on 27th February.

There was a discussion around the fact that the speaking is not minuted, so there is no record of what is being raised by affected parties. Cllr Gladwin will raise that issue and ask for his verbal submission to be minuted. The Planning Inspector won't be able to see what has been said. Cllr Scott will raise that issue. It was agreed that Cllr Gladwin will speak at the Joint Committee meeting. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

23/032 Planning Application

22/02076/FUL - Land North and South of A133 Clacton Road at Finches Lane, Elmstead CO7 7FD. Hybrid application consisting of the following: - Full planning permission for 86 No residential dwellings to the north of Clacton Road including new access, 40 No residential dwellings to the south of Clacton Road using existing access. Construction of market field grows use Class E to include multi use building (337sqm), reception office (200sqm), workshop (222sqm), 46 space car park, ancillary landscaping and buildings. - Outline planning permission (access only) for mixed use commercial Space 1.12ha up to 2500sqm.

To agree a response to this application.

Cllr Chable left the meeting.

The application has been reviewed at the Planning Committee meeting along with all the comments received from residents. The comments were polarised, some were for the application because of the benefits of Market Field Grows, and some against because of the

Minutes of Meeting on 23rd February 2023
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Community Centre, School Road, Elmstead Market, CO7 7ET

additional houses to the Parish. It was recommended by the Planning Committee to return a neutral response, with comments for and against as relevant.
It was resolved to approve the response. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.
Cllr Scott reported that the application would go to the planning committee (TDC) for a decision.

23/033 Finance

- i) *To look through the finance report and approve the payments for February. See appendix 1.*

It was resolved to accept the finance report and approve the payments. Proposed: Cllr Gladwin, Seconded: Cllr Chable, all in favour.

- ii) *To review any requests for overtime to be paid in February.*

There were no requests.

- iii) *Mower insurance. To consider quotes for the renewal of the insurance.*

It was resolved to accept the quote from our current provider as it was reasonable and they provide very good service.

Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

23/034 New Community Centre and environs

Any updates from the committee meeting held on 16th February 2023.

It was reported that the planning permission on the new community centre expires on the 24th August. We are unlikely to get the money from the Church Road development until late April at the earliest. Charity Field then has 3 months to provide their contribution, so it is going to be very close. We may be reapplying for planning permission.

The committee were asked about moving their meetings so that the PC meeting could move to the first Thursday of the month. It agreed and decided to meet on the 2nd Thursday. The Planning Committee will therefore need to move their meeting and will decide dates at their next meeting.

Mr Shaikly advised that we make an application sooner rather than later and get the drawings assigned to us.

23/035 Winter Warm Hub and Outreach library

An update on the winter warm hub sessions held so far and to discuss whether the council will continue to support the full cost or whether alternative funding is forthcoming.

As Cllr Donaldson was not in attendance the clerk read her update:

“The offer of Warm Space has grown and become quite established over the past few weeks.

We are seeing regular numbers of 25 plus each week. We continue offer free tea, coffee, cakes, biscuits and a light lunch. We have received several donations of food to include cakes and soups and Cllr Ward has also linked in with Tesco to obtain some donated items also.

We have games (donated by Cllr Jeggo), magazines, newspapers and crafts now and again all of which enhance the social experience.

We have not to date received any funding from TDC and I understand that Elmstead Parish Council continue to fund the hire of the room.

In order to offer the food, drinks and newspapers we have been using donations from our wonderful volunteers who have made soups and cakes and we have also received some cash donations from the villagers who attend.

It has been asked of us whether now the sessions have become established and the necessity for such a welcoming environment for those who are isolated and in need of social interaction is evident, whether we will continue under another initiative or as part of a PC “welcome space “ ongoing initiative.”

Minutes of Meeting on 23rd February 2023
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Cllr Scott reported that he had asked about grants and is trying to find out more about a microgrant. He will let us know.

It was resolved to continue with the sessions until the April meeting whilst we explore funding options. We'll discuss the rebranding of the warm space to a welcome space at the April meeting.

Proposed: Cllr Gladwin, Seconded: Cllr Jeggo, all in favour.

23/036 Speedwatch

An update.

Cllr Hare reported that all equipment has been given collected apart from the camera and they are ready to go. Cllr Ward has contacted the volunteers and is chasing training for them.

23/037 Events

- i) *PC surgeries. A report back from the January surgery. Attendance for the February surgery.*

The last meeting went well and there are now ongoing matters being addressed. A flooding query has been passed to Cllr Guglielmi. Cllrs Brennan and Williams will attend the next session.

Mrs Baxter is to ask Mr Fairweather about an additional key for the kitchen cupboard.

Mrs Baxter is to check if we can hold surgeries during the pre-election period (previously known as purdah).

- ii) *Easter. Plans and to discuss a budget.*

After discussion it was agreed to leave an Easter event until next year as the Coronation event is not long after and there is a lot to do for that event.

- iii) *The King's Coronation. To consider a budget for a plaque to be placed in the entrance of the community centre until the new community centre is built. To consider a commemorative bench and location.*

Cllr Jeggo reported that there has been 2 planning meetings with volunteers. There will be an event on the 7th May. It will be a street/craft market and fun day at the cricket club. There will also be entertainment.

Councillors looked at examples of commemorative benches and it was mentioned that some funding had been given to the WI for a bench along Church Road. The clerk is to find out who was responsible for the WI finances to ask them if the funds are still available. It was discussed that we have to be careful with what we purchase and make sure it is decent timber for longevity.

It was suggested we contact Ian Tayler at TDC to ask for his bench buying contact.

It was resolved to purchase a commemorative plaque, similar to those located in the community centre with a budget of £40.

Proposed: Cllr Gladwin, Seconded: Cllr Jeggo, all in favour.

- iv) *The Queen's Jubilee. To consider a location for a tree to be part of the Queen's Canopy.*

It was suggested that it would be nice to have the tree in the same location as the bench on Church Road. Cllr Brennan is to speak to Beth Chatto about blossom trees.

23/038 Items for the April Upmarket article

There will be a Coronation flyer. A reminder regarding ID needed for voting. Possibly a Garden Community flyer or an article.

23/039 Items for the next agenda or for information only

None.

Minutes of Meeting on 23rd February 2023
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

23/040 **Next meeting**
6th April 2023.

23/041 **Exclusion of press and public for private and confidential matters**
It was resolved to exclude the press and public. Proposed: Cllr Gladwin, Seconded: Cllr Jeggo, all in favour.

23/042 **New Community Centre and environs**
Consideration of tender proposals for the technical drawings for the Community Centre.
Cllr Gladwin spoke to 11 architects, 7 were asked to tender and we received 6 quotes. Criteria were drawn up to choose the best quote and the committee chose the weighting for those criteria. The results were put into a matrix which identified the rankings of the quotes. It was resolved to ask the top 3 ranking architects for meetings. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.
It was suggested that as the quotes are only valid for 28 days the council holds an extra ordinary meeting to award the tender.

23/043 **Staff salaries and contracts**
i) *To consider the recommendation of the Personnel Committees following on from the staff appraisals with respect to the clerk's salary for the year 2023/24.*
It was resolved to accept the recommendation with respect to the increase from SCP 25 to SCP 26. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.
ii) *To consider a change to the clerk's terms and conditions of employment (job description) as recommended by the Personnel Committee.*
It was resolved to accept the changes to the clerk's job description. The chairman of the Personnel Committee is to sign off on the clerk's holiday requests. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.
iii) *To consider the recommendation of the Personnel Committees following on from the staff appraisals with respect to the handyman's salary for the year 2023/24.*
It was resolved to accept the recommendation with respect to the increase from SCP 17 to SCP 18. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

The meeting closed at 8.55pm.
There being no further public business councillors were thanked for their attendance.
Minutes written by Mrs. A Baxter
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