

Minutes of Meeting on 25th July 2024

Elmstead Parish Council – New Community Centre Committee

Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Mr P Beard (Chairman), Mr R Fairweather, Cllr Adam Gladwin, Cllr M Hare, Mrs D Stammers, Mrs Triscott, Cllr Martine Ward, Mrs R Valentine and Mr Wright.

Not present: Mrs Baxter (clerk). Mrs C Brock and Mrs Grotier

24/053 Chairman's welcome

Mr Beard welcomed everybody.

24/054 Apologies of Absence

Apologies were received from Mrs Brock.

24/055 Declaration of Pecuniary Interests and Personal Interests

None.

24/056 Approval and signing of the minutes from the meeting of 13th June 2024.

It was resolved to accept the minutes from the meeting of 13th June as true and accurate.

Proposed: Cllr Hare, Seconded: Cllr Ward, all in favour.

24/057 Public Speaking

None.

24/058 New Community Centre Planning Application

i) *An update on the planning application preparations, including results of surveys.*

Cllr Gladwin reported that updated plans were circulated after the meeting with the architect. The committee viewed a site plan that included the architect's proposed plan overlaid with the tree survey (drawing ref PO-03-B). The red circles show the area we can't build within, which limits options for parking.

The floor plans are agreed, but the external plan needs to be finalised for everyone to confirm. Once it's all agreed and resolved by the Parish Council on the 1st August the planning application can be submitted. TDC can take a maximum of 3 months to decide the application.

The surface water survey is straightforward. The tree survey impacts the car park and the biodiversity survey ties in with that. It was queried whether the biodiversity survey was correct because trees were included that are not on the land that will be transferred to the council for the community centre. Cllr Gladwin shared a map that showed that at least 2 of the trees are on the boundary. The architect is checking into this.

The recommendation from the biodiversity survey is that 20m of new native hedging, 80 new small trees and new wildflower grassland will be required. It is not known where these will be on the site. It's not expected that all the small trees will grow into full trees. They need to be on the planning application site or as part of an off-site planting scheme. There was a discussion over what it means that they will need to be maintained for 30 years.

Mr Fairweather would like a second opinion on the biodiversity. Cllr Gladwin will chase this up with the architect.

Mr Beard asked if we need to decide now where the planting will be in order to meet an August planning application. It could possibly be a condition. It was added that the wildflower grassland needs to be 1200 square meters. It's a mix of 80% grass and 20% wildflowers. It could go around the edges. The new trees will be under 30cm. 20m of hedgerow isn't that long.

ii) *To review the most recent set of plans. To review the parking provision.*

There were originally 42 parking spaces and the committee had asked that it be increased. The new plans with the large tree restrictions show 54 spaces. Mr Fairweather suggested

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that if there are events that require a lot of parking then vehicles could temporarily park on the grass. It was thought that this would happen rarely.

It was asked how people would access the recycling bins if the barrier is down and suggested they be moved. It was discussed that we don't have to have the recycling bins, but if we don't we won't get paid for it. There were concerns of broken glass around the bins.

If the recycling bins were moved from their current spot then 2 extra car parking spaces could be included, which could be left open when the grass needs to be accessed for additional parking. It would look unsightly to have the recycling bins nearer the entrance.

Once we get the planning approval, if we find that we need extra spaces we could put in another application to extend out one of the rows.

We need to try and prevent people from parking on the private roads of the estate.

It was agreed to go with the parking provision of 54 spaces.

- iii) *Are the plans ready for the Parish Council to resolve for submission? If not what actions need to be undertaken to achieve this?*

There will be outstanding conditions; the exact buff multi bricks to be decided, the light grey cladding exact colour to be decided and roof material to be decided. There was a discussion about a slate versus a zinc roof. Slate will cost more. We don't know by how much. Some members prefer the look of slate.

When we previously looked at funding we couldn't proceed with an application because we didn't have a cost. However if we can get the cost of the building with a slate roof we could apply for funding.

Peldon village hall has a zinc roof and everybody who visited liked it. Looking at a photo of Peldon village hall roof members still preferred a slate roof. Labour costs and additional support for slate create the additional cost. This will require additional funding where we already think we will need to get additional funding for the building.

It was agreed to leave the decision on roofing material until after the planning application, when there's been more time to research the options and have a better idea of cost. It will be grey.

It was asked about the car park surface, porous tarmac versus block paving. Mr Fairweather has previously been advised that there isn't much difference between the two. Mrs Valentine pointed out that you get weeds come through block paving and it is higher maintenance. Tarmac was preferred.

The plans are to go to the Parish Council for resolution.

24/059 New Community Centre/car park land and Open Space land

An update from our solicitor on the land transfers.

The solicitor is still waiting for a response from Go Homes, but we haven't heard from him this week. The land needs treating, it's a mess with the weeds growing. The land transfer is well overdue.

24/060 A report on any updates since the last Committee meeting not included in agenda items above. To include:

- i) *Current funding.*

The £400,000 hasn't been received from Go Homes yet. The School Road contribution has been paid and it was thought that the Go Homes payment should have been made, depending on how you count the 100 day period stated in the deed of variation. Tendring hasn't put any hold on the sale of houses for this payment as it isn't past the deadline yet. There isn't any indexation on this payment as it wasn't included in the deed of variation. A Redwood savings account has been opened for part of the s106 payments. We are also looking at a CCLA Public Sector Deposit Fund.

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With the amount that will be coming into the Parish Council accounts the £85,000 FSCS protection does not apply. We'll need to look at insurance for that.

We are also applying for a 6 month savings account with Unity.

The current funding spreadsheet was reviewed. It was asked where the funding that's in the PC accounts is (in which accounts). The clerk will be able to update on that.

It was asked if we are getting interest on the funds sitting with Tendring, and answered that it's Tendring's policy to not pay interest. The council is following up on that.

The total funding for the building, open space and changing rooms was reviewed. The open space funds could possibly be used towards the car park and patio.

It was asked how much control TDC has over the funds being held by TDC versus funds being held by the Parish Council. It was also asked if we know for definite whether we can use open space funds for the car park.

ii) Additional funding.

Mr Hills has had a pre-application meeting with Tendring about the development that may provide extra funding for the building. We are waiting to hear further. It is still undecided as to what is happening with the current community centre.

It was suggested that we speak to specific residents in the village about donations. We can also seek funding from the Lottery and Sports England.

It was discussed whether we'll need technical drawings to get a costing. Do we need to wait until we get our planning agreed before we go to builders? We won't know what steelwork will be needed until we decide on the roof material. It was discussed about getting two prices, one for a slate roof and one for a zinc roof.

The committee viewed the design program timeline prepared by the architect. It was commented that some of the processes could be overlapped. The process will be to submit the planning application, then do the building regulations and technical drawings. When we go out to tender we will need the plans and the technical drawings. It was asked if we need to wait for the planning to be approved before doing the building regulations. Some felt that the timeline was too long and some felt it was too optimistic.

Mr Fairweather asked if DCB have been given permission to oversee the whole project. It was answered that it hasn't been decided yet. We don't know the fees yet, we can get those and then decide whether to go out to others. Mr Fairweather had concerns with DCB.

24/061 Committee Meeting Date

To discuss whether to change it from the 2nd Thursday of the month to be on a date before the Parish Council meetings which are on the first Thursday of the month.

It was agreed to change the committee meeting date to the last Thursday of the month.

24/062 Matters raised for the next agenda or for information only.

To add an agenda item of the design program timeline.

24/063 Date of next committee meeting

The next meeting will be on the 29th August.

The meeting closed at 8.52pm.

Contact: elmsteadparish@gmail.com

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Signature

Date